ARTICLE I: QUORUM
A. Quorum shall be defined as 2/3 of all voting members currently holding voting rights as established from the last General Assembly Meeting.
B. Quorum shall be used for Executive Board elections, Budget approval, Legislation and Resolution approval, Hall Improvement Funds, Community Development Funds, anything as stated in the Assembly Constitution, and all other procedure requiring a vote, as deemed necessary.
C. Quorum may be waived only when deemed absolutely necessary and with a unanimous Executive Board decision.

ARTICLE II: BUDGET
Section 2.1: Budget
A. Two weeks after the final headcount within the halls has been taken each semester, the Vice President of Business and Administration, with the advice of the Executive Board, shall propose a detailed budget for that semester.
B. The proposed budget shall breakdown costs so that the following areas are separate and individual, but shall not be limited to:
   a. Revenue
   b. Administrative (phone costs, postage, copying, office supplies)
   c. Conferences
   d. Miscellaneous Expenses

Section 2.2: Approval of the Budget
A. The budget shall be proposed two weeks after the final headcount within the communities has been taken each semester and postponed for approval until the next General Assembly meeting.
B. The General Assembly will have the final vote to approve the budget.
C. In order for the budget to stand, it must be approved by a two-thirds vote once quorum has been reached.

ARTICLE III: FUNDING
Section 3.1: Handling of Accounts
A. Funds held by The Assembly of Residential Housing shall be deposited in the proper University accounts through the Department of Residence Life and Student Housing. Withdrawals shall be made in accordance with regulations prescribed by the Comptroller of the Students Association, Residence Life and Student Housing, and Southern Methodist University.
B. The President, Vice President of Business and Administration, and Advisor(s) are authorized to sign all check requests and deposit all funds.
C. All transactions must be reported to the Vice President of Business and Administration.

Section 3.2: Funding Requests from Other Organizations
A. The Assembly of Residential Housing Executive Board must be presented with a description of the event, outlining what the program entails and how the program will benefit the residents in the residential communities.
B. A budget, in writing must also be presented listing all sources of income, and how the money will be spent.
C. The Assembly of Residential Housing’s name must appear on all publicity.

Section 3.3: Hall Improvement Funds (HIFs)
A. The Assembly of Residential Housing receives an allocated amount from the Facilities department in Residence Life and Student Housing to improve the residential communities according to what the on-campus students request. The amount varies year to year and is determined based on the operating budget in the department and set by the Director of Housing Operations.
B. The Hall Improvement Funds process is as follows:
Southern Methodist University
The Assembly of Residential Housing
BYLAWS

1. Complete the Proposal request.
2. Submit the proposal to the RCD(s) of the community affected by the proposal and the ADRL(s) of the area(s) affected.
3. Once approved, a copy is made for the community’s records and the original is given to The Assembly Advisor.
4. The Assembly Advisor obtains approval signatures from the Director of Housing Operations and the Director of Residence Life.
5. If approved, the author of the HIF will present to the General Assembly for a vote at the next approved date.
6. The submitting community will not vote on their own proposal.
7. If approved by the General Assembly, the HIF will be presented to the Dean of Residence Life and Student Housing or designee for final review and approval.
8. If approved, the RCD(s) will have 30 calendar days upon notification from The Assembly Advisor to order/purchase the item(s). Any funds not expended or reported within 30 calendar days will be forfeited, therefore being placed back into the general fund for redistribution.

Section 3.4: Community Development Funds
   A. The Assembly of Residential Housing may allocate part of its budget for the use by Commons and Community Councils to host large scale programs that involve collaboration between two or more communities.
   B. The amount allocated each year varies and is determined by the Executive Board.
   C. Requests will follow the following process:
      1. Leading community will complete Community Development Fund Proposal Request.
      2. All requests must be submitted a minimum 2 weeks prior to the event date to the Vice President of Business and Administration.
      3. Student will present program to General Assembly and a vote will be taken.
      4. Proposal must be approved by ¾ vote of the General Assembly.

ARTICLE IV: ARCHIVING
Section 4.1: All documents used throughout the administration of an Assembly Executive Board member shall be maintained by that member for his/her term in office.

Section 4.2: All documents used by The Assembly Executive Board members must be transferred to their successors before they vacate their offices.

Section 4.3: Active files shall be kept orderly and should contain the past academic year’s records.

Section 4.4: Files that are two academic years or older may be kept in the Archives.

Section 4.5: Archive files shall not be destroyed, until after ten years, or made unobtainable to any member of the organization.

Section 4.6: All computer files should be placed under the appropriate subdirectories each year.

ARTICLE V: RESOLUTIONS
Section 5.1: The resolution format shall be approved by the Executive Board before it is brought to the General Assembly.

Section 5.2: The legislative process shall be as follows:
   A. Legislation shall be presented during new business
   B. General Assembly voting members may ask non-debatable questions of the author.

Updated: 8/11/2014
Southern Methodist University
The Assembly of Residential Housing
BYLAWS

C. Legislation shall then be postponed for one week. Legislation may be postponed for a longer period of time if more time is needed to gather information.

D. The legislation will be presented during old business the following week.

E. The General Assembly will debate the legislation and act as it deems necessary.

Section 5.3: The author of a resolution may be any student living in the Residential communities of the University. Sponsorship may only be by a voting member of the General Assembly.

Section 5.4: Resolutions will include:
   A. An official resolution number.
   B. Use “Whereas:” at the beginning of each preamble paragraph, and the words “Therefore let it be Resolved:” in the resolving paragraph.
   C. A space for recording the vote.
   D. A space for the President and Vice President of Business and Administration’s signature.
   E. The names of the author(s) and sponsor(s) of the resolution.

ARTICLE VI: IMPEACHMENT
Section 6.1: Impeachment proceedings and charges, in written form, may be brought before the General Assembly by any member in good standing.

Section 6.2: Only the elected Executive Board members may be impeached.

Section 6.3: After charges are read an immediate vote, with no preceding discussion, shall be taken to determine if impeachment proceedings shall be convened.

Section 6.4: At the next regularly scheduled meeting the impeachment proceedings shall be the first order of business after roll call.

Section 6.5: Procedure for the proceeding is as follows:
   A. The charges pertaining to the member shall be read.
   B. The Prosecution shall present its case.
   C. The Defense shall present its case.
   D. The floor will then be open for debate and discussion. There shall be no time limit to this debate; however, a time limit may be set to limit the length of each speaker’s time. Neither the Prosecution nor Defense may take part in the debate.
   E. The Prosecution shall give closing remarks.
   F. The Defense shall give closing remarks.
   G. A secret ballot vote must then be taken.

Section 6.6: A 2/3 vote of the assembled eligible voting members after quorum is reached is needed to remove the Executive Board member from office.

Section 6.7: Proxy votes will not be accepted, unless a long term proxy.

ARTICLE VII: GOOD STANDING OF THE RESIDENTIAL COMMUNITY
Section 7.1: To be in good standing with The Assembly of Residential Housing, a residential community must meet the following criteria:
   A. Operate under Bylaws approved (or one in the process of being approved) by the Commons Council and The Assembly Executive Board.
   B. Have at least one voting member at each General Assembly meeting (See Article VIII).

Section 7.2: Residential communities not meeting the aforesaid criteria shall fall out of good standing and lose all rights and privileges in The Assembly of Residential Housing.
Section 7.3: Residential communities may regain their good standing with The Assembly of Residential Housing by meeting the criteria and appealing to the Executive Board for readmission to The Assembly of Residential Housing.

ARTICLE VIII: GOOD STANDING OF MEMBERS

Section 8.1: To be in good standing with The Assembly, a voting member must meet the following criteria:
   A. Live in the residential community that they serve.
   B. Be absent from no more than two consecutive or three total General Assembly meetings within any given semester.
   C. Meet all qualifications listed in The Assembly of Residential Housing Constitution under Article VII.

Section 8.2: Members not meeting the aforesaid criteria shall fall out of good standing and lose all rights and privileges in The Assembly of Residential Housing with exception of speaking rights.

Section 8.3: Upper Class Housing members shall abide by the same criteria should they have a Community Council. Upper Class Housing members shall be notified in advance should the agenda for a General Assembly meeting not be beneficial for them with the option to be absent.

Section 8.4: Members may regain their good standing with The Assembly by meeting the aforesaid criteria and completing an appeal as described in section 8.5 to the Executive Board for readmission to The Assembly.

Section 8.5: To regain good standing:
   A. If a delegate loses good standing, and that same delegate wishes to regain it, then he/she must provide the Executive Board with;
      1. A written explanation of why he/she missed the meetings that caused the initial loss of good standing.
      2. A written statement detailing his/her commitment to The Assembly and why he/she would like to have good standing reinstated.
   B. All appeals must be approved by the Executive Board for regaining of good standing.

ARTICLE IX: ELECTIONS

Section 9.1: Election for Executive Board Officers:
   A. Those interested in running for a position will submit a bid to The Assembly President no fewer than two days prior to the day of election.
   B. Elections for all positions will take place during the last meeting in February.
   C. Elections should be completed by the end of the second week in March.
   D. The terms of office shall be as follows:
      1. All Executive Board officers shall serve from the second week of April to May 31 the following year.
      2. The division of duties shall be decided on by the outgoing and incoming Presidents.

Section 9.2: Bids:
   A. Bids shall be no more than 8 pages or 4 double-sided pages.
   B. Bids may include, but are not limited to, a letter of intent, goals, past experience, and letters of recommendation.

Section 9.3: Election process:
   A. Each candidate will be given an equal opportunity to be elected.
   B. The process for each candidate will be as follows:
      1. All candidates for the position must leave the room prior to presentations.
      2. 5 minutes for reviewing the candidate's bid and/or presentation.
      3. 5 minutes for a speech.
Southern Methodist University
The Assembly of Residential Housing
BYLAWS

4. 5 minutes for a question and answer session
5. 5 minutes for a pro and con session.
6. Time may be extended by a majority vote.
   i. Any time extension must apply to all candidates for that position.
C. After each candidate for the position has gone through the above process, a 10 minute discussion shall take place within the General Assembly.
D. A majority of the votes cast is needed to win the position.
E. If a majority of the votes cast is not achieved on the first ballot, a second ballot shall be cast with only the top two vote receivers remaining on the ballot.
F. In the case of a tie, the President will cast the deciding vote.

Section 9.4: Commons Council Presidential Election Process and Requirements:
A. Candidates for President must be entering their second-year or more of living in the residence halls.
B. Each candidate will be given equal opportunity to be elected.
C. President position will be an interviewed position with the following requirements:
   1. Interview Panel shall consist of the entire Assembly Executive Board. The panel can also include any advisor of the Commons Councils or The Assembly who is available and would like to be present.
   2. Questions for interviews shall be prepared ahead of time and standard to every applicant. Interview Panel must approve the interview questions and modify them, if necessary, prior to the interview.
   3. Depending on the number of applicants, in order to conserve time, the panel will be broken down into smaller panels to consist of a minimum of 2 and a maximum of 3 people consisting of at least one Executive Board member and any advisor who is part of the Interview Panel.
D. The process for each candidate will be as follows:
   1. Short application process turned in to The Assembly Executive Board.
   2. Application reviewed by selected Interview Panel.
   3. Interview lasting from 5-30 minutes, during which the applicant will be given a rating ranging from Highly Qualified, Qualified, Somewhat Qualified, or Not Qualified.
   4. After each candidate has been interviewed, a vote will be taken after deliberation by the Interview Panel.
E. If candidate is running unopposed, there is no guarantee for the position. The Interview Panel has the authority to declare no confidence if leaving the position vacant until a later time is more beneficial for the position.
   1. If not elected by the above process, the process will begin again the following semester (Fall Semester) with the right to waive the interview process due to time constraints.
   2. Should a Commons Council Advisor request a specific person after this process is completed, The Assembly Executive Board can hold a special application and interview process over the summer if they feel leaving the position vacant until the Fall Semester would be harmful to the community.
F. In the event of more than one applicant receiving a “Highly Qualified” rating, or an unreachable clear, decisive conclusion, the entire Interview Panel is presented with all information from each interview, and then votes.

ARTICLE X: VACANCIES
Section 10.1: Executive Board vacancies shall be temporarily filled by presidential appointment until elections take place.

Section 10.2: An Assembly Presidential vacancy will be temporarily filled by the Executive Vice-President until elections take place.

Section 10.3: The General Assembly may vote to hold a special election to fill any office currently occupied by a temporary presidential appointment. A ¾ majority vote is required to call for a special election.

Updated: 8/11/2014

Page 5
Southern Methodist University
The Assembly of Residential Housing
BYLAWS

A. If a special election is called, nominations for said vacant position(s) will be held immediately following the vote.
B. The special election will take place at the next General Assembly meeting.
C. The elected officer will take office upon the adjournment of the meeting at which he/she is elected.

Section 10.4: Commons Council President Vacancies by Resignation or Removal will be handled in the following manner:
A. The Chief of Staff of the Commons Council will serve as the acting President until the position is filled.
B. The Advisor will request the standardized application from The Assembly Executive Vice President.
C. The application will be distributed to residents the Advisor and the residents of the Commons feel have been actively engaged in the Commons Council.
D. Applications will be returned to The Assembly Executive Vice President.
E. The Assembly Executive Board will review the applications at the following Executive Board meeting and will vote.
F. The selected applicant will assume the role at the following General Assembly meeting or Commons Council meeting, whichever comes first.

ARTICLE XI: CONFERENCES
Section 11.1: The Assembly of Residential Housing shall form all delegations to NACURH and SWACURH conferences.

Section 11.2: The NCC shall make the decision on all aspects needed for the delegation with the advice and consent of the Executive Board.

Section 11.3: Updates about the conferences shall be given in NCC report to the General Assembly.

Section 11.4: The NCC may appoint a delegation leader in the event that the NCC cannot be present for delegation meetings during the conference.

ARTICLE XII: AMENDMENTS
Section 12.1: Proposed amendments to these Bylaws must be submitted in writing to the Vice President of Business and Administration and the General Assembly. Amendments may be submitted by any member of The Assembly of Residential Housing. Proposals shall be presented at one meeting and will be voted on at the next General Assembly meeting.

Section 12.2: Amendments must be approved by 2/3 vote of the General Assembly.

Section 12.3: All amendments shall go into effect immediately following the approval of the General Assembly unless otherwise noted in the legislation.

Section 12.4: Between the last General Assembly Meeting and the first General Assembly meeting of the next school year the Executive Board shall reserve the right to amend these Bylaws, as they deemed necessary. All amendments must be approved by a ¾ majority vote of the executive board.

ARTICLE XIII: APPROVAL OF BYLAWS
Section 13.1: These Bylaws shall be ratified by a 3/4 majority vote of the General Assembly.