



INTER-RESIDENCE COUNCIL CONSTITUTION

Preamble:

The State University of New York College at Geneseo Inter-Residence Council, as the largest on-campus organization, is committed to providing a positive, approachable, and effective forum for all students. The Inter-Residence Council strives to be the aware and involved voice of Geneseo's residential community and seeks to develop a broader intellectual, social, and cultural on-campus environment. From this foundation, the Inter-Residence Council trains and develops the next generation of student leaders.

Article I: Name

This organization is the Inter-Residence Council of the Undergraduate Student Association of the State University of New York College at Geneseo, hereinafter referred to as "IRC."

Article II: Membership

The membership of IRC shall be composed of all Student Activity Fee-paying students residing in the Residence Halls.

Article III: The Inter-Residence Council Executive Board

Section I: Composition of the IRC Executive Board

- A. The IRC Executive Board shall consist of one (1) Chairperson, one (1) Vice-Chairperson, one (1) Secretary, one (1) Treasurer, one (1) Programming Coordinator, one (1) Campus Relations Coordinator, and two (2) National Communications Coordinators.
- B. All IRC Executive Board members must reside within the Residence Halls during their time in office, and must be full-time Student Activity Fee-paying students.
- C. Geneseo students serving on the Regional Board of Directors (RBD) of the NorthEast Affiliate of College and University Residence Halls (NEACURH) shall be considered ex-officio members of the IRC Executive Board.
- D. The Executive Board of the Blue Knights Chapter of the National Residence Hall Honorary and a designated member of the Healthguards shall be considered ex-officio members of the IRC Executive Board.

Section II: Election of the IRC Executive Board

- A. The Chairperson of IRC shall be the Director of Inter-Residence Affairs of the Undergraduate Student Association of the State University of New York College at Geneseo (Student Association) and shall be elected according to Student Association Policy.
- B. The IRC Executive Board, with the exception of the Chairperson, shall be elected by the voting members of the General Assembly of IRC pursuant with the election guidelines contained in this Constitution.
- C. The election for the following year's IRC Executive Board, with exception of the Chairperson, shall be held each Spring semester following the Student Association Central Council elections.
- D. The IRC Executive Board shall assume office on the first Monday in May, and shall serve until the first Monday in May of the following year.

Section III: Duties of the IRC Executive Board

A. The Chairperson of the IRC shall:

1. Preside over all meetings of the IRC, both of the General Assembly and the Executive Board.
2. Shall establish an agenda for all Executive Board meetings.
3. Appoint committees and chairpersons when necessary.
4. Attend all IRC programs.
5. Act as liaison between the Student Association Central Council and IRC.
6. Act as liaison between the Division of Student and Campus Life and IRC.
7. Act as the spokesperson for IRC.

B. The Vice-Chairperson of the IRC shall:

1. Assume the duties of the Chairperson in the event of the Chairperson's absence from IRC.
2. Temporarily assume the position of Chairperson in the event of the Chairperson's resignation or removal from office, until a new Director of Inter-Residence Affairs is selected according to Student Association policy.
3. Assist the Chairperson whenever possible in the performance of the duties of the Chairperson's Office.
4. Plan and coordinate all training programs IRC undertakes.
5. Remain contact with the HealthGuards and the NRHH.

C. The Secretary of the IRC shall:

1. Keep and distribute minutes of all official meetings of the IRC General Assembly and the IRC Executive Board.
2. Maintain all non-financial records.

D. The Treasurer of the IRC shall:

1. *Comply with the Financial Policy of IRC and of the Student Association when applicable.*

2. Be responsible for the payment of all bills incurred by the IRC, and for the deposit of all receipts due the IRC.
3. Distribute and make known existing IRC financial policy.
4. Maintain and update all financial record of the IRC.
5. Be responsible for heading and overseeing fundraising for the IRC.
6. *Have the prerogative to suspend funds for a Residence Hall which has acted in violation of the IRC's and the Student Association's financial policies until such financial inconsistency is resolved to the satisfaction of the IRC Executive Board. Any such decision must be made with the approval of the IRC Executive Board in Executive Session.*
7. Attend all meetings of Central Council on financial matters concerning the IRC.

E. The National Communications Coordinators of the IRC shall:

1. Act as a liaison between the IRC and both the National Association of college and University Residence Halls (NACURH) and the NorthEast Affiliate of College and University Residence Halls (NEACURH) in accordance with national and regional guidelines.
2. Be responsible for coordinating the IRC's representation to all NACURH and NEACURH conferences.
3. Maintain and promote the IRC's status within NEACURH and NACURH.

F. The Programming Coordinator of the IRC shall:

1. Be responsible for coordinating all IRC programming activities.
2. Be responsible for publicizing and promoting the IRC's programming efforts.

G. The Campus Relations Coordinator of the IRC shall:

1. Act as a liaison between the IRC and the Residence Hall Councils (RCs).
2. Be responsible for maintaining communication between the IRC and the RC Presidents.
3. Be responsible for continuing the leadership development of the RC Presidents.

Section IV: General Duties of the IRC Executive Board

- A. Executive Board members shall be responsible for attending all General Assembly meetings and all Executive Board meetings of the IRC.
- B. Executive Board members shall chair appropriate committees where applicable.
- C. The Executive Board shall address any and all issues brought to the attention of the IRC by members of RCs or by any other concerned party.
- D. Each Executive Board member, near the end of their term of office, must complete a detailed end-of-the-year report. This report must contain the officer's general duties, position-specific duties, summaries of all programs and projects, and a troubleshooting section detailing problems the officer encountered and how they were overcome. In addition, each report should

contain suggestions and/or ideas for the coming year. Each officer, regardless of whether or not they are returning to the specific position, must complete a report. This report should serve as a history of what occurred during the year and must be submitted to the Chair for archiving.

Section V: Duties of Ex-Officio Members of the IRC Executive Board

- A. Geneseo students serving on the RBD of NEACURH must attend at least one meeting of the IRC General Assembly per month.
- B. At least one member of the NRHH Executive Board must attend every meeting of the IRC General Assembly.
- C. At least one member of the Healthguards must attend every meeting of the IRC General Assembly.
- D. Failure to fulfill these duties will result in revocation of any privileges given to ex-officio members of the IRC Executive Board.

Section VI: Impeachment of the IRC Executive Board

- A. Grounds for Impeachment
 - 1. Excessive absences from IRC General Assembly and IRC Executive Board Meetings.
 - 2. Failure to perform the duties of the respective office as defined by this Constitution and the By-Laws of the IRC.
 - 3. Abuse and misapplication of the powers of the office.
- B. Impeachment of the IRC Chairperson
 - 1. Impeachment of the IRC Chairperson shall proceed according to Student Association policy governing the impeachment of the Director of Inter-Residence Affairs.
- C. Impeachment of the IRC Executive Board
 - 1. Any IRC Executive Board Member, other than the Chairperson, may be brought up on charges in either of the following manners:
 - a. The IRC shall have the right to impeach an Executive Board Member upon presentation of a petition of five (5) percent of the members of IRC, with specific charges stated.
 - b. The IRC Executive Board may impeach one of its members by unanimous vote of the other members of the IRC Executive Board (excluding the Chairperson of the IRC).
- D. In the event of impeachment, the IRC Chairperson shall preside over the impeachment proceedings. The IRC General Assembly and the IRC Executive Board shall hear the charges and then vote on the case. A two-thirds majority of those present is required to remove an IRC Executive Board Member from office.
 - 1. Neither the Chairperson (except in the case of a tie) nor the IRC Executive Board Member being considered for removal shall vote in impeachment cases.
 - 2. Only votes of “yea” or “nay” will be permitted in impeachment cases.

Section VII: Succession

- A. The IRC Chairperson
 - 1. If a vacancy in the office of the IRC Chairperson occurs, then Vice-Chairperson of the IRC shall act as Chairperson.
 - 2. A new, permanent IRC Chairperson shall be chosen according to Student Association policy governing the election of a new Director of Inter-Residence Affairs.
- B. The IRC Executive Board
 - 1. If a vacancy occurs in any of the offices of the IRC Executive Board, a special election must be held within two (2) full academic weeks after the beginning of the vacancy.
 - 2. Elections for vacancies within the IRC Executive Board shall be run pursuant with election guidelines contained within the By-Laws of the IRC.

Article III: The Inter-Residence Council General Assembly

Section I: Composition of the IRC General Assembly

- A. The IRC General Assembly shall consist of student representatives from each Residence Hall Council (RC).
 - 1. All RCs shall be accorded voting privileges in the General Assembly according to the percentage of the on-campus population that resides in their Hall.
 - 2. The standard vote allocation is two (2) voting representatives per RC.
 - 3. In the event of extenuating circumstances involving Residence Hall population, the number of representatives shall be reapportioned at the discretion of the Executive Board of IRC. In no case could a RC have more than three (3) voting representatives or less than one (1) voting representative.

Section II: Election/Appointment of the IRC Representatives

- A. IRC Representatives shall be elected or appointed according to the policies of their respective Residence Hall Councils (RCs).
- B. Proceedings to elect/appoint IRC Representatives should be completed by the first meeting of the IRC each academic year.

Section III: Duties of the IRC Representatives

- A. IRC Representatives shall be members of their respective RCs.
- B. IRC Representatives shall approve actions taken in the name of IRC.
- C. To be present at all weekly meetings of the IRC. If the representative is unable to attend, that representative is responsible for finding a substitute to attend the meeting.
- D. To serve on one (1) committee of the IRC per year and attend all meetings of that committee.
- E. To attend meetings deemed mandatory by the IRC Executive Board.
- F. To represent the Hall residents on matters of concern to the Residence Halls.

- G. To make recommendations on policies concerning Residence Halls and concerned parties.
- H. To be responsible for communication between the IRC, individual Residence Halls, and the staff of their respective Residence Halls. This requires at least one IRC Representative to speak at the RC meetings.

Section IV: Meetings of the IRC General Assembly

- A. The first meeting shall be held by the second full academic week of the first full month of each semester.
- B. Meetings shall be held once a week during the academic year except when the college is not in regular session.
- C. Meetings shall be open to the campus except when the General Assembly is in executive session. No financial matters shall be passed in executive session.
- D. Special meetings of the General Assembly shall be called by the Chairperson of the IRC upon request of a majority of the representatives or a majority of the Executive Board.
- E. Meetings shall be run according to parliamentary procedure as stated in Roberts Rules of Order, Revised.

Section V: Voting Procedures of the IRC General Assembly

- A. The voting members of the IRC General Assembly shall consist of the designated IRC Representatives from the Residence Hall Councils.
- B. The members of the IRC Executive Board, with the exception of the IRC Chairperson, shall not be accorded votes unless otherwise stipulated by this Constitution or the By-Laws of the IRC.
- C. The IRC Chairperson shall vote only on the case of a tie, voting for or against the motion.
- D. A majority of those IRC Representatives present and voting for a motion shall be required for passage of that motion, unless otherwise stipulated by this Constitution, by the By-Laws of the IRC, or by the rules of parliamentary procedure.

Section VI: Impeachment and Succession

- A. Impeachment and succession of IRC Representatives shall be made by that representative's host RC.

Article IV: Advisors

Section I: Approval of the advisor(s)

- A. There shall be at least one advisor to the IRC.
- B. At least one of the advisors to the IRC shall be from the Residence Life Staff.
- C. At the first business meeting of the IRC General Assembly, the IRC Representatives will vote on the approval of the IRC advisor(s).

Article V: Elections

Section I: Process

A. Pre-election procedures

1. The IRC Chair shall call for letters of intent from all candidates interested in running for open positions at least two (2) weeks prior to the day of elections.
2. Potential candidates must submit letters of intent to the IRC Chair the Wednesday before the day of elections.
3. The IRC Chair will notify any candidates if they are ineligible to run based on the requirements in Article III, Section I, of this constitution and will throw out any candidate's letters of intent if they do not meet these requirements.

B. Election Procedures

1. The IRC Chair shall call the meeting to order.
2. The IRC advisor(s) will act as Sergeant-At-Arms.
3. The IRC Secretary will take attendance and note any alternate IRC Representatives. Only IRC Representatives or their alternates are allowed to vote.
4. Election order shall be determined by the number of letters of intent submitted for a particular position. Elections shall begin with the position that has received the most letters of intent, and will progress until all positions have had elections. In the event two positions have an equal number of letters of intent, order shall be determined at random.
5. Elections for positions shall proceed as follows:
 - a. The names of all eligible candidates who submitted letters of intent shall be read and those candidates will be asked if they accept the nomination.
 - b. The IRC Chair will call for any nominations off the floor.
 1. Nominations may only be made by IRC Representatives and any candidate nominated must meet the requirements as stipulated in this constitution.
 2. If the nominees accept the nomination they will be included in the list of candidates for that office.
 - c. The candidates will be sent out of the room and by random selection will be brought into the room one at a time.
 1. The candidate will read their letter of intent and may add any additional information they wish within a five (5) minute time period.
 - a. The IRC Representatives may motion to extend this time period at their discretion.
 2. The IRC Representatives will then be allowed to ask questions of the candidate within a five (5) minute time period.
 - a. The IRC Representatives may motion to extend this time period at their discretion.

3. When question and answer ends, the candidate will be sent out of the room and the other candidates will proceed through this same process until all candidates are heard.
- d. The Sergeant-At-Arms will secure the room for open discussion.
 1. Only the IRC Representatives will be allowed to speak.
 2. Discussion may only be about topics covered in the candidates' statements or during the question and answer periods. No outside information may be provided or discussed.
- e. When discussion has ended, the IRC Representatives will be given ballots and may vote for one candidate (or in the case of NCCs, two), Abstain, or vote No Confidence. IRC Representatives who are candidates for the office being voted on will not be allowed in the room and hence cannot vote.
 1. Abstentions do not count as votes.
 2. "No Confidence" votes do count as votes.
- f. The IRC Chair and the advisors will count the ballots.
- g. Candidates must win a majority of the votes (50%+1) in order to be declared the winner.
 1. In the event no candidate receives a majority, the candidate with the lowest number of votes will be thrown out and a revote will be taken amongst the remaining candidates.
 2. In the event a vote of No Confidence receives a majority with only one candidate remaining, the election for that position will be postponed until the Fall.
- h. The candidates will then be brought back into the room and the results will be announced.

Section II: Restrictions

A. Prior to Elections

1. The IRC Executive Board and candidates for Director of Inter-Residence Affairs are excluded from publicly endorsing or disparaging candidates running for a position on the IRC Executive Board.

B. During Elections

1. The IRC Executive Board, the IRC Chair-Elect, and any IRC Executive Board Member-Elect are excluded from speaking during elections except:
 - a. To answer questions regarding positional responsibilities, duties, or requirements, or
 - b. To administer the elections.
 - c. To ask questions of all candidates who are running for their current position. All candidates running for that position must be asked the same question to ensure uniformity.
2. In the event the IRC Chair-Elect or any IRC Executive Board Member-Elect is also an IRC Representative, he or she is allowed to participate in elections as a duly elected IRC Representative. However, it is suggested that the Chair-Elect either find an alternate representative to vote on the

Hall's behalf or that the Chair-Elect follow the restrictions as stipulated in this Section.

3. Candidates may run for no more than two (2) total positions on the IRC Executive Board, including nominations off the floor.

C. Publicity

1. No campaigning shall occur during IRC Elections.
2. The IRC logo shall not be used on any candidate's campaign publicity.

Article VI: By-Laws and Policy

Section I: Policies of the Inter-Residence Council

- A. The IRC shall establish a set of by-laws governing financial policy, committees, and any other policy needed for the governance of the IRC.
- B. All policy matters not established by this constitution or its by-laws shall be handled at the discretion of the IRC Executive Board, with the approval of the IRC General Assembly when appropriate and applicable.

Article VII: Amendments to and Ratification of this Constitution

Section I: Amendments

- A. Amendments to either this constitution or to the By-Laws of the IRC shall be approved if they receive a two-thirds vote in a two reading process by those members of the IRC General Assembly present and voting.
- B. Amendments may be made to the By-Laws and further policies of the IRC by unanimous consent of the IRC Executive Board.

Section II: Ratification

- A. This constitution and the associated By-Laws shall be ratified when:
 1. They receive a two-thirds vote cast by the IRC General Assembly.
 2. Central Council approves the Constitution and By-Laws of the IRC as a standing committee of Central Council.
- B. This constitution and the associated By-Laws shall supercede and replace all previous constitutions and by-laws of the Inter-Residence Council.
- C. Any reading process begun under the previous constitution shall be heard according to that constitution.



INTER-RESIDENCE COUNCIL BY-LAWS

Article I: Committees of the Inter-Residence Council

Section I: Definition of the Committees of the IRC

- C. There shall be Standing Committees of the IRC as outlined in these By-Laws.
 - 4. Each IRC Representative shall sit on one Standing Committee of the IRC.
 - 5. An IRC Representative may replace service on a Standing Committee by serving on any ad-hoc committee created by the IRC.
 - 6. The number of IRC Representatives able to serve on each standing committee shall be determined at the discretion of the IRC Executive Board.
- D. Ad-hoc committees may be formed at the discretion of the IRC Executive Board and by a majority vote of the members of the IRC General Assembly present and voting.
 - 6. Appointments shall be made by the IRC Chairperson in accordance with Article III, Section A3 of the IRC Constitution.
 - 7. The number of IRC Representatives and students-at-large able to serve on an ad-hoc committee shall be determined at the discretion of the IRC Executive Board.

Section II: Duties of Committee Chairpersons

- A. To carry out the function of their respective committees.
- B. To provide a weekly report to the IRC General Assembly.
- C. To hold weekly or biweekly meetings of his/her committee as necessary.

Section III: Standing Committees of the IRC **Programming Committee**

- 1. Purpose:
 - a. To enhance Geneseo campus life by providing multi-cultural, social, and educational opportunities.
- 2. Duties:
 - a. To generate, plan, organize, publicize, and execute all programs in the name of the IRC.
 - b. To provide resources for programming efforts undertaken on the college campus.
- 3. The Programming Committee shall be chaired by the IRC Programming Coordinator.

Public Relations Committee

- 1. Purpose:

- a. To promote involvement in IRC and RCs.
 - b. To make students aware of the services, functions, and opportunities of the IRC.
 - c. To keep the Geneseo community informed of the IRC, its goals and mission, and how it can work for the students, RCs, and others within and around the Residence Halls.
2. Duties:
 - a. To coordinate all efforts promoting the IRC.
 - b. To coordinate the promotion of IRC and RCs during Summer Orientation.
 3. The Public Relations Committee shall be chaired by the IRC Secretary.

Budget Committee

1. Purpose:
 - a. To further the success of the IRC by producing a budget capable of sustaining the involvement of the IRC in both Geneseo and regionally and nationally as well.
2. Duties:
 - b. To draft, review, and put through for a vote to the IRC Executive Board, the IRC General Assembly, and the Student Association a budget that is compliant with both IRC and Student Association financial policy.

NCC Committee

1. Purpose:
 - a. To make known the IRC's role within Regional and National structures.
 - b. To maintain Geneseo's status as an integral part of Regional and National organizations.
 - c. To keep the Geneseo community informed of the IRC, its goals and mission, and how it can work for the students, RCs, and others within and around the Residence Halls.
2. Duties:
 - a. To coordinate IRC's interaction with the Regional and National Residence Hall government associations.
 - b. To work in conjunction with the IRC NCCs to ensure Geneseo's representation at Regional and National conferences.
 - c. Aid in the routine communication with other Residence Hall Associations on other campuses as well as the Regional Board of Directors.
3. The NCC Committee shall be chaired by the IRC NCCs.

Section IV: Ad-Hoc Committees of the IRC

A. Student Advocacy Committee (SAC)

1. The SAC shall have a specific mission that is to be defined by the IRC Representatives or the IRC Executive Board at the time it is first convened.

2. Once the SAC has completed its mission and made its final report, it shall be disbanded and committee members will go back to their permanent appointments on a standing committee.
3. Typical responsibilities of the SAC include the addressing of issues that have been passed through the IRC General Assembly, the drafting of resolutions, the review of proposed amendments to the IRC Constitution and the IRC By-Laws, and other functions to be determined when necessary by the IRC Executive Board.
4. The SAC shall be composed of IRC Representatives and for the duration of their service to the SAC, they are relieved of any other IRC Committee responsibilities.
5. The SAC shall be chaired by the IRC Vice-Chairperson or another member of the IRC Executive Board.

B. Other Ad-Hoc Committees

1. The IRC Executive Board and the IRC Chairperson may establish an ad-hoc committee at anytime.
2. These Ad-Hoc Committees can consist of any members of the Student Association, either on-campus or off-campus.

Section V: The Campus Round Table (CRT)

C. Purpose:

1. To provide a forum where issues of concern to the Residence Halls and the students living within them are debated and referred to the IRC when action is necessary.
2. To provide a forum in which RCs seek to find constructive solutions and new approaches to problems.
3. To provide a bonding and information-sharing experience for RC Presidents.

D. The CRT shall be comprised of RC Presidents from each Residence Hall on campus.

1. In event of absence, the RC President must send another member of their RC in their place to all CRT meetings.

C. The CRT shall be chaired by the IRC Campus Relations Coordinator.

Section VI: Activities Commission Liaison

A. One (1) IRC Representative (or designee) shall be appointed by the IRC Chairperson to serve as a voting member of Activities Commission. Service in this position shall replace service on a committee of IRC.

1. The representative appointed to this position is responsible for attending all Activities Commission meetings as well as fulfilling the duties of the role as defined by the Activities Commission Constitution.
2. The designated representative shall be responsible for reporting on AC to the IRC General Assembly and to meet with the Chairperson or IRC Executive Board members, when necessary, to discuss IRC/AC relations.

Article II: Financial Policy

Section I: Drawing Funds

- A. There shall be two (2) drawing funds from which individuals and organizations can receive money from the IRC. Each fund shall contain an amount of money set by the IRC Executive Board as passed by the IRC General Assembly and Central Council as part of the annual budget of the Inter-Residence Council.
 - 1. The RC Drawing Fund
 - a. This fund shall be accessible to Residence Hall Councils only.
 - b. It may be used to fund any program or event benefiting Residence Hall residents.
 - 2. The Wellness Drawing Fund
 - a. This fund shall be accessible to the Healthguards, the NRHH, and to all on-campus students, excluding Residence Life staff.
 - b. Any Wellness requests must have a strong educational and/or humanitarian basis and/or must promote healthy lifestyles and choices. If a program does not meet these criteria, it shall be ineligible to receive funds from the Wellness Drawing Fund.
- B. One cannot request money for the same program from both Drawing Funds.
- C. All programs sponsored by the IRC must be in keeping with applicable Student Association and IRC policy.
- D. Requests that do not fit the definitions of either Drawing Fund shall be dealt with at the discretion of the IRC Executive Board.
- E. In the event that a program poses a possible health risk to its participants, all questions of liability must be answered to the satisfaction Central Council before it can be placed on the agenda.

Section II: Guidelines for Requesting Money from IRC

- A. Procedure
 - 1. Obtain a Drawing Fund form from the Student Association Office (CU316).
 - 2. Complete the form and return it to the Director of Inter-Residence Affairs, the SA Administrative Assistant, or the SA Director of Programs, Personnel, and Finance to be signed, dated, and timed. Drawing Fund forms should be turned in to the Student Association Office (CU316) by 12 noon on Thursday for it to appear on the following Monday's agenda.
- a. In order to be accepted to the IRC Agenda, Drawing Fund Forms requesting under \$75 must be received early enough in order to be on the agenda for at least one (1) meeting plus five (5) days prior to the date of the event. Exceptions will only be made in extenuating circumstances.
 - b. In order to be accepted to the IRC Agenda, Drawing Fund Forms requesting over \$75 must be received early enough in order to be on the agenda for at least two (2) meetings plus five (5) days prior to the date of the event. Exceptions will only be made in extenuating circumstances.

- c. If expenditures have been made out-of-pocket for an event that the IRC has approved funding for, any parties wishing to be reimbursed must provide detailed receipts (original if possible) to the IRC Treasurer before a reimbursement can occur.
 - d. Monetary requests in excess of \$75.00 require two (2) readings.
 - e. Requests shall not be placed on the agenda if your Residence Hall is in Bad Financial Standing.
 - f. Requests shall not be placed on the agenda if the request form does not include a typed rationale.
3. If there is a problem with your reading, you will be contacted via telephone or voicemail by 12 noon on Friday. When a message is left it is the responsibility of the requester to return the phone call as soon as possible.
 4. Attend the IRC meeting. Either the requester, or the requester's designee (as written on the Drawing Fund form) must be present for the readings. If the requester or his/her designee is not present at the meeting, the reading cannot be passed.
 5. The requester's designee must be another member of that requesting person's organization (i.e., if a member of a particular RC was requesting money, then only another member of that RC could be the designated fill-in).
 6. The requester (or the requester's designee) should be present to explain the program and field questions. After some discussion, the requester (or the requester's designee) will be asked to leave so more discussion can occur and a vote taken.
 7. Voting will proceed according to parliamentary procedure. The requester (or the requester's designee) shall not be present while the IRC is voting on that reading.

B. Expectations

1. The IRC can fund the total cost of an event, however, due to limited resources it is asked that subsidization be limited to 50% of the total cost of the event or program.
2. Alternative sources of funding will increase the chances of receiving support. Utilizing RC funds or completing fundraisers, etc. will increase the chances of a financial reading being passed.
3. The requester (or the requester's designee) should demonstrate an effort to reduce the cost of the program through wise shopping or donations.
4. The requester (or the requester's designee) should have a fairly extensive knowledge of the event. The requester (or the requester's designee) will be asked to explain the program to the IRC General Assembly. Generally, events should be open to the entire Hall or campus to gain consideration.

C. Possibilities for funding

1. Any event that is drug and alcohol free.
2. The IRC cannot fund rentals or food and beverages for semi-formals.
3. Any possibilities for funding not expressly covered by these By-Laws shall be addressed at the discretion of the IRC Executive Board and Central Council.

Section III: Bad Financial Standing

A. Definition

1. Bad financial standing shall come into effect for those Halls who do not have an IRC Representative, or an alternate IRC Representative, present for a particular meeting. Bad financial standing shall also come into effect for those halls who's officers agree to partake in the IRC's training programs and who do not participate in those programs for their entirety. Those Halls that fall into this category shall not be permitted to request money from the Drawing Funds.

B. Protocol

1. Bad Financial Standing begins at the first instance of delinquency and lasts for the length of two meetings. For example, if an IRC Representative does not attend the meeting on 10/1, the Hall is in Bad Financial Standing for 10/1 and 10/8.
2. If a Hall is in Bad Financial Standing and an IRC Representative is delinquent at the second meeting of the Bad Financial Standing, then the Bad Financial Standing shall continue for an additional week.

Section IV: Budget of the IRC

- A. The Budget of the IRC shall be prepared by the IRC Budget Committee three (3) weeks prior to the start of Student Association budget hearings (held in the Spring Semester). This budget shall be put up for a vote to the IRC Executive Board and the IRC General Assembly before being passed on to the Student Association budget hearings.
- B. If the Budget is failed by the IRC General Assembly, the IRC Budget Committee must produce another budget and submit it to the IRC General Assembly by the following meeting.
- C. Once passed by the IRC Executive Board and the IRC General Assembly, the IRC Budget will then be submitted in a timely manner to the Student Association budget hearings.

Section V: Logo Policy

- A. Any and all publicity, publications, or promotions associated with a program or event funded by the IRC must bear the Student Association and IRC Logos.
 1. If this stipulation is not met, then the organization in question will be put into Bad Financial Standing as cited in Article II, Section III of these By-Laws.
- B. The IRC logo cannot be used for any purpose other than those stipulated in these By-Laws without the approval of the IRC Executive Board or the IRC General Assembly.