



## **INTER-RESIDENCE COUNCIL BY-LAWS**

### **Article I: Committees of the Inter-Residence Council**

#### **Section I: Definition of the Committees of the IRC**

- A. There shall be Standing Committees of the IRC as outlined in these By-Laws.
  - 1. Each IRC Representative shall sit on one Standing Committee of the IRC.
  - 2. An IRC Representative may replace service on a Standing Committee by serving on any ad-hoc committee created by the IRC.
  - 3. The number of IRC Representatives able to serve on each standing committee shall be determined at the discretion of the IRC Executive Board.
- B. 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.
  - 1. Appointments shall be made by the IRC Chairperson in accordance with Article III, Section 3, Paragraph A, Sub-paragraph 3 of the IRC Constitution.
  - 2. 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**

- A. 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.
- B. 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.

#### **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 any time with a majority vote of the members of the IRC General Assembly present and voting.
  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)**

- A. 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.
- B. 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 and assisted by the IRC Vice-Chair.

### **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 the Student Association Executive Committee 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 any College recognized campus organization 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 and must be open to a large percentage of the campus community. 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 of the Student Association Executive Committee 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) or at the IRC website ([irc.geneseo.edu](http://irc.geneseo.edu)).
  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 Finances to be signed, dated, and timed. Drawing Fund forms must be turned in to the Student Association Office (CU316) by 12 noon on Friday for it to appear on the following Monday's agenda.
    - a. In order to be accepted to the IRC Agenda, Drawing Fund Forms requesting \$75.00 and under must be received early enough in order to be on the agenda for at least one (1) meeting plus one (1) day prior to the date of the event. Exceptions will be made by the Chair of Inter-Residence Council in extenuating circumstances only.
    - b. In order to be accepted to the IRC Agenda, Drawing Fund Forms requesting \$75.01 and over must be received early enough in order to be on the agenda for at least two (2) meetings plus one (1) day prior to the date of the event. As per Robert's Rules of Order, the first reading in a two reading process may be waived by a majority vote of the members of the General Assembly present and voting. Exceptions will be made by the Chair of Inter-Residence Council in extenuating circumstances only.
    - 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) within two weeks of the program's end date to the IRC Treasurer before a reimbursement can occur.
    - d. Requests shall not be placed on the agenda if your Residence Hall Council is in Bad Financial Standing.
    - e. Requests shall not be placed on the agenda if the request form does not include a typed rationale and exact price breakdown.

- f. If a joint program is to be put on with multiple halls, one Hall Collaboration form must be completed for all halls participating.
    - i. Only one Hall Collaboration form is required per program.
    - ii. There should be one rationale for the program and one exact price breakdown for the entire event.
    - iii. The president from every hall must sign the Hall Collaboration form.
    - iv. There shall be designated reading presenter(s).
    - v. All halls participating must be in good financial standing in order to present.
    - vi. All Section II guidelines for requesting money from IRC must be followed.
  3. If there is a problem with your reading, you will be contacted via telephone, voicemail, or email by 8am the Monday prior to the reading. When a message is left it is the responsibility of the requester to return the phone call or e-mail 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).
    - a. Resident Assistants (RAs) can be the Event Contact person for a reading. However collaboration between an RA and a residence council must be indicated.
  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.
    - a. RAs cannot present a reading before the General Assembly.
  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.
  5. RAs can program in collaboration with their RC. Collaboration must be indicated.
- C. Possibilities for funding
1. Any event that is drug and alcohol free.
  2. Any request for funding that requires a contractual agreement must have the contract reviewed by the Student Association President prior to the reading being

submitted to the IRC. This typically includes rentals for equipment usage at semi-formal events and contractual agreements for speakers. Upon approval of the IRC General Assembly, the contract must receive final approval by the Student Association President.

3. Any request for funding that involves fundraisers must have obtained permission from the college prior to the reading being submitted to IRC. All campus fundraising requests must be approved by the Director of College Union & Activities. Any fundraising requests for charity must indicate a legitimate charitable organization to be approved. In addition, an RC budget shall not make a profit from an IRC sponsored fundraiser.
4. The IRC cannot fund permanent equipment as defined by SA Financial Policy, but can fund permanent items. Permanent items shall be defined as items that are integral to a program, so that if the item were not funded, the program could not occur. Furthermore, permanent items must cost less than \$50.00.
5. Any possibilities for funding not expressly covered by these By-Laws shall be addressed at the discretion of the IRC Executive Board and, if necessary, the Student Association Executive Committee.

### **Section III: Bad Financial Standing**

#### **A. Definition**

1. While still allocated voting privileges, any RC in bad financial standing shall not be allowed to submit drawing fund forms nor shall they have readings passed that have been submitted prior to being placed in bad financial standing.
2. 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.
  - a. Any Representative who is not present when bad financial standing is called during Treasurer's Time shall be considered absent from the meeting and their hall will be put into Bad Financial Standing.
  - b. Any Representative who leaves the General Assembly meeting before it is over without permission from the Chair shall be considered absent from the meeting and their Hall will be put into Bad Financial Standing.
  - c. Exceptions may be made upon agreement of the IRC Executive Board.
3. Bad financial standing shall also come into effect for those RCs whose officers agree to partake in the IRC's training programs (including Campus Round Table) and who do not participate in those programs for their entirety.
4. Bad financial standing shall also come into effect for those RCs who do not have a Hall Council President, or his or her alternate designee, present for a scheduled meeting of the Campus Round Table.
5. Failure to use both the IRC and SA logos on IRC funded program advertisements shall result in bad financial standing for that particular Hall.
6. Those RCs that violate any of the above sub-sections shall be placed in bad financial standing.

#### **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 RC is in Bad financial standing for 10/1 and 10/8.
2. If an RC is in bad financial standing and another delinquency occurs during the second week of 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 Treasurer 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 Treasurer 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: Publicity 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. Logos may be obtained from the IRC website or in stamp form at the Student Association Office.
  - 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.
  - 2. If this stipulation is not met, funding may be rescinded from the event in question by a two-thirds vote of the members of the IRC General Assembly present and voting.
- B. Electronic publicity for events funded by the IRC (including emails and What's Up postings) must include the statements, "Supported by Mandatory Student Activity Fees" and "Supported by the Inter-Residence Council."
- C. If advertising occurred before a program was IRC funded, all current and future advertisements must be updated to comply with IRC By-Laws and Student Association Financial Policy once the program receives the approval of the General Assembly.
- D. 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.

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