**Bylaws**

**of the**

**Resident Student Association**

**of the**

**University of Maryland, Baltimore County**

**Scope** The General Body of the Resident Student Association may adopt bylaws concerning the operation of the organization. These bylaws can be adopted by a simple majority of voting General Body members present at the business meeting following the business meeting at which the bylaw was proposed.

**Article I ELECTION PROCEDURES**

1. The Election Process is a 5 week process consisting of opening nominations, closing nominations, speeches, a question and answer period, followed elections. In this process a candidate must submit a bid that provides the General Body with background information on themselves. The executive board will provide the requirements of the bid during the announcement of the election procedure timeline.
2. **Elections for Executive Board positions shall be run in the following manner:**
   1. The President, DAL, NCC, DOC, DOF, and Director of Events shall be elected individually.
   2. Candidates will be elected through a blended representative and popular vote system. Each Community Council will get one representative vote for their community which will account for 40% of the total vote. The general body will host a popular vote which will account for 60% of the total vote. The general body members who are eligible to vote must have voting rights as outlined Article II, Section 2, Subsection A.
   3. Elections shall be coordinated by a committee made up of no more than two executive board members starting with the president and following with line of succession and two general body members of RSA with voting rights, all of whom may not be running for any executive board position.
   4. Those interested in running for position must submit a bid to the elections committee based on timeline outline by aforementioned committee. The guidelines for the bid will be made available by the elections committee early in the Spring semester.
   5. The candidates running for the President, DAL, NCC, DOF, DOC and DOE positions may submit up to two bid.
   6. The candidates must give a speech no longer than three minute speech a week before elections, then a one minute speech the night of elections.
   7. Election results will be counted and announced to everyone immediately after each voting takes place per candidate position.
   8. Advertising is allowed based upon pre-approved guidelines to be distributed by the elections committee at the general body meeting two weeks prior to the opening of the bid process pending advisor and Office of Residential Life approval.
   9. In order to be eligible to vote in the RSA Executive Board election, a student must have voting rights within the RSA General Body.
   10. Candidates not elected for the position of President may bid down only once to any remaining unelected positions.
   11. Candidates not elected for the positions of DAL, NCC, DOF, DOC, or DOE may only pursue positions for which they previously bid.

**Article II BUSINESS VOTING PROCEDURES**

1. Proposals brought to the RSA General Body for voting shall be designated Community Council vote by the following criteria:
   1. Motions from Community Councils not requesting funding shall not be Community Council.
   2. Proposals requesting funding from additional allocations shall be determined as follows:
      * 1. The proposal shall be considered a Community Council vote if the request comes from a Community Council and exceeds either:
        2. Fifty dollars.
        3. One-third of the current balance of the additional allocations fund .
        4. Community Council requests within the limits set forth in the previous clause shall not require a Community Council vote.
   3. All requests from outside organizations shall require a Community Council vote.
   4. Procedures for outside organizations to request funding from additional allocations can be found in the established guidelines approved by the DOF and president on a yearly basis.
   5. Where the nature of the motion cannot be determined, the President shall make the final decision, subject to appeal as outlined in Robert’s Rules of Order.
2. Community Council motions, as defined in section 1 above, shall be handled through this procedure:
   1. The motion shall be presented at a General Body Meeting to the Community Representatives.
   2. Community Councils will have until the next business meeting to determine their support of the motion.
   3. At the following business meeting, the motion shall be presented again.
   4. The Community Representatives shall then vote as directed by their Community Councils.
   5. A majority of Community Representatives is required to consider the motion further.
   6. In the event of a tie, the Executive Board shall vote to determine the outcome of the Community Council vote, with the President voting only to break a second tie.
3. All non-Community Council motions, as well as all Community Council motions passed according to the previous section, shall be handled through this procedure:
   * 1. The motion shall be presented to the General Body at a business meeting.
     2. A five-minute discussion period, extendable by motion, shall take place. During this time the terms of the request may be amended by motion.
     3. Members of the General Body with voting rights, as defined by the Constitution, shall vote on the request as amended. A majority is required in order to pass the motion.
     4. The President shall not vote except in the event of a tie.

**Article III ALLOCATION OF COMMUNITY COUNCIL FUNDING**

1. In addition to the budget allocated to Community Councils for each semester, Community Councils shall be allocated a start-up fund for the purposes of holding a recruitment meeting at the start of the fall semester.
2. Community Councils may request additional money by submitting a written request for funding from the additional allocations fund to the Executive Board. This motion shall be presented to the General Body per the guidelines established in the RSA Bylaw 002.
3. Procedures for Community Councils to request funding from additional allocations can be found in the established guidelines approved by the DOF and president on a yearly basis.
4. Community Councils must have representation at RSA business meetings in order to submit an additional allocations request.
5. Community Councils are forbidden from requesting funds from other sources, or undertaking fundraising efforts.
6. Funds may only be utilized by an active Community Council as defined in the RSA Constitution.

**Article IV RSA FINANCIAL PROCEDURES**

1. Discretion of the movement of funds
   1. The movement of funds, excluding those from additional allocations or reserved Community Council line items, and further excluding those toward Executive Board stipends, is subject to the discretion of the Executive Board. Any changes involving 10% or more of the total budget (in dollar value) shall be reported to the General Body at the following General Business Meeting.
      * 1. In the event a majority of the Executive Board is inaccessible, the President may make an adjustment to line items of an amount not to exceed $500 per incident. Such changes must be presented to the Executive Board at the following Executive Board and General Body at the following General Business Meeting.
      1. The movement of funds in the additional allocations fund is subject to a majority vote of the General Body, as laid out in the RSA Bylaws.
      2. The movement of funds in reserved Community Council line items is subject to the discretion of the respective COMMUNITY Councils.
2. Conferences
   * 1. A conference fee may be assessed at the discretion of the DOF and NCC. Fees will be announced at the time of application.
     2. In the event a delegate is no longer able to attend a conference, a fee may be applied to cover any expenses lost, in the event a replacement delegate cannot be found.
        1. The NCC may waive this fee in exceptional circumstances, at their discretion.
3. Checking account
   * 1. The checking account may be budgeted for use by the Executive Board, however this is not required.
     2. In the event a majority of the Executive Board is inaccessible, the President has use of up to $500 (per incident) of the checking account. Such changes must be presented to the Executive Board at the following Executive Board and General Body at the following General Business Meeting.
4. Budget ratification
   1. The budget for the following academic year shall be compiled by the DOF during the spring semester.
   2. This budget shall be reviewed by the Executive Board and a Budget Review Committee on which the DOF is required to serve.
   3. The budget, once reviewed, shall be presented to the General Body for approval at a business meeting.
   4. The budget must be approved by the General Body before any spending may take place following the close of the National Conference.
   5. A budget shall cover all spending from the close of the previous year’s National Conference through the current year’s National Conference.

**Article V OUTREACH COMMITTEE**

1. This committee will be advised by the Director of Advocacy and Leadership.
2. The purpose of this committee will be to:
   * 1. Provide Community Councils and RSA the means to establish connections across campus.
     2. Support the visibility and accessibility goals of RSA.
     3. Increase the leadership opportunities within RSA.
     4. Serve as an advocate for RSA to other student organizations on campus including but not limited to SGA, SEB, and The Retriever Weekly.
     5. This committee will advise the DAL on Town Hall panelists and format. Additionally, this committee will support the DAL in the marketing and advertising of Town Hall.
     6. Guide the development of an outreach and advocacy campaign for RSA.
3. Membership
   * 1. The membership of this committee may include but is not limited to general body members, Community Council members and Community Council executive board members.
     2. RSA executive board members may interact with the committee in an advisory role.

**Article VI COMMUNITY ACTION TEAM**

1. The CAT shall be defined as a group of students, which is established by the DAL, DOF, and NCC, of the UMBC residential community that is defined and recognized by the UMBC Residential Life Office to smoothly transition Community Councils from a relatively inactive summer period to a highly active fall semester, disbanding when the Community Council President for the academic year is elected. This group will be utilized to:
   * 1. Promote strong RSA presence at the beginning of the fall semester.
     2. Recruit students to promote an abundant Community Council and RSA General Body Membership.
     3. Provide a foundation for Community Council activity through insight and experience.
     4. Establish a positive initial relationship between RSA and Community Councils.
     5. Facilitate initial programs in the absence of a Community Council President.
2. CAT Expectations
   * 1. Requirements for CAT
        1. CAT members are chosen through an application process by the DAL, DOF, and NCC. During the summer preceding the fall semester of their term who perform at minimum the following duties:
           1. Attend Community Action Team trainings before the start of the fall semester that will include the requirement of moving in early.
           2. Work with the DAL, DOF, and NCC to get Community Councils active including co-hosting the initial Community Council Social for the purposes of recruitment and publicity in tandem with the Community Council advisor.
           3. Act as Community Council representative until formal Community Council elections can take place.
           4. Coordinate initial Community Council meetings.
           5. Support the Community Council advisor in coordinating and facilitating Community Council elections during the fall semester.
           6. Any CAT member is not required to, but may run for any elected Community Council position.
           7. Attend all Community Council Leadership Summits, as well as any RSA Executive Board meeting as required.