

AREA GOVERNMENTS BY-LAWS

ARTICLE I: NAME OF ORGANIZATION

Section A: The names of these organizations shall be

1. Beaty Towers Area Government
2. Broward-Rawlings Area Government
3. Graham Area Government
4. Hume Area Council
5. Infinity Area Government
6. Jennings Area Government
7. Keys Area Government
8. Lakeside Area Residents' Council
9. Murphree Area Council
10. Springs Area Government
11. Tolbert Area Council
12. Yulee Area Government

Area Governments (AGs) are department supported organizations, affiliated with the University of Florida's Department of Housing and Residence Education operating in Gainesville, Florida. The website of the Department of Housing and Residence Education is housing.ufl.edu.

ARTICLE II: PURPOSE STATEMENT

Section A: The purpose of an Area Government shall be to

1. Represent the residents of their area to the Department of Housing and Residence Education, the University of Florida, Student Government, and the Inter-Residence Hall Association (IRHA);
2. Seek improvement of living conditions and seek solutions to the problems of area residents;
3. Sponsor and aid various activities of benefit and interest to area residents.

ARTICLE III: COMPLIANCE STATEMENT

Section A: They shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV: UNIVERSITY REGULATIONS

Section A: Non-Discrimination - All area governments agree that they will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic

information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B: Sexual Harassment - Area governments agree that they will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C: Hazing - Area governments agree that they will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D: Responsibility to Report - If these organizations become aware of any such conduct described in this article, they will report it immediately to Housing Staff, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

ARTICLE V: MEMBERSHIP

Section A: Membership in these organizations is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI: ATTENDANCE

Section A: Executive Board Members

1. IRHA General Body Meetings
 - a. Attendance to will be determined as stated in the IRHA Attendance Policies
2. Counterpart Meetings
 - a. Members must attend 100% of all counterpart meetings unless they have found a substitute or have submitted an excused absence form
3. Area Government Executive Board Meetings
 - a. Members must attend 75% of all Area Government Executive Board Meetings for the semester
 - b. A notice of absence must be sent to the President, Advisor, and Secretary within a minimum of two days of the meeting time
 - c. Meeting frequency are up to the discretion of the individual Executive Boards
4. Area Government General Body Meetings
 - a. Executive Board Members must attend 75% of General Body meetings
 - b. A notice of absence must be sent to the President, Advisor, and Secretary within a minimum of two days of the meeting time
 - c. Meeting frequency are up to the discretion of the individual Executive Boards
5. Events and Programs
 - a. Executive Board members must attend 100% of the events and programs put on by the Area Government each semester

- b. Executive Board members may miss events and programs for excused reasons as determined by the individual Executive Boards
- c. A notice of absence must be sent to the President, Advisor, and Secretary within a minimum of two days of the meeting time

Section B: General Body Meetings

- 1. General Body Meetings
 - a. General Body members must attend the number of meetings deemed necessary by the individual Executive Boards
 - b. A notice of absence must be submitted to the President and Secretary within two days of the meeting time

Section C: IRHA Membership Attendance Requirements

- a. Roll will be called at the beginning and end of each IRHA meeting. This clause may be suspended provided a record of attendance is still made
- b. Those not present for the first or last roll will be charge a half-absence. Those not present for both the first and last roll will be charged a full absence
- c. Area Representatives and Members-At-Large (Voting Members) shall be allowed unexcused absences each semester as follows:
 - 1. Three and a half unexcused absences if one becomes a member on or before the fifth meeting of the semester;
 - 2. Two and a half unexcused absences if one becomes a member after the fifth, and on or before the tenth meeting of the semester;
 - 3. One and a half unexcused absences if one becomes a member after the tenth meeting of the semester
- d. Absence Excuses
 - 1. If an Area Representative or Member-At-Large feels that their absence or half-absence should be excused, they must submit a statement to the IRHA Secretary explaining that absence by the end of the following regular meeting by filling out the electronic absence excuse form on the IRHA website
 - 2. The IRHA Secretary will evaluate these excuse statements based on guidelines established by the Secretary Committee. They will either excuse the absence based upon the guidelines or submit the excuse statement to the Secretary Committee for a decision.
 - 3. The Secretary Committee shall create a list of reasons to automatically excuse an absence. This list shall be presented to the IRHA body for informational purposes at the beginning of each semester. Any change to this policy must be presented to the IRHA body in order for that change to take effect.
 - 4. No absence is incurred when an Area Representative or Member-At-Large sends a substitute and that substitute notifies the IRHA Secretary before the end of that meeting.

5. Substitutes must meet the Florida Administrative Code: 6C1-4.003 Student Affairs: Student Organizations.
6. The requirements for substitutes at a meeting are defined as follows:
 - a. Area Representatives
 - i. A substitute for an Area Representative must be a University of Florida student who is not serving IRHA as a Member-At-Large or IRHA Executive Board member and must reside in the same area as the individual for whom they are substituting
 - b. Members-at-Large
 - i. A substitute for a Member-at-Large must be a University of Florida student who is not serving IRHA as an Area Representative or IRHA Executive Board member
 - ii. A substitute for a Member-at-Large must meet the same residence requirements as a Member-at-Large
7. Substitutes may surrender their rights to the individual for whom they are subbing, should that individual be in attendance. The substitute must notify the chair if they decide to do so, and until doing so have the same rights as the individual for who they are substituting.
8. Once an Area Representative or Member-at-Large has exceeded the maximum number of unexcused absences allowed, their membership shall be revoked. These members shall be responsible for keeping track of their own attendance records (including attendance excuses). The IRHA Secretary will make information concerning an individual's attendance available upon request.

ARTICLE VII: OFFICERS

Section A: The executive board of each area government shall consist of a President, Vice President, Treasurer, Business Manager, Secretary and a Marketing Director.

Section B: The Officers on the executive board are elected at the end of the Spring Semester by the AG general body. The term lasts from Spring of elected through the following Spring of the next school year.

Section C: In order to qualify to be a member of the executive board, an officer must

1. Be a resident of their specific area they are running for during their term in office;
2. Maintain a cumulative GPA of 2.50 during their term in office; as well as adhere to the Department of Housing academic standards for student leaders of a GPA of 2.50 per semester;
3. Retain good standing with the University of Florida, as defined by the University of Florida rules of conduct;

Section D: Duties of executive board officers

1. The duties of the President shall be:
 - a. to uphold the Area Government By-Laws;
 - b. to organize and preside over all General Body meetings in their area;
 - c. to act as spokesperson and official representative of their Area Government;
 - d. to appoint positions within the area government with the consultation of the executive board;
 - e. meet weekly with adviser;
 - f. to serve two office hours weekly;
 - g. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - h. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.
2. The duties of the Vice President shall be:
 - a. to assume the duties of the President in their absence;
 - b. to serve as Parliamentarian;
 - c. to implement election procedure and run elections;
 - d. to obtain permits required for all Area Government -specific programs;
 - e. to work with the other Area Government Vice Presidents to update the Area Government By-Laws;
 - f. to serve two office hours weekly;
 - g. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - h. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.
3. The duties of the Treasurer shall be:
 - a. to manage the finances for the area government;
 - b. to provide reports of the financial transactions at each Area Government general body meeting;
 - c. to prepare a budget for their general body to pass and then submit it to the Associate Director of Housing for Finance;
 - d. to explain the financial status of their AG in detail to any member who desires;
 - e. to prepare an end-of-semester financial report;
 - f. to serve two office hours weekly;
 - g. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - h. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.
4. The duties of the Business Manager shall be:
 - a. to manage their Area Government office;
 - b. to create and maintain an office log for equipment;
 - c. to maintain and manage equipment and office supplies including repairs, lost or stolen items, and ordering new items
 - d. to report to the Department of Housing and Residence Education any equipment that is broken and needs to be repaired and/or replaced.

- e. to take inventory at the beginning and end of each semester and check the equipment periodically for damage;
 - f. to act in accordance with the Area Government Finance Manual;
 - g. to post their Area Government office hours;
 - h. to serve two office hours weekly;
 - i. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - j. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.
5. The duties of the Secretary shall be:
- a. to take minutes at the general body meetings and prepare them for distribution and approval at the next general body meeting;
 - b. to take minutes at the executive board meetings and distribute them to the executive board and adviser;
 - c. to prepare the agenda for all meetings, in coordination with the president, and distribute it to the general body;
 - d. to manage the Area Government listserv and maintain the contact list for the Area Government;
 - e. to serve two office hours weekly;
 - f. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - g. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.
6. The duties of the Marketing Director shall be:
- a. to publicize all Area Government functions;
 - b. to keep track of locations of publicity and remove out-of-date publicity;
 - c. to update and maintain Area Government social media, includes working with Division of Student Affairs Marketing;
 - d. to serve two office hours weekly;
 - e. to complete additional duties and tasks assigned by the Department of Housing and Residence Education;
 - f. to attend IRHA General body meetings and IRHA sponsored events, in accordance with Article VI Attendance.

Section E: Vacancies

1. A vacancy is defined as occurring when an Executive Board Officer resigns, is removed from office or becomes ineligible for office;
2. The remaining vacated offices shall be filled by an application, interview and appointment process held by the AG-specific executive board;
3. All appointments must be confirmed at a general body meeting;
4. An executive board officer selected by special appointment shall serve until the end of the spring semester.

Section F: Impeachment

1. An executive board officer may be impeached for misfeasance, and/or malfeasance and/or nonfeasance of duty. An executive board officer may not be impeached for personal reasons not pertaining to the performance of their AG-related duties
2. A written statement recommending the impeachment of the accused and signed by the AG Vice President and will be filed with the Area Government's Advisor and IRHA Executive Board Liaison
 - a. If the Vice President is being impeached, the AG Secretary will sign the statement
 - b. The Vice President or Secretary are required to sign the statement to indicate that they were notified.
3. The AG Advisor will determine whether the actions by the accused are grounds for impeachment
 - a. The advisor will have three business days to decide
 - b. If so, the accused will undergo an impeachment trial
 - c. If not, the advisor will work with the accused to develop an action plan with the accused, and will submit this plan to the Judiciary Committee
 - a. The plan will be sent to the Judiciary Committee to vote on
 1. If the plan is not passed, the impeachment process will continue
 - b. If a second written statement recommending impeachment is submitted, the AG Advisor loses the right to halt the impeachment process
4. The statement must be read by the highest-ranking officer of the AG not accused at the next Area Government General Body meeting
 - a. If there is no General Body, the letter will be read during the next Executive Board Meeting
5. The impeachment trial shall be held by the Judiciary Committee
 - a. any member of the Committee who is on same the Area Government Executive Board as the accused must abstain from the trial
6. Trial procedure:
 - a. The IRHA Vice President shall preside over the impeachment trial
 - b. Any non-voting members of the Committee shall be required to leave, except for the AG Advisor, the IRHA Advisor, and the Executive Board members of the same Area Government as the accused.
 - c. The charges shall be reread by the IRHA Vice President
 - d. The accused shall have a maximum of ten minutes to present their case
 - e. The Committee shall have ten minutes to question the accused
 - a. Questioning may be extended by a two-thirds vote to a maximum of twenty minutes of total questioning
 - f. Any Area Government Executive Board member choosing to speak, either for or against the accused, shall have a maximum of five minutes to present
 - a. A speech by a fellow Area Government Executive Board member is not required for the trial to take place.

- g. The Committee shall have five minutes to question the speaker
 - a. Questioning may be extended by a two-thirds vote to a maximum of fifteen minutes of total questioning.
 - h. The AG Advisor shall have ten minutes to present their case
 - a. The AG Advisor is not required to present for the trial to take place
 - i. The Committee shall have ten minutes to question the Advisor
 - a. Questioning may be extended by a two-thirds vote to a maximum of twenty minutes of total questioning
 - j. A secret ballot vote shall be held
7. A two-thirds vote is required for removal from office
 8. An impeached and removed officer may be reinstated to a vacant position with a four-fifths (4/5) vote of Judiciary Committee

ARTICLE VIII: ELECTIONS

Section A: Election of Executive Board Officers

1. If an Area Government has at least 10 active general body members:
 - a. An election will be held;
 - b. Any member may nominate any other voting member, including themselves. Nominations may also be made during the election meeting prior to closing of nominations;
 - c. Executive board officers shall be elected by a majority vote of those ballots cast in the area-wide election held in April;
 - d. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting;
 - e. To vote in the election, members must have attended at least two AG general body meetings in the Spring Semester;
 - f. The current AG Vice President shall give two weeks' notice prior to the election;
 - g. The AG Vice President shall supervise election procedures and the AG adviser shall count all ballots.
2. If an Area Government has less than 10 active general body members:
 - a. Interviews will be held;
 - b. Applications must be released at least two weeks prior to interviews;
 - c. The AG Vice President shall arrange all interview times with the AG Adviser and AG President;
 - d. The AG Adviser and President will conduct interviews;
 - e. If a current board member is running, the next board member in succession must conduct interviews.
3. All candidates must have a minimum cumulative GPA of 2.50; as well as adhere to the Department of Housing and Residence Education's academic standards for student leaders of a GPA of 2.50 per semester.

Section B: Appointment of Executive Board Officers

1. If the executive board is not filled at the beginning of the Fall semester, the current executive board may hold an application, interview and appointment process to appoint the remaining positions;
2. Positions may not be appointed until the Fall semester has begun;
3. The AG Adviser will be in attendance during interviews, if there is no current AG President.

ARTICLE IX: STAFF ADVISER

1. The staff adviser shall serve as a resource person and provide advisory support for the officers and members of the Area Government.
2. The staff adviser is the Area Coordinator who oversees the residential area.
3. The staff adviser will attend executive and general body meetings or appoint a Graduate Hall Director to attend in their place.
4. The Director of Housing for Residence Life will find someone to fill adviser positions in the case of a replacement.

ARTICLE X: FINANCES

1. Area Governments will not require membership dues.
2. Area Governments will be funded by the Department of Housing and Residence Education.

ARTICLE XI: GENERAL BODY POSITIONS

Section A: All Area Governments have the ability to appoint ad-hoc positions or charge ad-hoc committees and task forces, including but not limited to a Historian, Assistant Marketing Director(s), Events Committee, Community Service Director, and Sports/Health Director. These roles and committees may be terminated at the discretion of the executive board at any time.

Section B: In order to qualify to hold a general body position, an officer must

1. Be a resident of their specific area they are running for during their term in office;
2. Maintain a cumulative GPA of 2.50 during their term in office; as well as adhere to the Department of Housing and Residence Education's academic standards for student leaders of a GPA of 2.50 per semester;
3. Retain good standing with the University of Florida, as defined by the University of Florida rules of conduct.

Section C: All general body positions are selected via an application and interview process held by the AG executive board at the beginning of the fall semester.

ARTICLE XII: MEETINGS

Section A: General Body meetings shall be held regularly in accordance with expectations set by the Department of Housing and Residence Education and the Area Government executive board.

Section B: The Area Government executive board meetings shall be held regularly in accordance with expectations set by the Department of Housing and Residence Education.

Section C: A prepared agenda will be must be sent out at least 24 hours in advance to the members of the area government.

ARTICLE XIII: REVISIONS

Section A: The By-Laws will be reviewed every two years by the AG Vice Presidents, AG Advisers, and the Coordinator for Student Leadership.

ARTICLE XIV: RATIFICATION AND SUSPENSION

Section A: The By-Laws shall be ratified, as opposed to amended, whenever a new policy is added to the document.

Section B: A two-thirds vote by all AG Vice Presidents is required for the ratification of this document.

Section C: No clause in this document may be suspended unless otherwise noted.

Section D: This document supersedes all previous governing documents of Area Governments.

Section E: Once a ratification has been approved by the AG Vice Presidents, it is subject to final approval by the Director of Housing for Residence Life.

ARTICLE XV: AMENDMENTS

Section A: Whenever an existing policy within the by-laws is changed, it shall be considered an amendment, unless the document is already being ratified.

Section B: An amendment to this constitution must be submitted in writing to the AG Vice Presidents a minimum of 24 hours prior to the meeting during which it shall be voted on.

Section C A two-thirds vote of the AG Vice Presidents is required to adopt an amendment.

Section D Once all amendments have been approved, the by-laws shall be subject to final approval by the Director of Housing for Residence Life.