

The University of Florida  
Inter-Residence Hall Association  
Policy and Procedures Handbook

Last Revised April 2018  
Originally Drafted May 2011  
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Based off the Policy Book (created in April 2003 by Leslie M. Weisstein)  
and the Rules and Procedures (created in October 1998 by David Winchester)

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Policy and Procedures Handbook of the Inter-Residence Hall Association  
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POLICY I  
GENERAL BODY MEETINGS

- I. Quorum
  - a. A quorum shall be necessary to conduct all business and shall consist of a simple majority of the voting membership of IRHA and an IRHA officer to chair the meeting.
  
- II. Regular Meetings
  - a. Regular meetings shall be held at a time and place designated by the President, with the concurrence of IRHA.
  
- III. Special Meetings
  - a. Special meetings may be called by the President or by one-third (1/3) of the voting membership after a written, verbal or electronic notification is given to all IRHA members at least 24 hours prior to the meeting.
  
- IV. All portions of regular and special meetings of IRHA shall be considered open to the student body.

POLICY II  
ELECTIONS PROCEDURES

- I. IRHA Officer Elections
  - a. Elections will take place at a special meeting, scheduled by the Executive Board.
  - b. Nominations
    - i. Nominations will be taken at a regularly scheduled meeting of IRHA, as determined by the Executive Board
    - ii. Nominees must decide whether they wish to accept, decline or wait on their nomination. To wait is to hold off on deciding whether or not to accept the nomination until the last round of nominations.
  - c. Speeches, question and answer, pro speeches and voting will take place for each office individually in the following order: President, Vice President, Auditor, Business Manager, Secretary and National Communications Coordinator.
  - d. Speeches
    - i. Each candidate shall be allowed three minutes to give a speech. ii. The order of speeches will be determined by a random drawing.
    - iii. During each candidate's speech, the other candidate(s) will remain outside the room.
  - e. Question and Answer
    - i. There will be a questioning period to last ten (10) minutes per candidate seeking office. ii. Questioning may be extended by a majority vote up to three times, not extending a total of fifteen (15) minutes.
    - iii. Each questioner will be allowed one question and one follow-up question per speakers list.
    - iv. Each candidate will be limited to two minutes per answer.
    - v. Repeat and con questions will be ruled dilatory. vi. There will be a five-minute break after each hour of question and answer.
    - vii. There will be a ten-minute break in between each officer election.
  - f. Pro speeches
    - i. Following the questioning period, all of the candidates will leave the room and a maximum of two pro speeches may be given for each candidate.
    - ii. Each pro speech may not exceed two minutes in length. iii. No con speeches will be allowed. Any such speaker will be ruled dilatory and lose speaking rights for the remainder of the elections process.

- g. Voting
  - i. Following pro speeches, ballots will be collected by roll call.
  - ii. A candidate must receive a majority to be elected. iii. If no candidate receives a simple majority, the top candidates whose votes total at least 50% plus one vote will enter a run off.
- h. Run offs
  - i. Each candidate will be allowed to give a two-minute speech.
  - ii. There will be another questioning period to last ten (10) minutes with questions from a new speaker's list.
  - iii. A roll call vote will be taken and the candidate with a majority will be declared the winner.
- i. If a voter feels that no candidate is qualified to serve office, a vote of "no confidence" may be entered. This vote does count in calculating the majority.
- j. If a voter wishes not to enter a vote, a vote of "abstain" may be entered. This vote does not count in calculating the majority.
- k. Candidates may "slide" from one office and run for another.
- l. In the event there are no candidates nominated for an office, that office will be elected at the end of the elections process.
- m. Members must be present during an entire election process for a given office to vote for that office. Roll call will be taken before each election process and after breaks.
- n. In order to cast a ballot in an Executive Board election, an Area Representative or Member-At-Large must have held their voting seat for at least three meetings preceding each respective election.

## II. Member-At-Large Applications.

- a. Any student wishing to become a Member-at-Large must complete the application form which can be obtained from the IRHA Vice President
- b. The completed form must be approved by the Judiciary Committee with a majority vote.
- c. The person must be approved by the IRHA general body once approved by the Judiciary Committee
- d. Must complete three service requirements per month upon application approval.

## III. Area Representatives

- a. Each Area Government shall be required to prescribe a means for the election or appointment of Area Representative seats. Each Area Government Vice

President shall also be required to provide a means for the removal and replacement of Area Representatives. Any changes to these procedures must also be submitted to the IRHA Vice President.

- IV. The term of membership for all elected, non-executive board positions shall begin with their election and end at the beginning of the next semester.

POLICY III  
MEMBERSHIP, QUALIFICATIONS AND RESPONSIBILITIES

- I. Members of IRHA
  - a. Members of IRHA are defined as:
    - i. Area Government Presidents, Vice Presidents, Treasurers, Business Managers, Secretaries, and Marketing Directors;
    - ii. Directors and Members-at-Large;
    - iii. Residence Hall Week Directors;
    - iv. Any University of Florida student who wishes to join the organization.
  
- II. Qualifications of Members
  - a. All members must be in full compliance with Florida Administrative Code: 6C1-4.003 Student Affairs: Student Organizations.
  - b. All members shall be in compliance with the Department of Housing and Residence Education's academic standards set by the Director of Housing for Residence Life and Education (F14)
  - c. Area Representatives
    - i. An Area Representative must be a University of Florida residence hall student who is not serving IRHA as a Member-At-Large or IRHA Executive Board member and who resides in the area s/he represents.
    - ii. Area Representatives may vote on all matters brought before the IRHA body.
    - iii. The Area Government President or their designee shall be responsible for informing the IRHA Secretary of those persons elected or appointed to hold an Area Representative seat. The same individual shall be responsible for informing the IRHA Secretary if an Area Representative has been removed, in which case the voting seat shall become inactive.
    - iv. If an Area Government elects to link the selection of its Area Representatives to the selection of its Executive Board, resignation or impeachment of an individual from an Area Government Executive Board shall constitute a de facto resignation of their Area Representative seat.

- v. Area Representatives shall meet the provisions of the IRHA Attendance Policy and Service Requirement.
  - vi. Any Area Representative that cannot maintain the Attendance or Service Requirements will immediately lose their AG position.
  - vii. Area Representatives are the six executive board officers per area
    - 1. If an executive officer is unable to serve as an area representative then s/he is able to appoint someone in their place for the entire semester
    - 2. This request is due within the first three weeks of the semester and must be approved by the Judiciary Committee with a majority vote.
- d. Members-At-Large
- i. 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 Member-At-Large shall be accorded the same rights and responsibilities as an Area Representative of IRHA.
  - iii. A Member-At-Large candidate must have attended at least two complete IRHA meetings prior to their application submission during that semester.
  - iv. During the fall and spring semester, the number of Members-At-Large shall not exceed 50% of the number of allotted Area Representatives. During the summer, the number of Members-At-Large shall not exceed 50% of the number of allotted Area Representatives.
  - v. Members-At-Large shall meet the provisions of the IRHA Attendance Policy and Service Requirement.
  - vi. Any Member-At-Large that cannot maintain the Attendance or Service Requirements will immediately lose Member-at-Large voting rights.

### III. Attendance Requirement

- a. Roll will be called at the beginning and end of each IRHA meetings. 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 charged a half-absence. Those not present for both the first and last roll will be charged a full absence.

c. Voting Members

- i. The Area Representatives and Members-At-Large 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.
  4. During a summer semester, a voting member will be allotted three unexcused absences.

d. Absence Excuses

- i. If an Area Representative or Member-At-Large feels that their absence or half-absence should be excused, s/he 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.
- ii. The IRHA Secretary will evaluate these excuse statements based on guidelines established by the Secretary Committee. S/he will either excuse the absence based upon the guidelines or submit the excuse statement to the Secretary Committee for a decision.
- iii. 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.
- iv. 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.
- v. Substitutes must meet the Florida Administrative Code: 6C1-4.003 Student Affairs: Student Organizations.
- vi. The requirements for substitutes at a meeting are defined as follows:
  1. Area Representatives
    - a. 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.

## 2. Members-At-Large

- a. 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.
  - b. Substitutes for Members-At-Large must meet the same residency requirements as a Member-At-Large.
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- vii. 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.
  - viii. 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.

## IV. Service Requirement

- a. Area Representatives, Members-At-Large, IRHA Directors, and RHW Directors shall have to earn service requirements each month during Fall, Spring and Summer semesters. Failure to earn these requirements will result in their membership being revoked. Appeals of this decision will be heard and decided by the Judiciary Committee.
- b. Area Representatives are required to complete three service requirements per month which can be defined as:
  - i. Serving on an Area Government executive board;
  - ii. Attend 100% of IRHA General Body Meetings for the month;
  - iii. Attend and participating in 100% officer counterpart meetings;

If unable to meet above requirements (under discretion of the IRHA Executive board) you may substitute with the options below:

- iv. Submit an OTM that meets 75% of the maximum word count;

- v. Attend a counterpart meeting that you are not a member of;
  - vi. Attend an IRHA Social
  - vii. Volunteering at an IRHA event
- c. MAL are required to complete two service requirements per month which can be defined as:
- i. Attend 100% of IRHA General Body Meetings for the Month
  - ii. Submit an OTM that meets 75% of the maximum word count;
  - iii. Attend a counterpart meeting
  - iv. Attend an IRHA Social
  - v. Volunteer at an IRHA event
- d. IRHA directors and RHW directors are required to complete three service requirements per month which can be defined as:
- i. Having said directorship
  - ii. Attend 100% of IRHA General Body Meetings for the Month
  - iii. Attend 100% of Director meetings for that month

If unable to meet above requirements (under discretion of the IRHA Executive board) you may substitute with the options below:

- iv. Submit an OTM that meets 75% of the maximum word count;
- v. Attend a counterpart meeting
- vi. Attend an IRHA Social
- vii. Volunteering at another Directorship's event
- viii. The IRHA President shall determine any additions to this list

POLICY IV  
FLOOR RULES AND PRIVILEGES

I. Powers of the Chair

- a. The Chair shall have the power to deny dilatory motions of any speaker.
- b. The Chair shall have the power to extend debate and/or questioning period.
- c. The Chair shall have the power to grant floor privileges to anyone present.
- d. The Chair shall have the power to remove any individual who is being disruptive during a regular, special or committee meeting of IRHA.

II. All Parliamentary Procedure not specifically outlined here shall be followed according to the Parliamentarian's interpretation of the latest version of Robert's Rules of Order.

III. Motions

- a. To pass
  - i. This motion shall require the support of a majority of the voting members present.
- b. To make a friendly amendment
  - i. This motion shall undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of the author(s) of the original motion.
- c. To amend
  - i. This motion shall require the support of a majority of the voting members present.
- d. To raise a point of information
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall be decided at the discretion of the Chair.
  - iii. This motion does not require a second.
- e. To raise a point of order
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion may be made without being recognized by the Chair.
  - iii. This motion does not require a second.
- f. To extend debate
  - i. This motion shall be undebatable and unamendable. ii. This motion shall require the support of two-thirds of the voting members present.
- g. To call for the previous question
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.

- h. To call for acclamation
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion does not require a second.
- i. To call for division
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall be decided at the discretion of the Chair.
  - iii. This motion shall require the support of a majority of the voting members present if the Chair denies the motion.
- j. To open/close nominations
  - i. This motion shall be undebatable and cannot be reconsidered.
  - ii. This motion shall require the support of two-thirds of the voting members present.
- k. To nominate
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion does not require a second.
- l. To set debate format
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require support of a majority of the voting members present.
- m. To postpone
  - i. This motion shall require the support of a majority of the voting members present.
- n. To refer to committee
  - i. This motion shall require the support of a majority of the voting members present.
  - ii. This motion may only be reconsidered if the committee has not yet begun work on the matter.
- o. To lay on the table
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of a majority of the voting members present.

- p. To take from the table
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of a majority of the voting members present
- q. To reconsider
  - i. This motion shall be unamendable and cannot be reconsidered.
  - ii. This motion must be made by a voting member who previously voted against the motion.
  - iii. This motion shall require the support of a majority of the voting members present.
- r. To suspend the rules
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of two-thirds of the voting members present.
- s. To appeal the decision of the Chair
  - i. This motion shall be unamendable.
  - ii. This motion shall require the support of a majority of the voting members present.
  - iii. This motion may be made without being recognized by the Chair.
- t. To take a recess
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of a majority of the voting members present.
- u. To groove
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall be decided at the discretion of the Chair.
- v. To adjourn
  - i. This motion shall be undebatable, unamendable and cannot be reconsidered.
  - ii. This motion shall require the support of a majority of the voting members present.
- w. All motions shall require a second, be debatable, be amendable and may be reconsidered unless otherwise stated.

POLICY V  
LEGISLATION

- I. Legislation is defined as:
  - a. Resolutions;
  - b. Governing document amendments;
  - c. Finances
- II. Submitting New Legislation
  - a. All resolutions and governing document amendment legislation is to be read and passed by a two-thirds (2/3) vote at an IRHA Judiciary Committee meeting and then a two-thirds (2/3) vote on a first reading by the IRHA body, with the exception of constitutional revisions, (which must be passed by majority vote on first reading and by two-thirds (2/3) vote on second reading).
  - b. Housing Account and Student Government Account legislation is to be read and passed by a two-thirds (2/3) vote at an IRHA Finance Committee meeting, a majority vote on a first reading and a two-thirds (2/3) vote on a second reading by the IRHA body, with the exceptions of the budgets, which must pass by a majority vote on a first reading and a two-thirds (2/3) vote on a second reading by the IRHA body.
  - c. Permanent Improvement legislation is to be read and passed by a two-thirds (2/3) vote at an IRHA Outreach and Area Improvements Committee meeting and then a two-thirds (2/3) vote on a first reading by the IRHA body, with the exception of the budget, which must pass by a majority vote on a first reading and a two-thirds (2/3) vote on a second reading by the IRHA body.
  - d. Gator Dining Services legislation is to be read and passed by a two-thirds (2/3) vote at an IRHA Gator Dining Services Committee meeting, with the exception of the budget, which must additionally pass by a majority vote on a first reading and a two-thirds (2/3) vote on a second reading by the IRHA body.
  - e. If purchase orders are passed by unanimous consent in the first reading, they will not be required to undergo a second reading (unless there are changes to the purchase order).
- III. Written Amendments to Legislation
  - a. The author of the amendment will be allowed two minutes to present the amendment to the body.
  - b. Three minutes of non-debatable questions will be allowed.
    - i. Such a question must be able to be answered with yes, no or a known fact.

- ii. Debatable questions will be ruled dilatory.
  - c. Five minutes of debate and discussion will be allowed.
  - d. When the questioning and debate is done, the author may have three minutes for final speaking privileges after which a voice vote will be taken.
  - e. undergo a second reading (unless there are changes to the purchase order).
- IV. Sponsorship of External Legislation
- a. External Legislation shall be considered any legislation that does not directly affect IRHA's governing documents or operations, nor is written solely for the purpose of IRHA making a statement of opinion (i.e. an "IRHA Resolution").
  - b. All external legislation is to be reviewed and approved by the IRHA Executive Board, read and passed by a two-thirds (2/3) vote at an IRHA Judiciary Committee meeting, and then read and passed by a two-thirds (2/3) vote on a first reading by the IRHA General Body.
  - c. External legislation and sponsorships shall be debated as governed as legislation according to Policy VII.
  - d. At all times the IRHA Executive Board holds the right to revoke IRHA's sponsorship of external legislation.

POLICY VI  
IRHA FINANCE POLICIES

- I. Appropriation of Funds by IRHA
  - a. Sources of funds for IRHA include, but are not limited to, the Housing Account, Permanent Improvements Account, Student Government Account, Gator Dining Services Scholarship and Outside Revenue.
  - b. A fiscal year for IRHA shall start July 1 and will end June 30.
  - c. All budgets must be passed by a two-thirds (2/3) vote by each respective committee and then by a majority vote in a first reading and a two-thirds (2/3) vote in a second reading by the IRHA body.
  
- II. Housing Account
  - a. Any program or event sponsored by funds from the IRHA Housing Account must be open and free of charge to any student who lives in the University of Florida residence halls unless otherwise stated.
  - b. Housing Account funds cannot be used to purchase the following:
    - i. Alcohol.
    - ii. Real, cut flowers.
    - iii. Live entertainment.
    - iv. Items to be resold.
    - v. Personal gifts or gifts for state employees
  - c. Housing Account General Programming
    - i. A portion of each semester's Housing Account budget shall be placed into the general programming line. Any entity (Area Government, Committee Director, Event Director, etc.) of IRHA wishing to request money from this line must submit a piece of legislation to IRHA according to the policies set by the Finance Manual.
  - b. Housing Account Area Allocation
    - i. A portion of each semester's Housing Account Budget will be reserved for allocations to each area. This allocation will serve as the Housing Account for the Area Government. The Allocations Committee shall review and have the right to amend proposed area allocations at the start of each semester. No area allocation may carry forward from one semester to another without the existence of extenuating circumstances as determined by the discretion of the IRHA Auditor. Distribution of area allocations will be made according to the IRHA Finance Manual.
  - c. Housing Account RA/RCA/PM Programming

- i. A portion semester's IRHA Housing Account Budget will be earmarked for the strict use of RA/RCA/PM programming. Only a Resident Assistant, Residential College Advisor or Peer Mentor may request funds from this line for the purpose of programming for their residents. If the Resident Development line has been exhausted for a semester, then the Housing Account General Programming line may be used instead. In order to request from the RA/RCA/PM programming line, the RA/RCA/PM in question must meet the following requirements:
  1. The RA/RCA/PM must have attended one full IRHA meeting as confirmed by the IRHA Secretary during the semester in which they are requesting. This rule does not apply if the RA/RCA/PM or at least half of the requesting group thereof requesting funds has class scheduled during the IRHA meeting. Summer A and Summer B will be considered two separate semesters.
  2. The RA/RCA/PM must have co-programmed with the Area Government for their residence area during the semester in which they are requesting. This requirement must be confirmed by the highest-ranking member of that AG's executive board. Summer A and Summer B will be considered two separate semesters.
  3. If a group of RAs, RCAs, PMs or any mixture thereof is requesting money at least half of the group must meet the above requirements.
  4. RAs, RCAs and PMs must also follow the restrictions and requirements to request from Housing Account general programming.
  5. If the RA/RCA/PM or group thereof is co-programming with their AG, then the RA/RCA/PM programming line must be exhausted before funds from any other line can be requested. ii. Any RA/RCA/PM or group thereof wishing to request money from this line must submit a piece of legislation to IRHA according to the policies set by the Finance Manual.
- d. Housing Account Residence Hall Week
  - i. A portion of the IRHA Housing Account shall be appropriated to that year's Residence Hall Week.
- e. Housing Account Contingency
  - i. At least 5% of all funds allocated shall be placed into the Contingency line. Any funds expended from this line shall be announced at the IRHA meeting following the encumbrance of said cost.

- f. The IRHA Executive Board will have administrative authority to expend all lines in the Housing Account budget, unless otherwise stated, upon its approval in the second readings by IRHA.
- g. Every semester, an update on the expenditures of these lines will be presented to the IRHA body.

### III. Student Government Account

- a. The Student Government budget for IRHA shall be approved according to the same guidelines as the Housing Account budget.
- b. All purchases from the Student Government Budget shall follow the rules and regulations set forth by Student Government. These rules can be found in the Student Government Financial “800” Codes and SG Finance Manual.
- c. The IRHA Executive Board will have administrative authority to expend all lines in the Student Government Account budget, unless funds are put aside for general programming, upon its approval in the second readings by IRHA.
- d. If funds are put aside for general programming, they will follow the same guidelines as the Housing Account general programming line.
  - i. Anyone wishing to request from the Student Government Account budget must meet these guidelines.
    - 1. The request must be in compliance with the rules and regulations set forth by Student Government.
    - 2. The request must follow the rules and regulations for requesting from the Housing Account General Programming line with the exception that Student Government funds may be used to purchase live entertainment.
    - 3. If the requested use of funds includes the formation of a contract, the request must be turned in an additional two weeks before the deadline. Use of funds that require a contract include, but are not limited to, speakers, performers, inflatables, etc.

### IV. Outside Revenue

- a. In accordance to Student Government rules and regulations, any money incurred by the organization will be placed into a Student Government Outside Revenue Account.
- b. In the spring of each fiscal year, a minimum of one thousand dollars from Outside Revenue shall be used for the endowment of the Kelly Martz Scholarship.

- c. The IRHA Executive Board will have administrative authority over the Outside Revenue Account.

V. Permanent Improvements Budget

- a. The Permanent Improvements budget shall be allocated among each of the Area Governments and IRHA following these percentages. This distribution can be suspended by a three-fourths ( $\frac{3}{4}$ ) majority of the IRHA Outreach and Area Improvements Committee for a particular year.
  - i. The price of one ice machine shall be deducted from the Permanent Improvements budget for the replacement of an ice machine according to the schedule created in the Fall of 2009 by the IRHA Business Manager.
  - ii. The remaining funds shall be allocated according to the following percentages.
    - 1. Thirty percent of the total allocation will be assigned to the Area Governments based on the number of residents living in that area as determined by the Department of Housing and Residence Education.
    - 2. Thirty percent of the total allocation will be divided equally among the Area Governments.
    - 3. Fifteen percent of the total allocation shall be set aside for the Microwave Repair Line. Each area requesting these monies will submit a written request and justification. The approval of Special Requests must be approved by a majority vote of the IRHA Outreach and Area Improvements Committee
    - 4. Thirteen percent of the total allocation will be assigned for repairs of past Permanent Improvements purchases. These funds will be allocated by the IRHA Business Manager and used as an administrative expense.
    - 5. Seven percent of the total allocation will be assigned for additions and repairs to the Entertainment Package or items needed by IRHA. These funds will be allocated by the IRHA Business Manager, with the simple majority vote of the IRHA Outreach and Area Improvements Committee.
    - 6. Five percent of the total allocation plus any non-expended funds from the above distributions shall be set aside for contingency purposes.

iii. With the exception of repairs, any use of the contingency line must be approved with a majority vote of the IRHA Outreach and Area Improvements Committee.

VI. Gator Dining Services Scholarship

a. The guidelines for requesting from the GDS Scholarship's request line shall be presented by the IRHA Secretary at the first meeting of each semester.

VII. Check Signing Authority

a. The IRHA Auditor shall be placed on all Area Government checking accounts.

i. They shall exercise primary signing authority in the following situations:

1. There are no officers for the area.

2. A suspension of funds has been imposed on an area's accounts.

ii. They may act as a co-signer in all other situations.

b. If case i.1 or i.2 occurs, the Auditor must work in conjunction with the professional staff member who has direct oversight of the area in question and have the approval of the IRHA President before making any purchases. The co-signature of an IRHA executive board member is required on all checks signed under these circumstances.

POLICY VII  
RULES GOVERNING DEBATE

- I. Consideration of Legislation
  - a. Readings shall be by title only, except when otherwise called by one-fifth of those present and voting, in which case the IRHA Vice President shall read the legislation in its entirety.
  - b. The authors and sponsors of the legislation shall be afforded five minutes to present the legislation to the IRHA body.
  - c. Following legislation presentation, five minutes shall be allowed for non-debatable technical questions of the legislation's authors and sponsors.
    - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
    - ii. The legislation's authors and sponsors may not be compelled to answer a question.
    - iii. The question period may be extended by a majority vote.
    - iv. If there are no questions to be asked, then the IRHA President will move into debate.
  - d. Speaking privileges shall be granted to authors without them for the term of legislation presentation and non-debatable technical questions.
  - e. Following the question period, there shall be a period of pro/con debate.
    - i. Debate shall be structured with three rounds of alternating con and pro with two minutes per side per round, followed by one round of three minutes per side.
    - ii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
    - iii. The body may move back into questioning during debate with a majority vote. The question period shall again last for five minutes, then moving back into debate.
    - iv. If there are no members wishing to speak on concurrent rounds of con and pro, the IRHA President shall move into final privilege.
  - f. Proposed amendments will be heard upon motion during debate.
    - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with two minutes per round per side and then one minute of final privilege shall be in order when hearing amendments.
    - ii. Following the above debate procedure, the amendment shall be put to a vote.

- g. Following the debate period, the authors and sponsors of the legislation shall be afforded three minutes of final privilege.
- h. Following final privilege, the IRHA President shall put the question and the body shall vote on the adoption of the legislation.
- i. Amendments from the floor shall be in order at any time following legislation introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made.

## II. Consideration of Vetoed Legislation

- a. Whenever the IRHA President has vetoed any legislation and returned it to the IRHA body, that legislation shall be added to the agenda under Vetoed Legislation and shall be debated pursuant to this section.
- b. The next highest-ranking officer will chair this section of the meeting.
- c. The IRHA President shall have three minutes to explain the reasoning behind the veto to the IRHA body. Following this, the legislation's authors and sponsors shall have three minutes to again present the legislation and respond to the presidential veto.
- d. Following the presentation period, five minutes shall be allowed for non-debatable technical questions of the legislation's authors and sponsors or of the executive who vetoed the legislation.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
  - ii. The legislation's authors and sponsors or the executive may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, then the chair of the meeting will proceed into debate.
- e. Following the question period, there shall be a period of pro/con debate, with pro being in support of overriding the veto and con in support of sustaining the veto.
  - i. Debate shall be structured with three rounds of alternating con and pro with two minutes per side per round, followed by one round of three minutes per side.
  - ii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iii. The body may move back into questioning with a majority vote during debate. The question period shall again last for five minutes and will then move back into debate with all debate times being reset.

- iv. If there are no members wishing to speak on concurrent rounds of con and pro, the IRHA President shall move into amendments or final privilege.
- f. Proposed amendments will be heard upon motion during debate.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with two minutes per round per side and then one minute of final privilege shall be in order when hearing amendments.
  - ii. Following the above debate procedure, the amendment shall be put to a vote.
  - iii. If the IRHA body agrees to an amendment to vetoed legislation, said legislation shall be treated as a second reading from that point forward.
  - g. Following the debate period, the executive who vetoed the legislation shall be afforded two minutes of final summation. Following that, the legislation's authors and sponsors shall be afforded two minutes of final summation.
  - h. Following final summation, the IRHA President shall put the question and the body shall vote on overriding the veto of the legislation, with the affirmative in favor of overriding the veto.
  - i. Amendments from the floor shall be in order at any time following legislation introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made.

### III. Debate of Other Motions

- a. When the body is hearing any other debatable motion, there shall be two rounds of alternating con and pro debate with one minute per round per side.
- b. The time afforded to all speakers may be limited or extended by a two-thirds vote, provided that any limitation applies to all subsequent speakers.
- c. Following the above debate procedure, the motion shall be put to a vote.

POLICY VIII  
VOTING

- I. Standard Voting Procedure
  - a. After the question has been called, a verbal vote will be conducted and members will be able to vote either aye, nay or abstain for wanting to pass, not wanting to pass and wanting to abstain respectively.
  - b. If there is not a clear decision, division may be called and the vote will be held again.
  - c. Members may move to hold a hand vote or a roll call vote if they feel that the verbal vote did not indicate a clear decision.
  
- II. Roll Call Votes
  - a. The IRHA Secretary will call roll for all voting members. Upon being called, each member will be required to vote either aye, nay or abstain verbally.
  - b. If the member in question is not present for the vote, it will count as a half absence.

POLICY IX  
PRESIDENTIAL VETOES

- I. The reasons for the veto shall be explicitly stated and addressed in writing by the President and distributed to IRHA within one week of passing the questioned legislation.
- II. If the President decides to veto legislation, the individual must immediately notify any committee chair concerned, as well as the IRHA Executive Board. No business concerning the legislation to be vetoed may be conducted under any circumstances until the veto is addressed in a meeting by IRHA.
- III. Any voting member of IRHA may challenge a veto by introducing a motion to override the veto. This must be submitted within a week of the veto being announced and the reasons having been read out loud.
- IV. If the veto is challenged, the President shall surrender the Chair to the next highest-ranking officer
- V. A two-thirds (2/3) vote is needed to override a veto.
- VI. The results of the proceedings concerning a veto shall be final. Should legislation be successfully vetoed, it may not be reintroduced until the second general meeting of the next academic semester.

POLICY X  
CENSURE, EXPULSION and OFFICER IMPEACHMENT

I. Censure

- a. Any IRHA body member may request the censure of another IRHA body member by filing a petition for censure with the Judiciary Committee.
  - i. Censure shall be the official warning from the IRHA body for a member to refrain from similar actions in the future.
  - ii. IRHA body members may be censured for repeatedly disrupting the business of the IRHA body, inappropriate actions during the discharge of statutorily mandated duties or for violations of any IRHA governing document.
- b. Upon receiving a petition for censure, the Judiciary Committee will investigate the charges.
- c. If the Judiciary Committee recommends censure to the IRHA body, the IRHA body member subject to censure shall be informed by the Judiciary Committee no later than three days before the IRHA meeting at which the resolution for censure will be heard.
- d. The IRHA body member subject to censure shall have final privilege when a resolution for censure is being debated.
- e. A two-thirds vote is required to censure an IRHA body member.
- f. When the IRHA President has called an IRHA body member to order and has subsequently named that member and asked the IRHA body of what actions should be taken, a member may move from the floor to censure that individual. The motion to censure in this case shall be heard immediately after being properly moved and seconded.
- g. If a member is censured twice within a one-year period, the Judiciary Committee shall automatically investigate that member and may, at the committee's discretion, submit a resolution calling for that member's expulsion from IRHA.

II. Expulsion

- a. Grounds for expulsion of non-Area Representative voting members:
  - i. Nonfeasance
    1. To ignore or take no indicated action or neglect one's duties.
  - ii. Misfeasance
    1. To take inappropriate action or give intentionally incorrect advice. This includes but is not limited to disregarding procedures and abusing the IRHA listserv.

- iii. Malfeasance
  - 1. To take hostile, aggressive action against an organization's interest.
- iv. Conviction of a criminal offence while serving in an elected position.
- b. Expulsion procedures of non-Area Representative voting members
  - i. A written statement recommending impeachment must be filed with the IRHA Vice President, IRHA Secretary and IRHA Adviser by at least one voting IRHA member. ii. The statement is then heard at the next Judiciary Committee meeting to determine whether or not the actions by the accused are grounds for impeachment. A two-thirds vote is needed for the acts to undergo an impeachment trial.
    - 1. Only Judiciary Committee members will be allowed to be present while the statement is read and discussed.
    - 2. The person(s) who submit the statement will not be allowed in attendance.
    - 3. If a member of the Judiciary Committee is being accused they will not be allowed to attend the meeting while the statement is read and discussed.
  - iii. If the reason is found to be grounds for impeachment, the accusers and accused shall be notified and a statement shall be read at the next IRHA General Body meeting. If it is not, only the accuser will be informed.
  - iv. If found unconstitutional the accused will be on trial at a special IRHA meeting, after the next IRHA General Body meeting.
- c. The trial procedure is as follows:
  - i. The IRHA President or highest-ranking officer shall preside over the impeachment trial. ii. Before the trial begins, all non-voting IRHA members shall be requested to leave, with the exception of the IRHA Executive Board and IRHA Adviser.
  - iii. The charges shall be reread by the IRHA Vice President. iv. The accusers shall have ten minutes to present their case.
  - v. The IRHA body shall have ten minutes to question the accusers. Questioning may be extended by a two-thirds (2/3) vote of IRHA.
  - vi. The accused shall have ten minutes to present their case.
  - vii. The IRHA body shall have ten minutes to question the accused. Questioning may be extended by a two-thirds (2/3) vote of IRHA.
  - viii. A secret ballot vote shall then be held. The IRHA Executive Board may vote in this matter.
- d. A two-thirds (2/3) vote is required for removal from position.

- e. Any IRHA voting member removed from their voting seat due to expulsion cannot be elected during the semester in which they were expelled. They must wait until a new semester begins for them to be eligible to run in an IRHA election.

### III. Officer Impeachment

- a. A written statement recommending the impeachment of the accused and signed by at least five voting members will be filed with the IRHA Vice President, IRHA Secretary and IRHA Adviser. If the IRHA Vice President is accused, then the statement is to be filed with only the IRHA Secretary and IRHA Adviser. If the IRHA Secretary is accused, then the statement is only to be filed with the IRHA Vice President and the IRHA Adviser.
- b. The statement is then heard at the next Judiciary Committee meeting to determine whether or not the actions by the accused are grounds for impeachment. A two-thirds vote is needed for the acts to undergo an impeachment trial.
  - i. Only Judiciary Committee members will be allowed to be present while the statement is read and discussed.
  - ii. The person(s) who submit the statement will not be allowed in attendance.
  - iii. If the reason is found to be grounds for impeachment, the accusers and accused shall be notified and a statement shall be read at the next IRHA General Body meeting. If it is not, only the accuser will be informed.
  - iv. If found unconstitutional the accused will be on trial at a special IRHA meeting, after the next IRHA General Body meeting.
- c. The statement must be read by the highest-ranking officer of IRHA not accused at the next IRHA meeting.
- d. After the reading of the charges, IRHA will hold a secret ballot vote on whether an impeachment trial shall be held. A majority vote is needed to call the process. The highest-ranking officer of IRHA not accused will preside over this section of the meeting.
- e. The impeachment trial shall be held at the following meeting and will be held prior to any IRHA business.
- f. Trial procedure
  - i. The highest ranking IRHA officer not accused shall preside over the impeachment trial.
  - ii. Before the trial begins, all non-voting IRHA members shall be required to leave, with the exception of the IRHA Executive Board and the IRHA Adviser.
  - iii. The charges shall be reread by the second highest ranking IRHA officer not accused.
  - iv. The accusers shall have ten minutes to present their case.

- v. The IRHA body shall have ten minutes to question the accusers. Questioning may be extended by a two-thirds vote of IRHA.
- vi. The accused shall have ten minutes to present their case. vii. The IRHA body shall have ten minutes to question the accused. Questioning may be extended by a two-thirds vote of IRHA.
- viii. A secret ballot vote shall then be held. The IRHA Executive Board may vote in this matter.
- g. A two-thirds vote is required for removal from office.
- h. An impeached and removed officer may be reinstated to a vacant position with a four-fifths (4/5) vote of IRHA at two consecutive meetings.

POLICY XI  
REPLACEMENT OF MEMBERS

- I. IRHA Executive Board Officers
  - a. If any IRHA Executive Board Office, with the exception of the IRHA President, is vacated for any reason, the remaining IRHA Executive Board shall select a replacement that will assume the vacated office upon confirmation by IRHA. Confirmation is a majority vote of IRHA. Selection must be made within two weeks of the vacancy. This clause may be suspended provided there is an alternative timeline and procedure to fill the vacancy approved by a majority vote of IRHA.
  - b. If the office of IRHA President is vacated, then the IRHA Vice President will vacate their position and assume the office of IRHA President.
  
- II. Area Representatives
  - a. When an area has a seat that is not filled, the seat becomes inactive and is not counted in the quorum. When the Area Government President submits the name of the person to fill that seat in writing to the IRHA Secretary and IRHA Adviser, the seat becomes active at the opening of the next IRHA meeting.
  - b. An Area Representative may appoint a replacement for their voting seat for a period of one semester. The individual shall submit the name of the replacement in writing to the IRHA Secretary.
  
- III. An Area Representative or Member-At-Large who has vacated their seat may not refill the same type of voting seat unless a new academic semester has begun.

POLICY XII  
STANDING DIRECTORSHIPS

- I. Each spring, the IRHA Executive Board-Elect shall select the IRHA Environmental Concerns Director, Social Justice Director, Homecoming Director, and IRHA Historian to each serve a term of one calendar year ending at the open of the last meeting of the Spring semester.
- II. The powers and responsibilities of the IRHA Environmental Concerns Director are to be responsible for the encouraging members to be environmentally conscious, working with the Office of Sustainability to coordinate the annual Eco-Challenge and to assist area governments in planning environmental programs.
- III. The powers and responsibilities of the IRHA Historian are to regularly compile pictures from Area Government and IRHA events and make sure that they are uploaded to the IRHA Drive, to create slideshows for Winter Ball and the End of Year Banquet and to catalogue the year's events in a yearbook.

POLICY XIII  
STANDING COMMITTEES

- I. Presidents' Council
  - a. Presidents' Council shall be composed of the President of each Area Government or their designee.
  - b. Presidents' Council shall discuss issues brought up by the IRHA President and/or Area Governments and assist the IRHA Executive Board in setting directional policy for IRHA.
  
- II. Judiciary Committee
  - a. The Judiciary Committee shall be composed of the Vice President of each Area Government or their designee and a maximum total of six Member-At-Large members.
  - b. Each Area Government and each of the six Members-At-Large members shall have one vote in the IRHA Judiciary Committee's decisions.
  - c. The Judiciary Committee shall be responsible for the interpretation and enforcement of the constitution and the Policy and Procedures Handbook.
  - d. The Judiciary Committee shall review all constitutional amendments and issue a recommendation to IRHA along with the proposed amendment.
  - e. The Judiciary Committee shall be a mediator and/or investigator in areas of conflict, where deemed necessary and report to IRHA about its findings.
  - f. The Judiciary Committee shall review any appeals concerning elections.
  - g. The Judiciary Committee shall create and maintain the Policy and Procedures to establish the Parliamentary Procedure to be followed at IRHA meetings.
  - h. The Judiciary Committee shall review all legislation and issue a recommendation to IRHA along with the proposed legislation.
  
- III. Allocations
  - a. The Allocations Committee shall be composed of the Treasurer and Business Manager of each Area Government or their designees and a maximum total of six Member-At-Large members.
  - b. Each member shall have one vote in the IRHA Allocations Committee's decisions.
  - c. Member-At-Large members may not vote on Area Government matters.

- d. The Allocations Committee shall create and maintain a Finance Manual for IRHA to establish fiscal policy and restrictions and to give guidelines for Area Government fiscal policies and procedures.
- e. The Allocations Committee shall be responsible for voting on and dispersing the Area Allocations budget each semester.

IV. Finance

- a. The Finance Committee shall be composed of the Treasurer from each Area Government or their designees and a maximum total of six Member-At-Large members.
- b. Each member shall have one vote in the IRHA Finance Committee's decisions.
- c. Member-At-Large members may not vote on Area Government matters.
- d. The Finance Committee shall be responsible for the Student Government and Housing Accounts.

V. Outreach and Area Improvements Committee

- a. The Outreach and Area Improvements Committee shall be composed of the Business Manager from each Area Government or their designees and a maximum total of six Member-At-Large members.
- b. Each member shall have one vote in the IRHA Outreach and Area Improvements Committee's decisions.
- c. The Outreach and Area Improvements Committee shall be responsible for Permanent Improvements.
- d. The Outreach and Area Improvements Committee shall be responsible for working with the IRHA Executive Board on co-programs with outside organizations.

VI. Secretary Committee

- a. The Secretary Committee shall be composed of the Secretary of each Area Government or their designee and a maximum of six Member-at-Large members.
- b. The Secretary Committee shall be a liaison between students and the Gator Dining Service Managers.
- c. The Secretary Committee shall vote on how IRHA spends the money given to them by Gator Dining Services.
- d. The Secretary Committee shall review any appeals concerning attendance
- e. The Secretary Committee shall serve as an advisory board to Gator Dining Services.

VII. Communications Committee

- a. The Communications Committee shall be composed of the Marketing Director of each area government or their designee and a maximum of six Members-At-Large members.
- b. The Communications Committee shall be responsible for promoting awareness of IRHA among students at the University of Florida. Promoting awareness includes but is not limited to recruitment, creation and distribution of IRHA publications, ResTV advertising and creation of bulletin and display boards.

POLICY XIV  
CONTESTED AREA GOVERNMENT ELECTIONS/SELECTIONS

- I. In the event that a legitimate complaint is lodged with IRHA concerning any aspect of an election, selection or appointment within an Area Government, the Judiciary Committee shall have the power to act upon the complaint and take appropriate steps to facilitate fair and equal elections, selections and appointments.
- II. Area Government position election, selection and appointment complaints can be lodged by the residents of the Area concerned or by that Area's housing staff.
- III. Election results for a contested election must be made available to the Judiciary Committee at the committee's request. All parties involved in the contested election shall verify the rules as having been maintained throughout the election. Should there be a dispute as to the validity of the election rules, the Judiciary Committee will hear all claims and rule on them.
- IV. All complaints must be filed with IRHA within one week of the general announcement of the results in order to be considered by the Judiciary Committee.
- V. The Judiciary Committee will either void the election/selection/appointment or reject the complaint. Should the Judiciary Committee decide to void the election/selection/appointment, a new election, selection or appointment will be held, with the Judiciary Committee setting the rules and procedures dealt with in the original complaint. The Judiciary Committee is limited to only those rules and procedures dealt with in the complaint.
- VI. Any violation of this policy will be dealt with accordingly by the Judiciary Committee with the approval of IRHA.

POLICY XV  
STATE, REGIONAL AND NATIONAL AWARDS, COMMITTEES AND  
BIDS PROCEDURE

I. Awards

- a. All award nominations for state, regional and national personal awards shall be determined by the IRHA executive board. No letter of recommendation or support can be written on behalf of IRHA until the award nomination is confirmed by the IRHA body.
- b. The IRHA NCC shall coordinate the bid writing process and ensure that all bids are submitted by their deadlines.

II. Bids for Office

- a. All persons interested in running for office must meet with the IRHA Executive Board before their election and submit a one-page resume and a pre-bid outlining their goals for the position. This must be done at least four weeks before the election. The candidate shall be determined by the IRHA Executive Board and presented to the IRHA body for confirmation of support.
- b. Confirmation for candidates who wish to run for a position that does not require a support letter from their Residence Hall Association shall be left to the discretion of the IRHA Executive Board.
- c. After support from the IRHA body is acquired, the candidate must meet, individually or simultaneously, with the IRHA Adviser and the Assistant Vice President and Director of Housing for Residence Life and Education and submit a one-page resume and their pre-bid for the position.
- d. Candidates will then work with the IRHA NCC to ensure that they have submitted all the necessary information and are prepared for the election.

POLICY XIV  
ANNUAL IRHA AWARDS

I. Fall Awards

- a. The IRHA Executive Board shall annually select recipients of the fall awards. The awards shall include but are not limited to
  - i. IRHA Member of the Semester – this award recognizes service by an individual who has shown dedication and spirit to IRHA in the fall semester. This includes but is not limited to attending AG/IRHA programs, assisting with co-programs and respect towards the IRHA Executive Board, IRHA and AG members.
  - ii. Building Block AG of the Semester- this award recognizes the AG that has shown significant support and encouragement to other AGs.
  - iii. First Year Experience – this award recognizes the contributions of first year student to IRHA. This award encourages first year students to remain active in IRHA and to continue to improve life in the residence halls.
  - iv. Perfect Attendance – this award recognizes IRHA members who have obtained perfect attendance at all IRHA general body meetings.

II. Spring Awards

- a. The IRHA Executive Board shall annually select recipients of the spring awards. The awards shall include but are not limited to the:
  - i. Area Government of the Year – this award recognizes the outstanding achievements of an Area Government. It is the highest honor an Area Government can obtain.
  - ii. Most Improved Area Government of the Year – this award recognizes the outstanding achievements of an Area Government.
  - iii. Overall Program of the Year – this award recognizes the most outstanding program of the year. This is the highest honor a program can obtain.
  - iv. Diversity Program of the Year – this award recognizes the most outstanding diversity program of the year.
  - v. Educational Program of the Year – this award recognizes the most outstanding academic program of the year.
  - vi. Community Service Program of the Year – this award recognizes the most outstanding community service program of the year.

- vii. Social Program of the Year – this award recognizes the most outstanding social program of the year.
  - viii. First Year Service Awards – this award recognizes individuals who are serving their first year in IRHA.
  - ix. Second Year Service Awards – this award recognizes individuals who are serving their second year in IRHA.
  - x. Dreamer and Doer Awards – this award is the second highest individual award IRHA can give. No more than 16 can be given out. After receiving a Bronze Pin, an individual can no longer be eligible for a Dreamer and Doer Award.
  - xi. Director of the Year Award – this award recognizes the IRHA Director who has gone above and beyond in their duties. IRHA Executive Board Members are ineligible for this award.
  - xii. Spirit of IRHA Award – this award recognizes an individual who has continuously shown their dedication, love and passion for IRHA over the past year.
  - xiii. Perfect Attendance Award – this award recognizes individuals who have obtained perfect attendance at all IRHA general body meetings.
  - xiv. Sponsorships – this award recognizes departments and businesses that have supported IRHA throughout the year.
  - xv. The Kathy Smith Behind the Scenes Award – this award recognizes an individual who continuously helped with IRHA related activities and showed tremendous support to IRHA and whose efforts generally went unrecognized.
- b. The IRHA Executive Board shall also give out:
- i. Positional Awards – this award recognizes an individual who has gone above and beyond as a counterpart to an IRHA Executive Board Member. Only one award may be given out per IRHA Executive Board Member.
  - ii. Diamond Awards – this award recognizes an individual who has shown significant support and guidance to an IRHA Executive Board Member throughout their term in office. Two awards may be given out per IRHA Executive Board Member.
- c. The IRHA Adviser shall annually select the recipients of the following awards:
- i. Area Government Adviser of the Year – this award recognizes the contributions of an outstanding Area Government Adviser.
  - ii. Kelly Martz Scholarship Award – this award recognizes University of Florida Department of Housing and Residence Education (DOHRE) student-leader or student -staff demonstrating outstanding leadership and scholarship.
  - iii.

Bodner-Faircloth Scholarship – this award recognizes one student who has excelled through student leadership, IRHA, other organizations and academically.

d. The RHW Director shall recognize their directors and their assistant directors.

III. The IRHA President may award

- a. Gold or Silver Lifetime Activity Cards – this lifetime achievement award recognizes graduating seniors and individuals associated with IRHA who have made outstanding contributions to IRHA.
- b. Presidential Commendations – this award recognizes individuals who have made significant contributions to IRHA throughout the year.

IV. Per national policy, the IRHA President may award up to 8 NACURH Bronze Pins for outstanding contributions to IRHA throughout the year.

POLICY XVII  
AMENDMENTS

- I. All proposed amendments to this Policy and Procedures Handbook must be read at Judiciary Committee meeting and two consecutive readings of IRHA. For passage, an amendment requires a two-thirds (2/3) vote by the Judiciary Committee and a majority vote on the first reading and a two-thirds (2/3) vote on the second reading by the IRHA body.
- II. The author of any Policy and Procedures Handbook amendment must email the proposed amendment to the IRHA listserv at least three days prior to the first reading of the amendment. If any changes are made to the amendment at first reading, it must be sent over the IRHA listserv at least three days prior to second reading. In lieu of email, the amendment may be delivered in paper form to all voting IRHA members at least three days prior to each reading or the amendment may be posted to the IRHA website at least three days prior to each reading, as applicable. This clause may be suspended.
- III. This Policy and Procedures Handbook must undergo review and revision every summer by the IRHA Executive Board
- IV. Grammatical and spelling revisions may be made at any point in time by the IRHA Vice President without needing to be presented and passed.

POLICY XVIII  
RATIFICATION

This Policy and Procedures Handbook shall take effect upon approval by a majority vote of IRHA on the first reading and a two-thirds (2/3) vote of IRHA on the second reading.

- II. This handbook must be approved by a two-thirds (2/3) vote of IRHA's Judiciary Committee before being voted upon by the IRHA body.
- III. Any provisions in this Policy and Procedures Handbook that are inconsistent with the policies and regulations of the University of Florida Student Body shall be null and void.

POLICY XIV  
SUSPENSION

No clause in this Policy and Procedures Handbook may be suspended unless otherwise noted.