**Kauffman Residents’ Association Bylaws**

**ARTICLE I: POSITIONS**

**Section A: President**

The President shall be responsible for the execution and observance of all provisions of this Constitution, carry out all duly enacted legislation of the Council, report all executive action to the Council, represent the views of the Membership to University committees and administrators, set the regular meeting times of the Council with the approval of the Executive Board, set the regular meeting times of the Executive Board and preside over all such meetings, call special sessions of the Council giving notice at least twenty-four hours prior, cast the deciding vote in the event of a tie, fulfill such duties as required of local government presidents by the RHA Constitution and Bylaws, prepare agendas for each meeting, and have the power of veto over legislation.

**Section B: Vice President**

The Vice President shall preside over all meetings of the Council, assume the powers of the President—with the exception of the veto power—in the event that the President is temporarily absent, and ensure that items being voted upon are clearly and concisely stated and that Council members are casting informed votes.

**Section C: Treasurer**

The Treasurer shall keep all financial records of the Council; conform to the current University regulations for handling funds; assist the President in preparing a budget and presenting it to the Council for approval; present financial reports as directed by the Council, the Executive Officers, or the advisors at least twice per semester; attend at least one informational training session sponsored by Student Organization Financial Services (SOFS); and be responsible for maintaining a record of all material assets of KRA.

**Section D: Secretary**

The Secretary shall keep track of attendance at all Council and Executive Board meetings, keep minutes of all Council meetings, distribute copies of the minutes before the next meeting of the Council, conduct necessary correspondence pertaining to the Council and to Kauffman, keep a permanent record of this Constitution and information pertinent to the Council, and maintain records of all KRA events on the KRA Google Calendar.

**Section E: RHA Senator**

The RHA Senator shall attend all RHA Senate meetings, solicit the opinions of the Membership when necessary for upcoming RHA legislation, represent the interests of the Membership at RHA Senate meetings, report RHA actions to the Council and to the Membership, and fulfill all requirements set forth for Senators in the RHA Constitution and Bylaws.

**Section F: Freshman Representative**

The Freshman Representative shall serve as the voice of the freshman cohort on the Executive Board and have further responsibilities as delegated by the Council or Executive Board.

**Section G: Wing Representatives**

All Wing Representatives shall actively participate in Council meetings, serve on a Council committee, serve as a liaison between their respective Wings and the Council, represent the concerns of the Membership to the Council, seek direct input from the Membership of their respective Wings, support Council activities and programs, be readily accessible to the Membership, make the Membership aware of the functions of the Council, and work to involve the Membership in Council activities, programs, and projects.

**ARTICLE II: COUNCIL ORGANIZATION**

**Section 1: Committee Types and Powers**

There shall be five standing Committees: Cultural, Residential Enhancement, Residential Involvement, Social, and Resident Assistant. Each committee shall be chaired by one Wing Representative except for the Resident Assistant Committee. The President and Vice President shall be responsible for assigning one Wing Representative to serve as committee chair based on interest and shall be responsible for assigning Wing Representatives to committees based on preferences, except for the Resident Assistant Committee which will only consist of the four Kauffman Resident Assistants.

**Section 2: Committee Descriptions**

The Cultural Committee shall be concerned with the cultural education of the Membership. The Residential Enhancement Committee shall be concerned with improving the residential life in Kauffman. The Residential Involvement Committee shall be concerned with providing opportunities for Kauffman residents to get involved on campus. The Social Committee shall be concerned with providing social events for residents to attend. The Resident Assistant Committee shall be concerned with multipurpose event programming for the Membership.

**Section 3: Programming**

Each committee must meet the programming requirements as set forth by the Executive Board.

**ARTICLE III: FACEBOOK GROUP PROCESSES**

**Section 1: Member Specifications**

All current residents of Kauffman, including Resident Assistants, whether or not such residents are students of the Raikes School, shall be members of the KRA Facebook group, should said residents choose to be. Any current students of the Raikes School who do not reside in Kauffman shall be members of the KRA Facebook group, should said students choose to be. Any graduate of the Raikes school, defined as having completed all eight semesters in the Raikes School, shall be allowed the choice either to stay or leave the KRA Facebook group after graduation.

**Section 2: Non-Member Specifications**

Facebook accounts that do not directly represent real individuals, eligible by the specifications in Section 1 of this Article to be members of the KRA Facebook group, shall not be allowed to join the KRA Facebook group. Anyone who does not reside in Kauffman and who is not a current student of the Raikes School, regardless of any previous status as a student of the Raikes School, shall not be a member of the KRA Facebook group unless they are a Raikes School graduate as defined in Section 1 of this Article. No Faculty or staff member of the Raikes School shall be a member of the KRA Facebook group unless said faculty or staff member is a Raikes School Graduate. Anyone else not covered by the stated member and non-member specifications shall not be a member of the KRA Facebook group.

**Section 3: Group Procedures**

Every Executive Board member of KRA shall be administrators on the KRA Facebook group. Individual requests for membership in the KRA Facebook group shall be approved by on Executive Board member but are subject to review according to membership rules by the whole Executive Board. Involuntary removal of any individuals from the KRA Facebook group who currently have the privilege of membership according to membership rules shall have the approval of the Primary Advisor of KRA and majority approval of the Executive Board. Any Executive Board member who permanently leaves office for any reason shall be removed as an administrator. Any administrator of the KRA Facebook group can be removed as an administrator if the Primary Advisor of KRA should deem it necessary and in furtherance of good order.

**ARTICLE IV: KAUFFMAN ROOM LOTTERY PROCESSES**

**Section 1: Jurisdiction**

***Subsection A: Kauffman Residents’ Association***

KRA has full jurisdiction over rules governing the Kauffman Room Lottery. These rules will exist in the KRA Bylaws and may be amended by a two-thirds majority vote of KRA Wing Representatives. Any proposal for change is subject to the amendment and proposal process detailed in the KRA Constitution. Any housing circumstances that change before or after the Kauffman Room Lottery are not under the jurisdiction of KRA and are not subject to these processes.

***Subsection B: Housing Staff***

Housing staff will be responsible for implementing and overseeing the Kauffman Room Lottery, ensuring that lottery processes and rules are enforced. In any case not covered by these processes, the Kauffman RD has full jurisdiction over the needed rules and decisions. Any housing circumstances that change before or after the Kauffman Room Lottery are under complete jurisdiction of the Kauffman RD and housing staff.

**Section 2: Lottery Procedures**

***Subsection A: Three Lottery Groups***

The Kauffman Room Lottery is separated into three distinct lotteries based on the three returning cohorts for the upcoming school year. As a result, there will be three individual lotteries for the incoming senior cohort, incoming junior cohort, and incoming sophomore cohort. Residents are separated into these lotteries based on the cohort in which they started at the Raikes School. For example, the 2019 incoming sophomore lottery would include all residents that began the Raikes program in Fall 2018 (Cohort 2018).

***Subsection B: Lottery Registration***

To participate in the Kauffman Room Lottery, residents must sign up in roommate pairs prior to lottery, indicating their roommate and homesteading preferences. The exact sign-up structure and timeline will be coordinated by the Kauffman RD, but will be sent out no later than two weeks prior to the lottery.

***Subsection C: Homesteading***

Any residents that choose to homestead, or remain in the same room as the previous school year, will be given priority over the room lottery. A resident is only allowed to homestead if they are an incoming senior, they elect to remain in their current room for the next school year, and specify their roommate to be the same as the year prior, another resident from their cohort, or assigned by the RD. Any residents wishing to homestead must indicate this preference on their lottery registration form and must attend the lottery to confirm their desire to homestead at the start of their cohort’s room lottery. If two residents are homesteading in the same room, only one resident of the pair needs to attend the lottery to confirm their desire to homestead unless the Kauffman RD has been notified of both roommates’ absence prior to the lottery.

***Subsection D: Lottery Timeline***

The Kauffman Room Lottery will occur on either the last two Wednesdays of March or the first two Wednesdays of April, as decided by the Kauffman RD and housing staff. The lottery will begin at a time determined by housing, separated into 30 minute segments for each cohort. The incoming senior cohort will go first, followed by the incoming junior cohort and the incoming sophomore cohort.

***Subsection E: Room Selection Order***

The Kauffman Room Lottery will begin with the priority room selection process detailed in Section 3 Subsection B. Once priority selection is complete, the remaining residents will choose rooms in a random order. Each roommate pair participating in the lottery will be assigned a specific number, and a random number generator will be used to determine the order each pair gets to pick their room. Once a roommate pair has been drawn, they will pick their room before the next number is generated.

***Subsection F: Picking Rooms***

Once a roommate pair has been selected to choose their room, the housing staff running the lottery will inform the pair of the available rooms. The room selected will be marked off with both roommates names. Only one roommate of the pair needs to be in attendance to select their room. If neither roommate can attend the lottery, the Kauffman RD must be notified prior to the lottery to make alternative arrangements. Otherwise, if neither roommate is in attendance at the room lottery at the time they’ve been selected to pick a room, the roommate pair will be bumped to the end of the lottery, and the Kauffman RD and housing staff will assign them an available room at the end of their cohort’s lottery.

**Section 3: Special Cases**

***Subsection A: Non-cohort Pairing Scenario***

Any resident choosing to live with another resident that is not in their cohort will participate in the lower-cohort roommate’s lottery to offset the chance of a pair of upper-cohort roommates being forced to reside in an lower-cohort room. The non-cohort pairing will be given priority room selection for the lower-cohort lottery. For example, a incoming junior-sophomore pairing would participate in the incoming sophomore lottery with priority room selection. Certain non-cohort roommate pairs may be exempt from this scenario if the Kauffman RD determines that they are a forced pairing, defined by have no available roommate in their cohort due to a circumstance recognized by the Kauffman RD

***Subsection B: Priority Room Selection***

Priority room selection is given to roommate pairings that are participating in a lower-cohort draft by being a non-cohort pairing and to roommate pairings where a resident lived in a lower-cohort room for the whole year prior as a result of the previous year’s room lottery. In the case that a roommate pair fits both priority scenarios, the non-cohort priority will override any other priority. Pairings with priority will choose their rooms after homesteading confirmations and before the general room lottery. At the start of the lottery, any non-cohort pairings will be chosen in a random order to pick their rooms. Following non-cohort pairings, any remaining priority pairs will be chosen in a random order to pick their rooms before continuing with the rest of the lottery.

These bylaws shall go into effect on November 12th, 2018.

Executive Board Approval:

President Emily Wagner Date 11/12/18

Vice President Sean Plowman Date 11/12/18

Treasurer Karl Shaffer Date 11/12/18

Secretary Allison Inman Date 11/12/18

RHA Senator Caleb Ricketts Date 11/12/18

Freshman Rep. Sierra Futterman Date 11/12/18