

Residents' Interhall Congress Code

REVISED SPRING 2015

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TITLE I: EXECUTIVE

- Section 1 Duties of the president
- 1.1 The president shall spend approximately fifteen (15) hours regarding RIC business per week, of which five (5) hours shall be scheduled in the RIC office.
 - 1.2 The president shall attend meetings of the RIC executive branch, and the House.
 - 1.3 The president shall deliver at or before the fourth House meeting of the fall and spring semesters the State of RIC Address detailing the actions and goals of RIC for that academic year.
- Section 2 Duties of the vice president
- 2.1 The vice president shall spend approximately ten (10) hours regarding RIC business per week, of which five (5) hours shall be scheduled in the RIC office.
 - 2.2 The vice president shall attend meetings of the RIC executive branch and the House.
 - 2.3 The vice president shall attend and analyze at least one meeting of each member hall's governing body per academic year; having read that governing body's constitution, advise the president of that hall and present a report of his/her observations to the House.
- Section 3 Duties of the director of internal affairs
- 3.1 The director of internal affairs shall spend approximately ten (10) hours regarding RIC business per week, of which five (5) hours shall be scheduled in the RIC office.
 - 3.2 The director of internal affairs shall attend meetings of the RIC executive branch and the House.
 - 3.3 The director of internal affairs shall prepare and submit a budget by the fourth House meeting, and shall periodically report to the House on the organization's ability to follow the budget.
 - 3.4 The director of internal affairs is authorized to alter the spending categories and percentages, as needed.
 - 3.5 The director of internal affairs shall take attendance at House meetings and shall maintain an official roll of representatives.
 - 3.6 The director of internal affairs shall ensure that each representative serve on at least one RIC committee.
 - 3.7 The director of internal affairs shall remove from roll any representative after he/she has acquired three (3) absences from regularly scheduled meetings during the course of one semester.
 - 3.8 To manage and rent out all RIC property.
- Section 4 Members of the Executive Cabinet may include the following individuals appointed at the discretion of the President.

Buchanan-Droke ♦ Duncan ♦ Founders ♦ Futrall ♦ Gibson ♦ Gladson-Ripley ♦ Gregson ♦ Holcombe ♦ Hotz ♦
Humphreys ♦ Maple Hill ♦ Northwest Quad ♦ Pomfret ♦ Reid ♦ Walton ♦ Yocum

- 4.1 The director of programs shall be an additional office appointed by the president and approved by the House by a majority vote. The duties and powers of the director of leadership development shall be:
- 4.1.a The programs director shall spend approximately five (5) hours regarding RIC business per week, of which two and one half (2 ½) hours shall be scheduled in the RIC office.
 - 4.1.b The programs director shall attend meeting of the RIC executive cabinet and the House.
 - 4.1.c The programs director shall report all upcoming RIC programs and events to the House.
 - 4.1.d The programs director shall give a report of all RIC programs and events to the House upon their completion.
- 4.2 The national communications coordinator (NCC) shall be an additional office appointed by the RIC president and approved by the House by a majority vote. The duties and powers of the NCC shall be:
- 4.2.a To spend five (5) hours regarding RIC business per week, of which two and one half (2 ½) hours shall be scheduled in the RIC office.
 - 4.2.b To serve as the liaison between RIC, the National Association of College and University Residence Halls (NACURH), and our regional affiliate.
 - 4.2.c To be responsible for completing all policy and activity questionnaires and any other paperwork sent to him/her by the national or regional officers of NACURH and our regional affiliate and returning them to the proper persons by the particular dates requested.
 - 4.2.d To serve as the university's delegation chair during regional and national conferences of NACURH and our regional affiliate and serve as RIC's official representative in all business meetings and elections.
 - 4.2.e To prepare the following items for a conference when appropriate, the NCC, or designee, shall:
 - i. Register the delegation.
 - ii. Organize award bids.
 - iii. Create a display.
 - iv. Create a roll call.
 - v. Organize philanthropy.
 - vi. Organize trading items for the delegation
 - vii. Create a delegation T-shirt.
 - 4.2.f Prepare and present full reports on all conferences attended by RIC delegations.
 - 4.2.g To write and/or designate a writer and submit at least one annual report for the National Information Center by the end of the year and submit the affiliation dues to make the University of Arkansas fully affiliated with NACURH.
 - 4.2.h To send correspondence describing activities and changes at the University of Arkansas to the region every month.
 - 4.2.i To work closely with award committees to ensure that the end of the year awards meet our regional affiliate bid guidelines.
 - 4.2.j To attend House meetings and RIC executive cabinet meetings.
 - 4.2.k To perform any duties assigned by the RIC constitution, code, House legislation, or the president.
- 4.3 The director of advertising and public relations shall be an additional office appointed by the president and approved by the House by a majority vote. The duties and powers of the advertising/public relations director shall be:

- 4.3.a To spend five (5) hours regarding RIC business per week, of which two and one half (2 ½) hours shall be scheduled in the RIC office.
- 4.3.b To maintain the visibility of RIC on campus.
- 4.3.c To publicize all RIC activities on campus and in the community, as needed.
- 4.3.d To write and submit Press Releases for each of RIC's activities.
- 4.3.e To work closely with the NCC to publish and distribute the RIC Newsletter.
- 4.3.f To attend House and RIC executive cabinet meetings.
- 4.3.g To perform any duties as assigned by the RIC Constitution, Code, House legislation, or the president.
- 4.4 The director of external affairs shall be an additional office appointed by the president and approved by the House by a majority vote. The duties and powers of the director of external affairs shall be:
 - 4.4.a To reach out to registered student organizations for the purpose of partnering with them on projects or programs
 - 4.4.b To raise funds or seek sponsorships for projects or programs
 - 4.4.c To preside over a committee of the representatives to transit and parking committee, the food committee, the health advisory council as well as any other representative to another committee outside of RIC.
- 4.5 The director of sustainability shall be an additional office appointed by the president and approved by the house by a majority vote. The duties and powers of the director of sustainability shall be:
 - 4.5.a To spend five (5) hours regarding RIC business per week, of which two and one half (2 ½) hours shall be scheduled in the RIC office.
 - 4.5.b To serve as the RIC contribution to the Office for Sustainability student intern team alongside the ASG Director of Sustainability and Student Sustainability Club president.
 - 4.5.c To serve as the liaison between RIC, Housing Staff and the Office for Sustainability in sustainability matters.
 - 4.5.d To head the planning, advertising, and institution of all regional or national sustainability competitions such as Recyclemania and Campus Conservation Nationals that the university participates in subject to the discretion of housing.
 - 4.5.e To create, initiate, and continue ideas, programs or purchases that work to actualize the university's current sustainability goals of reaching zero-waste by 2021 and carbon neutrality by 2041.
 - 4.5.f To serve as the face of Sustainability to the on-campus student and represent their views during major sustainability decisions.
 - 4.5.g To facilitate education and awareness of sustainability topics to the student body through the use of all available venues.
 - 4.5.h To make his or herself available to any hall senate or faculty member represented within RIC to aid in sustainability matters.
 - 4.5.i To preside over all campus residence hall Ecological Representatives and the work they do therein.
 - 4.5.j To coordinate and execute the maintenance and cleanliness of the RIC bike trail, as well as coordinate the RIC Cigarette Butt Cleanups.
 - 4.5.k To attend House and RIC executive cabinet meetings.
 - 4.5.l To perform any duties as assigned by the RIC Constitution, Code, House legislation, or the president.

- 4.6 The director of information technologies shall be an additional office appointed by the president and approved by the House by a majority vote. The duties and powers of the director of information technologies shall be:
 - 4.6.a To manage and update the RIC website with legislation and other information regarding RIC.
 - 4.6.b To manage and update the RIC Blackboard account.
 - 4.6.c To maintain all RIC email listservs and accounts.
 - 4.6.d To maintain online suggestion boxes through the RIC website.
 - 4.6.e To operate online survey applications.
- 4.7 The volunteer coordinator shall be an additional office appointed by the president and approved by the House by a majority vote. The duties of the volunteer coordinator shall be:
 - 4.7.a To organize and administrate community service and philanthropy activities.
 - 4.7.b To preside over volunteer project leaders.
 - 4.7.c To inform the House of future volunteer opportunities.
 - 4.7.d To register volunteer and philanthropy activities to the Volunteer Action Center.
- 4.8 If the President so chooses, he or she may consolidate any combination of the above positions to form a new position under a different title, but not with an accumulative Honoraria or required office hours. In this event, the duties and responsibilities of the new cabinet position will be a combination of previously established positions.

Section 5

The annual honoraria for RIC officers shall be:

5.1	President	\$1300
5.2	Vice president	\$1200
5.3	Director of internal affairs	\$1200
5.4	Programs director	\$1000
5.5	National Communications Coordinator	\$1000
5.6	Director of advertising and public relations	\$1000
5.7	Speaker of the House	\$1200
5.8	Director of Sustainability	\$1000
5.9	Chief Justice	\$1000

TITLE II: LEGISLATIVE

Section 1

The Director of Internal Affairs shall remove any representative from office after he/she has acquired three (3) absences from regularly scheduled meetings and committee meetings during the course of one semester. Representatives are encouraged to find proxies for foreseeable absences. A proxy is invalid if the representative who is being represented is present. The use of a proxy will incur a one-half (1/2) absence unless the representative who is being represented arrives at the meeting. The aforementioned proxy must be of the same electorate as the representative. Any proxy not from the same residence hall will not be allowed to serve as a proxy.

Section 2

The House officers shall be: the Speaker of the House, parliamentarian, sergeant-at-arms, and house recorder.

Section 3

The Speaker of the House

- 3.1 The Speaker of the House shall spend approximately five (5) hours regarding RIC business per week, of which two and one half (2 ½) hours shall be scheduled in the RIC office.
- 3.2 The Speaker of the House shall attend meetings of the executive officers.
- 3.3 The Speaker of the House shall keep an accurate journal of all legislation.
- 3.4 The Speaker of the House shall submit RIC legislation and other information in a timely manner to the RIC director of information technologies.

- 3.5 The Speaker of the House shall arrange for a meeting place on campus for all House meetings.
- 3.6 The Speaker of the House shall assign a unique number to each piece of legislation.
- 3.7 Items seeking admission to the agenda shall be subject to the approval of the Speaker of the House prior to their placement on the agenda. The Speaker of the House shall inform the House of all items denied submission to the agenda and the reasons for their censure.
- 3.8 The Speaker of the House shall not censure any article of impeachment
- 3.9 The Speaker of the House shall appoint the remaining House officers at his discretion, subject to the approval of the House.
- Section 4 The parliamentarian
- 4.1 The parliamentarian shall assist the Speaker of the House in questions of parliamentary procedure.
- 4.2 The parliamentarian shall preside over the House when the Speaker of the House yields the chair or in the absence of the Speaker of the House.
- Section 5 The sergeant-at-arms
- 5.1 The sergeant-at-arms shall escort unruly persons from the House chamber at the discretion of the Speaker of the House.
- 5.2 The sergeant-at-arms shall assist in the distribution of material when necessary.
- 5.3 The sergeant-at-arms shall clean the chambers after House.
- Section 6 The house recorder
- 6.1 The house recorder shall act as secretary of the House in the absence of or by request of the Secretary-Treasurer.
- 6.2 The house recorder shall distribute all electronic voting apparatuses and placards before each meeting of the House as well as collect these items after each meeting of the House.
- Section 7 The Senate Chair
- 7.1 The Senate Chair shall attend meetings of the executive officers.
- 7.2 The Senate Chair shall arrange for a meeting place on campus for all RA Senate meetings.
- Section 8 Authors and sponsors of legislation must represent their legislation the meetings of RA Senate and the meetings of the House.

TITLE III: ADVISOR(S)

- Section 1 Duties of the advisor(s)
- 1.1 The advisor(s) shall attend meetings of the House and HPC
- 1.2 The advisor(s) shall attend meetings of the RIC executive branch.
- 1.3 The advisor(s) shall attend group activities, meetings, events, etc. as needed.
- 1.4 The advisor(s) shall recommend programs, speakers, etc.

TITLE IV: ELECTION CODE

- Section 1 The election commission shall be responsible for the enforcement of all rules and regulations contained in the election code. Elections for executive officers for the spring semester shall start on the Wednesday two (2) weeks after the week of spring break. Officers will be sworn in at the scheduled RIC meeting immediately thereafter and will take office.
- Section 2 General rules governing the elections are as follows:
- 2.1 Only students living in member halls of RIC are eligible to vote.

- 2.2 Students' on-campus residency and voting eligibility will be verified as a part of the online voting system.
- 2.3 Candidates may not loiter on or campaign near computer labs during election hours except when voting themselves.
- 2.4 No election commission member shall endorse or campaign in any manner for any candidate.
- 2.5 The executive officer elections shall be held online and the polls shall be open from 12:00 AM Wednesday morning until 5:00 PM on the following Thursday.
- 2.6 To run for an executive office, an individual must meet the following requirements:
 - 2.6.a Be a student of the University of Arkansas at Fayetteville
 - 2.6.b Be a resident of a member hall of RIC at the time of election and throughout his/her term.
 - 2.6.c Attend an orientation session given by the election commission.
 - 2.6.d Must meet the eligibility criteria for co-curricular involvement as outlined in the student handbook.
 - 2.6.e Candidates must have signed a University Housing contract for the following academic year.
- 2.7 No candidate may run for more than one position for any election.
- 2.8 Write-in candidates will not be accepted.
- 2.9 The RIC advisor(s) will verify that the candidates meet all eligibility requirements outlined above prior to the candidate orientation session.

Section 3

The executive officer elections shall be as follows:

- 3.1 By 5:00 PM on the Monday two weeks before spring break, a sign-up sheet will be posted on the door of the RIC office that all prospective officer candidates must sign up to be in the RIC executive officer elections. Potential candidates must sign up to be in the RIC executive officer elections. Potential candidates must sign up by 5:00 PM on the Monday of the last full week of classes before spring break. The election commission must hold the orientation session during the week before spring break.
- 3.2 Before the orientation session, the election commission will meet to discuss and make standing rules for the election.
- 3.3 The candidate orientation session shall be held as follows:
 - 3.3.a All candidates will be presented with a hard copy of the election code and the election commission's standing rules at the candidate orientation session.
 - 3.3.b Any candidate may question and/or protest a standing rule during the candidate orientation meeting. The final decision of whether the rule will be changed, withdrawn, or stay the same shall be made by the election commission at the candidate orientation meeting.
 - 3.3.c No rule may be changed or added after the candidate orientation session.
 - 3.3.d No rules shall be made that conflict with the RIC constitution or code, University policy, or state, local, and federal laws.
 - 3.3.e After the candidate orientation session, all candidates are allowed to get campaign paraphernalia approved.
- 3.4 Guidelines for campaign paraphernalia are as follows:
 - 3.4.a A member of the election commission must approve all campaign paraphernalia each candidate intends to use by signing and dating either side of the actual flyer or an accurate representation of anything smaller or larger than a flyer. The election commission chair will keep a copy of all paraphernalia until the new Officers are sworn in.

- 3.4.b All flyers (being campaign paraphernalia smaller than 14"x17") must be approved by University Housing prior to being presented to a member of the election commission. The advisors of RIC may designate another employee of University Housing to approve all flyers in their place.
- 3.4.c It is the responsibility of the candidate to post the flyers after approval of University Housing and the election commission.
- 3.4.d Outdoor banners may be placed across the façade of a residence hall upon permission of the hall's Senate, and the resident director of that hall. Banners may not display the name of the hall or the hall Senate. A banner is any piece of campaign paraphernalia between the dimensions of 14"x17" and 71"x102". No campaign paraphernalia exceeding the size of a banner will be permitted.
- 3.4.e Yard-signs (being free standing, single or double sided campaign paraphernalia not posted or attached to the edifice of a building or other permanent structural support) can be placed on the grounds of a residence hall with the permission of the corresponding hall's Senate, and the resident director of that hall. Yard-signs placed off the grounds of a residence hall may be placed at the discretion of the candidate or their designee.
- 3.4.f Internal banners, being campaign paraphernalia posted inside a residence hall exceeding the size of a flyer, will not be permitted.
- 3.4.g Websites must be approved by a member of the election commission, and must display the name, phone number, and email address of the election commission chair.
- 3.4.h Candidates and anyone acting on a candidate's behalf must follow University Housing policy along with all University, local, state, and federal laws. Failure to do so will result in possible disciplinary action and/or criminal offenses.
- 3.4.i Candidates may be held responsible for the actions of individuals whom the candidate asked to actively campaign on the candidate's behalf.
- 3.4.j Stickers (being campaign paraphernalia with factory-applied adhesive backing smaller than a banner) and buttons (being any item using a pin to attach itself to a person or object) can only be worn or placed on persons and/or personal property.
- 3.4.k No campaign paraphernalia can be posted in or on any glass surface, the door of a residence hall computer lab or any other University computer lab. An individual hall's email list serve may be used to email residents with a link to the voting website, but may not include any campaigning for any candidate.
- 3.5 At noon, on the Sunday before classes start after spring break, candidates are permitted to officially begin their campaigns. Any campaigning prior to this date and time will be considered a campaign violation.

Section 4 An itemized report of all income and expenditures must be presented to the election commission chair as a matter of public record by 5:00pm on the day before the general election. In case of a runoff, additional itemized spending reports will be required by 5:00pm on the day prior to every runoff. No individual candidate's campaign may spend more than \$500.00 total, including donations, and taxes not included for the general election. In the case of a runoff, each candidate will be allowed a total of \$100.00 in campaign expenses per runoff campaign excluding taxes.

Section 5 Campaign violations, complaints, and appeals shall be handled using the following steps:

- 5.1 The election commission shall hear all campaign violations, complaints, and appeals. The election commission will meet to determine the appropriate course of action by a majority vote in a closed meeting after notifying the candidate(s) of the meeting at least 12 hours in advance. When notified of the meeting, candidates shall also be notified of

all people invited to the said meeting. The advisor(s) to RIC or their proxy from the professional staff of University Housing must be present for the meeting. Deliberations by the election commission will be private. Any appeal to the election commission must be filed with the election commission chair via email or letter within 36 hours following the decision of the election commission.

- 5.2 All appeals of the election commission's decisions will be heard by the House and decided by a majority vote.
- 5.3 In the event that a charge of misconduct is levied against an election commission member, the charge must be brought before HPC. The charge must be filed with the staff advisor of RIC within 24 hours of the conflict resulting in the charge.
- 5.4 The House will hear any appeal of HPC's decision concerning RIC election matters.
- 5.5 The decision of the House will be final.
- 5.6 No member of the election commission, HPC, or the House may vote in matters of appeals when there exists a clear conflict of interest biasing the decision of that member. Running for an office being appealed or being on the campaign of a candidate for an office being appealed may be construed as a clear conflict of interest as determined by the election commission.

Section 6 Runoffs

- 6.1 If no candidate for an office receives a majority of the votes cast for the candidates there shall be a runoff election at a date and time determined by the election commission, within 7 days of the first election. The two (2) candidates receiving the most votes in the general election shall be the candidates in the first runoff election.
- 6.2 If there is a plurality and a tie for second for any position in the general election, the runoff shall be between the candidate receiving the most votes and all the second place candidates

Section 7 Election for the Speaker of the House

- 7.1 The Speaker of the House shall be elected by a majority vote and sworn into office at the beginning of the meeting, before the newly elected executive officers are sworn into office.
- 7.2 Anyone wishing to run for the office of the Speaker of the House must be nominated on, or before the above said meeting.

Section 8 Rights Reserved

- 8.1 When questions arise regarding the RIC election code, interpretation of election policies shall be handled at the discretion of the election commission by a majority vote.
- 8.2 The House may overturn any decision of the election commission by a majority vote.

TITLE V: COMMITTEES

Section 1 There shall be eight (8) standing committees of RIC: the legislative affairs committee, the budget committee; the programs committee; the conference and communications committee, the advertising and public relations committee, the volunteer committee, the external affairs committee, and the sustainability committee.

Section 2 Membership on these standing committees is as follows:

- 2.1 Membership on the budget committee shall be composed of at least six (6) representatives elected or appointed in accordance with the House. No residence hall shall have more than one (1) representative as a member of the budget committee. Residence halls or other University Housing on-campus living units' housing students that do not pay the University Housing activity fee shall forfeit their representation on the budget committee.

- 2.2 Membership on the remaining committees shall be open to members of RIC.
- 2.3 Each representative shall be a member of at least one (1) standing committee.
- 2.4 Each member hall may send additional representatives to any standing committee as that hall deems necessary, except the budget committee.
- Section 3 The leadership of each committee shall be as follows:
 - 3.1 The Speaker of the House will serve as the chair of the legislative affairs committee.
 - 3.1.a The Speaker of the House reserves the right to appoint an RIC Representative to serve as chairperson for the committee.
 - 3.2 The director of internal affairs shall be the chair of the budget committee.
 - 3.3 The programs director shall be the chair of the programs committee.
 - 3.4 The director of external affairs shall be the chair of the external affairs committee.
 - 3.5 The director of sustainability shall be the chair of the sustainability committee and the ecology representatives.
 - 3.6 The director of advertising and public relations shall be the chair of the advertising and public relations committee.
 - 3.7 The NCC, if appointed, shall be the chair of the conference and communications committee.
 - 3.8 The volunteer coordinator, if appointed, shall be the chair of the volunteer committee.
 - 3.9 The president shall appoint chairmen as needed to RIC committees.
 - 3.10 Each of the committees shall select a spokesperson that shall be responsible for keeping records of meetings and reporting to House.
 - 3.11 The chair of each committee shall hold a seat on the executive branch during his/her service as chair.
- Section 4 Each committee shall be responsible for producing public relations paraphernalia as appropriate.
- Section 5 Each committee shall be responsible for keeping records of attendance and establishing its policies for attendance.
 - 5.1 Each absence, as determined by the committee chair, with the exception of a valid excuse, shall count as one half (1/2) of an absence towards the Representative's attendance record.
- Section 6 The budget committee
 - 6.1 The budget committee will review the RIC House Funding Request Guidelines.
 - 6.2 The budget committee shall be authorized to make appropriate changes to these guidelines, as needed, and to create new guidelines for circumstances not addressed therein.
 - 6.3 The budget committee shall be authorized to enforce procedure outlined in the RIC House Funding Request Guidelines
 - 6.4 The budget committee shall be authorized to reallocate funds among different sections of the budget, as needed.
- Section 7 The election commission
 - 7.1 This board shall be composed of approximately three (3) members selected from the House. These members must be elected or appointed in accordance with the House during the spring semester and prior to the candidate interest meeting held each spring.
 - 7.2 No member of this board shall publicly endorse any candidate or campaign.
 - 7.3 This board shall be responsible for supervising the campaigns of all officer candidates and conducting the RIC executive officer elections in a fair and unbiased manner.

TITLE VI: GENERAL PROCEDURES & DEFINITIONS

Section 1 RIC Meetings

Buchanan-Droke ♦ Duncan ♦ Founders ♦ Futrall ♦ Gibson ♦ Gladson-Ripley ♦ Gregson ♦ Holcombe ♦ Hotz ♦ Humphreys ♦ Maple Hill ♦ Northwest Quad ♦ Pomfret ♦ Reid ♦ Walton ♦ Yocum

- 1.1 There shall be at least ten (10) regular meetings of the House held Mondays at 6:30 p.m. during the semester, excluding finals and break periods.
- 1.2 Additional House meetings may be called by the RIC president or one half (1/2) of the representatives on roll. The person or persons calling the additional meeting shall attempt to notify all representatives on roll at least twenty-four (24) hours prior to the meeting.
- 1.3 The Speaker of the House shall be responsible for proposing standing rules that shall govern House meetings and the admission of any items to the House agenda, subject to the approval of a majority of the House.
- 1.4 Legislation and/or agenda items for additional meetings must be sent with the notification of the meeting.

Section 2 At the end of the tenure of an executive officer, House officer, or committee chairperson, the outgoing person shall give a verbal summary of the proceeding and progress of their corresponding office or committee to the House and a similar written report to the Speaker of the House. The outgoing officer/chairperson should also arrange for the orderly transfer of all documents, materials, and general knowledge pertinent to their position to the incoming officer/chairperson.

Section 3 General Procedures

- 3.1 All RIC documents are to be typed and dated.
- 3.2 All programs co-sponsored by RIC shall have advertising recognizing RIC as a co-sponsor.
- 3.3 The RIC logo must be included on all official documents and prominently displayed on all RIC publicity, t-shirts, and pamphlets.
- 3.4 Only representatives on the official House roll may sponsor bills.

Section 4 Definitions

- 4.1 The on-campus student body encompasses all members of RIC.
- 4.2 Allocation refers to any designation or setting aside of funds.
- 4.3 Appropriation refers to the releasing of funds for usage or the transferring of funds.
- 4.4 A residence hall is any on-campus living unit such that its official residents pay the University Housing activity charge.