Governing Documents

of

The University of Arizona
Residence Hall Association

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Constitution

of

The University of Arizona
Residence Hall Association
Article I: Organization Name
Section 1.1: The name of the organization shall be the University of Arizona Residence Hall Association hereafter referred to as RHA.
Section 1.2: This constitution and its by-laws recognize the following words and definitions
A. University refers specifically to the University of Arizona.
B. Residence Hall shall be defined as a residential community operated by Residence Life at the University.
C. The Association is the entire organization of RHA, including its officers, advisors, and members.
D. The General Body is made up of the voting representatives from each hall.

Article II: Organization Logo and Colors
Section 2.1: The official logo of the Residence Hall Association is to be:

A. The official logo also includes the above without the official motto of the organization
Section 2.2: The official colors of the organization are UA Red, Arizona Blue, and White.
Section 2.3: All usage of the official logo of the organization must adhere to but are not limited to:
A. Use the official colors of the organization with the logo
B. Maintain the original dimensions of the logo
C. Maintain the organization of the elements of the logo
D. Maintain the type face used in the logo
E. Exclude the addition of other elements to the logo
F. Use the logo in it’s entirety by not cropping it
G. Maintain the perspective of the logo by not rotating or pivoting it
Section 2.4: Any and all usage of the official logo of the organization is at the discretion of the Director of Public Relations

Article III: Purpose
Section 2.1: Through leadership, programming, and opportunities for growth and development, the University of Arizona Residence Hall Association strives to develop an educational, inclusive, sustainable, and social living environment for
its residents. By promoting active participation in community development, RHA hopes to encourage a positive residential experience that builds communities and builds leaders.

Section 2.2: The purpose of this organization shall include, but not be limited to, matters that directly concern the students of the University of Arizona living in the residence halls.

Section 2.3: RHA shall be responsible for reviewing and making recommendations regarding Residence Life procedures and policies for the betterment of the residence hall system.

Section 2.4: RHA shall organize, implement and promote quality activities, educational programming and services for all residents living in the residence halls.

Article IV: Membership

Section 3.1: Any student at the University of Arizona living in a residence hall is considered an official member of RHA and eligible to be a hall representative.

Article V: Affiliation

Section 4.1: RHA shall be the means by which the University residence hall population affiliates itself with the National Association of College and University Residence Halls (NACURH) and the Intermountain Affiliate of College and University Residence Halls (IACURH).

Article VI: Organization of Government

Section 5.1: There shall be three levels of government within the RHA. These levels are the Executive Board, General Body, and Hall Councils.

Article VII: RHA Executive Board

Section 6.1: The Executive Board shall consist of:

A. President
B. Director of Public Relations
C. National Communications Coordinator
D. Director of Business Administration
E. Director of Training and Development
F. Director of Equipment Services
G. Director of Programming
H. Parliamentarian (appointed)
I. RHA Advisor (ex-officio)
J. NRHH President (NRHH Elected/Ex-Officio)
Section 6.2: The purpose of the Executive Board shall be to:
A. Propose activities and conduct leadership training for RHA
B. Take emergency action usually brought before the General Body
C. Handle funding and equipment requests made to RHA
D. Be responsible for the maintenance and archiving of all RHA business.
E. Act as General Body, when not in session.

Article VIII: RHA General Body
Section 7.1: Each hall council shall have the opportunity to select two hall residents to represent their hall as RHA Representatives.
Section 7.2: There must be quorum at any given general body meeting where voting occurs.
A. Quorum shall be defined as half of all active hall’s representatives plus one.

Article IX: Hall Council
Section 8.1: Each residence hall on campus shall be affiliated with RHA and have a form of hall council chosen by their Community Director.
Section 8.2: Purpose of Hall Council shall be:
A. To affiliate with RHA and serve the needs of their respective residents.

Article X: Executive Board Elections
Section 8.1: Candidates for Executive Board offices qualify if they:
A. Are in good academic and judicial standing at the time of nomination.
B. Are in good standing with RHA as according to the by-laws.
C. Have been a member of RHA for 8 weeks within the current and/or previous semester or 16 weeks for President within the current and/or previous semester

Article XI: Funding
Section 9.1: As part of the Residence Life housing rates, $51 will be allocated to RHA at the beginning of each year. This fee will be distributed by the RHA Executive Board for use in the budget voted upon in the RHA General Body. Funding requests may be made to RHA by halls and University organizations.
Article XII: Initiative, Referendum, and Recall

Section 11.1: Initiative
A. RHA shall have the power of initiative. This power may apply to any matters pertaining to the government of RHA, including action of the RHA General Body.

Section 11.2: Referendum
A. The RHA General Body shall have the power of referendum. A referendum may be held on any matter pertaining to the government of the RHA.

Section 11.3: Recall
A. RHA shall have the power to recall for the following reasons:
   1. Missing two Executive Board or General Body meetings in one semester, unless otherwise given prior consent by the Executive Board.
   2. Violation of duties or guidelines as written in the constitution or bylaws.
A. The accused will be given the option to resign from their position before the recall process.
B. Recall procedures will be followed as outlined in the Bylaws.
C. Any person subject to removal from office shall be notified by the Executive Board at least five working days prior to the recall motion being before General Body.
D. A formal typed account of alleged offenses describing reasons for recall shall be filed with every member of the Executive Board and General Body.
E. When an Executive Board Member is named in a motion for removal from office, they are suspended from all RHA Executive Board monetary processes until the removal action is completed and results in their retention of their position.

Article XIII: Amendments

Section 12.1: Amendments to this constitution must be submitted in writing to the Parliamentarian for the proper formatting. Amendments must also be submitted to the General Body at least 1 week prior to a vote being taken.

Section 12.2: Approval of the amendment needs a 3/4 majority vote of the General Body.
**Article XIV: Statements of Non-Discrimination, Non-Hazing, Compliance, and Not for Profit**

Section 13.1: The University of Arizona is an equal opportunity, affirmative action organization. The University prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity and is committed to maintaining a diverse and inclusive work environment.

Section 13.2: In addition to Section 13.1, we, as an organization, will not discriminate or tolerate discrimination against any other person, group, or organization for any reason.

Section 13.3: This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student attending the institution.

Section 13.4: This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

Section 13.5: This is a not for profit organization.

**Article XV: Ratification and Enactment**

A vote shall be put forth to the RHA General Body for adoption of the Constitution of the Residence Hall Association of the University of Arizona. This Constitution, dated January 24, 2013 shall supersede all previous constitutions and shall become effective with 1) two-thirds (67%) majority of ballots cast in favor of ratification and enactment 2) the signatures of the President of RHA and the Parliamentarian to verify the vote and 3) the signature of the Coordinator of Leadership Development, or designated Residence Life employee, to finalize ratification.

_____________________________  _______________________________
Shelby Deemer, Residence Hall Association President           Date
_____________________________  _______________________________
Nathan Tack, Residence Hall Association Parliamentarian         Date
_____________________________  _______________________________
Coordinator of Leadership Development                          Date
Bylaws

of

The University of Arizona
Residence Hall Association
Section 1 - Requirements of All Executive Board Members
A. Maintain a minimum semester GPA of 2.2 and a minimum cumulative grade point average of 2.5 throughout their term of office.
B. Must enroll in a minimum of twelve units a semester.
C. Maintain good judicial standing throughout their term of office.
D. May not be a Resident Assistant during their term, with the exception of appointed members.

Section 2 - General Responsibilities of RHA Executive Board
A. Endeavor to unite the organization, represent the best interests of the students, specifically those in the residence halls, and aid recruitment and retention of residents to RHA.
B. Oversee committees that fall under their position as designated by the President with the concurrence of the Executive Board.
C. Establish and keep office hours in the RHA office.
D. Be present at all general RHA functions
E. Participates together in planning and implementing RHA programs and training.
F. Read the Constitution and Bylaws after being elected or appointed into office.
G. Hold transition at the end of their term, which shall include a written report and take place during the last two months of the spring semester
H. Act in accordance with the RHA Constitution and Bylaws.
I. Be responsible for all revenues and expenditures relating to their position and district.
J. Write and submit at least four Of The Months (OTMs) per semester while serving in the position.
   1. This excludes anyone serving on the regional directorship.
   2. Suitable expectations shall be set forth each term by the NCC and NRHH President.
   3. The first semester shall include June through December and second semester shall include January through May.

Section 3 - Elected Executive Board Positional Responsibilities
A. The Duties of the President shall include, but not be limited to:
   1. Shall have at least one semester experience as an RHA Executive Board Member.
      a. If no qualified candidates accept a nomination, bid or are elected the position will reopen to all students who qualify for a RHA Executive Board position.
   2. Act as an ex-officio member of all proceedings, voting only when the RHA Eboard fails to reach a clear majority
3. Act as the presiding officer for RHA, all RHA Executive Board Meetings and RHA General Body Meetings
4. Appoint chairpersons to ad-hoc committees with the approval of the RHA Executive Board
5. Serve on the Residence Life Rate-Setting Committee
6. Attend all NACURH affiliated conferences
7. Be present at all pre-conference related preparations
8. Be responsible for coordinating, in collaboration with the RHA Advisor, Executive Board trainings at the beginning of each semester, and as needed throughout positional terms.
9. Maintaining all necessary regional and national communications as expected of RHA Presidents, including but not limited to:
   a. Completion of positional monthlies
   b. Attendance at positional chats
   c. Consistent interaction with member schools and members of regional and/or national boards
   d. Presence in boardroom and corporate meetings
   e. Membership of a regional committee
10. Have at least one meeting per semester with the Executive Director of Residence Life
11. Perform meaningful assessments of RHA and/or Hall Councils as necessary
12. Perform 1:1s with RHA Executive Board Members a minimum of once per semester
13. Oversee the District Buddy program

B. The Duties of the Director of Public Relations shall include, but not be limited to:

1. To represent the President at meetings and/or functions as deemed necessary by the President. This includes presiding over the RHA General Body, RHA Executive Board and representing the University of Arizona RHA at all conferences and business meetings attended in the president’s absence.
2. To create, maintain and over see:
   a. Electronic Communication
   b. Roster Creation and Maintenance
3. To Market and publicize for the RHA
4. To appoint and oversee the actions of the following liaisons:
   a. Associated Students of the University of Arizona (ASUA) Liaison
   b. Recreation Advisory Council (RAC) Liaison
   c. Freshmen Fee Advisory Council
   d. Any other liaison positions deemed necessary.
5. To be the official representative of RHA to the media in collaboration with the Residence Life Marketing Department
6. To create and maintain a formal relationship with the Arizona Daily Wildcat, KAMP student radio, and other on and off campus media sources.
7. To seek out new partnerships and collaborations with on campus entities.

C: The Duties of the National Communications Coordinator shall include, but not be limited to:

1. Shall have attended at least one NACURH recognized conference (i.e. IACURH, NACURH, No Frills) prior to being elected.
   a. If no qualified candidates accept a nomination, bid or are elected the position will reopen to all students who qualify for a RHA Executive Board position.
2. Represent the University of Arizona RHA at all conferences and business meetings affiliated with NACURH and promote the use of these memberships.
3. Recruit all delegates and prepare for conferences.
4. Ensure that all requirements for membership in IACURH and NACURH are fulfilled.
5. Encourage the use of the benefits of membership in IACURH and NACURH.
6. Supervise and coordinate the Resource File Index (RFI).
7. Be responsible for the “Of The Weeks” (OTW) coordination.
8. Encourage the use of the National Residence Hall Honorary (NRHH) for the “Of the Month” selections.
9. The outgoing and incoming National Communications Coordinator(s) shall attend the NACURH conference.
10. Shall be responsible for the “Of The Month” (OTM) process at the University of Arizona in the event NRHH members are unable and/or unwilling to do it.
11. Coordinate all spirit activities within RHA.
12. Create and distribute the IACURH monthly report.

D: The Duties of the Director of Business Administration shall include, but not be limited to:

1. Be responsible for all revenues and expenditures of RHA and all RHA Committees through the end of the spring semester
2. Prepare the RHA Budget, with advice from the Executive Board.
3. Present the RHA Budget within four (4) RHA General Body meetings of the start of each academic semester
4. Provide an updated budget at the first Executive Board meeting of every month and at the following RHA General Body meeting every month.
5. Record and distribute accurate minutes to the General Body.
6. Record attendance and inform halls and RHA Representatives of bad standing.
7. Prepare and oversee all Co-Sponsorships through the RHA budget, providing information to both Executive Board and General Body.
8. To coordinate all RHA fundraisers
9. To lead in the Residence Life Rate-Setting Committee.

E. The Duties of the Director of Training and Development shall include, but not be limited to:

1. To coordinate the Hall Involvement Team for move in week
2. To coordinate the Hall Leadership Camp in the fall semester
3. To coordinate the Spring Leadership Camp in the spring semester
4. To coordinate and prepare a delegation for the National Collegiate Leadership Conference
5. To coordinate at least two additional leadership training activities per semester
6. Coordinate with the President for the District Buddy program
   a. Facilitate assignment process for district buddies
   b. Communicating with the executive board members about board members hall buddy relations
   c. Assist in advising for discussion and socials for hall buddies

F: The Duties of the Director of Equipment Services shall include, but not be limited to:

1. Coordinate any services with the Associate Director of Facilities and Operations in Residence Life
2. Coordinate the checkout process of RHA equipment
3. To propose and purchase RHA equipment.
4. Administrative duties, which include, but may not be limited to, maintenance of the golf cart, maintenance of equipment, ordering supplies, reading meters etc.
5. Maintain an accurate inventory of RHA amenities
6. Be responsible for Hall Council Amenities process and provide insight and assistance in purchasing of large ticket items
7. Coordinate with Desk Operations and Community Directors the hall council equipment check out process, replacement of items and inventory of items
8. Coordinate the ordering of office supplies, maintenance of the copier and serve as the office manager in coordination with the RHA President

G: The Duties of the Director of Programming shall include, but not be limited to:

1. Coordinate the RHA Block Party
2. Coordinate Special Events Team
3. Coordinate End of the Year Banquet
a. Organize End of the Year Awards including, but not limited to bidding and application processes as stated in the Bylaws

4. Plan and implement campus wide programs
   a. At least one each semester, excluding RHA Block Party and End of the Year Banquet

5. Support hall council programming initiatives
6. Collaborate with hall council programmers
7. Communicate with hall council programmers as needed

Section 4 - Appointed Executive Board Positional Responsibilities

A: The Duties of the RHA Advisor:

1. Is required to attend all executive board and general body meetings.
2. Conduct one-on-one meetings with the Executive Board members.
3. Will be appointed by the Associate Director for Residential Education for Residence Life.
4. Act as the Parliamentarian when the Parliamentarian is not present.
5. Serve as a liaison between campus administration, Residence Life, and RHA.
6. Oversee any additional advisors to the organization.
7. Coordinate training for Hall Council Advisors and RA Co-advisors.
8. Attend all NACURH affiliated conferences.
9. Support all RHA events.

B: The Duties of the RHA Parliamentarian shall include but not be limited to:

1. Be an unbiased, non-voting member of the General Body and Executive Board.
2. Read the full set of Robert’s Rules of Order Most Recent prior to convening in the fall of each school year.
3. Be present at all Executive Board meetings and General Body meetings.
4. Live on campus in a residence hall.
5. Have speaking privileges in the General Body Meetings and shall conduct the vote count and formal Robert’s Rules of Order Processes.
6. Provide aid in the drafting of amendments to the RHA constitution and its bylaws, offering recommendations in wording or actions to the members, Executive Board, or authors.
7. Will serve as the Elections’ Commissioner during Executive Board elections except for the race they may be running in.
8. Be a supportive member to all RHA activities including but not limited to; SLC, HLC, programs, any activities administered by RHA.

C. The Duties of the NRHH President shall include but not be limited to:
1. Be an unbiased, non-voting member of the General Body and Executive Board.
2. Serve as the liaison between NRHH and RHA.
3. Be present at all Executive Board meetings and General Body meetings
4. Live on campus in a residence hall.
5. Have speaking privileges in the General Body Meetings.
6. Attend all NACURH affiliated conferences
7. Be present at all pre-conference related preparations
8. Maintaining all necessary regional and national communications as expected of NRHH Presidents, including but not limited to:
   i. Completion of positional monthlies
   ii. Attendance at positional chats
   iii. Consistent interaction with member schools and members of regional and/or national boards
   iv. Presence in boardroom and corporate meetings
   v. Membership of a regional committee
9. Represent NRHH and its interests in all discussions as a member of the RHA Executive Board.
10. Be responsible for all revenues and expenditures of NRHH
11. Be elected by the NRHH General Body.
13. Be a supportive member to all RHA activities including but not limited to; SLC, HLC, programs, any activities administered by RHA

Section 5 - Organization of Hall Councils
A. Hall Council shall be organized by the Community Director of each hall.
B. Community Directors will be given choices for Hall Council structure before the start of each academic year.
C. Each Hall Council is required to have:
   a. Community Director Advisor
   b. Two RHA Representatives
   c. An ACT Representative
   d. An Eco Representative
   e. Treasurer

Section 6 - Independent Organizations
A. RHA shall have three independent organizations with financial support, and official communication channels that shall be as follows:
   a. National Residence Hall Honorary
Section 7 - Meetings

A. The General Body meetings of RHA shall:
   1. Be held every week of the fall and spring semesters, unless canceled by a majority vote of the Executive Board and not begin until the second full week of classes in the fall and the first full week of classes in the spring.
   2. Be determined by the Executive Board in regards to time, place, and date of the meetings.
   3. Not be held during the final 2 weeks of each semester.

B. No business may be conducted without quorum in attendance.
   1. Quorum shall be defined as half of good standing voting general body members plus one member.

C. The President may call emergency meetings of the General Body and Executive Board.
   1. Twenty-four hours notice in writing of the meeting shall be given to all members.
   2. There must be quorum of all voting members for General Body and 50 percent for Executive Board, plus an advisor for both meetings.

D. All meetings of this organization shall be open, with visitors welcome, unless two-thirds of those present vote to close the meeting.

E. The most recent edition of the Robert's Rules of Order, Revised will serve as the final parliamentary authority for all meetings.

F. Attendance
   a. Bad Standing occurs when halls have RHA representatives consistently miss RHA meetings. This can occur in the following ways.
      i. If your hall has both RHA Representatives absent for 2 consecutive weeks.
      ii. If your hall has 1 RHA Representative absent for 4 consecutive weeks
      iii. Mixture of the two above statements (1 RHA representative absent for 2 weeks, then both RHA representatives absent the third week, both RHA Representatives absent the first week, and only one the second and third week, etc.).
   b. Consequences of bad standing are as follows:
      i. The hall will lose voting privileges
      ii. The hall will not be able to use hall amenities funds
   c. Regaining Good Standing
      i. Have two RHA representatives present at two consecutive meetings
Section 8 - Voting

A. Voice Voting:
   1. A voice vote shall be a simple majority.
   2. “Aye” shall constitute a “yes” vote, while “nay” shall constitute a “no” vote.
   3. Voice votes cannot be called on matters that involve the expenditure of RHA funds, changing the permanent RHA structure, including Bylaws, or changing Residence Life Administrative policy.

B. Placard Voting:
   1. Each hall in attendance shall have two placard votes.
   2. A placard vote shall be a simple majority and can be done through raising of hands.
   3. Placard votes cannot be called on matters that involve the expenditure of RHA funds above $1000, changing the permanent RHA structure, including Bylaws, or changing Residence Life Administrative policy.
   4. Any member may make a motion for a voice vote, which must then be seconded before a vote can ensue.
   5. The Vice President of Business Administration shall record placard votes in the minutes.

C. Roll Call Voting:
   1. A roll call vote shall limit each hall to two official votes announced by at least one present RHA Representative from that hall.
   2. The presiding officer shall have the authority to order a roll call vote at any time.
   3. Any member motion for a roll call vote must be seconded and such a motion must receive approval by a simple majority of all members present through a voice vote.
   4. The Vice President of Business Administration shall record role call votes in the minutes and verify with the Parliamentarian for official count.
   5. Roll call vote shall have precedence over voice votes.
   6. Instances requiring a simple majority in a roll call vote:
      a. Approval of committee bylaws.
      b. Taking a political stand on an issue of general concern.
   7. Instances where a two thirds majority is required in a roll call vote:
      a. All issues involving the expenditure of RHA funds above $1000.
      b. Determination of rates for the residence halls.
      c. Issuing a formal, permanent change to the structure of RHA.
   8. Instance where a three-fourths majority roll call vote is required:
      a. Ratifying, amending or suspending any part of the RHA Constitution.
      b. Recall of any Executive or Appointed Staff member.

D. Restrictions on voting for certain members:
   1. RHA Advisor(s) shall not have voting privileges in either General Body or Executive Board meetings.
2. The RHA Executive Board, with the exception of the President and Parliamentarian, shall cast one unified vote, but only in the case of a tie. In the event that the Executive Board cannot reach one unified vote, then the vote shall go back to the General Body for discussion and then another vote. In the case that the General Body reaches another tie, then the RHA President’s vote shall decide the outcome of the vote.

E. Vote Count procedures
   1. In the case of abstentions, the votes will be removed from the final count

Section 9 - Amendments
A. Amendments to the constitution or bylaws must be submitted in writing to the Parliamentarian for the proper form.
B. Amendments must also be submitted to the General Body at least 1 week prior to a vote being taken.
C. Approval of the amendment needs a 3/4 majority vote of the General Body.

Section 10 - Elections
A. Nomination Procedure
   a. Nominations for the next academic year shall take place minimally two weeks prior to elections at an RHA General Body Meeting in the spring semester.
   b. Nominations must be moved and seconded by members of the RHA General Body, excluding presiding Executive Board members and the RHA Advisor.
   c. Nominees must accept their nomination prior to collection of election bids.
B. Nomination Eligibility
   a. All nominees must be students at the University of Arizona in good judicial and academic standing, as well as meeting any additional criteria as outlined by the RHA Constitution needed to hold office, when nominated.
   b. At the time of the nomination the candidate must have the following GPA:
      i. A minimum cumulative GPA of 2.2 for first-year students
         1. First-year students defined as: Students who have attended The University of Arizona for a time period less than or equal to one semester.
      ii. A minimum cumulative GPA of 2.5 for non-first-year students
   c. All nominees must attend a Election Meeting, present by the Elections Commissioner, before speeches are given.
d. A student may be nominated and accept more than one nomination initially.
   i. Each student may only present a bid and run in one election.
   ii. If there is an election in which no candidates are running, E-board candidates who lost their original election or any other eligible student may be nominated from the floor for the open position and run without a prepared bid.

C. Election Guidelines
   a. Each candidate shall present a bid for the office for which they are running to the Elections' Commissioner prior to the night of the first RHA forum.
   b. Only the Elections' Commissioner and RHA Advisor shall participate in election procedures, including but not limited to: collection of bids, taking of nominations, answering election questions, addressing any controversies arising from elections, announcing results, and counting votes.

D. Voting
   a. Any rent-paying student that does not currently serve on the RHA Executive Board is eligible to vote for their hall.
   b. Each residence hall shall have two votes in RHA Executive Board elections, as long as both of the representatives of the hall are in good standing with RHA at the time of elections.
   c. Any Residence Life staff member is not eligible to participate in voting procedures.

E. Election Procedures
   a. Elections shall take place at the discretion of the Elections' Commissioner and the current RHA Executive Board.
   b. The Elections' Commissioner shall run the RHA Executive Board Elections according to Parliamentary Procedure, unless otherwise specified.
   c. Officers shall be elected according to the order in which they appear in the RHA Constitution.
   d. Candidates for each office shall present bids and speak in the order in which they were nominated.
   e. Bids are to be distributed to all voting halls the week prior to their respective candidate's positional elections.
   f. Election procedures for each office shall be as follows:
      i. All candidates for a specific position will be asked to leave the room.
      ii. The first candidate shall then enter the room and be given two (2) minutes to speak.
      iii. There will be five (5) minutes of Question/Answer following the respective candidate's speech.
1. Questions should only pertain to the candidate’s speech and bid.
2. Time can be extended by motion.

iv. Pro/Con shall be conducted for each candidate individually after each candidate’s Question/Answer session.
   1. During Pro/Con, statements are limited to factual statements presented at a forum, in the candidate’s bid, or during the elections’ meeting.
   2. Pro/Con shall continue until there are three (3) consecutive “Pro/Con” statements without comment or someone moves to close.

v. Steps i. through iv. shall continue for each candidate for a specified office

vi. Then, there shall be a ten (10) minute discussion on all candidates for a specified position, during which time only information presented at a forum, in the bids, or during the elections’ meeting shall be commented on.
   1. Time can be extended by motion.

vii. After discussion has been closed, there shall be a vote by secret ballot.
   1. Ballots shall consist of all candidates for a specified position, “abstain”, and a “no confidence” vote.
   2. Ballots shall be collected and counted by the Elections’ Commissioner and/or the RHA Advisor.

viii. If there is no clear majority, the voting members shall move back into discussion, and other actions may be taken, at the discretion of the Elections’ Commissioner.

ix. Once a clear majority is reached, the Elections’ Commissioner shall announce the results for that position.

x. Steps i. through x. shall continue for all positions until all have been voted upon.

g. Candidates for any given position are able to bid down once.
   i. A second bid may be submitted for the position the candidate would like to bid down to in the event they do not get elected into the first position they run for.
   ii. Candidates will participate in the same process for election as stated in Section E, subsection f.
   iii. If a candidate wishes to bid down to a position elected on the same day as their initial choice, the candidate must submit his/her bid for the bidding down position on the same day the initial bid is due.

F. Elections Code of Conduct
a. Candidates, and residents, must not campaign in halls. This includes, but is not limited to: using social media, email, fliers and prior communication that advertise an intent to run for an Executive Board position with the clear intent of influencing opinion. This includes but is not limited to: vote promising, solicitation, bribery, or any disclosure of an individual’s intent to vote for or against a certain candidate.

b. Candidates may not submit or provide any questions to residents that may tarnish other candidates or compromise the outcome of the election.

G. Violations of the Elections Code of Conduct
a. Any candidate violating the Elections Code of Conduct may be:
   i. Prohibited from having their name appear on the official ballot
   ii. Disqualified as an official candidate
   iii. Disqualified from assuming office
b. Violations will be overseen by the Election’s Commissioner and the RHA Advisor, and consequences will be determined by the Election’s Commissioner and the RHA Advisor.

H. If any position is left vacant, the Executive Board shall hold a special election for that position within two meetings following the vacancy.
   a. The special election shall follow the elections code outlined in the bylaws Section 10 subsection A through E.
   b. In the event that the position is left vacant during a time in which the general body is not in session, the President will consult with the Executive Board on whether to hold an special election or appoint a replacement to serve the remainder of the term. Until a decision is made the Executive Board will cohesively fulfill the duties of the vacant position until which time the position is permanently filled. If a special election is held for the vacant position it must occur within two meetings following the return of the general body.
      i. If, at the end of a special election, no nominations were received, another election will occur within the following two meetings. This process will continue until the position is filled.
   c. In the event that a presiding Executive Board member would like to run for the vacant position, the candidate would continue to hold their current position until which time they are elected. If elected, the Executive Board member must resign their position in order to accept the new one. If the Executive Board member is not elected, they will continue to hold the original position

Section 11 - Recall and Removal
A. Recall Standards
1. Grounds for removal of an Executive Officer or Appointed Positions may be initiated for the following:
   a. Missing two Executive Board or General Body meetings in one semester, unless otherwise given prior consent by the Executive Board.
   b. Violation of duties or guidelines as written in the constitution.
2. The accused will be given the option to resign from their position before the recall process takes place.
3. Recall procedures will be initiated by a simple majority vote of General Body lasting only two General Body Meetings.
4. The Executive Board shall notify any person subject to removal from office at least five working days prior to the recall motion being before General Body.
5. A formal typed account of alleged offenses describing reasons recall shall be filed with every member of the Executive Board Member and General Body.
6. When any Executive Officer or Appointed Officer is named in a motion for removal from office, they are suspended from all RHA Executive Board monetary processes until the removal action is completed and results their retention of their position.

B. Recall Motion Meeting Structure
1. A recall action shall be conducted during a General Body meeting.
2. The Advisor must be present and preside over the recall hearings.
3. A quorum of two-thirds (2/3) of the Executive Board and General Body, including the accused officer, must be present before the recall motion can begin.
4. Any Executive Officer or Appointed Officer named in a recall motion shall not be permitted to vote on the motion, but may reserve the right to speak on their own behalf during the discussion, as well as to be present during the vote on the motion.
   a. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.
   b. The Executive Officer or Appointed Officer whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.
5. The General Body will then vote on the recall motion that will require a three-fourths majority decision.
6. If the motion carries in favor of recall of Any Executive Officer or Appointed Officer a recall election will take place at the following General Body.
   a. During this time possible candidates for the recall election will be nominated off the floor.
b. Said nominee will either accept or decline nomination. If he or she accepts they will be required to submit a bid before the election meeting.

C. Recall Election Meeting Structure
   1. Recall election will be held in the same manner as a regular election.
   2. The results shall be effective immediately.
   3. Removal of officer position means removal stipend, removal of all office privileges including access to office and RHA monetary funds.

D. Administrative Removal of Executive or Appointed Officers
   1. Grounds for Administrative Removal of Executive or Appointed Officers may be performed for the following reasons:
      a. Being found responsible for a violation of either Residence Life Policy and Procedures or the Dean of Students Code of Conduct and placed on either deferred eviction or eviction
      b. Having below a 2.2 semester GPA or 2.5 cumulative GPA after one probationary semester
      c. A probationary semester is defined, per The University of Arizona vocabulary, as a fall or spring semester
      d. Suspension, expulsion or withdrawal from The University of Arizona
   2. Those meeting any of the above standards will be given the opportunity to resign before being administratively removed from office
   3. The RHA Advisor a minimum of five working days prior to the next RHA Executive Board meeting will notify any member subject to administrative removal from office.
   4. After a member has been administratively removed from office:
      a. Results of removal are effective immediately upon notification from the RHA Advisor
      b. Removal of an executive or officer from position will result in removal of financial compensation, removal of all office privileges including access to office and RHA monetary funds.
         i. All financial compensation will be pro-rated based on time served, any compensation spent beyond date of termination shall be repaid to RHA by the removed executive or officer
      c. Removed executive or officer is ineligible to participate in election or appointment process to fill their vacated position
      d. The RHA Executive Board will determine the election or appointment timeline for the vacated position
         i. The election or appointment timeline will be announced at the RHA General Body Meeting following the announcement of administrative removal from office
         ii. Qualifications of candidates will be defined as outlined in Bylaws
iii. Procedures for the election of an Executive Officer will be defined as outlined in the Bylaws

iv. Procedures for appointment of an Appointed Officer will be defined as outlined in Bylaws

5. Upon the election of an executive or appointment of an officer will receive:
   a. Financial compensation
      i. Pro-rated to reflect time-served
   b. All office privileges including access to office
   c. Access to RHA monetary funds.

Section 12 - Budget
A. Approval and reporting of the RHA Budget
   1. The RHA Director of Business Administration, President, and Advisor must draft the RHA Budget in collaboration with the RHA Executive Board prior to the budget’s presentation to the RHA General Body.
   2. The RHA Budget shall be approved by the RHA General Body by the end of the previous academic year.
   3. The RHA General Body shall receive a final budget report within the last two General Body Meetings of the academic year.
   4. The updated RHA Budget shall be presented to the General Body at least on a monthly basis.
   5. The Director of Business Administration shall reconcile RHA spending records with Residence Life on a monthly basis, or when deemed necessary by the President, Executive Board or Residence Life.

B. Revenue
   1. All revenue received after the RHA Budget’s approval is to be deposited into the RHA Adjustment Reserve.
   2. All monies remaining after the close of the University of Arizona’s fiscal year are to be accrued to the next fiscal year’s line of Adjustment Reserve.

C. Spending
   1. The RHA Executive Board shall be permitted to spend up the amount outlined in their positional line items of the RHA Budget, once approved by the RHA General Body.
   2. At the close of the University of Arizona’s fiscal year, the spending of RHA funds is to align with that of the next fiscal year’s budget, as approved by the RHA General Body.
   3. The RHA Advisor must approve all spending.
   4. Line Items
      a. Any changes to, additions to/of, or movement of monies between line items in the budget after it has been approved at the beginning of the academic year must be approved by the RHA General Body by a majority vote of those present if the amount is over $500.
      b. The RHA budget must include, but is not limited to, the following line items:
         • President
         o Stipends
- Executive Housing
- Executive Meal Plans
- Meeting Support
- Miscellaneous
- Executive Board Retreat
- Coordinator Discretionary
- Regional Support

- Director of Public Relations
  - Publicity
  - Advertisements
  - Electronic Media

- NCC
  - IACURH
  - NACURH
  - No Frills
  - ARLC
  - RHA Dues
  - Recognition

- Director of Business Administration
  - Adjustment Reserve
  - Campus Co-Sponsorship
  - ResHall Co-Sponsorship
  - EcoReps
  - ACT

- Director of Training & Development
  - NCLC
  - Hall Involvement Team
  - Hall Leadership Camp
  - Spring Leadership Camp
  - Leadership Development

- Director of Equipment Services
  - RHA Equipment
  - Vehicle Expenses
  - Copies
  - Office Supplies

- Director of Programming
  - Block Party
  - The Rave
  - End Of Year Banquet
  - General Programming
  - District Programming

- NRHH
  - Scholarship
  - Recognition
  - Recruitment & Retention
  - General Fund

- Hall Council Budgets
Section 13 - Co-Sponsorship

A. Co-Sponsorship Line Item
   a. The Co-Sponsorship line item will be divided into 2 sub-items
      i. Residence Hall Co-Sponsorship
         1. Organizations meeting this criteria are any organizations that are directly affiliated with Residence Life at the University of Arizona
      ii. Campus Co-Sponsorship
         1. Organizations meeting this criteria are any student organizations at the University of Arizona that are unaffiliated with Residence Life

B. Requirements of Co-Sponsorship Requests
   a. Any requests for co-sponsorship must be open to all on-campus residents
   b. All paperwork must be submitted to the RHA Vice President of Business Administration a minimum of 3 weeks in advance of the event date including:
      i. Itemized budget
      ii. Sample advertisement including the current RHA logo
      iii. Completed co-sponsorship agreement form(s)
   c. A representative from the requesting organization must be present at the RHA General Body Meetings at which their Co-Sponsorship is on the agenda
   d. All receipts/invoices must be received by the RHA Vice President of Business Administration no later than 3 weeks after the date of the event
   e. Failure to comply with any requirements may result in the immediate revocation of co-sponsorship
   f. All campus co-sponsorships must go to the ASUA Appropriations Board first to receive funding for their programs or events and must provide a copy of the General Club Funding Request Form and a copy of the meeting agenda at which they presented to apply for co-sponsorship

C. Co-Sponsorship Monetary Contributions
   a. Contributions cannot exceed 50% of the overall event budget up to:
      i. $1500 for Residence Hall Co-Sponsorship
      ii. $500 for Campus Co-Sponsorship
b. Organizations will receive their funding after all necessary receipts/invoices have been received by the RHA Vice President of Business Administration

c. Funding cannot exceed the amount approved by the RHA General Body

d. Funding will not exceed the contributions of the organization putting on the event.

e. RHA will only contribute the amount less than or equal to what ASUA contributes for campus co-sponsorships

D. Failed Co-Sponsorships

a. Previously failed co-sponsorships may be resubmitted after:
   i. Consultation with the RHA Vice President of Business Administration
   ii. Approval of the RHA Executive Board

b. Resubmitted co-sponsorships cannot be resubmitted at the originally requested amount

E. Co-Sponsorship Limitations

a. T-Shirts
   i. RHA will not cover the costs of T-Shirts in submitted co-sponsorship budgets for events that do not display the RHA logo on T-Shirts

b. Charitable Causes
   i. RHA cannot provide co-sponsorship funding that would constitute a charitable donation to either the requesting organization or any other charitable organization

c. Multiple co-sponsorship requests for single event
   i. RHA cannot grant multiple co-sponsorships requests for an organization (or multiple organizations) where funding benefits the same event.

Section 14 – Hall Council Funding

A. Funding

a. The RHA Executive Board will determine Hall Council Funding prior to the start of each year based on historic information, hall population and funding availability.

B. Budget Breakdown

a. Hall Council Budgets will be broken down as follows:
   i. Community Day [CDAY] 10%
      1. To be used for Community Day by the close of the first General Body meeting after which all remaining funds will be added to the Hall Council Programming line.
ii. Faculty Fellow Co-Programming [FF] 5%
   1. To be used for Co-Programming with Faculty Fellows, and cannot be utilized for other programs. A request may be made to the RHA Executive Board to move funds for special circumstances.

iii. Hall Council Programming [HCPRO] 70%
   1. To be used after the close of the first General Body Meeting for general programing in the hall with the encouragement that half be used each semester.
      a. Fifteen days before the close of the academic year, all remaining funds from the Hall Council Programming line will be accrued to the RHA Adjustment Reserve

iv. Spring Finals Programming [SFP] 5%
   1. To be used towards programming beginning during the final fourteen days of the academic year.
      a. 5% will be allotted to establish a fixed budget for the spring finals programs.

v. Adjustment Reserve [ADJR] 10%
   1. To be withheld by the RHA Executive Board until a final occupancy count is given. Afterwards requests may be made to the RHA Executive Board to allocate more funds to other Hall Council line items pending availability and approval of funds.

C. Amenities
   a. RHA shall allocate $500 per hall annually for the purchase of amenities only.
   b. These funds would be no longer eligible for use upon the last Friday in the month of January.
   c. The Executive Board and General Body will reallocate any unused monies into another line item.
   d. All purchases would be reported to the RHA Director of Equipment Services to be recorded.
   e. In the event of a purchase or series of purchases exceeding $500, the Hall Council will be responsible for paying the amount over $500 from their budget. RHA’s contribution will in no instance go above the $500 cap.

D. Loss of Funding
   a. The RHA Executive Board reserves the right to freeze hall council accounts if no hall council is present or active.
   b. The RHA Executive Board reserves the rights to not accept charges made that are not for hall council related purposes, i.e. unapproved RA Co-Programming, RA program purchases, personal items, etc.
c. Any loss of funding may be brought to the RHA General Body for appeal after the RHA Executive Board’s decision. Each party will state their grievances and the decision will then be brought to a roll call vote where a two thirds majority will be needed to repeal the Executive Board’s decision.

**Section 15 - Equipment**

A. RHA shall offer equipment to be check out as a privilege to halls and other organizations.
B. RHA reserves the right to refuse equipment rentals to anyone for any reason.

**Section 16 – Committees**

A. The Committees of each academic year will be determined by the fall of each school year by the RHA President in consultation with the RHA executive board.
B. Each executive will serve on a committee.
C. RHA will utilize a committee to fulfill the Residence Life Rate Setting Process

**Section 17 - Recognition**

A. The RHA executive board shall decide what recognition shall be given out each year.
B. Any hall may submit applications/bids for End of the Year awards, which are as follows:
   1. Distinguished Service Award
   2. First Year Experience
   3. Student of the Year
   4. Resident Assistant of the Year
   5. Jess Crombie Advisor of the Year Award
   6. Most Sustainable Hall of the Year
   7. Program of the Year
   8. Most Improved Hall of the Year
   9. Hall of the Year
C. All winners will be honored at the RHA End of the Year banquet.
D. The RHA E-board will select all of the winners, except Most Sustainable Hall of the Year, and the NRHH Outstanding Service Award.
E. All individual awards and Most Sustainable Hall of the Year will be decided through an application process.
F. Program of the Year, Most Improved Hall of the Year, and Hall of the Year will be decided through a bid process.
G. Distinguished Service Award will be named after the previous recipient, e.g. “Sarah Hemdon Distinguished Service Award”
Section 18 - District Buddy Program

A. Each RHA Executive shall have a designated district, which they will work closely with to promote success in their individual communities.

B. Each Executive shall attend at least one hall council meeting and/or program per month for each of their halls in their district. Executives shall be exempt from this duty in the months of December and January, as winter recess limits the amount of time available to do so.

C. The RHA President and Director of Training and Development will coordinate initiatives for District Buddies each year.

Section 19 - Ratification and Enactment

A. A vote shall be put forth to the RHA General Body for adoption of the Constitutional Bylaws of the Residence Hall Association of University of Arizona. These By-laws, dated January 24, 2013 shall supersede all previous Constitutional Bylaws and shall become effective with 1) two-thirds (67%) majority of ballots cast in favor of ratification and enactment 2) the signatures of the President of RHA and the Parliamentarian to verify the vote and 3) the signature of the Coordinator of Leadership Development or designee to finalize ratification.

______________________________  ________________
Shelby Deemer, Residence Hall Association President  Date

______________________________  ________________
Nathan Tack, Residence Hall Association Parliamentarian  Date

______________________________  ________________
Coordinator of Leadership Development  Date