

**By-laws of the
Residence Hall Association
Board of Governors**

**Article I
Sessions**

Section 1 Regular Sessions

- A. The President shall be responsible for calling regular sessions of the Board of Governors.
- B. Notification of all sessions must be provided by the President at least forty-eight (48) hours in advance. Proper notification shall include a detailed agenda and any documents related to official business up for discussion during said session.

Section 2 Special or Emergency Sessions

Special or emergency sessions of the Board of Governors may be ordered by the President or by petition of fifty (50) percent of the members of the Board with twenty-four (24) hours notification.

Section 3 Length of Session

- A. Sessions shall last no more than two (2) hours after the Presiding Officer has called the meeting to order, unless two-thirds (2/3) of the Board votes to remain in session.

Section 4 Presiding Officer

- A. The President shall serve as Presiding Officer during all sessions of the Board of Governors and the Executive Board.
- B. In the absence of the President, the Vice President shall assume the role of presiding officer and shall be granted the President's voting powers for the extent of that session.
- C. In the absence of the President and the Vice President, the President shall designate another member of the Executive Board to serve as presiding officer, but that member shall not exercise voting power.

Section 5 Voting

- A. Each Member Community shall have one vote.
- B. All voting shall be by voice or division vote. A roll call vote may be taken at the request of any member present. A voting proxy who is authorized by the Governor of his or her respective Member Community shall be granted the same voting rights and privileges of a Governor.
- C. In the event of a tie, the President (or Vice President when presiding) shall cast the deciding vote.
- D. For noncontroversial measures, a Governor may ask for unanimous consent on a motion. Said motion shall pass without a vote provided neither a Governor nor the Presiding Officer objects.

Section 6 Attendance

- A. Full attendance (described as presence for all of the designated meeting time) shall be required of all Community Governors and Executive Officers. All members shall be permitted a total of three (3) absences per semester, if and only if a proxy is present in his or her stead. The Executive Secretary shall be notified via email of all absences at least three (3) hours in advance. Proxies should be briefed such that they are able to give an update on the status of their community.
- B. The accumulation of three (3) tardy arrivals will constitute one (1) absence. A tardy arrival is defined as entering the meeting room at any point after the Presiding Officer has called the meeting to order. The accumulation of three (3) early departures will constitute one (1) absence. An early departure is defined as leaving before the designated meeting time has ended. These two forms of incomplete attendances add together, i.e. two tardies and one early departure constitute one absence.
- C. In the event that a member of the Board of Governors or the Executive Board accumulates the allotted number of absences plus one, the Executive Secretary shall immediately refer said member a review panel of the President and Vice President, with the discretion to refer said member to Ethics Board based off the following criteria:

1. Proxies
2. Notification of Secretary
3. Reason for Absences

Article II Standing Committees

Section 1 Programming Committee

- A. The Programming Committee shall be responsible for all campus-wide programming of RHA, including both independent and collaborative initiatives.
- B. The Internal Affairs Officer shall serve as Chair of the Committee, and shall appoint all members.
 - a. Community Governors and Executive Officers may not serve as members of the Committee.
- C. The Committee shall be obliged to conduct no fewer than three (3) campus-wide programs per semester.
- D. The Committee shall establish rules and procedures regarding its own operation, with the exception of those stated above.

Section 2 Recognition Committee

- A. The Recognition Committee shall be responsible for all matters of recognition within RHA, including but not limited to, the following:
 - a. Coordinating Of-the-Week (OTW) awards during regular sessions of the Board of Governors.
 - b. Submitting no fewer than three (3) Of-the-Month (OTM) nominations per month to the SAACURH recognition committee.
 - c. Writing and submitting bids for annual awards at the state, regional, and national conferences.
- B. The National Communications Coordinator shall serve as Chair of the Committee.
- C. The Committee shall consist of no fewer than three (3) community governors. Additional members may be appointed by the NCC as needed.

Section 3 Alumni Board

- A. The Alumni Association shall be responsible for coordinating alumni relations, which shall include the following:
 - a. Reconnecting former RHA leaders with the organization and establishing means for their continued contribution to RHA.
 - b. Providing regular updates to all RHA alumni on the organization's activities.
 - c. Coordinating alumni newsletters at least twice per year.
- B. The Alumni Association shall consist of the Executive Secretary and advisory from both the Board of Governors and Executive Board.
- C. An Alumni is defined as any current or former student that is not currently involved with RHA, but was as a member of Community Government, a Community Governor, or as an Executive Officer.

Article III Elections

Section 1 General Guidelines

- A. All Community Governors shall be elected on the second Thursday of the Fall semester and take office the following Tuesday.
- B. In the event no candidate in an election for Community Governor obtains a majority of the vote, a runoff election shall take place the following Tuesday.
- C. In the event no resident declares his or her candidacy in an election for Community Governor during the Fall election process, a special election shall be held within one week of the initial election and, where possible, in conjunction with runoff elections. The Executive Board shall assume all gubernatorial responsibilities for said community until such time as a new governor is elected.
 - a. Under such circumstances, the Executive Board and the Board of Governors shall take all actions necessary and proper to recruit candidates for the governorship of the affected community.

Section 2 Appeals

Any candidate may contest the outcome of an election for the office of Community Governor, provided he or she possesses reasonable cause. In such case, an appeals committee consisting of the President, Vice President, and Advisor will be called to review the case for appeal. If two-thirds of the committee determines the appeal to be justified, a new election must be held within seventy-two hours of the committee's decision. Reasonable cause is defined as illegal campaign activities (as defined by the RHA election procedures) and/or perceived miscalculation of votes.

Section 3 Oath of Office

The President shall administer the following oath to Governors-elect at the first Board of Governors meeting immediately following their election: "I (*insert name*) do affirm that I will faithfully execute the duties of the Office of (*insert community*) Community Governor, and will to the best of my ability represent the concerns of (*insert community*) residents to the University, enrich and improve the quality of on-campus living with desirable Enhancements and diverse programming, and uphold the Constitution of (*insert community*) Residential Community, and of the Residence Hall Association, and all laws enacted under their authority."

Section 4 Term of Office

The duties and powers of newly elected governors shall commence on the first Tuesday immediately following their election, general or otherwise, and shall conclude at the termination of the Spring academic term.

Section 5 Vacancies

- A. In the event of a vacancy in the office of a Community Governor, the office shall immediately devolve upon the Community Lieutenant Governor.
- B. In the event of a vacancy in the office of Lieutenant Governor, the office of Community Governor shall be filled in accordance with the Order of Succession set forth in the constitution of the affected Community.

Article IV Presidential Elections

Section 1 General Timeline

- A. The Spring General Election shall be held on the second Tuesday of February from 12:00 a.m. until 8:00 p.m.
- B. The Board of Elections shall conduct "Declaration of Candidacy" Meetings fifteen (15) and fourteen (14) days before the Spring General Election. Attendance at one of these meetings shall be mandatory for all students who declare candidacy.
- C. Ballot Petitions must be submitted to the Board of Elections no later than 5:00 p.m. seven (7) days before the Spring General Election.
- D. The Board of Elections shall release the list of Certified Candidates no later than twenty-four (24) hours after the Ballot Petitions are due. This occurs six days before the Spring General Election.
- E. Declared Candidates and Campaigns that have petitions out of order shall have twenty-four (24) hours after the release of the list of Certified Candidates to correct their petitions and re-submit them to the Board of Elections. This occurs five (5) days before the Spring General Election.
- F. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Spring General Election.
- G. If needed, a Run-Off Election shall occur seven (7) days after the Spring General Election.

Section 2 Campaigning

- A. Any office space provided to and reserved for use by RHA shall not be used on behalf of any candidate. This includes, but is not limited to, the RHA Office in the Student Union Annex and the RHA Suite in Hinton James.
- B. The interior, or exterior of any residence hall shall not be used on behalf of any candidate, except for Hallstorming as defined in Section 3. Campaigning shall also be prohibited at events or programs that occur in residence halls.
- C. Social media accounts, text message, or email lists reserved for use by RHA officials shall not be used on behalf of any candidate.
- D. Materials including, but not limited to, office supplies, programming supplies, community enhancements, or marketing materials, owned or purchased by RHA shall not be used on behalf of any candidate.

- E. Information including, but not limited to, PIDs, room assignments, or email addresses obtained from or provided by the Department of Housing and Residential Education shall not be used on behalf of any candidate.
- F. RHA funds including, but not limited to, those obtained from student fees shall not be used on behalf of any candidate or campaign.

Section 3 Hallstorming

- A. Hallstorming defined as the act of visiting residence halls to solicit signatures to promote a campaign) shall be allowed provided campaign representatives follow all policies set forth by DHRE.
- B. Flex passes that allow entry to multiple member communities shall not be used on behalf of any candidate. All campaign representatives must check in with the community office before Hallstorming in any Member Community.

**Article V
Community Government**

Section 1 Member Communities

All member residence halls or on-campus apartment complexes shall be a part of a Member Community.

Section 2 Changes in Community Constitutions

- A. Amendments to the constitution of a Member Community shall be considered valid only when approved by a two-thirds vote of said Community's voting members
- B. Amended Constitution will be sent to the RHA President who will update the records upon approval.
- C. If the President does not approve of the amendments, the proposed amendments will go before the Board of Governors wherein the amendment will only be considered valid with a 2/3 vote.

Section 3 Governing Structure

- A. All Member Communities shall be governed by a Community Government.
- B. Each Community shall elect a Governor in accordance with the election procedures set forth in Article VI of the By-Laws. The Governor shall serve as Chief Executive of the Community Government, represent the residents of the Community on the Board of Governors, and preside over all matters of official business of the Community.
- C. The Governor shall appoint members of the Community Government in accordance with the procedures set forth in the Community Constitution. The following positions shall be required on all Community Governments and shall comprise the Community Government Executive Board:
 - a. Lieutenant Governor
 - b. Secretary
 - c. Treasurer
 - d. Community Enhancements Officer (CEO)
 - e. Marketing Manager
 - f. Sustainability Officer

**Article VI
Summer School**

Section 1 Summer Programming

- A. RHA shall coordinate social, educational, and philanthropic programs during both sessions of Summer School.
- B. Summer programming shall be open to all students living on campus and attending Summer School.
- C. Summer programming shall be funded by a \$2.00 social fee collected from all Summer School residents.

Section 2 Summer Programming Board

- A. The Summer Programming Board shall be responsible for coordinating summer programming.
- B. The President shall serve as Chair of the Board.
- C. In the absence of the President during the summer, the President shall designate another Chair to coordinate summer programming.

- D. The Board shall consist of students living on campus and attending Summer School, as well as any other student volunteers appointed by the President.

Article VII RHA Selection Committee

Section 1 Purpose

The Executive Board Selection Committee will be established by the RHA President-Elect to assist in the process of appointing incoming Exec Board Officers. The President-Elect will serve as the Chair and tie-breaking vote in any relevant decisions made by the committee. The Selection Committee will strive to make the best, most deliberate selections possible for Executive Board.

Section 2 Committee Composition

The following is the composition for the Selection Committee. No member of the selection committee is permitted to also be in the process of applying for the Executive Board.

- RHA President-Elect
- RHA President
- Ethics Board Chair
- BOG Appointee
- RHA Advisor (as a non-voting member)

In the event that the sitting RHA President is unable to serve on the committee, the order of succession will follow the sequential order outlined in Article IV of the RHA Constitution. In the event that the Ethics Board Chair is applying for the Executive Board, an acting Ethics Board Chair may be appointed to serve with regards to responsibilities to the committee. The RHA advisor is not required to be present during all aspects of the Selection Committee but should be given full access to all relevant interview materials and applications.

Section 3 Exec Board Appointee

- A. The President-Elect may fill the residence life appointee position with, in order of priority:
1. A former Executive Board Member
 2. A current Board of Governors member (including Executive Board)
- B. In doing so, the President-Elect should send an open solicitation for interest to all eligible former Executive Board members currently enrolled at the University of North Carolina at Chapel Hill before considering current BOG members. An eligible former Executive Board member is defined as meeting the criteria listed below for an Executive Board member while also not simultaneously serving as a current Exec Board member. To be eligible to serve on the Selection Committee, an RHA Executive Board member must:
1. Have served for at least one half of a complete term
 2. Not have resigned or been removed from office
 3. Not have been found guilty by Ethics Board for negligence of duty at any point during service
- C. The Executive Board Appointee will be chosen randomly from the interested applicants.

Section 4 Altering Committee Composition

In the event that, after demonstrated effort, the RHA President-Elect is unable to achieve the committee composition stated in Section 2, the composition may be altered with majority approval from the Board of Governors.

Section 5 Confirmation

The RHA President-Elect will present all nominations to serve on the Selection Committee to the Board of Governors for confirmation.

Section 6 Interview Process

The President-Elect in conjunction with the Selection Committee may set their own timeline, evaluation criteria, and process for application review and interview rounds. All candidates should be asked similar questions and equal circumstances for their interviews. At least two members of selection committee should be present during any interview. In the event there is only one qualified candidate who applied for a certain office, the committee may vote to forgo a subsequent interview round for that particular office.

Section 7 Selection

Upon completion of the final interview rounds, the Selection Committee will convene to vote to finalize nominations for each Exec Board position. Selection Committee members may opt to abstain from participating in discussions or votes for individual candidates to whom they may possess relevant personal bias. In any instance of a tie, the RHA President-Elect will serve as the tie-breaking vote.

Section 8 Approval

As stated in Article IV, Section 1 of the RHA Constitution, all nominees for Exec Board must be approved by the Board of Governors.

Article VIII Ethics Board

Section 1 Establishment and Composition

- A. The President shall appoint five members of the Board of Governors, all being in good disciplinary standing with DHRE, to the RHA Ethics Board.
- B. From these members the President shall appoint, with the approval of the Board of Governors, an Ethics Board Chair.
- C. The Vice President shall be responsible for training the members of the Ethics Board prior to their installation, which must take place no later than the first Tuesday of October each academic term.
- D. In the event a member of the Ethics Board is the subject of investigation or is otherwise ineligible to participate in a particular investigation, the Chair shall appoint another governor as a temporary replacement.
- E. In the event that the Chair is the subject of investigation or is otherwise ineligible to participate in a particular investigation, the President shall appoint an Acting Chair, who shall exercise all powers and authorities of the Chair for the duration of the investigation.

Section 2 Jurisdiction

The Ethics Board shall have jurisdiction over issues concerning executive or legislative actions raising questions of law under the governing documents of RHA, any subordinate Member Community, or the University of North Carolina at Chapel Hill.

Section 3 Procedures

- A. The Ethics Board shall investigate any matter brought to its attention by an RHA member, resident, or professional staff member concerning improper action of any RHA member, including but not limited to, Executive Officers, Community Governors, and Community Government members.
- B. If the Ethics Board finds sufficient cause to investigate a case, it shall conduct a hearing to discuss the nature of the complaint with the RHA member in question. Once made aware of the complaint, the RHA member in question shall be given the opportunity to defend himself or herself to the Ethics Board.
- C. Once the Ethics Board has deliberated over the evidence presented, the Ethics Board shall determine—by majority vote—sanctions to be brought against the RHA member in question.
 - a. If the Ethics Board recommends that the RHA member in question be permanently removed from office, the removal must be approved by a two-thirds majority vote of the Board of Governors.
 - b. During such investigation, the RHA member in question should communicate to their Advisor and other RHA members deemed appropriate, about the status of their investigation.
- D. If the President is involved with the case, the Vice President shall serve in the President's stead with respect to Ethics Board responsibilities.
- E. All violations of the Constitution or the RHA Ethics Standards set forth in Article X shall be reported to and addressed by the Ethics Board. There shall be no discretion on the part of the President or any other recipient of information regarding an alleged violation in reporting such information to the Ethics Board.

Section 4 Sanctions

The Ethics Board reserves the right to make any or all of the recommended sanctions listed below.

- 1) Probation for a set duration to be determined by the Ethics Board.
- 2) Loss of voting privileges for a set duration to be determined by the Ethics Board.

- 3) Suspension from offices or committee positions held for a set duration to be determined by the Ethics Board.
- 4) Formal apology to the Board of Governors and/or Executive Board.
- 5) Removal from any or all committees.
- 6) Community service that would be determined by the Ethics Board.
- 7) In the case of Executive Officers, the revocation of all or part of his or her stipend.
- 8) Removal from office.
- 9) Referral to the Honor Court of the University of North Carolina at Chapel Hill or another higher judicial authority.
- 10) Other sanctions deemed appropriate by the Ethics Board.

Section 5 Appeals

- A. All decisions of the Ethics Board may be appealed to the Board of Governors.
- B. The Board of Governors may overturn a decision of the Ethics Board by a two-thirds vote. Member of the Ethics Board shall not be eligible to vote on appeals, and their number shall be deducted from the quorum requirement.

Section 6 Documentation

The Ethics Board Chair shall be responsible for documenting any and all matters brought before the Board.

Section 7 Period of Incapacitation

- A. A period of incapacitation shall be defined as any period in which the Ethics Board has not been trained and installed in accordance with Section 1(C) above.
- B. During such periods the Board of Governors reserves judicial authority with regards to ethics violations and may, under extreme circumstances, exercise all punitive authority of the Ethics Board.

**Article IX
Ethics Standards**

Section 1 Abuse of RHA Privileges

Any member of RHA documented and found responsible for using funds, supplies, space, or other privilege granted to them because of their positions for anything other than RHA business shall be placed on probation from any RHA office held pending further investigation by the Ethics Board.

Section 2 Negligence of Duties

Any Community Governor or Executive Officer found to have consistently or deliberately neglected his or her constitutional duties shall be reported to the Ethics Board.

Section 3 Violation of Housing Policy

Any member of RHA documented and found responsible for violating DHRE policy shall be placed on probation from any RHA office held pending further investigation by the Ethics Board.

Section 4 Violation of the Honor Code

Any member of RHA documented and found responsible for violating the Student Honor Code of the University of North Carolina at Chapel Hill shall be placed on probation from any RHA office held pending further investigation by the Ethics Board, and shall subsequently be referred to the Honor Court.

Section 5 Violation of Local, State, or Federal Law

Any member of RHA documented and found responsible for violating any local, state, or federal law shall be placed on probation pending further investigation by the Ethics Board, and shall subsequently be referred to a higher judicial authority.

**Article X
RHA Awards**

Section 1 Roger A. Davis Memorial Award

This award, established in 1966, is given in memory of Roger A. Davis who, as a student, was active in the formation of the residence colleges. It is given by the Residence Hall Association to the student judged to have given outstanding service to the University, especially in the residence hall programs. Nominations shall be opened and judged by the RHA Executive Board and awarded at the annual Chancellor's Award Ceremony. The recipient shall receive a plaque and monetary award of \$200.

Section 2 William D. Porterfield Award

. The award, first given in 1994, honors exceptional leadership and service to, at the national level, residence hall governance. Specifically, the award recognizes bold initiative, substantial risk-taking, and perseverance to maintain, create, or dramatically improve the UNC-CH Residence Hall Association's national participation and prominence. Nominations shall be opened and judged by the Director of DHRE and awarded at the RHA End of Year Banquet. The recipient shall receive a plaque and monetary award of \$200.

Section 3 Colin R. Scott RHA Leadership Award

The Leadership Award is given annually to a member of RHA who demonstrates outstanding leadership, particularly in the area of collaborative efforts. Established in the 2005-2006 academic year by Colin R. Scott, the award seeks to recognize individuals for their efforts and encourage others to embody the characteristics of an ideal leader. Nominations shall be opened and judged by the Director of DHRE and Colin R. Scott.

Section 4 Residence Hall Association Award for Service

Established in the 2012-2013 academic year, the Residence Hall Association Award for Service is awarded annually to a deserving student leader based on their dedication to the Residence Hall Association and the improvement of residential life at the University of North Carolina at Chapel Hill. The recipient should also have demonstrated a strong commitment to academic excellence. Nominations shall be opened and judged by the RHA President, NRHH President, and an Alumni Board member. It shall be awarded at the annual End of Year Banquet. The recipient shall receive a plaque and monetary award of \$200.

**Article XI
Ratification and Nullification**

Section 1 Ratification

This document and the laws enacted under its authority shall take effect when ratified by a two-thirds majority of the members of the Board of Governors. Upon ratification, all previous by-laws of the RHA Board of Governors shall be rendered null and void.

Section 2 Nullification

These by-laws shall be considered null and void only when a new set of by-laws of RHA is ratified.

**Article XII
Process for Amendment**

The following shall be the ratification procedures for any amendment to these by-laws:

- A. An amendment to these by-laws may be brought to the Board of Governors for ratification by any member of RHA.
- B. The amendment shall be considered valid only when ratified by a two-thirds majority of the Board of Governors.

**Treasury Laws of the
Residence Hall Association**

**Article I
Jurisdiction of RHA Treasury Laws**

The Treasury Laws shall govern all matters of fiscal policy related to the disbursement and expenditure of funds by RHA and the various community governments. The Treasury Laws shall have jurisdiction over all funds collected through membership dues by the Department of Housing and Residential Education, and through the numerous fundraising initiatives of RHA.

**Article II
Disbursement of RHA Funds**

Section 1 RHA Fee

RHA shall receive \$9.25 from each resident per semester to be collected with room rent by DHRE. In accordance with the RHA Constitution, any change in the amount of fees collected for RHA must be approved by a majority of votes cast in referendum by campus residents.

Section 2 Social Fee

Each community shall receive \$6.00 per community resident in social fees each Fall and Spring semester.

Section 3 Association Fee

RHA shall receive \$1.25 per campus resident in association fees each Fall and Spring semester.

Section 4 Enhancements Fee

RHA shall receive \$2.00 per campus resident each Fall and Spring semester for the Enhancements Fund.

**Article III
Annual Budget**

Section 1 Oversight

The President and Executive Treasurer shall govern all funds described in Article II exclusive of funds allocated to the Enhancements Fund.

Section 2 Fiscal Year

The RHA fiscal year shall commence on the first of July of each calendar year and conclude on the thirtieth of June the following year. The annual budget of RHA shall be planned and expended in accordance with the fiscal year.

Section 3 Approval

The annual budget shall be submitted to the Board of Governors for approval no later than the third Tuesday of September. Any changes to the budget for the Spring semester must be approved no later two weeks prior to the conclusion of the Fall semester.

Section 4 Transfers

- A. The Executive Treasurer may transfer funds between any expense categories within the RHA budget with the approval of the President.
- B. Transfers may be used to create new expense categories.
- C. All transfers between categories shall be documented and reported to the Board of Governors. The Board reserves the right to reverse monetary transfers of the Executive Treasurer by a simple majority vote, and to initiate monetary transfers by the same procedure.

Section 5 Remaining Funds

- A. All funds remaining in the RHA budget at the conclusion of the academic year may, by approval of the Board of Governors, be utilized for discretionary spending by the incoming Executive Board.
- B. All funds remaining in the RHA budget at the conclusion of the fiscal year shall be transferred to RHA's starting balance for the following fiscal year.

Section 6 Preliminary Budget

- A. The incoming President and Executive Treasurer shall, in consultation with the outgoing President and Executive Treasurer, craft a preliminary budget for the following fiscal year no later than the second Tuesday of April.
- B. The outgoing Board of Governors shall be required to approve the preliminary budget by its final session of the academic year.
- C. The preliminary budget shall govern the expenditure of RHA funds from the start of the following fiscal year until the approval of the final budget in September.

**Article IV
Officer Stipends**

Section 1 Limitations

No more than \$7,800 shall be distributed in officer stipends each academic year, unless the Board of Governors approves additional stipends by a two-thirds majority vote.

Section 2 President

The President shall receive a \$1,400 stipend paid in two equal installments of \$700 at the end of Fall and Spring semesters of his or her term. The President, with the approval of the Executive Board, may authorize payment of this stipend in smaller, more numerous installments.

Section 3 Executive Officers

Each Executive Officer shall receive a \$800 stipend paid in two equal installments of \$400 at the end of Fall and Spring semesters of his or her term. The President, with the approval of the Executive Board, may authorize payment of these stipends in smaller, more numerous installments.

Section 4 Incomplete Terms

In the event that an Executive Officer does not serve an entire term, his or her stipend shall be pro-rated according to

**Article V
Expenditure of RHA Funds**

Section 1 External Programming Grants

The Board of Governors may, by majority vote, approve funding for programs conducted by outside student organizations or University departments, subject to the guidelines of the RHA External Programming Grant Policy.

- A. No RHA funds shall be appropriated for programs, services, or events of a religious or politically partisan nature.
- B. Expenditure of RHA funds by outside groups is limited to the program for which they are approved.

Section 2 Internal Expenditures

The President and the Executive Treasurer shall approve internal expenditures of any previously budgeted RHA funds with the exception of the Enhancements Fund, which shall be managed by the Chief Enhancements Officer.

Section 3 Inter-Community Transfers

Community Governors may request to transfer funds between communities in order to contribute toward expenditures for a campus-wide or inter-community event.

Section 4 National Residence Hall Honorary

The Board of Governors shall appropriate at least \$500 and no more than \$1500 per year for the National Residence Hall Honorary, provided the latter appoints a representative to attend regular sessions of the Board of Governors. This representative shall be bound by the same attendance policy as the governors, and shall not concurrently be a Governor or RHA Executive Officer. In April, a representative from NRHH shall present to the Board a Governors a summary of their organization and budget for that academic year.

**Article VI
Summer Social Fees**

Section 1 Summer Social Fee

RHA shall collect \$2.00 per resident in social fees from students living in University residence halls during one or both sessions of Summer School. These funds shall be maintained in an account separate of the primary RHA account by the Student Activities Fund Office.

Section 2 Oversight of Summer Funds

The President and Executive Treasurer shall be responsible for the allocation and disbursement of the summer social fees in consultation with the Summer Programming Board.

Section 3 Remaining Funds

All funds remaining at the conclusion of the second session of Summer School shall remain in the summer social account, and shall not be utilized for expenditures during the academic year.

**Article VII
Community Treasury Procedures**

Section 1 Community Treasurer

Each Member Community shall have a treasurer appointed by the Governor, in accordance with each Community's constitution. Each Governor and Community Treasurer, as well as the President and CEO, shall submit to training and joint certification by Student Life and the Executive Treasurer before the commencement of his or her duties, if so required by the Executive Treasurer or Student Life.

Section 2 Community Budget

Each Governor shall submit a proposed community budget to the Executive Treasurer no later than the fourth Tuesday of each semester. The Fall and Spring Community budgets shall be approved by simple majority vote of each community's voting members.

Section 3 Oversight of Community Funds

The Governor and the Community Treasurer shall approve expenditures of any previously budgeted community funds. All community programming expenditures shall be approved by a simple majority vote of the community government.

Section 4 Reimbursement

Any reimbursement of Community funds to an individual must be accompanied by a signed receipt or invoice of the purchased good or service. In the event that a reimbursement is necessary, the individual must obtain approval by his or her Community Treasurer or Governor prior to purchase. The Community Treasurer shall not make purchases for their Community Government unless their Governor approves the purchases through written and signed consent and goes to Student Activities Funds Office to reimburse the Community Treasurer for the expense.

Section 5 Monthly Reports

The Community Treasurer shall submit an accurate account of all community revenues and expenditures to the Executive Treasurer on the first of each month during the academic year.

Section 6 Charitable Donations

No Community Government or RHA funds shall be utilized for direct donations to charitable organizations, nor may Community Government compel a resident to provide monetary donations as a condition of access to a program.

**Article VIII
Ratification and Nullification**

Section 1 Ratification

This document and the laws enacted under its authority shall take effect when ratified by a two-thirds majority of the members of the Board of Governors. Upon ratification, all previous Treasury Laws of RHA shall be rendered null and void.

Section 2 Nullification

These Treasury Laws shall be considered null and void only when a new set of Treasury Laws is ratified.

**Article IX
Process for Amendment**

The following shall be the ratification procedures for any amendment to these Treasury Laws:

- A. An amendment may be brought to the Board of Governors for ratification by any member of RHA.
- B. The amendment shall be considered valid only when ratified by a two-thirds majority vote of the Board of Governors.

Revised 1/26/2016

**Enhancements Laws of the
Residence Hall Association**

**Article I
Jurisdiction of RHA Enhancement Laws**

The Enhancements Laws shall govern the RHA Enhancements System, and shall further dictate the roles and responsibilities of the RHA Chief Enhancements Officer, here after referred to as CEO, and the Community Enhancements Officers, hereafter referred to as cEO.

**Article II
Appropriation of Enhancements Funds**

Section 1 RHA Fee

RHA shall receive \$2.00 per resident in social fees from students living in University residence halls (not including apartment-style communities) during one or both sessions of Summer School, to be collected with room rent by DHRE. These funds shall be maintained in an account separate of the primary RHA account by the Student Activity Funds Office.

Section 2 Small Enhancements Allocation

- A. Each Member Community shall receive \$800 annually for Small Enhancements, which shall be divided into two installments, one per semester. Should a community fail to expend its entire semester allocation, it shall forfeit the remainder thereof, except in special circumstances approved by the CEO.
- B. The fall semester allocation shall be \$500 for the purpose of replacing older equipment, as well as securing new Enhancements items.
- C. The spring semester allocation shall be \$300, and shall be available until the final meeting of the Board of Governors for the academic year.

Section 3 Large Enhancements Allocation

- A. Each Member Community shall have \$1000 made available to them annually for the purchase of Large Enhancements.
- B. In order to obtain a Large Enhancements, the cEO shall submit a completed Large Enhancements Request Form, including the signature of the Community Director, to the CEO. This form shall include product price listing from at least three reputable vendors, at least one of which must be an online competitor. The CEO reserves the right to deny a Large Enhancement Request for any reason, including missing the deadline to submit the Large Enhancement Requests Form as set by the CEO.

Section 4 Campus-Wide Enhancements

The CEO reserves the right to allocate Enhancements funds for campus-wide Enhancements projects, provided such projects benefit a majority of residence halls. The CEO shall actively pursue opportunities for such projects, and all partnerships appropriate to the objectives thereof.

Section 5 Additional Funding

Additional Enhancements funding requests beyond those outlined in Sections 2 and 3 shall be left to the discretion of the CEO.

**Article III
Defining Small and Large Enhancements**

Section 1 Small Enhancements

Small Enhancements shall be defined as items available for checkout at a Member Community's front office. These items shall include, but not be limited to, movies, video games, board games, recreational equipment, cookware, and

cleaning supplies. Items valued at less than \$125 shall be considered Small Enhancements, and shall be purchased at the discretion of the cEOs.

Section 2 Large Enhancements

Large Enhancements shall be defined as permanent additions to the residential community that are not available for checkout. Items valued at greater than \$125 shall be considered Large Enhancements, and shall include, but not be limited to, ping pong and billiard tables, patio furniture, televisions and other large electronics, and capital improvements.

Article IV Enhancements Checkout Policy

Section 1 Checkout Period

The Enhancements System shall allow Enhancements items to be checked out for a period not to exceed forty-eight (48) hours. Pertaining to vacuums, cleaning supplies, and recreational equipment, residents should return these items promptly after use.

Section 2 Late Fees and Replacement Charges

Should a resident fail to return an item checked out from the Enhancements System within forty-eight hours, he or she shall be assessed a late fee of \$1.00 a day for up to five (5) days. Should a resident fail to return the item within five days, he or she shall be assessed a replacement fee equal to the full cost of the item. Furthermore, should the resident return the item damaged or in an otherwise unacceptable condition, he or she shall be assessed the replacement fee. The Community Manager of the Member Community from which the item was checked out shall be tasked with assigning all enhancement-related charges to the student account of the resident in question.

Section 3 Appeals Process

- A. In the event that an Enhancements item is returned in a damaged state, the resident facing the cost of replacement fee shall have the right to appeal the charge.
- B. Upon the return of the item to the community office, the Office Assistant shall evaluate the item and determine whether it is acceptable or damaged. Should the resident feel he or she is not responsible for the damage, he or she must submit an appeal form within forty-eight (48) hours. The cEO and the Community Manager shall meet at least once every two weeks to evaluate such appeals.
 - a. If the appeal is approved, the resident shall not be charged the cost of replacing the item.
 - b. If the appeal is denied, the resident shall be charged the full cost of the item according to a pricing matrix determined jointly by the CEO and the RHA Advisor.
 - c. The Community Governor reserves the right to participate in the appeals process.
- C. In the event that an Enhancements item is returned late, the resident shall have the right to appeal the charge in accordance with Section B.
- D. In the event that an Enhancements item is lost or is never returned, the resident shall have no right to appeal.
- E. Should either the cEO or Community Manager fail to comply with Section B, or should either be accused of unethical behavior with regard to the same, then the accused shall be immediately reported to the RHA Ethics Board.

Article V Ratification and Nullification

Section 1 Ratification

These Enhancements Laws shall take effect when ratified by a two-thirds majority of the members of the Board of Governors. Upon ratification, all previous Enhancements Laws of RHA shall be rendered null and void.

Section 2 Nullification

These Enhancements Laws shall be considered null and void only when a new set of Enhancements Laws is ratified.

Article VI
Process for Amendment

The following shall be the ratification procedures for any amendment to these Enhancements Laws:

- A. An amendment may be brought to the Board of Governors for ratification by any member of RHA.
 - B. The amendment shall be considered valid only when ratified by a two-thirds majority vote of the Board of Governors.
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Revised 1/26/2016

**Programming Board Laws of the
Residence Hall Association**

**Article I
Jurisdiction of RHA Programming Board Laws**

The Programming Board Laws shall govern the RHA Programming Board, and shall further dictate the roles and responsibilities of the RHA Internal Affairs Officer, also referred to as the Programming Board Chair, and all members of the Programming Board.

**Article II
Role of RHA Programming Board**

Section 1 Large Event Planning

The Programming Board will be responsible for planning large on-campus events, as provided for in Article V, Section 1 of the RHA Bylaws. All programs should be targeted primarily to on-campus residents.

Section 2 Board Funding

The Programming Board shall be responsible for drafting its own budget based on the allotment made to Internal Programming in the RHA Budget approved by the Board of Governors. At the commencement of each review process for a new budget, the Programming Board may submit a formal budget proposal for their operations to the RHA President-Elect and Treasurer-Select for consideration.

Section 3 Weekly Meetings

The Programming Board will meet weekly on Mondays at 7pm during the academic year in a location determined by the Chair of the Programming Board. The meeting schedule and time may be changed at any point by a unanimous vote all of Programming Board members.

**Article III
Board Composition**

Section 1 Board Chair

- A. The RHA Internal Affairs Officer will serve as the Chair of the Programming Board at the beginning of her/his term until the commencement of the term of the next Internal Affairs Officer. The Internal Affairs Officer may be permitted, with the consent of the RHA President, to appoint an acting chair for Programming Board for a set period of time not exceeding two (2) weeks.
- A. The Programming Board Chair will be responsible for presiding over all meetings of the Programming Board.
- B. The Chair will be responsible for training all members of the Board.
- C. The Chair will serve as the official liaison between the Programming Board and RHA Board of Governors in all official matters.
- D. The Chair will be responsible for conducting the selection process for all Board members, as outlined in the following sections.

Section 2 Board Vice Chairs

- A. Up to six (6) Vice Chairs may be appointed by the Internal Affairs Officer via process of an open application process during the Spring semester of her/his term. All appointments will be subject to approval by the RHA Board of Governors.
- B. Board Vice Chairs will be appointed to serve on a Spring to Fall semester commitment
- C. Board Vice Chairs must be living on campus during the semester they apply to serve on the Board
- D. Resident Assistants may be permitted to apply for membership on the Programming Board
- E. Vice Chairs will be responsible to helping to propose, organize, and promote RHA at-large events

Section 3 Honorary Appointments

- A. The RHA Internal Affairs Officer may, with the approval of the RHA Board of Governors, appoint up to two (2) honorary members to serve on the Board during her/his term as Chair of the Board.
- B. These appointments will serve on the Board until the end of the academic school year or the end of the appointing Chair’s term, whichever comes first.
- C. These members will be subject to the same membership requirements outlined in Article IV.
- D. Honorary members will not serve as voting members.

Section 4 RHA President

- A. The RHA President will serve as an ex-officio member of the Board, separate from the two appointments allowed to the Internal Affairs Officer in Section 3.
- B. As an ex-officio member, the RHA President will not be held to the membership requirements listed in Article IV.

**Article IV
Board Membership Requirements**

Section 1 Meeting Attendance

The Programming Board Chair, Vice Chairs, and all Honorary Appointees shall not exceed two (2) absences per semester at Board Meetings. Any tardiness greater than twenty (20) minutes will be considered an absence. Three tardy arrivals will be considered the same as an absence.

Section 2 Program Volunteering

The Programming Board may set its own membership expectations of what is expected of each member with regards to volunteering at individual RHA at-large programs. Breaking these expectations will be considered negligence of duties.

Section 3 Conduct

All Programming Board members will be subject to the same Ethics Standards outlined in Article X of the RHA bylaws. All members will be subject to the jurisdiction of the RHA Ethics Board in determining sanctions in instances of a possible breach of ethics standards or positional duties.

Section 4 Voting Privileges

In any matters involving a formal vote on the Programming Board, each member, with the exception of the RHA President and Honorary Members, will receive one (1) vote. In the event of a tie, the Programming Board Chair will serve as the tie breaking vote.

Section 5 Removal or Resignation of Board Members

In the event that a Programming Board member is unable to complete his/her term, it shall be the responsibility of the Programming Board Chair to appoint a replacement to serve the remainder of the term, with the approval of the RHA Board of Governors.

**Article V
Summer Programming Committee**

RHA Summer Programming Committee will operate separately from the RHA Programming Board. The committee will follow all funding guidelines and procedures as outlined in the RHA bylaws. The Committee Chair, appointed by the RHA President, will be given full discretion over committee membership selection, standards, and operational procedures to the extent not otherwise clarified in the governing documents.

**Article VI
Process for Amendment**

The following shall be the ratification procedures for any amendment to these Programming Board Laws:

- A. An amendment to the Programming Board Laws may be proposed by a 2/3 majority vote by all voting members of the Programming Board.

1. That proposed amendment will then be sent for review by the RHA Board of Governors, which may be ratified by a 2/3rd vote by the Board of Governors.
- B. Amendments to the Programming Board Laws may also be proposed by the RHA Board of Governors at any time.
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