

**The By-laws of  
The Residence Hall Association Board of Governors of  
The University of North Carolina at Chapel Hill**

**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**

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. A voting proxy who is authorized by the Governor of their respective Member Community shall be granted the same voting rights and privileges of a Governor.
- C. Voting Methods
  - a. Unanimous consent – The Chair may ask if anyone objects to a certain motion or proposal. If no objections are raised, then the motion does pass. If there exists an objection, then a counted vote shall follow.
  - b. Counted vote – All voting members of BOG will raise their placard to have their vote counted for the motion at question. The RHA Secretary is only required to record the count of the vote, not the individual vote of each Governor, in this method of voting.
  - c. Voice voting – All voting members will either state “aye” or “nay”. In the event that the vote is too close to distinguish, the Chair or any voting member may call for a counted vote.
  - d. Roll-call vote – When a roll call vote is called, the individual votes of each Governor will be noted in the minutes. A roll call vote may be called by any voting member present.
  - e. Ballot voting – In the event of a ballot vote, all members will be asked to record their vote anonymously either digitally or on a slip of paper. Only the count of the vote shall be recorded in the minutes.
  - f. Online ballot voting – The Board of Governors must approve in advance the procedures for online ballot voting if the vote is to take place outside of a Board of Governors meeting. In such a vote, all voting rights and privileges of each Governor shall be preserved
- D. In the event of a tie, the President (or acting Chair when presiding) shall cast the deciding vote.
- E. All Constitutional amendment proposals, bylaw amendment proposals (including Treasury, Enhancements, and Programming Board), and grant requests whether internal or external must be sent to all voting members of the Board of Governors and Executive Board at least twenty-four (24) hours in advance to be considered on the docket. Special exceptions to this rule may be granted by a 2/3rd majority of BOG.

**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, with the exception of Baity Hill's Governor, who shall be required to attend once per month. All members shall be permitted a total of three (3) absences per semester, if and only if a proxy is present

in their stead. The Executive Administrative Coordinator 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 tardy arrivals 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 Administrative Coordinator shall immediately refer said member to a review panel of the President and the RHA Advisor, with the discretion to refer said member to an Ethics Hearing based off the following criteria:

- a. Lack of proxies
- b. Poor notification of Executive Administrative Coordinator
- c. Inadequate reasons for absences

## **Article II Standing Committees**

### **Section 1 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.

D. The National Communications Coordinator shall appoint all members of the Recognition Committee no later than the third Tuesday of September.

## **Article III Elections**

### **Section 1 General Guidelines**

A. All Community Governors shall be elected within the first four weeks following the beginning of the academic year.

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 week. If the Vice President chooses to use a preferential/instant runoff form of voting for Governor elections, this subsection may be ignored.

C. In the event no resident declares their 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 they possess 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. All candidates running for RHA President are entitled to send their platforms for electronic distribution to the Board of Governors and RHA Executive Board. Platforms of candidates are due ten (10) days before the Spring General Election. It is the responsibility of the RHA Executive Board to send these to the Board of Governors. The platforms of all candidates must be sent out at the same time.
- D. 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.
- E. 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.
- F. 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.
- G. The Board of Elections shall release a final list of Certified Candidates four (4) days before the Spring General Election.
- H. 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 Hall storming 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 Carolina Housing 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 Hall storming**

- A. Hall storming 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 Carolina Housing.
- 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 Hall storming in any Member Community.

### **Section 4 Duties of the Board of Governors**

- A. Members of the Board of Governors may endorse candidates citing relevant experience, but shall not endorse candidates on behalf of their entire residential community, board, or Community Government. If they choose to endorse, they must endorse candidates while acting as individuals.
- B. The RHA President and members of the Executive Board shall place a moratorium on discussion of the Election during all RHA-related activities and in all RHA physical spaces.
- C. Disputes relating to the election shall be referred first to the RHA at-large advisor, and then the Board of Elections.
- D. The RHA Executive Board is responsible for the timely distribution of these guidelines at the first Board of Governors meeting of the second semester.

## **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 III 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. Administrative Coordinator
  - c. Treasurer
  - d. Community Enhancements Officer (cEO)
  - e. Marketing Manager
  - f. Sustainability Officer
  - g. Social Justice Advocate

## **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 Ethics Hearings**

### **Section 1 Establishment and Composition**

- A. In the event that of a violation of the ethical standards outlined in Article VII Section 6 be brought forth by any UNC faculty, staff, or student, the President and RHA Advisor will be notified and discuss further action. Based on their assessment of needs, they may call a special meeting of the Executive Board to hold an Ethics Hearing. The Ethics Hearing shall be called within two weeks of being deemed necessary. In the event that the President is the subject of ethical inquiry, the RHA Advisor reserves the right to call an Ethics Hearing. In the event that any Executive Board member is the subject of or directly involved in the ethical complaint in question, the RHA Advisor will appoint another member of the Board of Governors to attend in their place. The RHA Advisor shall be present at the Ethics Hearing, but will not be a voting member. Once an Ethics Hearing is called, the accused shall not be present within any RHA spaces, events, or meetings, whether virtually or in-person, through the duration of the Ethics Hearing.

### **Section 2 Jurisdiction**

- A. All violations of the RHA Ethical Standards set forth below shall be reported to the President and the RHA Advisor. There shall be no discretion on the part of the President or any other recipient of information regarding an alleged violation in reporting these ethical violations.

### **Section 3 Procedures**

- A. Any RHA member, including, but not limited to, Executive Officers, Community Governors, Community Government members, and any external appointments, may be subject to an Ethics Hearing should the President and RHA Advisor deem it necessary.
- B. If the RHA Advisor and RHA President find a reasonable basis to conclude that a violation of the Ethical Standards as outlined below may have occurred, they shall call an Ethics Hearing. Should an Ethics Hearing be called, the RHA member in question shall immediately be notified of all charges brought against them and shall be given the opportunity to defend themselves through written testimony under 20 pages. If it is determined through majority vote that a violation has indeed occurred, the Executive Board shall determine—again by majority vote—sanctions to be brought against the RHA member in question.

### **Section 4 Sanctions**

If found in violation of an ethical standard, the Executive Board reserves the right to make any or all of the recommended sanctions below.

- 1) Probation for a set duration to be determined by the Executive Board. Probation shall be defined as a period of supervision where the individual is able to continue in their RHA role as usual, however, is monitored to ensure improved behavior. Other sanctions may be outlined, should the individual not correct their behavior during this time.
- 2) Suspension from offices or committee positions held for a set duration to be determined by the Executive Board. During suspension, the member shall not participate in any RHA spaces, events, or duties.
- 3) Loss of access to office space, master flexes, any community resources provided as part of an RHA position, or any specific resources as stipulated by the Executive Board.
- 4) In the case of Executive Officers or other paid members, the revocation of all or part of their stipend.
- 5) Removal from office: If the Executive 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.
- 6) Preclusion from holding any elected or appointed RHA office after the completion of the current term.
- 7) Other sanctions deemed appropriate by the Executive Board consistent with the gravity of the offense.

## **Section 5 Appeals**

- A. All decisions of the Executive Board's Ethics Hearing may be appealed to the RHA Advisor within two weeks of receiving a decision from the Executive Board. In order to appeal an Ethics Hearing decision, the accused must inform the RHA Advisor, in writing, of their intention to do so.
- B. The RHA Advisor may overturn the Executive Board's Ethics Hearing decision upon review of the information presented.
- C. All sanctions will stand until the RHA Advisor overturns the Executive Board's Ethics Hearing decision, should the RHA Advisor choose to do so.
- D. The relevant advisor to the accused will be notified of any ethics referrals to the President and RHA Advisor, as well as the outcome of any Ethics Hearing.

## **Section 6 Ethical Standards**

- A. Abuse of privileges is defined as using funds, supplies, space, or other privileges granted to them because of their position for anything other than RHA-approved business.
- B. Negligence of duties is defined as consistently or deliberately neglecting their role's duties, despite two or more warnings.
- C. Mandate to report violations of Housing Policy, the Honor Code, Local, State, or Federal Law, Title IX Policy
  - a. RHA members shall be responsible for self-reporting any concluded violations of Housing policy, the Honor Code, State, Local, or Federal Law, and Title IX policy to the RHA President and RHA Advisor to be reviewed for a potential referral for an Ethics Hearing. Should they not be reported and are otherwise discovered, the RHA President and RHA Advisor shall consider this a violation of compliance with the mandate to report.
- D. Harmful Action
  - a. RHA is committed to building a culture that centers survivors of interpersonal violence and denounces individuals who perpetrate these harmful acts. An RHA member must respect all individuals, whether they are RHA members or not, regardless of race, gender identity, sexual orientation, socio-economic status, and physical attributes. Hate speech, harmful rhetoric, or violent actions that harm other individuals on the basis of their identity have no place in our organization. Any members found to be engaging in hate speech, harmful rhetoric, or violent actions are considered in violation of Ethical Standards. Examples of hate speech and harmful rhetoric include, but are not limited to, Islamophobia, homophobia, transphobia, misogyny, racism, colorism, texturism, classism, fatphobia, and other forms of prejudice. RHA also condemns any and all forms of violence with the utmost seriousness. This includes, but is not limited to, physical, emotional, mental, verbal, and sexual violence. Furthermore, shaming or blaming those affected by this violence, as well as any harassment or bullying of any individual will not be tolerated. Whether these actions take place at an in-person event, virtually, on social media, or elsewhere in the community, RHA members are expected to uphold our Ethical Standards by abstaining from Harmful Action towards others. The Executive Board reserves the right to determine if Harmful Action against another has been taken and determine sanctions. The language used in this section has been adapted from the Black Student Movement's 2020 Membership Standards. We send our deepest thanks to these creative thinkers who have stood up for justice in their community and continue to inspire others to do the same.

## **Article VIII 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 Carolina Housing 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 Carolina Housing 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.

#### **Section 5 Taylor R. Bates Award**

This award, established in 2017, is given to commemorate the excellence and dedicated service of Mr. Taylor Bates during his four years at Carolina, both to the University and the Residence Hall Association. This award is to be awarded to a senior who has been a member of RHA for all their years at Carolina and best represents the characteristics of dedication, leadership, and service. This member must have demonstrated strong dedication to the Residence Hall Association and the residents of the University of North Carolina at Chapel Hill. The recipient shall receive a plaque and monetary award of \$200.

#### **Section 6 Kira N. Griffith Award**

In the spirit of the RHA pillar of Advocacy, this alumni-sponsored award established in 2021 is to be awarded to one junior or senior who was an on-campus resident for at least 2 years and served in an RHA officer capacity for at least 2 years as defined by Article III of the RHA Constitution. This member must have engaged in collaborative networking with organizations across campus, as well as, demonstrated outstanding advocacy-based leadership in RHA in service of the residents and underrepresented minority populations. The award recipient must have the intent of pursuing graduate education (Masters, Professional Degrees, Graduate Degrees). The recipient shall receive a plaque and a monetary award of \$800. Nominations shall be open to the entire Carolina community and be judged by the RHA Alumni Committee. The RHA Alumni Committee shall hold the discretion to grant exemptions to the on-campus living requirements related to the COVID-19 pandemic.

### **Article IX RHA Exec Board Selection**

#### **Section 1 Process**

- A. For each position on Executive Board, the following members will advise to fill the nomination in question.
  - a. RHA President
  - b. Holder of current position
- B. This process is not applicable to secondary officers. The RHA President-Elect should meet with the RHA advisor before beginning the process. The RHA advisor does not need to be present for every aspect of the selection process but should be given access to relevant application and interview materials.
- C. No one who is currently seeking to fill a position on RHA Executive Board is permitted to help in the selection process.

#### **Section 2 Special Circumstances**

- A. If the sitting RHA President is re-elected, that individual will only serve as the RHA President-Elect for the purposes of this article. The next eligible Exec Board officer in the sequential order outlined in Article IV of the RHA Constitution will assume the President's duties in advising the selection process.
- B. Should an RHA Exec Board member be unable to fulfill the duties outlined in Article IX Section 1 (Process) of the RHA Bylaws for any reason, they may appoint a member of the Board of Governors to assume those responsibilities.

### **Article X Sustainability**

#### **Section 1 Community Government Programming**

- A. All programs located within or around a Residence Hall hosted by a Community Government will be free of single-use disposable items. Community Governments will instead encourage residents to bring their own reusable items if necessary.

- a. Single-use disposable items include, but are not limited to, plastic or compostable utensils, cups, plates, straws, and napkins.
- b. Should the Community Government find it necessary to include single-use disposable items as a part of their program, they will work with the Director of Sustainable Projects to obtain BPI-certified compostable products for these purposes and will ensure responsible disposal of the compostable items.

### **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.

### **Article XIII Baity Hill Community**

#### **Section 1            Guiding Principles**

The introduction of Baity Hill Community Government to the BOG is intended to provide a voice for graduate students living on-campus. Baity Hill Community, although recognized as an official Member Community of the BOG, shall not be subject to the same Section 6: Attendance bylaws as other Community Governments. Instead, Baity Hill's Governor will be required to attend only one BOG meeting per month, preferably at Housing Advisory Board meetings.

#### **Section 2            Limitations on Membership**

Given that graduate students represent a smaller portion of the on-campus population, no Baity Hill members shall be allowed to run for RHA President or serve on the Executive Board. Additionally, Baity Hill shall not attend the BOG Retreat, however, the community may be included in other training. It is the responsibility of the Executive Board to ensure that training for Baity Hill Community Government occurs in a thorough and timely manner.

## **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 Carolina Housing, and through the numerous fundraising initiatives of RHA.

### **Article II Disbursement of RHA Funds**

#### **Section 1 RHA Fee**

RHA shall receive \$10.25 from each resident per semester to be collected with room rent by Carolina Housing. 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 \$6.50 per community resident in social fees each Fall and Spring semester.

#### **Section 3 Association Fee**

RHA shall receive \$1.75 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 \$24,500 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 \$2,500 stipend paid monthly in equal installments for the duration of their term.

**Section 3 Executive Officers**

Each Executive Officer shall receive a \$2,000 stipend paid monthly in equal installments for the duration of their term.

**Section 4 Additional Officers**

Additional officers, as appointed by the President in accordance with the RHA Constitution, are eligible to receive a stipend. The total amount of all stipends issued to additional officers shall not exceed \$4,000 and shall be paid monthly in equal installments for the duration of their term.

**Section 5 Incomplete Terms**

In the event that an Executive Officer does not serve an entire term, their stipend shall be pro-rated according to the length of their service in office.

**Article V Expenditure of RHA Funds**

**Section 1 External Programming Grants**

- A. 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.
- 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 \$1500 and no more than \$3000 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 attend every other Board of Governors meeting, and shall not concurrently be a Governor or RHA Executive Officer. In April, a representative from NRHH shall present to the Board of Governors a summary of their organization and budget for that academic year.

## **Article VI Executive Board Initiatives**

### **Section 1 Executive Board Initiatives**

Executive Board Initiatives shall be defined as programmatic efforts undertaken by the Executive Board in furtherance of the Residence Hall Association's mission that do not fall under the scope of any other Board of the Residence Hall Association, as established through RHA's bylaws.

### **Section 2 Allocation**

The Executive Treasurer shall, with the approval of the Board of Governors, allocate funds to be used at the discretion of the Executive Board for Executive Board Initiatives. This amount shall not be lesser than \$5,000.

### **Section 3 Approval of Executive Board Initiatives**

An initiative may be proposed by any member of the Executive Board. Funding for said initiative shall be determined by a majority vote of the Executive Board.

### **Section 4 Executive Board Initiative Categories**

The Executive Treasurer shall, with the approval of the Board of Governors, allocate Executive Board Initiative funds to each of the following initiative categories: Social, Educational, Philanthropic, and Recognition. Other categories may be created at the discretion of the Executive Treasurer and President, with the approval of the Board of Governors. No more than fifty (50) percent of the total amount allocated to Executive Board Initiatives may be allocated to any one category.

## **Article VII 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 VIII 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 their 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 their 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 IX 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 X 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.

## **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. All programs should be targeted primarily to on-campus residents. The Board shall be obliged to conduct no fewer than three (3) campus-wide programs per semester. The Board shall be obliged to conduct no fewer than three (3) campus-wide programs per semester.

#### **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 Meetings**

The Programming Board will meet weekly, or as needed, during the academic year at a time and 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 their 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.
- B. Community Governors and Executive Officers may not serve as members of the Board.
- C. The Programming Board Chair will be responsible for presiding over all meetings of the Programming Board.
- D. The Chair will be responsible for training all members of the Board.
- E. The Chair will serve as the official liaison between the Programming Board and RHA Board of Governors in all official matters.
- F. The Chair will be responsible for conducting the selection process for all Board members, as outlined in the following sections.

#### **Section 2 Board Members**

- A. Up to fifteen (15) and no fewer than six (6) Members may be appointed by the incoming Internal Affairs Officer, once selected for the subsequent academic year, via an open application process. All appointments will be subject to approval by the RHA Board of Governors.
- B. Community Governors and Executive Officers may not serve as members of the Board.
- C. Board Members will be appointed to serve on a Fall to Spring semester commitment
- D. Board Members must be living on campus during the semester they apply to serve on the Board
- E. Resident Assistants may be permitted to apply for membership on the Programming Board
- F. Members will be responsible to helping to propose, organize, and promote RHA at-large events
- G. These members will be subject to the membership requirements outlined in Article IV. Each member shall be entitled to one (1) vote in formal matters considered by the board.

#### **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 their 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. 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.

#### **Section 5 Committees**

- A. The Internal Affairs Officer may, with the approval of the RHA President, establish standing committees within programming board to focus on specific initiatives or programming areas.
- B. The Internal Affairs Officer may designate a Head for these committees to report directly to the Internal Affairs Officer and RHA President.

### **Article IV Board Membership Requirements**

#### **Section 1 Meeting Attendance**

The Programming Board Chair, Members, 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 the RHA bylaws. All members will be subject to the jurisdiction of the RHA Executive 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 their 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.

#### **Section 6 Sustainability**

The Chair of Programming Committee and one additional voting member will be required to complete a Green Events certification training by the Office of Waste Reduction and Recycling. The voting member must complete this training within a month of appointment, whereas the incoming Chair will have until the end of the first month of the Fall Semester.

### **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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Revised 4/26/2021

## **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, hereafter referred to as CEO, and the Community Enhancements Officer, hereafter referred to as cEO.

### **Article II Appropriation of Enhancements Funds**

#### **Section 1 Enhancements Allocation**

- A. Each Member Community shall receive a total of \$2,000 for enhancements items.
  - 1. The fall semester allocation shall be \$1000 for the purpose of securing new enhancements and replacing damaged or worn out enhancements. All purchases must be approved by the Community Governor, the Community Director, and the CEO.
  - 2. The spring semester allocation shall be \$1000 for the purpose of securing new enhancements and replacing damaged or worn out enhancements. All purchases must be approved by the Community Governor, the Community Director, and the CEO.
- B. The \$1000 Enhancements allocation for each semester may be spent on the following enhancement categories, which shall be defined in Article III of the Enhancement By-Laws:
  - 1. Small Enhancements
  - 2. Structural Enhancements
  - 3. SWAG Enhancements

#### **Section 2 Enhancement Grants**

- A. Each Member Community shall have the opportunity to apply for an Enhancement Grant to supplement community funds towards the purchase of any category of enhancement.
  - 1. The CEO may approve an amount lower than the originally requested amount but may not approve an amount higher than the originally requested amount.
  - 2. The CEO may accept or deny a grant request at their own discretion.
  - 3. The CEO may modify the conditions of the grant at their own discretion.

#### **Section 3 Campus-Wide Enhancements**

- A. The CEO reserves the right to allocate Enhancements funds for campus-wide Enhancements projects, provided such projects benefit the majority of on-campus residents. The CEO shall actively pursue opportunities for such projects, and all partnerships appropriate to the objectives thereof.
- B. The CEO shall maintain funding for on-campus streaming services, including, but not limited to, Netflix.
- C. The CEO shall allocate \$3,000 per *academic year* towards the Residence Hall Association's partnership with the Edible Campus Initiative to assist with the costs of supplies and maintenance of adopted garden beds.
  - 1. With the assistance of the Director of Sustainable Projects, the CEO shall determine, at the commencement of the academic year, which communities are interested in adopting garden beds.

#### **Section 4 Additional Funding**

Additional Enhancements funding requests beyond those outlined in Section 2, 3, and 4 shall be left to the discretion of the CEO.

### **Article III Defining Enhancements**

#### **Section 1 Small Enhancements**

Small Enhancements shall be defined as items available for checkout from a member community's front office. These items shall include, but not be limited to, video games, board games, recreational equipment, cookware, and cleaning supplies.

#### **Section 2 Structural Enhancements**

Structural Enhancements shall be defined as permanent additions to the residential community that are not available for checkout. Items shall include, but not be limited to, patio furniture, electronics, and all other capital improvements requiring placement in a community space.

**Section 3 SWAG Enhancements**

Swag Enhancements shall be defined as any items given away to residents and team members before, during, or after events to provide memories and tangible takeaways, encouraging the furthering of RHA's goals of community integration and enrichment. These may include, but are not limited to, t-shirts, water bottles, pens and notebooks, etc.

**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. Cleaning supplies, recreational equipment, and other designated enhancements should be returned 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, they shall be charged a late fee \$1.00 a day for up to five (5) days. Should a resident fail to return the item within five days, they shall be charged a replacement fee for the item. These replacement costs are to be determined by the pricing matrix determined by the CEO and RHA Advisor.

A. If a resident returns an Enhancement item damaged or in an otherwise unacceptable condition, the resident shall be charged the replacement fee.

**Section 3 Appeals Process**

A. If an Enhancement item is returned in a damaged state, the resident facing the cost of the replacement fee shall have the right to appeal the charge.

1. Upon the return of the item to the community office, the Office Assistant shall evaluate the item and determine whether it is in acceptable or damaged condition. Should the resident feel they were not responsible for the damage, they 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. Therefore, the cost shall come from the \$100 Semesterly installment for damaged items.
  - b. If the appeal is denied, the resident shall be charged the full cost of the item according to the pricing matrix determined by the CEO and RHA Advisor.
  - c. The Community Governor reserves the right to participate in the appeals process.
2. In the event that an enhancements item is returned late, the resident shall have the right to appeal the charge in accordance with Section a.
3. In the event that an enhancements item is lost or never returned, the resident shall have no right to appeal.
4. Should either the CEO or Community Manager fail to comply with Section a, or should either be accused of unethical behavior with regard to the same, then the accused shall be immediately reported to the RHA President and RHA Advisor.

**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 Enhancement 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.

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

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

The Collaboration Board Laws shall govern the RHA Collaboration Board, and shall further dictate the roles and responsibilities of the RHA Executive Treasurer, also referred to as the Collaboration Board Chair.

**Article II Role of RHA Collaboration Board**

**Section 1 Collaboration Grant Allocation**

The Collaboration Board will be responsible for selecting, from submitted applications (See Article III), events, programs, and/or initiatives conducted by another campus organization to be funded. Decisions of the Collaboration Board shall be subject to the appeals process detailed in Article IV. Members of the Collaboration Board shall be responsible for ensuring that said events, programs, and/or initiatives comply with the guiding principles of RHA, as set forth by the RHA Constitution and all applicable RHA bylaws. All events, programs, and/or initiatives should be targeted primarily to on-campus residents.

**Section 2 Liaising**

The Collaboration Board shall designate a member of the Board to serve as a liaison in planning meetings for all selected and approved events, programs, and/or initiatives. Said liaison is responsible for ensuring that said event, program, and/or initiative complies with the guiding principles of RHA, as set forth by the RHA Constitution and all applicable RHA bylaws, and that allocated funds are spent appropriately.

**Section 3 Board Funding**

The Collaboration Board shall be appropriated at least \$5,000 by the RHA Executive Treasurer in the RHA Budget, to be distributed to approved events, programs, and/or initiatives. Appropriations to a single event, program, and/or initiative are recommended not to exceed \$1,000, unless a two-thirds (2/3) majority of the Collaboration Board votes to suspend the \$1000 cap for a given grant request. The Collaboration Board shall determine the appropriate amount of funds to grant to a certain event, program, and/or initiative. The Collaboration Board shall determine how much funds to allocated for Fall and Spring semesters, with approval from the RHA Board of Governors.

**Section 4 Biweekly Meetings**

The Collaborations Board will meet biweekly during the academic year at a time and location determined by the Chair of the Collaboration Board. The meeting schedule and time may be changed at any point by a unanimous vote all of Collaboration Board members. In times of high volume of collaboration proposals, the Chair, by a unanimous decision, may elect to hold a meeting at the same time on the off week.

**Section 5 Period of Incapacitation**

- A. A period of incapacitation shall be defined as any period in which the Collaboration Board has not be trained and installed in accordance with Article V Section 3(A) below.
- B. During such periods, External Grants shall be allocated by the RHA Board of Governors in accordance with the RHA Treasury bylaws.
- C. Shall the Collaboration Board cease to exist, External Grants shall be considered by the RHA Board of Governors in accordance with the RHA Treasury bylaws.

**Article III Collaboration Application and Selection**

**Section 1 Application**

- A. The application for organizations to request funding for an event, program, and/or initiative shall open at the commencement of each academic semester and remain open until the end of said semester or until funds run out, whichever comes sooner.
- B. At a minimum, the application should include a description of the organization; the organization's reason for applying; the purpose of the event, program, and/or initiative; how the event, program, and/or initiative will benefit on-campus residents; and how allocated funds will be spent.
- C. Applicants must be willing to allow a member of the Collaboration Board to serve as an RHA Liaison in planning meetings for said event, program, and/or event.

## **Section 2 Selection**

- A. The Collaboration Board shall select applicants based on criteria defined by the Board during their initial meeting, to include, primarily, considerations regarding the benefit of the event, program, and/or initiative to on-campus residents and on compliance with the guiding principles of RHA as outlined by the RHA Constitution and all applicable RHA bylaws.
- B. In order for an event, program, and/or initiative to be selected, it must be passed by the Board with at least a two-thirds (2/3) majority vote.

## **Article IV Appeals Process**

### **Section 1 Collaboration Board Decision Rationales**

- A. The Chair of the Collaboration Board shall issue a rationale outlining the Board's decision to fund or not fund and event, program, and/or initiative within twenty-four (24) hours of the applicable meeting of the Board. The Chair shall email said rationale to both the applicant and the members of the RHA Board of Governors.

### **Section 2 Appeals**

- A. Upon receiving the Chair's rationale, the applicant and/or member of the RHA Board of Governors shall have ninety-six (96) hours to submit to the RHA Executive Treasurer a written petition stating a reasonable basis for an appeal of the decision of the Collaboration Board on the grounds outlined in Section 3 of this Article.
- B. Upon receipt of such a petition, the RHA Executive Treasurer, RHA President, and RHA Vice President shall review said document and determine if a reasonable basis for an appeal exists and, if so, on which ground(s) the appeal shall proceed.
- C. Should the individuals named in Section 2(B) of this Article find that a reasonable basis for an appeal exists, the applicant shall be invited to present their application for funding to the RHA Board of Governors at the next available opportunity. The RHA Board of Governors will be responsible for issuing the final decision on the grant application. No further appeal shall be granted to the applicant or member of the RHA Board of Governors.
- D. Should the individuals named in Section 2(B) of this Article find that a reasonable basis for an appeal does not exist, the decision of the Collaboration Board shall stand. The petitioner shall have the right to appeal said decision to the RHA Executive Board, who shall make the final decision on whether a reasonable basis exists for the appeal.

### **Section 3 Grounds for Appeal**

- A. **Inappropriate Allocation of Funds:** This ground for an appeal applies to situations in which the petitioner believes the Collaboration Board reached an inappropriate decision on the amount granted to the event, program, and/or initiative, such as the Board providing too little funding for an event, program, and/or initiative compared to its benefit to on-campus residents or the Board providing too much funding for an event, program, and/or initiative compared to its benefit to on-campus residents. Such appeals shall include situations in which the petitioners believe no funds shall be allocated to the event, program, and/or initiative on the basis that it provides little to no benefit to on-campus residents. Appeals on this ground shall be based solely on information presented in original application and presentation to the Collaboration Board.
- B. **Inappropriate Rejection of an Application:** This ground for an appeal applies to situations in which the petitioner believes the Collaboration Board reached an inappropriate decision to reject funding for an event, program, and/or initiative that the petitioner believes provides a significant benefit to on-campus residents. Appeals on this ground shall be based solely on information presented in original application and presentation to the Collaboration Board.
- C. **New Information:** This ground for an appeal applies to situations in which the petitioner believes that new information on the event, program, and/or initiative not available at the time of the presentation to the Collaboration Board warrants a reconsideration of the application; petitioner must demonstrate a reasonable basis for how this new information may have changed the Collaboration Board's decision. Appeal petitions on this ground shall not be subject to the ninety-six (96) hour deadline imposed in Section 2(A) of this Article.

## **Article V Board Composition**

### **Section 1 Board Chair**

- A. The RHA Executive Treasurer will serve as the Chair of the Collaboration Board from the beginning of their term until the commencement of the term of the next Executive Treasurer.
- B. The Collaboration Board Chair will be responsible for presiding over all meetings of the Collaboration Board.
- C. The Chair will be responsible for training all members of the Board.

- D. The Chair will serve as the official liaison between the Collaboration Board and RHA Board of Governors in all official matters.
- E. The Chair will be responsible for conducting the selection process for all Board members, as outlined in the following sections.

**Section 3           Members**

- A. The Chair shall select up to ten (10) members to serve on the Collaboration Board for the duration of the academic school year or the end of the selecting Chair’s term, whichever comes first. Members shall be approved by the RHA Board of Governors. The Chair is responsible for the training of new members.
- B. Members shall be living on-campus and may not include Resident Advisors. Preference shall be placed on members of Community Governments and then upon members of RHA-at-large.
- C. These members will be subject to the same membership requirements outlined in Article VI.
- D. Each member, with the exception of the Chair, shall be entitled to one (1) vote.

**Section 4           RHA President**

- A. The RHA President will serve as an ex-officio member of the Board.
- B. As an ex-officio member, the RHA President will not be held to the membership requirements listed in Article VI.

**Article VI Board Membership Requirements**

**Section 1           Meeting Attendance**

The Collaborations Board Chair and all Members 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           Liaising**

Members of the Collaboration Board, with the exception of the Chair, are expected to serve as the liaison in the planning meetings of at least one (1) selected and approved event, program, and/or initiative. Liaison must report to Board on the progress of the event and any relevant considerations.

**Section 3           Conduct**

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

**Section 4           Voting Privileges**

In any matters involving a formal vote on the Collaboration Board, each member, with the exception of the RHA President, will receive one (1) vote. The Chair may not vote but may contribute to the discussion regarding the matter that is to be decided.

**Section 5           Removal or Resignation of Board Members**

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

**Article VII  
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 Collaboration Board Laws of RHA shall be rendered null and void.

**Section 2           Nullification**

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

**Article VIII**  
**Process for Amendment**

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

- A. An amendment to the Collaboration Board Laws may be proposed by a 2/3 majority vote by all voting members of the Collaboration Board and approved by the RHA Board of Governors.
  - 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 Collaboration Board Laws may also be proposed by the RHA Board of Governors at any time.
- C. 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 4/26/2021

## **Marketing Board Laws of the Residence Hall Association**

### **Article I Jurisdiction of RHA Marketing Board Laws**

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

### **Article II Role of RHA Marketing Board**

#### **Section 1 RHA Marketing Board Responsibility**

The Marketing Board will be responsible for heading marketing and promotional initiatives related to RHA programs, events, and/or initiatives. Marketing for RHA-at-large programs, events, and/or initiatives shall have precedence over those of Community Governments, whose marketing initiatives shall be headed by their respective Marketing Managers.

#### **Section 2 Board Funding**

Funding for Marketing Board shall be left to the discretion of the RHA Executive Treasurer in consultation with the RHA President and Chair of the Marketing Board. Funding shall be approved by the Board of Governors through the annual budget approval process.

#### **Section 3 Biweekly Meetings**

The Marketing Board will meet biweekly during the academic year at a time and location determined by the Chair of the Marketing Board. The meeting schedule and time may be changed at any point by a unanimous vote of all Marketing Board members. In times of high volume of marketing demands, the Chair may elect to hold a meeting at the same time on the off week.

#### **Section 4 Period of Incapacitation**

- A. A period of incapacitation shall be defined as any period in which the Marketing Board has not been trained and installed in accordance with Article III below.
- B. During such periods, marketing initiatives shall be coordinated by the RHA External Affairs Officer.
- C. Shall the Marketing Board cease to exist, marketing initiatives shall be coordinated by the RHA External Affairs Officer.

### **Article III Board Composition**

#### **Section 1 Board Chair**

- A. The RHA External Affairs Officer will serve as the Chair of the Marketing Board from the beginning of their term until the commencement of the term of the next RHA External Affairs Officer. In the case the External Affairs Officer is unable to perform their duties as Chair of the Marketing Board, the RHA President shall appoint a new Chair of the Marketing Board, giving preference to members of the Executive Board and Board of Governors before RHA members at large.
- B. The Marketing Board Chair will be responsible for presiding over all meetings of the Marketing Board.
- C. The Chair will be responsible for training all members of the Board.
- D. The Chair will serve as the official liaison between the Marketing Board and RHA Board of Governors in all official matters.
- E. The Chair will be responsible for conducting the selection process for all Board members, as outlined in the following section.

#### **Section 2 Members**

- A. The Chair shall select up to ten (10) members to serve on the Marketing Board for the duration of the academic school year or until the end of the selecting Chair's term, whichever comes first. Members shall be approved by the RHA Board of Governors. The Chair is responsible for the training of new members.
- B. These members will be subject to the membership requirements outlined in Article IV.
- C. Each member shall be entitled to one (1) vote.

**Section 3 RHA President**

- A. The RHA President will serve as an ex-officio member of the Board.
- 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 Marketing Board Chair and all Members 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 Marketing Initiatives**

Members of the Marketing Board, in consultation with the Chair, are expected to head at least one (1) marketing initiative per semester.

**Section 3 Conduct**

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

**Section 4 Voting Privileges**

In any matters involving a formal vote on the Marketing Board, the Chair and all members, with the exception of the RHA President, will receive one (1) vote.

**Section 5 Removal or Resignation of Board Members**

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

**Article V  
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 Marketing Board Laws of RHA shall be rendered null and void.

**Section 2 Nullification**

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

**Article VI  
Process for Amendment**

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

- A. An amendment to the Marketing Board Laws may be proposed by a 2/3 majority vote by all voting members of the Marketing Board and approved by the RHA Board of Governors.
- B. 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.
- C. Amendments to the Marketing Board Laws may also be proposed by the RHA Board of Governors at any time.
- D. Any amendment shall be considered valid only when ratified by a two-thirds majority vote of the Board of Governors.

## **Alumni Committee Laws of the Residence Hall Association**

### **Article I Jurisdiction of RHA Alumni Committee**

The Alumni Committee Laws shall govern all matters regarding the Alumni community for the UNC-CH Residence Hall Association. Alumni shall be defined as all persons who served in an officer capacity as defined by Article III of the RHA Constitution and no longer have a general membership in RHA.

### **Article II Establishment & Composition**

#### **Section 1 Role**

The Alumni Committee 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 once per year.
- d. Coordinating funding for the Alumni Award.
- e. Coordinating funding for the Residence Hall Association at-large.
- f. Appointing the winner of Alumni Awards each year.

#### **Section 2 Membership**

A. The Alumni Committee shall consist of the following:

- a. Up to eight RHA Alumni
  1. At least one based on financial commitment to the organization.
  2. At least one being an undergraduate student who has not yet graduated from UNC.
  3. All members shall be appointed by the RHA President in consultation with the RHA Executive Board.
- b. RHA Executive Administrative Coordinator
- c. One additional member of the RHA Executive Board appointed by the RHA President
- d. Two members from Community Government or an External Board
  1. Community Government members are defined as Governors and all other members of a Community Government.
  2. To be appointed by majority vote of the RHA Executive Board. In the event of a tie, the RHA President shall cast the deciding vote.
- e. RHA Advisor
- f. RHA President (ex officio capacity)
- g. NRHH President (ex officio capacity)

B. Each RHA Alumni Committee shall serve a two-year term beginning in April.

- a. Up to four alumni will commence their term in an odd-numbered year.
- b. Up to four alumni will commence their term in an even-numbered year.

c. In the event a vacancy has not been filled from the previous year, the RHA President may, following the procedure outlined in Article III, Section 3, designate alumni to serve for a partial term to elapse in the April following appointment.

C. The Executive Administrative Coordinator shall serve as Chair of the Board.

D. In the absence of the Executive Administrative Coordinator, the Executive Administrative Coordinator shall designate another member of the Alumni Committee to serve as acting Chair.

#### **Section 3 Voting**

A. Each member of the committee shall have one vote.

B. Unless there is a tie, the Chair (or acting Chair when presiding) may not vote. They may contribute to the discussion regarding the matter that is to be decided. In the event of a tie, the Chair (or acting Chair when presiding) shall cast the deciding vote.

C. A voting proxy who is authorized by the Alumni Committee shall be granted the same voting rights and privileges of an official member.

D. Voting Methods

- a. Unanimous consent – The Chair may ask if anyone objects to a certain motion or proposal. If no objections are raised, then the motion does pass. If there exists an objection, then a counted vote shall follow.

- b. Counted vote – All voting members of the Alumni Committee will raise their placard to have their vote counted for the motion at question. The Administrative Coordinator is only required to record the count of the vote, not the individual vote of each Governor, in this method of voting.
- c. Voice voting – All voting members will either state “aye” or “nay”. In the event that the vote is too close to distinguish, the Chair or any voting member may call for a counted vote.
- d. Roll-call vote – When a roll call vote is called, the individual votes of each committee member will be noted in the minutes. A roll call vote may be called by any voting member present.
- e. Ballot voting – In the event of a ballot vote, all members will be asked to record their vote anonymously either digitally or on a slip of paper. Only the count of the vote shall be recorded in the minutes.
- f. Online ballot voting – the Alumni Committee must approve in advance the procedures for online ballot voting if the vote is to take place outside of an Alumni Committee meeting. In such a vote, all voting rights and privileges of each committee member shall be preserved

### **Article III Committee Membership Requirements**

#### **Section 1 Meeting Attendance**

All members shall not exceed two (2) absences per semester at Committee 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 Conduct**

All committee members will be subject to the same ethical standards as all other members of RHA.

#### **Section 3 Removal or Resignation of Board Members**

In the event that a committee member is unable to complete their term, it shall be the responsibility of the Alumni Committee Chair to appoint a replacement to serve the remainder of the term, with the approval of the RHA Board of Governors.

### **Article IV 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 Alumni Committee Laws of RHA shall be rendered null and void.

#### **Section 2 Nullification**

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

### **Article V Process for Amendment**

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

- A. An amendment may be brought by any current member of RHA to the RHA Board of Governors at any time.
- B. An amendment may be brought by any RHA Alumni member to the RHA Alumni Committee at any time.
- C. An amendment brought to the RHA Alumni Committee and affirmed by a 2/3rd majority vote of voting members will be sent to the RHA Board of Governors for review.
- D. An amendment shall only be considered valid only when ratified by a 2/3<sup>rd</sup> vote of the RHA Board of Governors, regardless of the origin of the amendment.