UNIVERSITY OF NEBRASKA–LINCOLN

RHA

RESIDENCE HALL ASSOCIATION

CONSTITUTION & BYLAWS
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RHA CONSTITUTION

ARTICLE I: INTRODUCTION

Section 1: Name.
The name of this organization shall be the University of Nebraska - Lincoln Residence Hall Association, hereafter referred to as the Association.

Section 2: Purpose.
The purpose of this organization shall be to:

A. Serve as the student government of the University of Nebraska-Lincoln residence halls;
B. Enhance the living and learning environment of the halls and to work jointly with the University Administration to create and alter policies designed to establish and maintain such an environment;
C. Encourage and coordinate the representation of the General Membership throughout campus;
D. Communicate to the General Membership any information pertinent to them;
E. Discuss, to act upon, and to communicate the opinion of the Association on matters of interest to the General Membership;
F. Communicate with other student organizations on campus.

Section 3: Non-discrimination clause.
This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section 4: Non-student participation.
A student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln.

Section 5: RSO Elections.
All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in

compliance. This RSO is a Fall organization. Elections and appointments must be completed before officers take office.

Section 6: Terms.

A. *General Membership*. General Members of the Association are those students living in the University of Nebraska-Lincoln's Residence Halls. Students are General Members for the duration of their residence. General Membership may not be revoked under any circumstance other than no longer being a resident of University Housing.
B. *Senate.* The Senate shall be the legislative assembly of the Association, considering all legislation brought before it. The Senate shall take on any additional powers or responsibilities as enumerated in the constitution, bylaws, and organizational procedures.
C. *General Notice.* Legislation must be sent out to the Senate the weekend before it is to be discussed to allow them time to review the bills up for debate.
D. *Special Status*. Executive Board members and RHA Senators can recommend a bill for special status to override general notice requirements during the approval of the agenda for a meeting. Special status is further defined under

Section 7: Body of Law Documents.

A. *Constitution.* The constitution shall serve as the main guidelines for the Association. The constitution must be approved by a two-thirds (2/3) majority vote of the Senate at a meeting with quorum present and ASUN. The constitution must also follow all policies set forth by Student Involvement. Constitution amendments require a general notice.
B. *Bylaws.* The bylaws serve as a secondary guideline for the Association. Policies outlined entail the day-to-day operations of the Association, not the main guidelines. Bylaws must be approved by a two-thirds (2/3) majority vote of the Senate at a meeting with quorum present. Bylaw amendments require a general notice.
C. *Organizational Procedures.* Organizational Procedures serve a guideline for the executive committee and advisors of the Association. They will include duties and day-to-day operations of the Association. The procedures must be approved by a two-thirds (2/3) vote of the full executive board and serve to be a flexible document for ever-changing duties and operations.

ARTICLE II: THE SENATE

Section 1: Membership.

The Membership of the Senate shall be recognized local council Senators. Each recognized local council and family housing shall receive at least one Senator. Additional Senators will be apportioned to the local councils for every 150 residents above the initial 150. The number of Senators apportioned to each local councils for the following term of

office shall be determined annually, according to that local council's population calculated at the beginning of the fall semester by University Housing. A local council shall not receive any more representatives in the Senate than its population divided by 150, rounded down to the nearest whole number.

A. *Eligibility*. All Senators must have a minimum 2.0 GPA. The Senator must not be on conduct probation at the University of Nebraska-Lincoln and may not be an professional or graduate A- or B-line housing official or a Resident Assistant. The Senator must currently live in the jurisdiction which they represent, and meet any additional requirements as stipulated by the local council which they represent. If at any time a Senator fails to meet these requirements, or those as defined by their respective local council, they shall be considered removed from their office.
B. *Attendance.* Follow the attendance policy as specified in the Association's Bylaws.
C. *Committee Membership.* All members of the Senate, not including family housing Senator(s), must be an active member of a Senate or Association Committee, as defined in Article VI of this Constitution.

Section 2: Duties and Powers.

Anyone may submit legislation as specified in the Bylaws, except Budget Bills. Budget Bills may only be written and presented before the Senate by the Internal Vice President.

A. The Senate shall consider and vote upon all Association legislation.
B. The Senate may override all Presidential vetoes, pursuant to Article III, Section 2 of this Constitution.
C. The Senate shall confirm the appointments set forth by the President.
D. The Senate shall assume all duties necessary to the functioning of the Association not already delegated to another body or official.
E. The Senate may, through enactment of legislation, request that the Director of University Housing appoint a new advisor.
F. The Senate shall have the power to charter local councils as specified in the Bylaws.

Section 3: Responsibilities of Senate Members.

A. *Attendance.*
    i. *Requirements.* Senate Members are required to attend all regular and special sessions of the Senate, unless excused. Committee meetings are considered meetings of the Senate; therefore, attendance at Committee meetings is also required of Senate Members. Arriving more than 10 minutes late to, or leaving early from a Senate meeting shall count as an unexcused absence unless excused by the External Vice President or by the appropriate Committee Chairperson in regards to committee meetings.
    ii. *Excused Absences.* Senate Members must contact the Association External Vice President or appropriate Committee Chairperson with

regards to committee meetings either before or within two days after a Senate meeting in order to be excused. It is the duty of the External Vice President or appropriate Committee Chairperson to determine what is and is not excusable. The decision of the External Vice President or appropriate Committee Chairperson may be appealed by a majority vote of the Senate.

iii. *Consequences of Absenteeism of Senate Members.*
   a) Two unexcused absences by a Senate member shall cause the Association External Vice President to inform the Senate member, and appropriate local council, if any, of their current absentee status.
   b) Three unexcused absences in an academic semester by a senator shall be cause for a recommendation of impeachment by the executive board. Both the offending senator and the appropriate local council shall be informed of the situation.
   c) The offending senator shall continue to have all privileges regarding the making of motions, voting, and debate until their removal from office.

B. Proxy Representation of Senate Members
   i. Each senate member may appoint a proxy representative for each absence.
   ii. Said proxy shall receive the full responsibilities, rights, and privileges of a senate member within Senate sessions upon their recognition by the Chair of the Senate.
   iii. The recognition of proxy representatives for Senate members shall be accomplished through written notification to the Chair of the Senate by the senate member appointing the proxy representative. Said notification shall include the reasons for appointing the proxy representative and the name of the proxy representative.
   iv. *Permanently Appointed Representatives*
      a) Senators and elected executives may under no circumstances appoint permanent representatives to the Senate.

Section 4: Meetings of the Senate.

A. *Chair.* Meetings of the Senate shall be chaired by the Association President. Should the President be absent, the meeting will be chaired by officers in the following order.
   i. External Vice President
   ii. Internal Vice President
   iii. Speaker of The Senate
   iv. NCC

v. Director of Diversity and Inclusion
vi. Director of Public Relations
vii. Director of Programming
viii. Director of Special Events
ix. NRHH Liaison

B. *Rights of Debate in Senate Meetings*. All members of the Senate may speak, make and second motions, and vote on all Association business, unless otherwise restricted from doing so due to a loss of voting rights as outlined in the Bylaws. All Association Officers shall have the right to speak during meetings of the Senate, unless prohibited by the Bylaws or parliamentary authority. Association Officers may not make or second motions nor vote unless they are also members of the Senate.
C. *Voting*. Members of the Senate, or their recognized proxies as outlined in the Association Bylaws, must be present to vote. No member shall cast more than one vote per legislation. In the event of a tie, the chair of the meeting shall cast the deciding vote.
D. *Quorum*. Quorum for meetings of the Senate shall consist of two-thirds (2/3) the members of the Senate.
E. *Parliamentary Authority*. The latest edition of Robert's Rules of Order (newly revised) shall be the authority on any parliamentary questions. If there is conflicting or unclear information in Robert's Rules of Order, a committee of the President, Vice-President, and Internal Vice President shall make the final decision.
F. *Regular Sessions*. The Senate shall hold regular sessions once a week on a weekday set forth by the Executive Board at the beginning of each semester. Regular sessions shall occur every week during the fall and spring semesters unless the regular session falls on a University of Nebraska-Lincoln recognized student holiday, or the regular session falls during a University sanctioned break or holiday. The Association shall not meet during dead week or finals week, unless a simple majority of the Association deems it necessary. The Senate may move to change the day that regular sessions are held by a two-thirds majority.
G. *Special Sessions*. Special sessions of the Senate shall immediately be called by the Vice-President upon occurrence of any one of the following: Senate approval of a motion calling for such a session, the executive board calling such a session, or the reception of a Presidential order calling for such a session. Twenty-four (24) hours prior notice must be given for all special sessions.

Section 5: Executive Session.

A. The Senate shall conduct all executive sessions in accordance with Article 14, Section 84-1410 of the Nebraska Statutes, regarding closed sessions. The Senate shall be allowed, but not limited, to hold executive sessions for the following reasons:
    i. Strategy sessions regarding negotiations or actions with regard to other bodies at UNL.

ii. Investigative proceedings regarding allegations of Constitutional violations and/or criminal misconduct.
iii. The protection of public interest.

B. The vote to hold an executive session shall be taken in open session and requires a majority vote of the Senate.
C. The Senate must reconvene in open session before any formal action may be taken.
D. Any member of the Senate shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold an executive session. Such challenges shall be overruled only by a majority vote of the Senate.
E. Any member of the Senate who divulges information concerning the deliberations in Executive Session may be subject to disciplinary actions.

Section 6: Legislation.

A. *Types of Bills.*
i. *Senate Bill (SB)*: Utilized for general business, statements of the association, and funding requests. Requires majority. Requires general notice.
ii. *Budget Bill (BB)*: RHA semester budgets that may only be proposed by the Internal Vice President or the executive board when the Internal Vice President position is vacant. Requires two-thirds (2/3) vote. Requires general notice.
iii. *Appointments Bill (AB)*: May only be proposed by the President. Utilized to approved appointed positions. Requires majority. Requires general notice.
iv. *Constitutional Amendment (CA)*: May be proposed by any association Senator with support of three (3) other Senators. One CA bill must be proposed for each proposed section amendment and include the old article, section, and line; the proposed amendment; and the rationale. Utilized for nine (9) or less section amendments. Requires two-thirds (2/3) vote. Requires general notice.
v. *Constitutional Replacement (CR)*: One CR bill must be proposed to expunge an old constitution and replace it with a new one. Utilized for ten (10) or more section amendments. Requires two-thirds (2/3) vote. Requires general notice.
vi. *Bylaw Amendment (BA)*: May be proposed by any association Senator. One BA bill must be proposed for each proposed section amendment and include the old chapter and line number, the proposed amendment, and the rationale. Utilized for nine (9) or less amendments. Requires two-thirds (2/3) vote. Requires general notice.
vii. *Bylaw Replacement (BR)*: One BR bill must be proposed to expunge old bylaws and replace it with a new one. Utilized for ten (10) or more

section amendments. Requires two-thirds (2/3) vote. Requires general notice.

B. *Bill Submission*. Anyone can submit legislation via the bill submission portal on the RHA website. Bills must be submitted by the timeline designated on the RHA website to be considered for business during the next general meeting.

C. *Bill Guidelines*. Bills must utilize the official bill template found on RHA's website and fill out all information in the template prior to submission for Senate revieBills requesting funding from RHA are contingent on completion of the Funding Guidelines and must list all required funding guidelines as part of the bill submission. A list of all Funding Guidelines are listed further on in the bylaws and provided on the official bill template.

   i. Bills requesting funding must include an itemized budget & any secured or requested alternative sources of funding with designated amounts.
      a) <u>Bills requesting RHA funds without a budget will not be brought onto the senate floor for debate and voting.</u>
      b) Bills requesting RHA funds with budget lines that are vague and/or questionable will be sent back to the RSO for editing and more information.
   ii. Bills requesting funding for events most also provide the following information for consideration:
      a) Explanation of how the event to be funded will attract on-campus residents.
      b) An estimate of how many people will attend the event.
      c) If the event has been hosted in the past, a summary of the event must be provided.
      d) If there will be an attendance fee, the ticket cost to residents must be provided and the reasoning behind the cost explained.

C. *Special Status*. If a bill is submitted after a deadline to be considered or there are special circumstances requiring expedited consideration of a bill, an executive board member or RHA senator may request to have a bill reviewed and voted on by special status during approval of the agenda for the meeting. The process for consideration of special status is as follows:

   i. A request is submitted to add a bill to the agenda through special status approval or to review and vote on a bill in the same meeting through a special status approval.
   ii. Any bill not meeting the requirements outlined must have approval from
   iii. the Executive Board before a Special status request can be considered.
   iv. The bill is shared with the Speaker of the Senate and only the title of the bill is read.
   v. A proponent speech is given to explain the reasoning why special status is being requested. No other information is permissible.

vi. The Senate may ask questions to the requestor for Special Status during a period of Q&A.
vii. Once the speaker's list is exhausted or the Senate moves to end Q&A, the special status request will go immediately to a vote to either approve or deny special status.
viii. Special status consideration requires a ⅔ approval by the RHA Senate to pass.
ix. *Introduction of Legislation.*
    a) *Review of Legislation prior to Introduction.* All legislation must be reviewed by the executive board prior to its introduction to the Senate.
    b) *Introduction of "Special Status" Legislation.* Any legislation whose urgency and untimeliness prevents it from being reviewed by the committee on review and recommendations may be introduced to the Senate, provided a vote of the Senate to do such passes by a two-third margin.

D. *Voting on Legislation.* All Senate legislation and motions (not including Budget Bills, Bylaw Amendments, and Constitutional Amendments) shall require a majority affirmative vote. Majority shall be defined as a majority of all legal votes cast. In the case of Budget Bills, Bylaw Amendments, and Constitutional Amendments, "two-thirds affirmative vote" shall be defined as two-thirds (2/3) of the potential votes of present Senate members.
E. *Passage of Legislation*. Upon Senate approval by the margin specified in this Constitution, the Bylaws, Organizational Procedures, or parliamentary authority, legislation shall be forwarded to the President for approval or veto. Should the President approve the legislation or fail to veto it prior to the regular session immediately following original passage, the legislation shall be considered passed and enacted appropriately.
F. *Order of Precedence.* If any two documents are found to be in conflict on this matter, the margin defined in the highest precedence document shall be the margin used. The order of precedence shall be the following: Constitution, Bylaws, Organizational Procedures, parliamentary authority.
G. *Presidential Veto*. A valid veto shall have the word "veto" written across each page of the legislation. The President shall also sign and date the legislation at the time of veto. Vetoed legislation shall not be considered passed and shall not be executed. The President shall, at the regular session immediately following original passage, notify the Senate that the legislation has been vetoed. Vetoed legislation must appear on the agenda the general meeting following the notification of veto. The Senate may make a motion to override the presidential veto once notified of the veto without waiting for the next general meeting. Should the President fail to follow correctly any of the aforementioned

procedures, the legislation shall be considered passed and shall be enacted appropriately. The president may not veto constitution or bylaw changes.

H. *Veto Override*. When vetoed legislation appears on the agenda, the Senate may consider overriding the Presidential Veto. With two-thirds (2/3) majority vote the Senate may override Presidential Vetoes. For legislation that originally required two-thirds (2/3) majority vote for passage, three-fourths (3/4) majority vote shall be required to override a Presidential Veto.

I. *Exemption from Veto*. Legislation dealing with the impeachment or removal of Officers, or amending this Constitution, is not subject to veto.

J. *Executive Board Veto of Funding.* Should an event not adhere to the legislation passed, a majority vote of the Executive Board may freeze all funds requested and not distributed.
    i. The Executive Board must share their decision at the following RHA Senate meeting. The Senate will be offered a time for questions and during this time may have the option to motion to overturn the veto.
    ii. Approval to overturn an Executive Board veto of funding requires a ⅔ Senate approval.

K. *Time Boundaries of Legislation*. Legislation passed by a Senate will only carry for that Senate unless added to the Constitution, Bylaws, or specified to carry further. Any legislation that is said to carry on will be put on the agenda at the first general meeting for review. If two-thirds
(2/3) of the following Senate agrees with the legislation carried on, it will continue as active legislation. If a two-thirds (2/3) vote is not reached, the legislation will be killed.

L. *Bill Upload*. Once a bill has passed, failed, or been vetoed, it must be put on the RHA website prior to the next general meeting along with the minutes of the meeting. This is the duty of the Internal Vice President and any other officers outlined in either the bylaws or organizational procedures.

Section 7: Senate voting.
Senate members may vote Aye, Nay, or Abstain from voting on a bill. A Senator or their proxy may only abstain if they gain personally from the legislation (ex. Money).

Section 8: Ex Officio Members of the Senate.

A. Parking Advisory Committee (PAC) Representative
    i. The criteria for the PAC Representative shall be as follows:
        a) Maintain a 2.5 GPA (as stipulated by ASUN committee requirements).
        b) Will not be on academic or conduct probation at any point during the term.
        c) Will be a resident of the halls for the duration of the term.
        d) Failure to meet any of the above requirements shall be grounds for removal.

ii. Appointment of PAC Representative
    a) The appointment of the PAC representative is usually the RHA president. If the President is unable to attend, it typically falls to a member of the executive board with approval from ASUN.

B. Midwest Affiliate of College and University Residence Halls (MACURH) Regional Board of Directors (RBD) and National Association of College and University Residence Halls (NACURH) National Board of Directors (NBD) Members.
    i. The following shall apply for the Association's hosting of a MACURH RBD member or NACURH NBD member:
        a) The criteria for the RBD and/or NBD members shall be as follows:
            (1) Will not be on academic or conduct probation at any point during their term.
            (2) Will be a resident of the University of Nebraska-Lincoln residence halls throughout the duration of their term.
            (3) Failure to meet any of the above requirements shall be grounds for removal of the Association's support and financial obligations.
    ii. Definition and Duties of the RBD and/or NBD member
        a) The term of office shall be defined by the RBD Policy Book or NACURH Policy Book.
        b) Will attend all meetings of the Association Senate.
        c) Will hold regularly scheduled office hours in the Association office.
        d) Further definitions and requirements for this position will meet the definitions and requirements as outlined in the MACURH Policy Book or NACURH Policy Book.
    iii. Obligations of the Association to the RBD or NBD Member
        a) Support for NACURH Conference cost and travel
            (1) The Association will provide conference cost as it is defined for any other University of Nebraska-Lincoln delegate.
            (2) The Association will provide conference travel as it is defined for any other University of Nebraska-Lincoln delegate.
            (3) The RBD or NBD member will meet any criteria and expectations set forth for all University of Nebraska-Lincoln conference delegates.
        b) Clerical and Office Space Support

(1) The Association shall provide the RBD member and NBD member with office space
(2) The Association shall provide the RBD member and NBD member with use of phone, computer, copier services, and postal services with the cost of such services being reimbursed to the Association by the appropriate Regional or National Board of Directors.

ARTICLE III: EXECUTIVE BOARD

Section 1: Officers.
The officers of RHA shall consist of the President, External Vice President, Internal Vice President, Speaker of the Senate, Committee Chairs, and the
National Communications Coordinator. All officers shall report to the RHA Senate upon request and take on any additional duties as specified in this Constitution, in the RHA Bylaws, or in parliamentary authority. If at any time an officer fails to meet the requirements set forth below, they shall be considered removed from their position.

Section 2: Meetings.
The executive board shall meet at the discretion of the President. Quorum for meetings of the executive board shall consist of a simple majority of all current membership of the executive board.

Section 3: Powers & Responsibilities

A. Powers. The executive board shall supervise and direct those bodies and individuals involved in the execution of this Constitution, the Bylaws, local council charters, duly passed legislation, and all procedures and regulations of RHA. The executive board shall further take on any powers and responsibilities granted it elsewhere in this Constitution or in the Bylaws, Organizational Procedures, or through the passage of legislation.
B. Executive Board Directives and Policies. All actions and policies concerning the RHA office and employees shall be dealt with solely by the executive board. The executive board shall take all action necessary to represent the views of RHA to University committees, administrators and other external bodies. The executive board shall coordinate the representation of RHA during breaks.
C. Position Responsibilities.
    i. *<u>The President shall:</u>*
        a) Verify quorum and attendance at meetings of the Executive Board;
        b) Report to the Senate on all Executive Board actions;
        c) Serve as the Association representative;

d) Appoint alternate or additional representatives with Executive Board approval;
e) Nominate Association and Special Committee chairs;
f) Appoint replacements for unfilled executive offices;
g) Have the power to submit legislation to the Association Senate;
h) Not have the right to vote, make, or second motions;
i) In good faith, and to the best of their ability, enact all duly passed legislation;
j) Host weekly office hours and/or table for the Association;
k) Assist coordination of and attend fall and spring hall government officer training;
l) Attend & participate with NRHH Leadership Retreat & Summit;
m) Attend MACURH President chats as well as the MACURH conference.
    (1) The President may appoint someone to attend the MACURH conferences in thier place if necessary.
n) Commit an average of 11 hours or more per week to Association business.

ii. *The Vice-President shall*:
a) Set agendas for, call, verify quorum and attendance for, and preside over Senate meetings;
b) In the event of a temporary absence of the President, assume the duties of the President, for the duration of the President's absence;
c) Not have the right to vote (except in the event of a tie), make, or second motions;
d) Shall be responsible for the creation and distribution of the meeting schedules and will determine the order of bills to be heard;
e) Shall keep a record of senator attendance, and will be responsible for informing senators of an impending recommendation of impeachment;
f) Host weekly office hours and/or table for the Association;
g) Assist coordination of and attend fall and spring hall government officer training;
h) Attend & participate with NRHH Leadership Retreat & Summit;
i) Responsible for the end of term banquet.
j) Oversee all placards for meetings.
k) Commit an average of 9 hours or more per week to Association business.

iii. *The Internal Vice President shall:*
a) Take and distribute minutes at meetings of the Senate and the Executive Board;

b) Keep a record of minutes taken;
c) Maintain internal files, records, and archives.
d) Maintain office including mail, messages, display board, supplies etc.
e) Maintain the RHA website and update it with upcoming and heard bills.
f) Keep all financial records of the Association;
g) Submit a balanced budget for Senate approval one week after receiving the semester's allocation;
h) Have the power to submit Budget Bills, not have the right to vote, make, or second motions;
i) Upon request, report to the Senate concerning the financial records of the Association;
j) Inform the senate of any important changes to SOFS procedure;
k) Ensure that EPRs for all RHA events have been submitted before reimbursement
l) Host weekly office hours and/or table for the Association;
m) Assist coordination of and attend fall and spring hall government officer training;
n) Attend & participate with NRHH Leadership Retreat & Summit;
o) Commit an average of 8 hours or more per week to Association business.

iv. *The Speaker of the Senate shall*:

a) Serve as the Senate's representative to the Executive Board;
b) Serve as a resource to Senators and outside groups about how to draft and present legislation to RHA;
c) Watch over the bill submission form and will email bills and submission information to the Senate;
d) Ensure that all bills have mandatory wording, a budget line, and an itemized budget.
e) Uphold the bylaws, constitution, and organizational procedures of the Association.
f) Host weekly office hours and/or table for the Association;
g) Attend fall and spring hall government officer training;
h) Attend & participate with NRHH Leadership Retreat & Summit;
i) Commit an average of 5 hours or more per week to Association business.

v. *The Directors shall*:

a) Set the agenda for, call, and preside over meetings of their committee, giving at least forty-eight (48) hours prior notice for said meeting;
b) Report to the Senate and the Executive Board all actions of their committees; and,
c) Have any other responsibilities as defined through the passage of legislation.
d) Host the minimum required events or initiatives as stated in Article IV.
    1. An event shall be defined as a planned and organized activity intended to engage students, foster a sense of community, enrich the educational experience, enhance campus life, and promote meaningful social interaction amongst residents.
    2. An initiative shall be defined as a strategic and purposeful effort designed to create lasting/continuous positive change, enhance student experiences, or address a specific need within the residential community.
e) Be responsible for ensuring completion of all committee duties as outlined under their respective RHA Committees in Article IV..
f) Host weekly office hours and/or table for the Association;
g) Attend fall and spring hall government officer training:
h) Attend & participate with NRHH Leadership Retreat & Summit;
i) Commit an average of 6.5 hours or more per week to Association business.

vi. *Director of Inclusion & Social Impact*

a) Develop and implement the organization's social impact and inclusion strategies, ensuring alignment with the organization's mission, vision, and values.
b) Identify opportunities for collaboration with external partners to support programs and initiatives that foster inclusion and social good.
c) Promote cultural competency across the organization, ensuring programs and initiatives are sensitive to, inclusive of, and contain diverse cultural perspectives.

d) Advocate for social change and equity in the broader community, including participation in industry-wide DEI initiatives and standards development.

e) RHA views inclusion as: The practice of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized. The Director of Inclusion and Social Impact will amplify, advocate for, and include people of diverse cultures, ethnicities, gender, sexual orientation, and any other unmentioned protected status. The role should go above just including these individuals but work to make their participation a fundamental part of events, planning, and campus initiatives.

f) Design, implement, and oversee 2-4 programs/initiatives per semester.

vii. *Director of Public Relations*

a) Oversee the movie channel and movie channel suggestions.

b) Consistent Association tabling

c) Develop a comprehensive First 6 Weeks strategy with emphasis on large-scale Association recruitment

d) Ensure that the plotters are up-to-date and relevant.

e) Responsible for the distribution of flyers and other marketing materials.

f) Develop and implement comprehensive PR strategies to enhance the organization's public image including the enhancement of the organization's visibility, reputation, and reach.

g) Work with executive leadership to align PR strategies with organizational goals and objectives.

h) Oversee the creation and distribution of written content and/or manage social media content strategy, ensuring consistency across platforms.

i) Ensure the organization's culture and values are communicated clearly to potential members.
j) Design, implement, and oversee 2-4 programs/initiatives per semester.

viii. *Director of Programming*

a) Oversee the design, development, and execution of programs, ensuring they meet the needs and expectations of target audiences
    i) Events may include but are not limited to BINGO! Nights, Cooking with Chef Paige, etc..
b) Collaborate with senior officer leadership to establish short- and long-term programming objectives.
c) Foster a collaborative and creative team environment that encourages innovation in program design and execution.
d) Develop and manage program budgets, ensuring resources are allocated effectively to achieve program goals.
e) Manage event timelines and ensure deadlines are met for preparation, communication, and execution.
f) Build a sense of community among participants by creating interactive and participatory program experiences.
g) Plan, oversee, and/or execute <u>at least</u> 4 programming events per semester.
h) Empower Senators to plan and host events

ix. *Director of Special Events*

a) Develop and implement the overall strategy for special events—such as Homecoming, Turkey Trot, the RHA Dance, and Battle of the Halls—ensuring they align with the organization's goals, brand, and objectives.

b) Negotiate contracts and agreements with vendors, venues, and suppliers to ensure cost-effective, high-quality service delivery.
c) Manage all logistical aspects of special events, including venue selection, transportation, permits, technology setup, and event timelines.
d) Ensure all event materials are prepared and distributed on time.
e) Coordinate on-site event activities, troubleshooting issues as they arise to ensure smooth execution.
f) Lead and oversee event planning, assigning tasks, managing workloads, and providing guidance and support.
g) Foster relationships with key stakeholders, including sponsors, partners, and media outlets, to enhance event visibility and ensure their support.
h) Host events per the Senate's discretion (ie. funding approval and Senator requests)
i) Plan, oversee, and/or execute <u>at least</u> 2 programming events per semester.

vi. *<u>The National Communications Coordinator shall</u>*:
a) Coordinate delegations to the MACURH and NACURH conferences;
b) Attend regional and sub-regional business meetings;
c) Maintain monthly communications with other National Communications Coordinators in this region;
d) Maintain resource files of program materials acquired at conferences, and serve as a general programming resource for the Association and local councils;
e) Perform all duties as outlined by the MACURH and NACURH constitutions and bylaws; and,
f) Be appointed by the end of NACURH and serve until NACURH of the next year

g) Host weekly office hours and/or table for the Association;
h) Attend fall and spring hall government officer training;
i) Attend & participate with NRHH Leadership Retreat & Summit;
j) Commit an average of 7 hours or more per week to Association business.

vii. *The NRHH Liaison shall*:
a) Recognize Senators for their work on behalf of residents;
b) Organize end of the year awards and Senator of the year voting;
c) Ensure that all events submit an OTM;
d) Update the RHA Senate on the goings on of NRHH.

D.. Attendance. Members of the executive board are required to attend all executive board meetings, unless excused by the President. All executive board members must attend the RHA Senate meetings, unless excused by the president.

i. *Excused Absences.* Executive Board Members must contact the Association President either before or within two days after an Executive Board meeting. It is the duty of the Association President to determine what is and is not excusable. The decision of the President may be appealed by a majority vote of the Executive Board. Absences of the Association President will be determined as excused or unexcused by a majority vote of the Executive Board.

ii. *Consequences of Absenteeism of Executive Board Members.*
a) Two unexcused absences by an appointed Executive Board Member shall cause that member's voting privileges to be revoked until the offending board member has attended two consecutive Executive Board meetings. Three unexcused absences by an appointed Executive Board Member shall be considered as a resignation from office.
b) Two unexcused absences by an elected Executive Board member shall cause the President to inform the Senate and that executive board member of their absentee status. If the President is the offender in question, the Association External Vice President shall inform the Senate of the President's absenteeism. Three unexcused absences by an elected Executive Board member shall be grounds for impeachment.

Section 4: Officer Elections.

The elections will be overseen and run by the executive board and advisors. Any executive board member running for re-election or for another elected position will not be allowed to aid in election administration.

A. *Elected Officers*. The President, Vice-President, and Internal Vice President shall be elected annually by the General Membership of the Association during the

Spring semester prior to the academic year or term of office. They shall assume the duties of their office at the end of the spring semester. The President, External Vice President and Internal Vice President shall each run independently. The Speaker of the Association Senate shall be elected from and by the Senate annually at the beginning of the Fall semester and shall assume the duties immediately upon taking office.

i. *Election Process.* The process will commence with a period of open nominations in which all general members may nominate themselves or others for a position. This nomination period shall be open for at least 14 days. Nominees will then present in front of the Senate. The Senate will give a vote of their confidence on nominees, and these results will be shared on the official ballot sent out to general members. The general members shall have the official vote on nominees.

ii. *Speaker of the Senate Election Process.* The process will commence with a period of open nominations in which all general members may nominate themselves or others for a position. This nomination period shall be open for at least 7 days. Nominees will then present in front of the Senate. The Senate will have a chance to ask questions, deliberate, and vote.

B. *Eligibility of Elected Officers*. Elected Officers must have a minimum 2.0 cumulative GPA, cannot be on conduct probation at the University of Nebraska-Lincoln, and cannot be A- or B-line Housing officials. They must have lived within the halls for at least one semester (with the exception of the speaker of the Senate) and all elected officers must currently live in the residence halls. Resident Assistants may not serve as RHA president. They may serve as any other position on the Executive board.

C. *Appointed Officers*. The Committee Chairs, NCC, and NRHH Liaison are the appointed officers.

i. *Appointment Process.* The process will commence with an application process outlined by the incoming President with assistance from the External Vice President and advisor(s). Confirmation of appointments will be through the drafting and submission of an Appointment Bill by the President. The senate will then approve or reject the appointment. Appointment Bills require majority approval by the Senate. The NRHH Liaison is designated by the NRHH Constitution

D. *Eligibility of Appointed Officers*. Appointed Officers must have a minimum 2.0 cumulative GPA, cannot be on conduct probation at the University of Nebraska-Lincoln and cannot be A- or B-line Housing officials. They must currently live in the residence halls.

Section 5: Impeachment of Officers.

A. *Impeachment of Elected Officers*. Valid grounds for impeachment of elected officers shall be failure to discharge the duties of office, and/or conduct unbecoming an Association Officer.

B. *Procedure*.
    i. Impeachment proceedings shall be initiated by the passage of a resolution of impeachment. Said resolution shall detail the charges against the officer, require two-thirds (2/3) majority vote for passage, and shall not be subject to general notice, review, or Presidential veto.
    ii. Should the Senate wish to remove the officer from office, shown by passing a resolution of impeachment, a bill shall be drawn up, the purpose of which shall be to formally remove the officer from office. Said bill shall require two-thirds (2/3) majority vote for passage, and shall not be subject to general notice, review, or Presidential veto. Upon passage of this bill, the officer is convicted of the charges outlined in the resolution of impeachment and shall immediately be removed from office.

C. *The Speaker of the Senate.* If the Speaker of the Senate is impeached and convicted, they shall be removed from the position of Speaker but shall remain as a representative of their local council as a Senator unless further action is taken by that government.

D. *Removal of Appointed Officers.* An appointed officer may be removed by legislation specifying such action. Such legislation shall require two-thirds (2/3) majority vote for passage. Valid grounds for removal of appointed officers shall be: Failure to discharge the duties of office, conduct unbecoming an Association officer and/or failure to work in accordance with Senate and Executive Board directives.

Section 6: Executive Accountability.

In addition to the Hall Government Experience Reflection and Hall Government Officer Evaluation, all Hall Government Officers will be subject to the following Accountability Plan.

A. With the understanding that balancing Hall Government responsibilities with personal and academic commitments can be challenging, this plan has been established to provide clear expectations and outcomes for failing to meet expectations.
B. The steps of the accountability plan include: Warnings, Probation, and Removal
    a. **Warnings.** Warnings can be received for failing to meet expectations. These should be communicated in writing, in a timely manner following the failure to meet expectations.
    b. In general, 3 warnings should be given before probation is reached. However, depending on the severity of the offense, probation or removal may happen on the first or second warning. Additionally, if the reasons for each warning are different, more than three warnings may be given before probation is reached.
    c. The following is a list of reasons a warning might be given. This list is not intended to be exhaustive.
        i. Unexcused absence from executive board meetings
        ii. Unexcused absence from general assembly meetings

iii. Unexcused absence from programs that the officer would be reasonably expected to attend
iv. Unexcused absence from any portion of a day of training
v. Failure to meet expectations outlined in position description
vi. Failure to meet expectations agreed upon by the executive board
vii. Consistent failure to respond to communications in a timely manner
viii. Failure to be in good standing with the university (academic or disciplinary)
ix. Lying about or misrepresenting themselves or their obligations to avoid hall government responsibilities

d. **Probation.** Once probation is reached, a meeting between one or more advisors and the President or ExternalVice President will be held with the officer on probation to articulate what would be grounds for removal if the failure to meet expectations do not change. If the President or External Vice President is being put on probation, the gavel order should be followed for the highest officer in gavel order to attend the meeting.
    i. For example, if probation is reached because of failure to attend meetings, the expectations could be set that one more additional unexcused absence would be grounds for removal. Similarly, if probation is reached for not meeting programming requirements, it could be stipulated that at least one program would need to happen before a set date or there would be grounds for removal.
    ii. The grounds for removal should be provided in writing to the officer on probation and should be preserved by the officer's advisor for at least the remainder of their term.
e. The stipulation for grounds for removal needs to be submitted to the Assistant Director for Leadership and Assessment and receive support before moving forward to meeting with the officer.
f. **Removal**. In order for removal of an officer, the grounds for removal stipulated in the probation meeting must have been met or the reason for removal must have been submitted to the Assistant Director for Leadership and Assessment and received support. A meeting between at least one advisor, the President, and External Vice President will be offered to communicate the reason for removal. If the President or External Vice President is being removed from office, the gavel order should be followed for the two highest officers in gavel order to attend the meeting. If the officer being removed from office refuses the meeting, then the rationale will be sent via email.
g. **Appeal.** If an officer receives a warning, is placed on probation, or is removed from office and believes it was done so without regard for due process, they may submit an appeal to the Assistant Director of Leadership and Assessment within 7 days of notification of the warning, probation, or removal for review. If the warning, probation, or removal is found to be in violation of the outlined process, then it will be overturned. If it is determined that the failure to meet expectations was still valid, but the process was not followed, the outcome may still be preserved, at the discretion of the Assistant Director of Leadership and Assessment.

Section 7: Filling Vacancies in Elected Positions.

A. If the President or any elected official is no longer able to fulfill their duties, resigns, or is impeached, the succession of duties shall be as follows.
    i. Line of Succession: President, Vice-President, Internal Vice President, Speaker of the Senate.
B. Should all above offices become permanently vacant, the Senate, by majority, shall elect a President *pro-tempore*. The President *pro-tempore* shall serve as Chair of Senate meetings until the election of a new President. The President *pro tempore* must meet all qualifications for being an Association officer. Until the election of a new President, no legislation may be passed, nor any appointments made. The President *pro-tempore* must set the date of the special election within fourteen (14) academic days of their assumption of office, and the date of the special election must fall within sixty (60) academic days after the assumption of office by the President *pro-tempore*. The special election shall be conducted in accordance with the election bylaws.
C. Should simultaneous vacancies occur in the offices of the Vice-President, Internal Vice President, and Speaker of the Senate, the President shall appoint replacements for all elected roles, requiring approval of the Senate. Should the Senate not approve a nomination, the President shall nominate a different candidate within fourteen (14) academic days.
D. Should a permanent vacancy occur in the office of the Speaker of the Senate, the Senate shall elect a new Speaker in accordance with the Bylaws.
E. In the vacancy of the President, the External Vice President will have the option to permanently fill that position or begin the process to elect a new officer to permanently fill the position.
    i. The process of electing a new officer will begin with opening up nominations to the organization's general membership. Nominees will then present to the Senate and will require a simple majority of the Senate for approval. This process will be completed within 14 days of the vacancy if the position immediately after does not wish to permanently fill it.

Section 8. Filling Vacancies in Appointed Positions.

The President shall make nominations for all appointments by the second regular meeting of that numbered Senate. Appointed officers shall assume office upon approval by the Senate. If a permanent vacancy occurs in an appointed office the President shall select a nominee within twenty-one (21) academic days. Should the Senate not approve a nomination, the President shall nominate a different candidate within fourteen (14) academic days.

Section 9. Summer Vacancies.
Should vacancies in any role occur outside of the fall and spring academic sessions, the President, with consultation from the Executive Board, shall appoint officers into the vacated roles to be approved by the Senate within the next two business meetings.

ARTICLE IV: COMMITTEES

Section 1: Association Committees.
Association Committees shall be concerned with the educational and social needs of the Senate. Membership shall be open to all general members of RHA.

Section 2: Senate Committees.
The Senate committees of RHA shall be the Public Relations & Recruitment Committee, Programming Committee, Advocacy & Inclusion Committee, and the Hall Improvement Committee. Membership for all Senate committees, not including the Hall Improvement Committee, is open to any resident living in on-campus housing managed by University Housing.

A. *The Public Relations & Recruitment Committee shall:*
   i. Create content for the different social media accounts of RHA.
   ii. Act as the voice of RHA in communicating news and events to residents and outside groups.
   iii. Publicize RHA events/initiatives on campuses through both traditional and digital PR strategies.
   iv. Assists, organizes, and/or hosts 2-4 RHA recruitment events.
   v. Continually work to enhance the living and learning environment of the halls.
   vi. Assists in overseeing the submission process for movies and content to be featured on the RHA Movie Channel, ensuring that submitted movies align with the guidelines and values of RHA.
   vii. Assists in regularly updating the RHA Movie Channel website with new movie titles, schedules, and any relevant information, ensuring that the website remains current and user-friendly

B. *The Programming Committee Shall:*
   i. Plan, execute, and evaluate all events related to, but not limited to, the issues listed in the next point that are sponsored by the Association.
      a) Plan, coordinate, and execute a variety of social, educational, and recreational events for campus residents.
   ii. Coordinate its efforts with complex governments and their committees, other UNL organizations and departments to sponsor or cosponsor events.
   iii. Provide accessible options for all event-based programs.

iv. Plan, execute and evaluate events based on improving the social component of residence hall living.
    a) Events focus on bringing a wide variety of attendees and encouraging connections between residents.
v. Coordinate and cosponsor events with other socializing-type groups on campus, such as Campus Nightlife or UPC.

C. *The Advocacy & Inclusion Committee shall***:**
i. Plan, execute, and evaluate diversity related, educational, service, and cultural events designed to enrich residential living.
ii. Coordinate its efforts with other university organizations and departments to cosponsor events, such as the Gender & Sexuality Center, the Jackie Gaughan Multicultural Center, and international student groups.
iii. Acts alongside the Director of Inclusion and Social Impact as liaisons between the Senate and the Division of University Housing on matters of residential living.
    i By advocating for the rights and needs of campus residents, ensuring that their voices are heard and represented in discussions about campus policies and issues.
iv. Monitor and review campus policies affecting residents, including housing policies, dormitory regulations, and community guidelines, ensuring they are inclusive and equitable.
v. Regularly assess the campus climate, gathering input from residents about their experiences with inclusion and their perceptions of advocacy efforts in residence life.

D. *The Hall Improvement Committee Shall:*
i. Be chaired by the RHA President, or an appointee of the President.
ii. Consist of Senators from each residential complex.
iii. Serve as a leadership development and advocacy opportunity for Senators.
iv. Be a sounding board to evaluate and recommend housing policy suggestions, improvement, and ideas.

Section 3: Ad Hoc Committees.
Ad Hoc Committees shall be concerned with those matters, pressing or of limited duration, not adequately addressed by the other Committees.-Ad Hoc Committees will not have regular meetings and shall only be convened when they are called by their respective chairs.

Section 4. Ex-Officio Committee Members.
The President and the Vice-President shall be non-voting members of every Committee, having the right to attend all meetings and functions.

Section 5: Committee Rules.

A. All Senators shall be required to serve on at least one standing association committee.
B. Only active members of the committees may be allowed to vote in Committee decisions. Active members shall be those general members of the Association which have attended two consecutive meetings of the committee. Association Senators and Hall Presidents shall not be denied membership to any standing committee except as cited elsewhere in these Bylaws.
C. Senate committees shall take on additional duties and powers as directed by a majority vote of the Senate. Furthermore, Senate committees shall take on additional duties and powers as directed by the executive board subject to the acceptance of the chair of the Senate committee in question.

ARTICLE V: THE PROGRAMMING BOARDS

Section 1: Purpose.
For the purpose of better representing student interests, University Housing will charter Programming Boards to see to the programmatic needs of residents as voiced and requested by residents.

Section 2: Jurisdiction.
The Programming Boards shall each represent a separate and unique constituency; no overlapping of jurisdictions shall be allowed.

Section 3: Programming Board Funding Allocations.

A. Programming Boards shall receive a funding allocation per student resident under the Programming Board jurisdiction; as determined annually by University Housing and Programing Board Advisor(s).
B. A Programming Board's Executive Board must approve all floor and committee expenses if they are below 40% of the total funds for that floor or committee respectively. The General Assembly must approve all floor and committee expenses above 40% of the total funds for that floor and committee.

ARTICLE VI: ADVISORS

Section 1: Primary & Secondary Advisors.
This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska-Lincoln.

Section 2: Appointment.
The advisor(s) shall be appointed by University Housing.

Section 3: Speaking Rights.
An Advisor of a body shall have the same rights of debate as a voting member of the body, but shall not have the right to make, second, or vote on motions of the body.

ARTICLE VI: FINANCE

Section 1: Funding of the Association.
The Division of University Housing shall collect a fee per student per semester equal to the same amount each semester for the Association. The Division of University Housing can change this fee.

Section 2: Social Fund.
Each semester for every resident paying room and board University Housing will contribute an agreed upon set of funds to the Residence Hall Association and National Residence Hall Honorary designated as the Social Fund. The Social Fund shall be utilized by residence hall government groups to help improve the residence halls and create inclusive communities through improvements, initiatives, and events.

Section 3: Spending Powers.
The Association may execute any money-making projects which do not violate the provisions of this Constitution or any applicable state or federal law and are approved by the appropriate University agencies.

Section 4: Accounts.
The funds of the Association shall be handled by the office of Student Organizations Financial Services, regardless of source.

Section 5: Spending Limitations.
The Association shall operate within its budget. No revision subsequently made to the budget shall place the proposed expenditures of the Association in excess of its current financial resources.

Section 6: Leadership Credits.
RHA, NRHH, and Local Council Executive Board members designated below will receive a leadership credit at the beginning of each semester to incentivize hall government positions requiring on campus housing and to reward officers for their time and commitment to the organization. This incentive is only available to those living in University Housing properties or those having a University Housing & Dining meal plan and will not exceed the total amount a student is billed for dining and housing, including other aid the student receives. If a student's housing and dining costs are covered through another student leader position within housing, the student would not be eligible to receive the incentive. Funds allocated from the social fund and those raised through Follett (from the sale of bed linens and other decorative items) will be used to this end. The leadership credits will be distributed to the following positions each semester as outlined below and are reflective of the minimum hour requirement each role to commits to hall government:

A. RHA President
B. RHA External Vice President
C. RHA Internal Vice President
D. RHA National Communications Coordinator
E. RHA Committee Chair
F. RHA Speaker of the Senate
G. MACURH/NACURCH hosted officers
H. NRHH President
I. NRHH Vice Presidents
J. In the event where an individual leaves a role before the end of the semester or comes into a position later in the semester, their leadership credit will be prorated for the time they filled the role.
K. In the event of a vacancy, when a position's duties are assumed by one or more other members of the executive board, the remaining compensation for the vacant position may be distributed proportionally between any executive board members who assume those duties. These adjustments must be approved by the executive board by a simple majority vote and University Housing.
L. All positions receiving leadership credits will be required to complete the Hall Government Experience Reflection at the end of each semester and meet with their advisor for a Hall Government Officer Evaluation. Based on the evaluation, leadership credits could be adjusted for the following semester/term of an officer if they failed to meet minimum qualifications of their role. This is to ensure accountability for roles that receiving the incentive.
M. MACURH & NACURH hosted roles, if eligible to receive the leadership credit, will be funding directly from RHA's allocation for the social fund each year and will be calculate as necessary when RHA's chooses to support these roles at UNL.

Section 7: Financial Provisions.
RSO shall operate according to the rules and guidelines of a non-profit entity. No part of the organization's net earnings will inure to the benefit of individuals. The RSO must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The RSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document. The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source**.**

ARTICLE IX: FUNDING REQUEST GUIDELINES

Section 1: Event Requirements.

A. Any event held by non-residence hall RSOs must display the RHA banner to receive reimbursement.
B. Any advertisements for the event must include the RHA logo.
C. All unused funds must be returned to the RHA budget line the original funds were allocated from.
D. Any event that has RHA funding must provide adequate accommodations to those who need them provided they are requested at least one week in advance (large print, special seating, etc.)
    i. Advertisements for the RHA-funded event must include the phrases:
        a) "*If reasonable accommodations such as interpreters, large print, special seating, etc. are needed to accommodate a disability, please contact {Event Host} at {Telephone Number} or {Email Address} to discuss accommodations at least one week prior to {Event} to ensure we can make appropriate arrangements."*
        b) UNL does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.
E. Event funding must first have an approved event through NvolveU.
F. The Association may not fund styrofoam, gift cards, or non-Pepsi beverages.
G. Purchases must include tax.

H. Prepared food (non-prepackaged items) must be purchased through a UNL Approved Food Vendor.

I . Events hosted at any campus Union or Willa Cather Dining Center spaces must utilize University Catering services to provide food or beverages.

J. Organizations must either request invoices or make the purchases and submit an itemized receipt to RHA's Internal Vice President to request payment.

Section 2: Post Event Requirements.

A. Any unused funds (if funds are provided upfront) must be returned to RHA.
B. All relevant receipts, invoices, etc. must be sent to RHA no more than 2 weeks after the planned event date.
C. An overview of the event must be provided to RHA no more than 2 weeks after the event. Events will not be reimbursed until this form is filled out. The form will include information on the event and all OTM requirements.
    i. This should include attendance figures, the actual event budget, and a brief summary explaining how the event went.
D. If either of these submissions are missing, all reimbursements will be withheld until they are received.
E.

Section 3: Bill Submission Guidelines

A. Bills may only be considered by the RHA Senate if they fulfill the following requirements. An exception may be made if special and urgent circumstances occur.

a. Bills must be submitted a minimum of two (2) weeks prior to the closest Senate Meeting to the scheduled state of the proposed event.

b.Bills must include all required information outlined within the Bill Template and the required language outline in said template. Templates will be updated and released on the RHA Website and its public domain.

c. All funding requests must include an itemized budget. Items not containing an itemized budget will not be considered. All bills are subject for approval at Senate discretion.

d.Those requesting funding must either include the following information in the bill or present on the information: explanation of how the event to be funded will attract on-campus residents, estimate attendance count, previous occurrences, summary of event intentions, details, and objectives, and required attendance fees or ticket costs if applicable.

e.A representative from the requesting organization must be present to speak about the bill or a representative may request online presentation capabilities at the date of which the bill in question shall be presented.

f. Failure to follow funding guidelines will result in a delay or dismissal of the request.

g.Those who receive funding and do not appropriately advertise RHA sponsorship or make inadequate effort to follow the funding guidelines may risk the immediate dismissal and denial or lack of consideration on future funding requests for at least one (1) academic year.

ARTICLE X: CONSTITUTIONAL AMENDMENTS

Section 1: Process.
An amendment to the Association Constitution shall require general notice and shall be voted upon by the Senate at the next regular session. A two-thirds (2/3) majority of the Senate is required for the passage of a Constitution amendment. No ratification shall be required. Constitutional Amendments shall not be subject to Presidential Veto.

Section 2: ASUN Approval.
All amendments to this Constitution must be approved by ASUN. Amendments to this Constitution that are approved by ASUN shall become valid immediately upon approval, or at a later time as specified in the enacting legislation of the amendment. Constitutional amendments not approved by ASUN shall be considered null and void. All amendments must be ASUN approved through a resubmission process on NVolveU.

ARTICLE XI: BYLAW AND ORGANIZATIONAL PROCEDURE AMENDMENTS

Section 1: Process.
An amendment to the RHA Bylaws shall require general notice and shall be voted upon by the Senate at the next regular session. A two-thirds (2/3) majority of the Senate is required for the passage of a bylaw amendment. No ratification shall be required.

Section 2: Executive Approval.
An amendment to the RHA Organizational Procedures shall require a two-thirds (2/3) majority of the full executive board.

ARTICLE XII: PROCESS FOR DISSOLUTION

Upon the dissolution of the RSO the officers and advisors shall after paying or making provisions for the payment of all liabilities of the RSO, dispose of all the assets of RSO exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such

purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE XIII: SUPREMACY CLAUSE

In the event that this Constitution's wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.

ARTICLE XIV: CONSTITUTIONAL AUTHORITY

Section 1: Final Authority in Conflicting Documents.
This Constitution is the final authority in all Association business. Any bylaw, organizational procedure, local council charter, or legislation that conflicts with this Constitution shall be considered null and void.

Section 2: Powers of Additional Official Documents.
Any bylaw, organizational procedure, local council charter, or legislation that is not in conflict with this constitution is said to be established guidance for the Association.

ARTICLE XV: PERIODIC REVISION OF THE CONSTITUTION AND BYLAWS

Section 1: Revision Requirements.
This Constitution and bylaws shall be revised periodically, with the time between revisions not to exceed three (3) academic years.

Section 2: Process for Revision.
Revision of this Constitution and the Association Bylaws may be proposed by any officer, senator, or member of RHA. To submit a revision, one must submit an amendment to the constitution or bylaws through the bill submission process with at least 3 senators or officers support and an accompanying presentation.

RHA BYLAWS

ARTICLE I. ASSOCIATION EMPLOYEES

Section 1: Selection

A. Selection shall be made through an application and interview process by a selection committee consisting of the President and two other officers selected by a majority vote of the executive board.
B. *Notification to Applicants.* The President shall notify all applicants in writing of the selection committee's decision.

Section 2. Misconduct or Failure to Fulfill Duties of Association Employees

A. *Notification of Concern.*
    i. Any misconduct or failure to fulfill duties by an Association Employee shall be brought to the attention of the Executive Board by the Association member witnessing such misconduct.
    ii. All discussions regarding the above allegations shall be discussed in executive session.
    iii. Any disciplinary actions taken by the Executive Board shall be relayed to the Association employee by the Association President.
    iv. Termination of an employee for the above reasons requires a majority vote of the Executive Board.
C. *Employee Separation from the Association.*
    i. Employees must give 14 days' notice of separation to receive complimentary recommendations for future employment.
    ii. Termination of Association employees for reasons not discussed in these bylaws shall require a two-thirds vote of the Executive Board.

ARTICLE II: EFFECTIVE DATE

This Constitution & Bylaws will go into effect with the 55th Senate of the Association on June 1, 2025 contingent on ASUN approval. It will be due for revision prior to the 58th Senate.

ARTICLE III: EXECUTIVE APPROVAL

President: Madie Beasley
Chief of Operations: Lucy Salyer
Date: 04/08/25

Last Approved by the Senate on 04/08/2025