ARTICLE I – GOVERNANCE

Section 100  Purpose
100.1  To more specifically define the procedures and rules of the Residence Hall Association (RHA) at the University of Nevada, Reno.
100.2  To establish and maintain consistency in procedures and rules over the course of different RHA transition periods and administrations.
100.3  To provide a more amendable working document than the RHA Constitution.

Section 120  Authority
120.1  The By-Laws of the Residence Hall Association shall be the established authority over all matters addressed within the Articles, unless deemed unconstitutional by the Judicial Board.
120.2  The By-Laws of the Residence Hall Association cannot supersede any point expressly governed by the Constitution. Any attempts to do so shall be considered unconstitutional.

ARTICLE II – EXECUTIVE Officers

Section 200  Duties of all Executive Officers
200.1  Be visible, available and approachable to residents.
200.2  Assist in the planning and implementation of training for RHA General Council, Boards, and Leadership Councils.
200.3  Assist in planning and coordinating recruitment for RHA Boards and Leadership Councils.
200.4  Check their assigned RHA email account on a daily basis and respond to messages within 48 hours; check their assigned RHA office mailbox regularly and clear out on a weekly basis.
200.5  Be assigned a single Leadership Council and work as a supplemental source of information during hall leadership meetings
200.5.1  Minimum attendance of twice a month.
200.6  Assist with RHA fundraising activities.
200.7  Represent RHA at University events.
200.8  Maintain and update a transition report for the succeeding Executive Officer who will hold their position.
200.8.1  Submit their transition report during the last RHA Executive Board meeting of each full month of school for a transition check conducted by the RHA President.
200.8.2  A transition check shall consist of making sure following items are included
200.8.2.1  Executive Officer Transition Report Document
200.8.2.2  Governing Documents
200.8.2.3  Agendas and Minutes
200.8.2.4  Expectations
200.8.2.5  Budgets
200.8.2.6  Programs/Initiatives
200.8.2.7  Committee Notes
200.8.2.8  Supplemental Documents
200.8.2.9  Anything else relating the Executive Officer’s position
200.8.3  A transition check shall also consist of checking if the report has met the requirements based off a RHA Transition report rubric created by the RHA President in conjunction with the RHA Resource Center Manager.
200.8.4 If an Executive Officer fails to submit their transition report as stated in section 200.8.1 twice, they are eligible to be brought up on impeachment charges.
200.8.5 If an Executive Officer fails to meet/exceed half the requirements as laid out in the RHA transition check rubric twice, they are eligible to be brought up on impeachment charges.

200.9 Attend all RHA events created by the Events Board and be there at least a half hour before and after the event (or longer if so specified), unless approval given by the RHA President, the RHA Events Director, and Advisor(s).
200.9.1 Prior notifications of an absence must be given and will consist of an email to the RHA President, the RHA Events Director, and Advisors at least one week prior the event.
200.9.2 For other RHA functions, attendance requirements shall be determined by the RHA President in conjunction with the RHA Advisor(s).

200.10 Transition successive Executive Officer into position.

200.11 Write and submit one “Of the Month” (OTM) per each full month of school.

200.12 Follow all expectations set by the RHA Advisor(s), RHA President, and the RHA Resource Center Manager.

Section 210 Time Commitments of Executive Officers
210.1 Attend all General Council meetings.
210.2 Attend all RHA Executive Board meetings
210.2.1 If an Executive Officer is absent from three or more meetings in one semester, they are eligible to be brought up on impeachment charges.
210.3 Attend regular one-to-one meetings with President and/or Advisor.
210.4 Move in early to the residence halls by the Sunday prior to Residence Hall Move-In Day; and participate in the Fall RHA Executive Training.
210.5 Attend and participate in all RHA Executive and General Council fall, winter, and spring training.
210.6 Fulfill office hours in the RHA Resource Center, as scheduled by the RHA Marketing Director
210.6.1 The number of hours will be dependent on the position.
210.6.2 If an Executive Board Member fails to provide proper notifications for the missing of office hours three times, the Executive Board Member will have a meeting with the Marketing Director and Advisor(s).
210.6.2.1 Proper notifications for missing office hours will be set by the Marketing Director.
210.6.2.2 If the Executive Board Members continues to miss two more office hours without proper notifications, they will become eligible for impeachment.

Section 220 Duties of the President
220.1 Serve as the chief executive officer of RHA.
220.2 Serve as the official representative of RHA at campus functions.
220.3 Represent the concerns of RHA to the Department of Residential Life, Housing, and Food Service.
220.4 Execute decisions and legislation enacted by the General Council.
220.5 Call all General Council meetings, set its agenda, and preside over their meetings.
220.6 Establish ad hoc committees, appoint chairs and members, and maintain oversight thereof.
220.7 Supervise and provide evaluative feedback to the Executive officers.
220.8 Attend IACURH regional and No-Frills conferences, representing the University of Nevada, Reno in the IACURH Presidents’ Boardroom.
220.9 Serve as the Chair of the following RHA boards in the vacancy of a board director
220.9.1 Legislative Board
220.9.2 Finance Board
220.9.3 Outreach Board
220.9.4 Events Board
220.9.5 Recognition Board
220.9.6 Should the President be unable to chair a board, then the next executive officer
highest in gavel order shall fill in for the President

Section 230 Duties of the Vice President
230.1 Serve as the parliamentarian for RHA General Council meetings.
230.2 Preside as chair of the Legislative Board.
230.3 Maintains the official record of RHA, which includes but is not limited to: all General
Council minutes, all Finance Board minutes, governing documents, legislation, official
correspondence, policies and procedures.
230.4 Perform necessary background research and inquiry in the preparation of any legislation.
230.5 Meet with and assist any individuals in addressing RHA with resident concerns or
advocacy issues.
230.6 Fulfill the duties of the NACURH Communications Coordinator (NCC), in representing
RHA within the international organization, NACURH; and share regular updates with
General Council.
230.7 Attend IACURH regional and No-Frills conferences, representing the University of
Nevada, Reno in the IACURH NCC Boardroom.
230.8 Organize University of Nevada, Reno involvement in regional and national conferences;
including affiliation, registration, bids, awards, spirit, annual reports, and coordination of
our conference delegation.
230.9 Subscribe to, and participate in, the IACURH regional list-serve.
230.10 In conjunction with the Outreach Director, organize and participate in a bid writing team
for regional award bids.
230.10.1 Submit at least one bid per regional conference.
230.11 Fulfill the duties of the President during the absence of the President.
230.12 Ensure RHA executive board is writing their OTMs by reviewing monthly statements
from each member on the subject.

Section 240 Duties of the Finance Director
240.1 Follow guidelines set forth by RHA, RLHFS, and the University regarding the RHA
budget and all financial transactions.
240.2 Meet and communicate with the RHA Advisor on a bi-monthly basis to reconcile budget
balances and address specific financial concerns.
240.3 Preside as chair of the Finance Board.
240.4 Meet individually with Executive Officers, Marketing Director, and Advisor when
preparing RHA’s annual budget proposal.
240.5 Meet with and assist individuals through the funds request process.
240.6 Coordinate and implement at least 2 fundraising initiatives for the year.

Section 250 Duties of the Outreach Director
250.1 Serve as Chair of the Outreach Board
250.1.1 Call all meetings, set their agenda, and facilitate all meetings.
250.2 Actively promote and publicize RHA on-campus.
250.2.1 The Outreach Board should plan and implement at least one active community
service or engagement program per semester to promote RHA (incorporating the
RHA logo).
250.3 Work with Outreach Board to promote all hall and Leadership Council programs.
250.4 Promote RHA events and programs using multiple mediums.
250.5 Plan and implement one active and one passive community service or civic engagement
activity per semester for the RHA General Council and Leadership Council members.
250.6 Ensure RHA representation on the following RLHFS Department and University
committees, including but not limited to:
250.6.1 ASUN Senate meetings
250.6.2 Student Wellness Advisory Group (SWAG)
250.6.3 Parking and Transit Board
250.6.4 RLHFS Food and Dining Committee
250.6.5 Student Union Advisory Board (SUAB)

250.7 Review all RHA opinions and letter of support for campus issues and RLHFS Department requests prior to their submissions to serve as checks and balances.

Section 260 Duties of the Events Director
260.1 Call all RHA Events Board meetings, set its agenda, and preside over their meetings.
260.2 Plan and implement at least one event during Opening Weekend at the beginning of fall semester.
260.3 Plan and implement a minimum of three large-scale events each semester.
260.4 Incorporate cultural awareness and/or social justice awareness into at least one event.
260.5 Organize effective promotion strategies for publicizing RHA Events.
260.6 Follow all RHA promotion policies, including the use of the RHA logo.
260.7 Maintain liaison contact with ASUN Flipside and/or ASUN Department of Traditions.
260.8 Prepare and submit an annual Events Board budget request in the spring semester, as requested by the Finance Director.
260.9 Ensure compliance with all RLHFS and university policies concerning finances, documentation, safety, liability, and risk management.

Section 280 Duties of the Recognition Director
270.1 Call all RHA Recognition Board meetings, set its agenda, and preside over their meetings.
270.2 Facilitate a minimum of 4 appreciation days each semester.
270.3 Facilitate the Winter Leadership Reception during the fall semester.
270.4 Facilitate the Spring Leadership Banquet during the spring semester.
270.4.1 Facilitate communications with Silver and Blue Catering.
270.4.2 Facilitate communications with award shop.
270.4.2.1 Update the revolving plaques, located in the housing office.
270.4.3 Facilitate communications with the Joe Crowley Student Union regarding space reservation and technical assistance.
270.5 Prepare and submit an annual Recognition Board budget request in the spring semester, as requested by the Finance Director.
270.6 In conjunction with the Vice President/NCC, organize and participate in a bid writing team for regional award bids.
270.6.1 Submit at least one bid per regional conference.

ARTICLE III – RLHFS ADMINISTRATIVE POSITIONS

Section 300 Duties of Administrative Positions
300.1 Serve as a resource for RHA and the RLHFS department
300.2 Perform tasks assigned by the RHA Advisors and/or RHA Executive Board
300.3 Maintain and update a transition report for the succeeding Administrative position holder

Section 310 Time Commitments of the Administrative Positions
310.1 Attend RHA General Council Meetings
310.2 Attend RHA Executive Board Meetings
310.3 Attend regular one-to-one meetings with RHA Advisor(s).
310.4 Fulfill office hours in the RHA Resource Center, as scheduled by the Marketing Director
310.5 Attend RHA Summer training
310.6 Attend RHA Fall Leadership Development Day
Section 320  Duties of the Marketing Director

320.1 Design and implement a fall and a spring recruitment campaign for RHA Boards and Leadership Councils.
320.2 Oversee and approve use of RHA logo and other trademarks in all promotional materials.
320.3 Maintain RHA’s social media accounts (ex. Facebook, Twitter, Instagram).
320.4 Design and implement an elections campaign for RHA Executive Board Elections in the spring semester.
320.5 Maintain and update an RHA-designated website platform with current events and information.
320.6 In conjunction with the RHA Executive Board, design promotion materials for all RHA Events.
320.7 Serve as a resource to the individual halls and the RLHFS Department in regards to marketing and advertisement design.
320.8 Create the Resource Center schedule at the beginning of each semester.
320.9 Submit a budget request for the Resource Center materials.
320.10 Work with the RHA Advisor to order supplies for the Resource Center.
320.11 Track the use of printing and materials check out.
320.12 Maintain inventory of Resource Center materials.
320.13 Assist in the maintenance of the Residential Life hall t-shirt and Intramurals process.
320.14 Take minutes for the RHA General Council and Executive Board meetings.
320.15 Attend all General Council meetings.
320.16 Attend all RHA Executive Board meetings

ARTICLE IV – ELECTIONS PROCEDURES

Section 400  Elections
400.1 Executive Officers shall be elected in the spring via a bid process.
   400.1.1 The Marketing Director hired by the RHA Advisor(s) and the RHA President in the Spring, or as deemed necessary, via an interview process
   400.1.1.1 These officers may keep their positions from year to year as they wish given that they are fulfilling their duties as outlined.
   400.1.1.1.1 The RHA Advisor(s) has the ability to release Marketing Director if they have shown a failure to fulfill their duties
   400.1.1.1.1.1 This will be determined in conjunction with the outgoing RHA President

Section 410  Election Voting Body
410.1 The elections voting body will be comprised of the following members:
   410.1.1 The Leadership Council President from each hall, the outgoing RHA President, and the outgoing NRHH President
   410.1.1.1 Should the outgoing RHA President be bidding for a position, then the voting representative role shall transfer to the next available officer in order of succession.
   410.1.1.2 Should a Leadership Council President be bidding for a position the most unbiased member of the leadership council, as decided by the leadership council, may vote in their place.
   410.1.1.3 Should the outgoing NRHH President be bidding for a position, then the voting representative shall be determined by NRHH.
410.2 The outgoing RHA Vice President shall serve as RHA Elections Chair.
   410.2.1 If the outgoing RHA Vice President is bidding for a position, the RHA Advisor shall select another student leader to chair the elections.

Section 420  Bid Presentations
420.1 Each person bidding for a RHA position must prepare and present a bid to the voting body.
   420.1.1 Each person bidding for another RHA must prepare another bid pertaining to that position.
420.2 Each presenter will be given an initial 5 minutes to present. This may be extended once by 5 minutes.
420.3 Each presenter will then partake in a 5 minute Question-and-Answer session of the voting body. This may also be extended once by 5 minutes.
   420.3.1 Following this the presenter may leave the room and a pro/ con session will ensue. This will end after three unanswered pros and three unanswered cons.
420.4 After all bids, there will be a ten-minute discussion period among the voting members about all candidates running for a given position. This may be extended once by 10 minutes.

Section 430 Voting
430.1 Candidates bidding for a position will be selected by a simple majority vote of the voting body.
430.2 Only members of the voting body may initiate discussion or take action during the meeting.
   430.2.1 Members of the audience may participate when a voting member yields the floor to that audience member.
430.3 After all presentations, the voting body will have five minutes to conference with any members of their respective hall in the audience before voting occurs.
430.4 Voting will be conducted by closed ballot.
   430.4.1 Ballots will be counted by the RHA elections chair and the RHA Advisor
430.5 The winner of the election for each position will be the candidate that receives a simple majority of votes cast.
430.6 In the event of a tie, the following procedure will be implemented:
   430.6.1 The elections chair will call for an additional 5 minutes of discussion.
      430.6.1.1 This 5 minute discussion period shall not be extended.
      430.6.1.2 After this period of discussion, another vote will be conducted by closed ballot.
      430.6.1.3 The candidates that receive the least amount of votes will be dropped from consideration during this period of discussion.
   430.6.2 This process shall be repeated until a winner is selected by a simple majority vote.

Section 440 Nomination of Regional Board of Director Candidates
440.1 Each individual seeking RHA institutional support for the Regional Board of Directors (RBD) must seek support before General Council.
   440.1.1 Individuals seeking the RBD positions of AD-NRHH or Regional Advisor shall be exempt from seeking General Council approval.
440.2 Candidates must present to General Council the following information;
   440.2.1 RBD position Description or summary
   440.2.2 Bid Requirements
   440.2.3 Qualifications
   440.2.4 Goals for RBD position
   440.2.5 Anticipated time commitments
440.3 All RBD Position intents should be submitted to the RHA President or their designee by the last General Council meeting in November.
   440.3.1 RBD nominations for special elections are excluded from this rule.
440.4 All bid presentations will be seen by General Council by the last General Council meeting before Winter Break.
440.5 General Council may give support to only one candidate per RBD position.
440.6 The RHA President or their designee shall be responsible for writing a letter of support on behalf of the UNR chapter of RHA.
440.7 Selection of an RBD candidate shall follow the same guidelines as Section 420.
440.8 It is the responsibility of the RBD candidate to arrange the letter of support hearing with the RHA President or their designee.

ARTICLE V – GENERAL COUNCIL MEMBERSHIP

Section 500 Membership
500.1 General Council shall consist of members from each of the bodies that make up the RHA organization:
   500.1.1 Leadership Council Presidents
   500.1.2 Executive Officers
   500.1.3 Food and Dining Director
   500.1.4 Judicial Board Director
500.2 A Representative of Resident Assistants, Community Assistants and Academic Mentors will be nominated and elected by the Resident/Community Assistant/Academic Mentor staff. The Staff Representative shall be a voting member of the General Council.
500.3 The National Residence Hall Honorary President shall be a voting member of General Council
   500.3.1 If the NRHH President is unable to serve, a representative will be appointed by the NRHH President and Advisor(s) to serve in their place.
500.4 The Marketing Director shall be a non-voting member.
500.5 The RHA Advisor shall be a non-voting member.

Section 510 Meetings
510.1 The General Council shall meet on a weekly basis during the academic year as convened by the RHA President.
510.2 The agenda for a General Council meeting shall be set and posting 48 hours before the meeting occurs.
510.3 The President shall preside over the General Council meeting and shall vote only in the event of a tie.

Section 520 Attendance
520.1 All General Council members are expected to attend every General Council meeting.
   520.1.1 A General Council member may not be absent from more than three meetings in one semester.
      520.1.1.1 An absence includes when a proxy is sent in their place
      520.1.1.2 If a GC member is absent from more than three meetings in one semester, they are eligible to be brought up on impeachment charges.
520.2 When a member of General Council must be absent from a General Council meeting, an approved proxy is expected to be sent in his or her place.
520.3 General Council meetings are open to everyone but they need to be yielded to in order to speak during discussion.

Section 530 Proxies
530.1 Each member of General Council may designate qualified individuals to serve as a proxy in their absence from a meeting.
530.2 Approved proxies shall have the same powers and duties as the General Council members they are representing.
530.3 In order to serve as an approved proxy, the individual must be designated as such on the General Council roster, maintained by the RHA President; and meets the same qualifications of the organization they are representing.
530.4 Each General Council member shall provide a list of two approved proxies, as well as their names, emails, and phone numbers to the RHA President by their third General Council meeting. Changes to this list must be provided via email in no less than one week their third General Council meeting; if a proxy shall
withdraw from the list the General Council member must find another proxy and submit it via email to the RHA President within 2 weeks.

Section 540 Quorum
540.1 Quorum must be achieved for each General Council meeting in which action is to be taken.
540.2 The following conditions must be met to achieve quorum:
   540.2.1 The number of Leadership Council Presidents, or their proxies, present exceeds 2/3 majority;
   540.2.2 The number of RHA officers, Residential Life Staff Representative, and NRHH Representative, or their proxies, present exceeds 2/3 majority
540.3 If quorum is in question, the RHA President shall ask for a roll call before continuing the meeting.

ARTICLE VI – FINANCES

Section 600 Duties of Finance Board Membership
600.1 Attend all Finance Board meetings, as called by the RHA Finance Director.
600.2 Represent Leadership Council’s views and interests when making financial decisions.
600.3 Report back in Leadership Council meetings on current financial business.
600.4 Attend all RHA Fundraising initiatives as called by the RHA Finance Director
600.5 Submit a written report of the expenditures of the Leadership Council and a balance of the programming/events account to the Finance Director
   600.5.1 Due by the first Finance Board meeting each month
   600.5.2 Any changes after report has been submitted should be reported to the RHA Finance Director.
600.6 Keep track of Leadership Council budget with assistance of LC advisors and reconcile changes when applicable.
600.7 If unable to attend a Finance Board meeting or fundraising initiative, will send a proxy in their place.

Section 610 Meetings
610.1 Each Leadership Council Treasurer shall have one vote during meetings of the Finance Board.
   610.1.1 The RHA Finance Director shall only vote in the event of a tie.
610.2 The Finance Board shall hold weekly meetings.
610.3 Meetings shall be conducted following parliamentary procedure.
610.4 Minutes shall be taken and posted afterwards.
610.5 Quorum must be achieved in order to conduct business.
   610.5.1 Quorum shall be met when the number of Leadership Council Treasurers present exceeds 2/3 majority.

Section 620 Semester Budget
620.1 During the fall and spring semester, the Finance Director will send out to all RHA Executive Officers a Request for Budget Proposal. This will outline and describe the specifications required for submitting a budget proposal for the next semester.
620.2 All Executive Officers shall submit their budget proposal prior to a due date set by the Finance Director.
620.3 The Finance Board shall review and vote on all budget proposals during a Finance Board meeting called by the Finance Director.
620.4 The Finance Board shall draft the final version of RHA’s semester budget.
   620.4.1 The RHA President shall create and propose a budget to the Finance Board if the Finance Director is unable to create a budget.
620.5 A 2/3 majority vote of the Finance Board is required to approve the RHA annual budget.
620.6 Once approved by the Finance Board, the semester budget shall receive a vote from General Council for final approval and implementation.
620.7 Semesters budgets will not be approved or implemented if it results in a net negative balance or deficit spending.

Section 630 Requesting Money
630.1 Any member of the University community may request funds from RHA for appropriate activities or initiatives that provide benefit to students living in the residence halls.
630.2 All funds requests from the Residence Hall Association shall be submitted electronically via the RHA website.
630.3 All funds requests must be submitted for review no later than three days prior to the date of the Finance Board meeting.
630.4 Funds request forms must be filled out completely. The funds request will be returned, without consideration, if information is incomplete.
630.5 The Finance Board shall have the authority to approve funds requests, within the budget allocated to such purposes; and according to the following voting provisions:
   630.5.1 Funds requests shall require a simple majority vote of the attending members.
   630.5.2 Once approved by the Finance Board, any funds request over $1,000 shall continue on for final ratification by the General Council.
630.6 As required by the Funds Request Audit Form, all monies not spent on the allocated event must be returned to RHA within 10 business days after the completion of the event.
630.7 The Finance Director shall send out the RHA funds request evaluation to be filled out after two weeks of spending the funds and implementing the intended spending by the requestor.
630.8 Funds requests outside the semesterly budget meeting for the Finance Board shall be approved through the General Council.
   630.8.1 All funds requests must be submitted for review no later than three days prior to the date of the General Council Meeting
   630.8.2 Funds request for the Finance Board shall require a majority vote from the General Council.

Section 640 Fundraising Programs
640.1 RHA shall raise funds in addition to its RLHFS allocation for the purpose of conference travel and other initiatives not allowed by the RLHFS allocation.
640.2 The Finance Board shall coordinate and implement at least 2 fundraising initiatives for the year.

ARTICLE VII – LEGISLATION

Section 700 Duties of Legislative Board Membership
700.1 Attend all Legislative Board meetings, as called by the RHA Vice President.
700.2 Represent student views, issues and concerns raised in Leadership Councils.
700.3 Report back in Leadership Council meetings on current legislative business.
700.4 Represent RHA views through the creation, review and passage of resolutions.
700.5 Create policy for the residence halls and the RHA organization through the creation, review and passage of bills, subject to General Council’s approval.

Section 710 Meetings
710.1 Each Leadership Council Vice President shall have one vote during meetings of the Legislative Board.
   710.1.1 The RHA Vice President shall have only vote in the event of a tie.
710.2 The Legislative Board shall hold meetings every week and the chair shall hold the power to cancel these meetings if they should conflict in any way with the chair’s duties which pertain to the Residence Hall Association.
710.3 Meetings shall be conducted following parliamentary procedure.
710.4 Minutes shall be taken and posted afterwards.
710.5 Quorum must be achieved in order to conduct business.
710.5.1 Quorum shall be met when the number of Leadership Council Vice Presidents present exceeds 2/3 majority.

Section 720 Bills
720.1 A bill is a piece of legislation meaning to amend or establish law or policy within the residence halls and/or the RHA organization.
720.2 Any Legislative Board member or any General Council member may introduce legislation to the Legislative Board.
720.3 Bills must be presented in writing to Legislative Board members no less than three days prior to the meeting at which the legislation is to be presented and voted upon.
720.4 Bills approved by the Legislative Board shall continue on to the General Council for final approval and implementation.

Section 730 Resolutions
730.1 A resolution is a statement of opinion by RHA on behalf of all students living in the residence halls, with intent to effect change within the campus from an organization or individual.
730.2 Any Legislative Board member or any General Council member may introduce a resolution for consideration by the Legislative Board.
730.3 Resolutions must be presented in writing to Legislative Board members no less than three days prior to the meeting at which the legislation is to be presented and voted upon.
730.4 Resolutions by the Legislative Board shall continue on to the General Council for final approval.

ARTICLE VIII – CONFERENCES

Section 800 RHA shall send delegates and representatives, when funding exists, to the following conferences:
800.1 IACURH Regional Conference
800.2 IACURH No Frills Conference
800.3 NACURH National Conference

Section 810 Budget
810.1 The RHA Vice President shall work with the RHA Advisor(s) to create a budget based on available funds for each conference.

Section 820 Delegations
820.1 At all three conferences, regional business will be conducted in boardrooms set up for NCCs, RHA Presidents, and NRHH Presidents. Therefore, if funding exists, attempts will be made to send delegates to each boardroom in order of priority on a conference by conference basis. This will be determined by the Vice President.
820.2 If funding exists to send a delegation a RLHFS staff member is required to accompany the delegates at the conference in the role as an advisor. The RHA advisor shall designate this person.
820.3 The total number of delegates for the IACURH Regional Conference and the NACURH Conference shall be determined by the RHA Vice President and the RHA Advisor, with consideration of the costs and funds available.
820.4 Additional delegates shall be determined through an application and selection process.

Section 830 Application Process
830.1 Applications shall be made available at least three weeks prior to the conference registration deadline, and shall be posted on the RHA website.
830.1.1 The Vice President shall determine the application deadline.
830.2 Only students currently living in the residence halls are eligible to apply to attend a conference.
Section 840  Review of Applications
840.1 Applications will be reviewed and evaluated only by the Vice President, the RHA Advisor, and one additional RLHFS professional staff member no later than one week after the application due date has passed.
840.2 The delegation shall be selected in consideration of the following criteria:
   840.2.1 Unique skills and characteristics to contribute to the success of the delegation;
   840.2.2 Willingness to commit time and effort to conference preparation;
   840.2.3 Opportunity to use knowledge and resources gained from conference to the benefit of RHA or the residence halls during the semester following the conference;
   840.2.4 Opportunity to allow students who have not experienced a IACURH or NACURH conference before to do so;
   840.2.5 Prior conference experience that will assist first-time attendees; and
   840.2.6 A delegation that represents a balance of all points listed above.

Section 850  Delegate Notifications
850.1 After the selection process has been completed, candidates will be notified in writing or email within 72 hours as to whether they have been selected as a delegate or an alternate.
850.2 If a delegate position opens up, alternate candidates will be notified according to his/her ranking within 48 hours.
850.3 The conference delegation will not be publicly announced until the delegation has been finalized.

Section 860  Delegate Responsibilities
860.1 Before attending the conference, delegates will be required to sign a contract outlining his/her responsibilities, which shall include, but is not limited to:.
   860.1.1 Notify the Vice President within one week of the registration deadline if the delegate is unable to attend the conference.
   860.1.2 Actively participate in at least one RHA fundraiser.
   860.1.3 Present the information gained from the conference to the appropriate group.
   860.1.4 Implementation of at least one idea gained at the conference.
   860.1.5 Submit a conference report no more than two weeks after the conference.
   860.1.6 Attend all delegate meetings prior to the conference, unless previous arrangements have been made with the Vice President.
   860.1.7 Represent RHA and the University of Nevada, Reno in a positive manner.
860.2 If a delegate fails to comply with any of these obligations, they may be responsible for repaying all or a portion of the conference fees paid on his/her behalf.

Section 870  Conference Report
870.1 By the semester following the conference, the sitting Vice President shall have prepared a conference report.
870.2 The report shall include:
   870.2.1 Brief reports of all programs attended by each delegate;
   870.2.2 Brief report of any programs presented by delegates,
   870.2.3 Evaluation of conference planning and organization, completed by the Vice President and the accompanying advisor; and
   870.2.4 A budget expense report.
870.3 The Vice President shall determine the specific report guidelines.

ARTICLE IX – EVENTS

Section 900  Duties of the Events Board
900.1 The Events Director will serve as the chair for the Events Board, and will facilitate all Events Board meetings.
900.2 Plan and implement a minimum of three large-scale events per semester.
Incorporate cultural awareness and/or social justice awareness into at least one event.
Organize effective promotion strategies for publicizing RHA events.
Follow all RHA promotion policies, including the use of the RHA logo.
Ensure compliance with all RLHFS and university policies concerning finances, documentation, safety, liability, and risk managements

ARTICLE X – OUTREACH

Section 1000  Duties of the Outreach Board
1000.1  The Outreach Director will serve as the chair for the Outreach Board, facilitating all Outreach Board meetings.
1000.2  Promote both RHA and hall activities in collaboration with each hall's Program and/or Publicity Coordinators.
1000.3.1  Promote all hall traditional programs in collaboration with the (G)RD of that hall.
1000.3  Plan and implement at least one event per semester promoting RHA (incorporating the RHA logo).
1000.4  Plan and implement at least one active and one passive event per semester focused on community service or civic engagement for the RHA General Council and Leadership Council members.

ARTICLE XI – RECOGNITION

Section 1100  Duties of the Recognition Board
1100.1  The Recognition Director or their designee will serve as the chair for the Recognition Board, facilitating all Recognition Board meetings.
1100.2  Plan and implement a minimum of 4 appreciation days each semester such as;
1100.2.1  Facility Attendants and Administrative Assistants
1100.2.2  Food Service Staff
1100.2.3  General Council
1100.2.4  Graduate Resident Directors, Resident Directors and Area Directors
1100.2.5  Resident Assistants, Community Assistants and Academic Mentors
1100.2.5.1  RA/CA/Academic Mentor Appreciation day should coincide with National Resident Assistant Appreciation Day.
1100.2.6  Residential Life Housing Office Staff
1100.2.7  Service Solutions and Maintenance Staff
1100.2.8  Student Desk Attendants
1100.3  Plan and implement the Winter Leadership Reception during the fall semester.
1100.4  Plan and implement the Spring Leadership Banquet during the spring semester.
1100.5  Oversee and implement the Hall of the Year Rubric and the Community Spirit Award Rubric.

Section 1110  Hall of the Year Award and Community Spirit Award
1110.1  Hall of the Year Award
1110.1.1  Each hall will create a bid presentation detailing their programming efforts for the year.
1110.1.1.1  The presentation will be given by the Leadership Council president and one or two other Leadership Council members.
1110.1.1.1  The RHA Recognition Representative for that hall may not present.
1110.1.1.2  The bid will be presented for professional housing office staff in the spring semester.
1110.1.1.3  The presenter will be given 20 minutes to present.
1110.1.1.4  The presenter will then take part in 10 minutes of Question-and-Answer from the housing staff.
110.2 Community Spirit Award
   110.2.1 The Community Spirit Rubric will consist of the following sections;
       110.2.1.1 New Members to Leadership Council
       110.2.1.2 Intramurals
       110.2.1.3 Hall GPA
       110.2.1.4 Attendance at RHA Events
       110.2.1.5 Homecoming
       110.2.1.6 RHA Carnivale

110.3 No one hall is able to win both the Hall of the Year and the Community Spirit Award within the same year.
   110.3.1 If one hall were to acquire enough points to in both awards, this hall would be awarded the Hall of the Year award.
   110.3.2 The Community Spirit Award will then go to the hall that receives the next highest amount of points according to the rubric.

Section 1120 Programming Awards
1120.1 Key items to incorporate in the submission of this award include: the community the program impacted, the individuals involved in the creation and implementation of the program, program goals, creativity of the program, and the overall success/impact the program had upon the community. A program can be submitted for more than one category but cannot win more than one award. Please note that programs put on by the Residence Hall Association will not be eligible to win a Program of the Year Award.

1120.2 Academic Success Program
   1120.2.1 The program created a way for students to assess their academic success and provided tools to help them to succeed in their academic endeavors.

1120.3 Diversity/Multicultural Program
   1120.3.1 The program’s mission was to address diversity and culture. The focus of the program was awareness and acceptance/understanding of different cultures, ethnicities, religions and faiths, gender, sexual orientation, physical limitations, etc.

1120.4 Community Service Program
   1120.4.1 A program that impacted the Reno community through a specific project or volunteerism.

1120.5 Social Program
   1120.5.1 The program was designed to build relationships, promote socialization, and develop an identity within their community.

Section 1130 Resident/Community Assistant of the Year Award
1130.1 Organize nomination and selection of award recipients in conjunction with the Residential Life Recognition Committee.

Section 1140 Teamwork Award
1140.1 This award recognizes the individuals or group who has demonstrated strong cooperation, and collaboration within their living community, residence hall, and/or university community. Individuals or groups who have unselfishly worked together for the goodwill and advancement of the university community will qualify to receive this award (including residents, hall council members, Community or Resident Assistants, or any combination of the aforementioned students). Students or groups eligible for this award may have worked together for a consistent and extended period of time, may have collaborated on a one-time event, project or program or may be an individual working cooperatively with a team.

1140.2 Candidates for this award will possess some or all of the following qualities.
   1140.2.1 Will have contributed to the mission of advancing community within the Residence Halls
   1140.2.2 Will have demonstrated effective communication, leadership and execution in their development and implementation of building community
1140.2.3 Will have consistently demonstrated a “team”-orientated attitude
1140.2.4 Will have positively impacted their greater community

Section 1150
Resident of the Year Award
1150.1 This award recognizes the individual, one per community, who has demonstrated the following qualities:
1150.1.1 Contribution to leadership council, floor, and wing
1150.1.2 Contribution to university as a whole
1150.1.3 A member of the community as a whole, not a member of leadership council or RHA

ARTICLE XII – NEW BOARD CREATION

Section 1200
Creation of New Boards
1200.1 New boards may be created to fulfill demonstrated needs of the organization, and/or serve demonstrated interests of residence hall students.
1200.2 The purpose of a board must possess a direct link to a set of programs, services, or resources that RHA provides, or seeks to provide, to residence hall students.
1200.3 Members desiring to create a new board must complete all the steps required by RHA before a vote shall be called.
1200.4 A 2/3 majority vote of General Council is required to recognize a new board.

Section 1210
Guidelines for Creating a New Board
1210.1 The members desiring to create a new board must compose a plan for the structure of the new board and present it to the Legislative Board before moving forward to General Council.
1210.2 Members desiring to create a new board must present the following information:
  1210.2.1 Name and purpose of board
    1210.2.1.1 The purpose of a board must possess a direct link to a set of programs, services or resources that RHA provides, or seeks to provide, to residence hall students.
  1210.2.2 Structure of board
    1210.2.2.1 Title and/or expression of who will chair the board
      1210.2.2.1.1 The presentation needs to clarify whether or not a new director position should be created or if an existing RHA executive member or director will chair the board.
      1210.2.2.1.2 If the members feel that the chair of this board should be compensated, it needs to be stated in this presentation.
    1210.2.2.2 Description of who the board will consist of
      1210.2.2.2.1 If there is a need for new positions within leadership councils to be created for this board, it needs to be stated in this presentation.
    1210.2.2.3 Timeline for the implementation of the board
    1210.2.4 Estimated budget/costs of the board
1200.3 Once the Legislative Board has given any suggestions and/or revisions, the members of the new board may present the plan to General Council
1200.4 A 2/3 majority vote of General Council is required to recognize a new board.

Article XIII – LEADERSHIP COUNCILS

SECTION 1300 Leadership Council Positions
1300.1 President
1300.2 Vice President
1300.3 Treasurer
1300.4 Judicial Board Representative
1300.5 RHA Events Board Representative
1300.6 RHA Outreach Board Representative
1300.7 RHA Recognition Board Representative
1300.8 Food and Dining Committee Representative
1300.9 Members-at-Large
1300.10 Additional positions may be created by the Leadership Council President, Advisor, or majority will of that council; such as:
1300.10.1 Program Coordinator
1300.10.2 Publicity Coordinator
1300.10.3 Recognition Coordinator

SECTION 1310 Recruitment and Selection of Leadership Council Positions
1310.1 Recruitment will occur during the first three weeks of the fall semester.
1310.2 Appointment of the President
1310.2.1 During the first and second week of the semester, the Leadership Council Advisor(s) shall implement a recruitment and interview process to select the President of the Leadership Council.
1310.2.2 The advisor(s) will select the top one to four candidates from all the interviewers to be the Leadership Council President.
1310.2.3 During the first Leadership Council meeting of the semester, the candidates will give a speech to the residents. The residents will then participate in a question and answer session. The residents can also engage in a discussion at the discretion of the advisors. Residents will then vote and confirm the president.
1310.2.3.1 This will be a simple majority vote.
1310.3 Selection of the Other Leadership Council Officers in the fall semester.
1310.3.1 Over the second and third weeks of fall semester, the newly selected President and Advisor(s) will conduct elections to select the remaining positions for the Leadership Council.
1310.3.2 At the first Leadership Council meeting during the third week of fall semester, all candidates will give a speech and be elected by a simple majority vote of the residents who attend the meeting.
1310.3.2.1 Candidates may run for more than one position, but elections will take place in gavel order.
1310.3.2.2 If a candidate wins an election, they can either keep the position or decline it to bid for the other position(s) interested.
1310.3.3 The President and Advisor(s) have the authority to create officer positions as needed in order to create opportunities for all interested Leadership Council members to assume a leadership position.
1310.4 Recruitment and Selection of Leadership Council Officers in Spring Semester
1310.4.1 If the President position is vacant in the beginning of the spring semester, the process outlined in section 1310.2 will be conducted for the spring semester.
1310.4.2 If there are any other positions vacant in the beginning of the spring semester, the process outlined in section 1310.3 will be conducted for the spring semester.
1310.5 Appointment of Vacant Positions
1310.5.1 If any positions remain open or become vacant during the semester after elections, the president and advisor(s) will appoint people to fill those positions.
1310.5.2 Once the president and advisor(s) have appointed someone for the position, the Leadership Council will confirm with a vote.
ARTICLE XIV – RESOURCE CENTER

Section 1400 Resource Center
1400.1 The Resource Center will be open for a determined amount of time Sunday through Friday.
1400.2 The Resource Center shall serve to provide printing and material checkout resources to student leaders in the residence halls.
1400.3 The Resource Center will set a limit on the amount of printing per day as determined by the Marketing Director.

ARTICLE XV – IMPEACHMENT

Section 1500 Impeachment of Residence Hall Association Executive Board and Leadership Council Presidents
1500.1 Articles of Impeachment
1500.1.1 Articles of impeachment shall state the name and office of the accused, the name and office of the accusing officer, and shall state their reason for impeachment.
1500.1.2 Presentation of the article(s) of impeachment is the responsibility of the party filing the article(s).
1500.1.3 Articles of impeachment must be presented to the Residence Hall Association General Council during open forum.
   1500.1.3.1 The issue will be placed on the RHA General Council’s agenda for the following week for presentation and discussion.
   1500.1.3.2 The article(s) of impeachment may be discussed at the meeting in which they are presented, however no action on the article(s) may be taken during the same week.
   1500.1.3.3 Action may be taken by the General Council on the article(s) of impeachment at the meeting that follows the presentation of the article(s).
1500.2 Removal of Office
1500.2.1 The articles of impeachment shall be presented to the General Council.
   1500.2.1.1 Impeachment of Leadership Council Presidents must first be approved by their respective Leadership Council before being introduced to the General Council.
   1500.2.1.1.1 The process of impeaching the leadership council president is outlined in each hall’s by-laws.
   1500.2.1.2 The impeachment of a leadership council president shall be initiated in their respective hall.
1500.2.2 The accusing officer shall present their reasons for impeachment, clearly stating any and all malfeasance of duties, misconduct and other grounds for impeachment.
1500.2.3 The accused officer may then present a rebuttal.
   1500.2.3.1 The accused officer shall not be present for the discussion or vote by General Council on their impeachment.
1500.2.4 There will be a discussion by voting members of the charges presented.
1500.2.5 The accused officer shall be removed from office by the General Council with a two-thirds majority vote in favor of removal.
   1500.2.5.1 The accused officer shall maintain their position and continue their duties if not removed from office.

ARTICLE XVI – RULES OF ORDER

Section 1600 Special Rules
1600.1 The rules contained in Robert’s Rules of Order shall govern the Residence Hall Association in all cases where they are not inconsistent with this document and any special rules of order this organization may adopt.
The policies contained in the Residence Hall Association Policies and Procedures Manual shall govern the Residence Hall Association in all cases where they are not addressed within this document or the Constitution.

ARTICLE XVII – AMENDMENT

Section 1700 By-Laws may be amended by a simple majority vote of the RHA General Council at a quorum meeting.

Section 1710 All proposed amendments and additions to the By-Laws shall be reviewed and approved by the Legislative Board.

Section 1720 Amendments to the By-Laws may be considered and voted upon at the same meeting in which they are presented.

Ratified: May 3rd, 2018