UNIVERSITY OF NEVADA, RENO
RESIDENCE HALL ASSOCIATION
BY-LAWS
(Revised April 28, 2016)

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 STAFF

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 transitioning handbook.
200.9  Attend all RHA official functions, and be there at least a half hour before and after the event (or longer if so specified), unless approval given by the President and an Advisor.
200.10 Transition successive Executive Officer into position.
200.11 Write and submit one “Of the Month” (OTM) per each full month of school.

Section 210  Time Commitments of Executive Officers
210.1  Attend all General Council meetings.
210.2  Attend regular one-to-one meetings with President and/or Advisor.
210.3  Move in early to the residence halls by the Sunday prior to Residence Hall Move-In Day; and participate in the Fall RHA Executive Retreat.
210.4  Attend and participate in all RHA Executive and General Council fall, winter, and spring training.
210.5  Fulfill office hours in the RHA Office & Resource Center, as scheduled by the RHA Office Manager.
210.5.1 The number of hours will be dependent on the position.
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 Appoint members to campus committees to represent RHA.
220.7 Establish ad hoc committees, appoint chairs and members, and maintain oversight thereof.
220.8 Supervise and provide evaluative feedback to the Executive officers.
220.9 Attend PACURH regional and No-Frills conferences, representing the University of Nevada, Reno in the PACURH Presidents’ Boardroom.

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 Ensure RHA representation on the following campus committee: Student Health Advisory Committee (SHAC).
230.7 Ensure a RHA representative attends ASUN Senate meetings.
230.8 Fulfill the duties of the National Communications Coordinator (NCC), in representing RHA within the international organization, NACURH; and share regular updates with General Council.
230.9 Attend PACURH regional and No-Frills conferences, representing the University of Nevada, Reno in the PACURH NCC Boardroom.
230.10 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.
230.11 Subscribe to, and participate in, the PACURH regional list-serve.
230.12 Organize and submit a minimum of one bid to PACURH each year.
230.13 Fulfill the duties of the President during the absence of the President.
230.14 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 Board Directors, Executive Officers, Office Manager 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 Marketing Director
250.1 Design and implement a fall recruitment campaign for RHA Boards and Leadership Councils.
250.2 Oversee and approve use of RHA logo and other trademarks in all promotional material.
250.3 Maintain RHA’s Facebook page, and any other social media.
250.4 Actively promote and publicize RHA on-campus and/or online.
250.5 Maintain and update the RHA website with current events weekly.
250.6 Produce 2 RHA newsletters during the course of each semester
   250.6.1 The 1st of each semester shall be published between the 7th and 9th week of the
   semester and the 2nd newsletter shall be published before the last two weeks of
   each semester.
250.7 Provide RHA Boards with advisory support in their promotional efforts.
250.8 Ensure RHA representation on the following campus committees: Parking &
   Transportation, Residential Dining, and Food Retail Committee
250.9 Preside as chair of the Outreach Board

ARTICLE III – ELECTIONS PROCEDURES

Section 300 Bid Presentations
300.1 Each person bidding for a RHA position must prepare and present a bid to the voting
   body.
300.2 Each presenter will be given an initial 5 minutes to present. This may be extended once
   by a 2/3 majority vote of the voting body.
300.3 Each presenter will then partake in a 5 minute Question-and-Answer session of the voting
   body. This may also be extended once by 2/3-majority vote of the voting body.
   300.3.1 Following this the presenter will leave the room and a pro/ con session will
   ensue. This will end after three unanswered pros and three unanswered cons.
300.4 After all bids, there will be a ten-minute discussion period among the voting members
   about all candidates running for a given position.

Section 310 Voting
310.1 Candidates bidding for a position will be selected by a simple majority vote of the voting
   body.
   310.1.1 The composition of the voting body includes: one voting member from each
   residence hall community and the outgoing RHA President.
   310.1.2 Each respective hall leadership council may determine beforehand who
   from their hall will serve as the voting representative prior to the Bids
   Presentations.
310.2 Only members of the voting body may initiate discussion or take action during the
   meeting.
   310.2.1 Members of the audience may participate when a voting member yields
   the floor to that audience member.
310.3 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.
310.4 Voting will be conducted by closed ballot.
   310.4.1 Ballots will be counted by the RHA elections chair, RHA Advisor, and
   one other professional staff member of Residential Life, Housing & Food
   Service.
310.5 The winner of the election for each position will be the candidate that receives a simple
   majority of votes cast.
310.6 In the event of a tie, the following procedure will be implemented:
   310.6.1 The elections chair will call for an additional 5 minutes of discussion.
   310.6.1.1 This 5 minute discussion period shall not be extended.
   310.6.1.2 After this period of discussion, another vote will be conducted by
   closed ballot.
   310.6.1.3 The candidates that receive the least amount of votes will be dropped
   from consideration during this period of discussion.
310.6.2 This process shall be repeated until a winner is selected by a simple majority
   vote.
Section 320 Nomination of Regional Board of Director Candidates
320.1 Each individual seeking RHA institutional support for the Regional Board of Directors (RBD) must seek support before General Council.
   320.1.1 Individuals seeking the RBD positions of AD-NRHH or Regional Advisor shall be exempt from seeking General Council approval.
320.2 Candidates must present to General Council the following information;
   320.2.1 RBD position Description or summary
   320.2.2 Bid Requirements
   320.2.3 Qualifications
   320.2.4 Goals for RBD position
   320.2.5 Anticipated time commitments
320.3 All RBD Position intents should be submitted to the RHA President or their designee by the last General Council meeting in November.
   320.3.1 RBD nominations for special elections are excluded from this rule.
320.4 All bid presentations will be seen by General Council by the last General Council meeting before Winter Break.
320.5 General Council may give support to only one candidate per RBD position.
320.6 The RHA President or their designee shall be responsible for writing a letter of support on behalf of the UNR chapter of RHA.
320.7 Selection of an RBD candidate shall follow the same guidelines as Section 300
320.8 It is the responsibility of the RBD candidate to arrange the letter of support hearing with the RHA President or their designee.

ARTICLE IV – GENERAL COUNCIL MEMBERSHIP

Section 410 Membership
410.1 General Council shall consist of members from each of the bodies that make up the RHA organization:
   410.1.1 Leadership Council Presidents
   410.1.2 Executive Staff
   410.1.3 Board Directors
410.2 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.
410.3 A National Residence Hall Honorary Representative will be nominated and elected by the National Residence Hall Honorary Executive Board. The NRHH Representative shall be a voting member of the General Council.
410.4 The RHA Office Manager shall be a non-voting member.
410.5 The RHA Advisor shall be a non-voting member.

Section 420 Attendance
420.1 All General Council members are expected to attend every General Council meeting.
420.2 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.
420.3 General Council meetings are open to everyone but they need to be yielded to in order to speak during discussion.

Section 430 Proxies
430.1 Each member of General Council may designate qualified individuals to serve as a proxy in their absence from a meeting.
430.2 Approved proxies shall have the same powers and duties as the General Council members they are representing.
430.3 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 Leadership Council or Board being represented.

430.4 Each Leadership Council President and Board Director shall provide a list of approved proxies, as well as their names and positions, to the RHA President by the third General Council meeting. Changes to this list must be provided in writing no less than one week before individuals added to the list may act as proxy.

Section 440 Quorum

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

ARTICLE V – FINANCES

Section 500 Duties of Finance Board Membership

500.1 Attend all Finance Board meetings, as called by the RHA Finance Director.
500.2 Represent student views and interests when making financial decisions.
500.3 Report back in Leadership Council meetings on current financial business.
500.4 Implement RHA fundraising initiatives.
500.5 Submit a written report of the expenditures of the Leadership Council and a balance of the programming/events account to the Finance Director
   500.5.1 Due by the first Finance Board meeting each month
   500.5.2 Any changes after report has been submitted should be reported to the RHA Finance Director.

Section 510 Meetings

510.1 Each Leadership Council Treasurer shall have one vote during meetings of the Finance Board.
   510.1.1 The RHA Finance Director shall only vote in the event of a tie.
510.2 The Finance Board shall hold weekly meetings.
510.3 Meetings shall be conducted following parliamentary procedure.
510.4 Minutes shall be taken and posted afterwards.
510.5 Quorum must be achieved in order to conduct business.
   510.5.1 Quorum shall be met when the number of Leadership Council Treasurers present exceeds 2/3 majority.

Section 520 Semester Budget

520.1 During the fall and spring semester, the Finance Director will send out to all RHA Executive Officers, Board Directors and Office Manager a Request for Budget Proposal. This will outline and describe the specifications required for submitting a budget proposal for the next semester.
520.2 All parties shall have a minimum of a week to submit a budget proposal.
520.3 The Finance Board shall meet and review all properly submitted budget proposals.
520.4 The Finance Board shall draft the final version of RHA’s semester budget.
   520.4.1 The RHA President shall create and propose a budget to the Finance Board if the Finance Director is unable to create a budget.
520.5 A 2/3 majority vote of the Finance Board is required to approve the RHA annual budget.
520.6 Once approved by the Finance Board, the semester budget shall continue on to General Council for final approval and implementation.
520.7 Semesters budgets will not be approved or implemented if it results in a net negative balance or deficit spending.
Section 530  Requesting Money
530.1 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.
530.2 All funds requests from the Residence Hall Association shall be submitted electronically via the RHA website.
530.3 All funds requests must be submitted for review no later than three days prior to the date of the Finance Board meeting.
530.4 Funds request forms must be filled out completely. The funds request will be returned, without consideration, if information is incomplete.
530.5 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:
   530.5.1 Funds requests of up to $500 shall require a simple majority vote of the attending members.
   530.5.2 Any funds request over $500 shall require a ¾ majority vote of the attending members.
   530.5.3 Once approved by the Finance Board, any funds request over $1,000 shall continue on for final ratification by the General Council.
530.6 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.

Section 540  Fundraising Programs
540.1 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.
540.2 The Finance Board shall coordinate and implement at least 2 fundraising initiatives for the year.

ARTICLE VI – LEGISLATION

Section 600  Duties of Legislative Board Membership
600.1 Attend all Legislative Board meetings, as called by the RHA Vice President.
600.2 Represent student views, issues and concerns raised in Leadership Councils.
600.3 Report back in Leadership Council meetings on current legislative business.
600.4 Represent RHA views through the creation, review and passage of resolutions.
600.5 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 610  Meetings
610.1 Each Leadership Council Vice President shall have one vote during meetings of the Legislative Board.
   610.1.1 The RHA Vice President shall have only vote in the event of a tie.
610.2 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.
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 Vice Presidents present exceeds 2/3 majority.

Section 620  Bills
620.1 A bill is a piece of legislation meaning to amend or establish law or policy within the residence halls and/or the RHA organization.
620.2 Any Legislative Board member or any General Council member may introduce legislation to the Legislative Board.
620.3 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.
620.4 Bills approved by the Legislative Board shall continue on to the General Council for final approval and implementation.

Section 630 Resolutions
630.1 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.
630.2 Any Legislative Board member or any General Council member may introduce a resolution for consideration by the Legislative Board.
630.3 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.
630.4 Resolutions by the Legislative Board shall continue on to the General Council for final approval.

ARTICLE VII – CONFERENCES

Section 700 RHA shall send delegates and representatives, when funding exists, to the following conferences:
700.1 PACURH Regional Conference
700.2 PACURH No Frills Conference
700.3 NACURH National Conference

Section 710 Budget
710.1 The RHA Vice President shall work with the RHA Advisor(s) to create a budget based on available funds for each conference.

Section 720 Delegations
720.1 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.
720.2 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.
720.3 The total number of delegates for the PACURH 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.
720.4 Additional delegates shall be determined through an application and selection process.

Section 730 Application Process
730.1 Applications shall be made available at least three weeks prior to the conference registration deadline, and shall be posted on the RHA website.
730.1.1 The Vice President shall determine the application deadline.
730.2 Only students currently living in the residence halls are eligible to apply to attend a conference.

Section 740 Review of Applications
740.1 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.
740.2 The delegation shall be selected in consideration of the following criteria:
740.2.1 Unique skills and characteristics to contribute to the success of the delegation;
740.2.2 Willingness to commit time and effort to conference preparation;
740.2.3 Opportunity to use knowledge and resources gained from conference to the
benefit of RHA or the residence halls during the semester following the conference;
740.2.4 Opportunity to allow students who have not experienced a PACURH or NACURH conference before to do so;
740.2.5 Prior conference experience that will assist first-time attendees; and
740.2.6 A delegation that represents a balance of all points listed above.

Section 750 Delegate Notifications
750.1 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.
750.2 If a delegate position opens up, alternate candidates will be notified according to his/her ranking within 48 hours.
750.3 The conference delegation will not be publicly announced until the delegation has been finalized.

Section 760 Delegate Responsibilities
760.1 Before attending the conference, delegates will be required to sign a contract outlining his/her responsibilities, which shall include, but is not limited to:
760.1.1 Notify the Vice President within one week of the registration deadline if the delegate is unable to attend the conference.
760.1.2 Actively participate in at least one RHA fundraiser.
760.1.3 Present the information gained from the conference to the appropriate group.
760.1.4 Implementation of at least one idea gained at the conference.
760.1.5 Submit a conference report no more than two weeks after the conference.
760.1.6 Attend all delegate meetings prior to the conference, unless previous arrangements have been made with the Vice President.
760.1.7 Represent RHA and the University of Nevada, Reno in a positive manner.
760.2 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 770 Conference Report
770.1 By the semester following the conference, the sitting Vice President shall have prepared a conference report.
770.2 The report shall include:
770.2.1 Brief reports of all programs attended by each delegate;
770.2.2 Brief report of any programs presented by delegates,
770.2.3 Evaluation of conference planning and organization, completed by the Vice President and the accompanying advisor; and
770.2.4 A budget expense report.
770.3 The Vice President shall determine the specific report guidelines.

ARTICLE VIII – JUDICIAL REVIEW

Section 800 Duties of the Judicial Board Director
800.1 Call all RHA Judicial Board meetings, set its agenda, and preside over their meetings.
800.1.1 The Judicial Board Director shall hold meetings at their discretion.
800.1.2 The Judicial Board Director shall be elected during the RHA fall retreat from the Judicial Board representatives from each hall and voted on by via aforementioned group of people.
800.2 Judicial Board Director will lead misconduct hearings.
800.2.1 Misconduct hearings will be scheduled when appeals are submitted.

Section 810 Duties of Judicial Board
810.1 Judicial Board Director or their designee will serve as the chair for the Judicial Board.
810.2 Representatives attend all Judicial Board meetings unless notifying the Judicial Board
Director prior to the meeting.

810.3 Represent the general interests of the community within the halls.
810.4 Maintain confidentiality of information discussed during or about misconduct hearings.
810.5 Ensure that RHA views are represented in relation to Judicial Board business.
810.6 The Judicial Board members will hear housing appeals and appeals regarding sanctions given to residents in misconduct situations.

810.6.1 A resident that is covered under the RHA constitution can submit a request to have their case heard through the judicial board.
810.6.2 Upon hearing the appeal, the Judicial Board will deliberate in private and can affirm or dissent.
810.6.3 Should the Judicial Board affirm, the student will receive notice of the decision and proper action will take place.
810.6.4 Should the Judicial Board dissent, this is the end of the process and the initial ruling stands.
810.6.5 Once the Judicial Board has either affirmed or dissented on a misconduct appeal or housing appeal:
   810.6.5.1 The board will write an opinion which will explain the rationale for the outcome of the hearing which will be delivered to the student.
   810.6.5.2 A hard copy will be filed in the Judicial Board binder as well as in the Judicial Board folder of the RLHFS “R” Drive.

ARTICLE IX – EVENTS

Section 900 Duties of the Events Director
900.1 Call all RHA Events Board meetings, set its agenda, and preside over their meetings.
900.2 Plan and implement at least one event during Opening Weekend at the beginning of fall semester.
900.3 Plan and implement a minimum of three large-scale events each semester.
900.4 Incorporate cultural awareness and/or social justice awareness into at least one event.
900.5 Incorporate support or promotion of academic achievement into at least one event.
900.6 Organize effective promotion strategies for publicizing RHA Events.
900.7 Follow all RHA promotion policies, including the use of the RHA logo.
900.8 Maintain liaison contact with ASUN Flipside and/or ASUN Department of Traditions.
900.9 Prepare and submit an annual Events Board budget request in the spring semester, as requested by the Finance Director.
900.10 Ensure compliance with all RLHFS and university policies concerning finances, documentation, safety, liability, and risk management.
900.11 Ensure RHA representation on the following campus committee: Student Union Advisory Board (SUAB).

ARTICLE X – OUTREACH

Section 1000 Duties of the Outreach Board
1000.1 The Marketing Director will serve as the chair for the Outreach Board, facilitating all Outreach Board meetings.
1000.2 Oversee the advertising and promotion of all RHA events in collaboration with the RHA Events Director and the RHA Events Board.
1000.3 Maintain, promote, and increase activity on all RHA social media. (Facebook, Twitter, etc.)
1000.4 Promote both RHA and hall activities in collaboration with each hall’s Program and/or Publicity Coordinators.
1000.5 Follow all RHA promotion policies, including the use of the RHA logo.
1000.6 Plan and implement at least one event per semester promoting RHA (incorporating the RHA logo) in coordination with the RHA Events Director.
ARTICLE XI – RECOGNITION

Section 1100  Duties of the Recognition Director or their designee
1100.1  Call all RHA Recognition Board meetings, set its agenda, and preside over their meetings.
1100.1.1 The Recognition Board Director or their designee shall hold meetings at their discretion.
1100.2 Facilitate a minimum of 4 appreciation days each semester.
1100.3 Facilitate the Winter Leadership Reception during the fall semester.
1100.4 Facilitate the Spring Leadership Banquet during the spring semester.
   1100.4.1 Facilitate communications with Silver and Blue Catering.
   1100.4.2 Facilitate communications with award shop.
   1100.4.2.1 Update the revolving plaques, located in the housing office.
   1100.4.3 Facilitate communications with the Joe Crowley Student Union regarding space reservation and technical assistance.
1100.5 Prepare and submit an annual Recognition Board budget request in the spring semester, as requested by the Finance Director.

Section 1110  Duties of the Recognition Board
1110.1 The Recognition Director or their designee will serve as the chair for the Recognition Board, facilitating all Recognition Board meetings.
1110.2 Plan and implement a minimum of 4 appreciation days each semester such as;
   1110.2.1 Facility Attendants and Administrative Assistants
   1110.2.2 Food Service Staff
   1110.2.3 General Council
   1110.2.4 Graduate Resident Directors, Resident Directors and Area Directors
   1110.2.5 Resident Assistants, Community Assistants and Academic Mentors
      1110.2.5.1 RA/CA/Academic Mentor Appreciation day should coincide with National Resident Assistant Appreciation Day.
   1110.2.6 Residential Life Housing Office Staff
   1110.2.7 Service Solutions and Maintenance Staff
   1110.2.8 Student Desk Attendants
1110.3 Plan and implement the Winter Leadership Reception during the fall semester.
1110.4 Plan and implement the Spring Leadership Banquet during the spring semester.
1110.5 Oversee and implement the Hall of the Year Rubric and the Community Spirit Award Rubric.

Section 1120 Hall of the Year Award and Community Spirit Award
1120.1 Hall of the Year Award
   1120.1.1 Each hall will create a bid presentation detailing their programming efforts for the year.
      1120.1.1.1 The presentation will be given by the Leadership Council president and one or two other Leadership Council members.
      1120.1.1.1.1 The RHA Recognition Representative for that hall may not present.
      1120.1.1.2 The bid will be presented for professional housing office staff in the spring semester.
      1120.1.1.3 The presenter will be given 20 minutes to present.
      1120.1.1.4 The presenter will then take part in 10 minutes of Question-and-Answer from the housing staff.
1120.2 Community Spirit Award
   1120.2.1 The Community Spirit Rubric will consist of the following sections;
      1120.2.1.1 New Members to Leadership Council
      1120.2.1.2 Intramurals
      1120.2.1.3 Hall GPA
      1120.2.1.4 Attendance at RHA Events
      1120.2.1.5 Homecoming
1120.2.1.6 RHA Carnivale
1120.3 No one hall is able to win both the Hall of the Year and the Community Spirit Award within the same year.
1120.3.1 If one hall were to acquire enough points to win both awards, this hall would be awarded the Hall of the Year award.
1120.3.2 The Community Spirit Award will then go to the hall that receives the next highest amount of points according to the rubric.

Section 1130 Programming Awards

1130.1 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.

1130.2 Academic Success Program
1130.2.1 The program created a way for students to assess their academic success and provided tools to help them to succeed in their academic endeavors.

1130.3 Diversity/Multicultural Program
1130.3.1 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.

1130.4 Community Service Program
1130.4.1 A program that impacted the Reno community through a specific project or volunteerism.

1130.5 Social Program
1130.5.1 The program was designed to build relationships, promote socialization, and develop an identity within their community.

Section 1140 Resident/Community Assistant of the Year Award

1140.1 Organize nomination and selection of award recipients in conjunction with the Residential Life Recognition Committee.

Section 1150 Teamwork Award

1150.1 This award recognizes the individuals or group who have 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.

1150.2 Candidates for this award will possess some or all of the following qualities.
1150.2.1 Will have contributed to the mission of advancing community within the Residence Halls
1150.2.2 Will have demonstrated effective communication, leadership and execution in their development and implementation of building community
1150.2.3 Will have consistently demonstrated a “team”-orientated attitude
1150.2.4 Will have positively impacted their greater community

Section 1160 Resident of the Year Award

1160.1 This award recognizes the individual, one per community, who has demonstrated the following qualities
1160.1.1 Contribution to leadership council, floor, and wing
1160.1.2 Contribution to university as a whole
ARTICLE XII – NEW BOARD CREATION

Section 1200 Guidelines for Creating a New Board
1200.1 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.
1200.2 Members desiring to create a new board must present the following information;
1200.2.1 Name and purpose of board
   1200.2.1.1 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.
1200.2.2 Structure of board
   1200.2.2.1 Title and/or expression of who will chair the board
      1200.2.2.1.1 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
      1200.2.2.1.2 If the members feel that the chair of this board should be compensated, it needs to be stated in this presentation.
   1200.2.2.2 Description of who the board will consist of
      1200.2.2.2.1 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
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 constitutions shall hereafter be referred to as Leadership Council By-laws in the RHA Constitution

Section 1310 No individual Leadership Council by-law may be in conflict with the RHA Constitution
1310.1 If conflict arises and the Leadership Council disputes it, the Judicial Board will make a ruling.

Section 1320 Each Leadership Council will submit their ratified Leadership Council by-laws for the following year to the RHA General Council to be approved in April of every year.
1320.1 Those individual bylaws will be kept on file by RHA as governing documents for the following year.

ARTICLE XIV – RESOURCE CENTER

Section 1400 Duties of the RHA Office Manager
1400.1 Create the Resource Center schedule at the beginning of each semester.
1400.2 Submit a budget request for the office materials.
1400.3 Work with the RHA Advisor to order supplies for the office.
1400.4 Track the use of printing and materials check out.
1400.5 Maintain inventory of office materials.
1400.6 Take minutes for the RHA General Council meeting.
1400.7 Work with the RHA Vice President and Finance Director to determine who will be taking minutes at their meetings.

Section 1410 Resource Center
1410.1 The Resource Center will be open for a determined amount of time Sunday through Friday.
1410.2 The Resource Center shall serve to provide printing and material checkout resources to student leaders in the residence halls.
1410.3 The Resource Center will set a limit on the amount of printing per day as determined by the RHA Office Manager.

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.
    1500.2.1.2 The process of impeaching the leadership council president is outlined in each hall’s by-laws.
  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.
1600.2 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: