



"Building Communities, Building Leaders"

# Governing Documents

of

# The University of Arizona Residence Hall Association

**Last Amended: 01.12.20**

# Table of Contents

Constitution	
<a href="#">Article I: Organization Name</a>	5
<a href="#">Article II: Organization Logo and Colors</a>	5
<a href="#">Article III: Purpose</a>	6
<a href="#">Article IV: Membership</a>	6
<a href="#">Article V: Affiliation</a>	6
<a href="#">Article VI: Organization of Government</a>	6
<a href="#">Article VII: RHA Executive Board</a>	6
<a href="#">Article VIII: RHA General Body</a>	7
<a href="#">Article IX: Hall Council</a>	7
<a href="#">Article X: Executive Board Elections</a>	7
<a href="#">Article XI: Funding</a>	8
<a href="#">Article XII: Initiative, Referendum, and Recall</a>	8
<a href="#">Article XIII: Amendments</a>	9
<a href="#">Article XIV: Statements of Non-Discrimination, Non-Hazing, Compliance, and Not for Profit</a>	9
<a href="#">Article XV: Ratification and Enactment</a>	9
<a href="#">Section 1 - Requirements of All Executive Board Members</a>	11
<a href="#">Section 2 - General Responsibilities of RHA Executive Board</a>	11
<a href="#">Section 3 - Elected Executive Board Positional Responsibilities</a>	11
<a href="#">Section 4 - Appointed Executive Board Positional Responsibilities</a>	16
<a href="#">Section 5 – Hosting Regional and NACURH Officers</a>	17
<a href="#">Section 6 – Executive Board Compensation</a>	19
<a href="#">Section 7 - Organization of Hall Councils</a>	20
<a href="#">Section 8 - Independent Organizations</a>	20
<a href="#">Section 9 - Meetings</a>	20
<a href="#">Section 10 - Voting</a>	21
<a href="#">Section 11 - Amendments</a>	23
<a href="#">Section 12 - Elections</a>	23
<a href="#">Section 13 - Recall and Removal</a>	27
<a href="#">Section 14 - Budget</a>	29
<a href="#">Section 15 - Sponsorship</a>	31
<a href="#">Section 16 – Hall Council Funding</a>	33

[Section 17 - Equipment](#) ..... 34  
[Section 18 – Committees](#)..... 34  
[Section 19 - Recognition](#) ..... 34  
[Section 20 - District Buddy Program](#) ..... 39  
[Section 21 - Ratification and Enactment](#) ..... 40



"Building Communities, Building Leaders"

# Constitution

of

# The University of Arizona Residence Hall Association

## Article I: Organization Name

**Section 1.1:** The name of the organization shall be the University of Arizona Residence Hall Association hereafter referred to as RHA.

**Section 1.2:** This constitution and its by-laws recognize the following words and definitions

- A. University refers specifically to the University of Arizona.
- B. Residence Hall shall be defined as a residential community operated by Housing and Residential Life at the University.
- C. The Association is the entire organization of RHA, including its officers, advisors, General Body members, and liaisons.
- D. The General Body is made up of the voting representatives from each hall.
- E. Rent-paying student shall be defined as a student who pays in full for living in a residence hall on campus.

## Article II: Organization Logo and Colors

**Section 2.1:** The official logo of the Residence Hall Association is to be:



- A. The official logo also includes the above without the official motto of the organization

**Section 2.2:** The official colors of the organization are UA Red, Arizona Blue, and White.

**Section 2.3:** All usage of the official logo of the organization must adhere to but are not limited to:

- A. Use the official colors of the organization with the logo
- B. Maintain the original dimensions of the logo
- C. Maintain the organization of the elements of the logo
- D. Maintain the type face used in the logo
- E. Exclude the addition of other elements to the logo
- F. Use the logo in its entirety by not cropping it
- G. Maintain the perspective of the logo by not rotating or pivoting it

**Section 2.4:** All usage of the official logo of the organization is at the discretion of the Director of Marketing.

## Article III: Purpose

**Section 3.1:** Through leadership, programming, and opportunities for growth and development, the University of Arizona Residence Hall Association strives to

develop an educational, inclusive, sustainable, and social living environment for its residents. By promoting active participation in community development, RHA hopes to encourage a positive residential experience that builds communities and builds leaders.

**Section 3.2:** The purpose of this organization shall include, but not be limited to, matters that directly concern the students of the University of Arizona living in the residence halls.

**Section 3.3:** RHA shall be responsible for reviewing and making recommendations regarding Housing and Residential Life procedures and policies for the betterment of the residence hall system.

**Section 3.4:** RHA shall organize, implement and promote quality activities, educational programming and services for all residents living in the residence halls.

#### **Article IV: Membership**

**Section 4.1:** Any rent-paying student at the University of Arizona living in a residence hall is considered an official member of RHA and eligible to be a hall representative.

#### **Article V: Affiliation**

**Section 5.1:** RHA shall be the means by which the University residence hall population affiliates itself with the National Association of College and University Residence Halls (NACURH) and the Intermountain Affiliate of College and University Residence Halls (IACURH).

#### **Article VI: Organization of Government**

**Section 6.1:** There shall be three levels of government within the RHA. These levels are the Executive Board, General Body, and Hall Councils.

#### **Article VII: RHA Executive Board**

**Section 7.1:** The Executive Board and gavel order shall consist of:

- A. President
- B. National Communications Coordinator
- C. Director of Business Administration
- D. Director of Training and Development
- E. Hall Council Coordinator
- F. Director of Programming
- G. Director of Marketing
- H. Director of Operations
- I. Parliamentarian (appointed)
- J. RHA Advisor (ex-officio)

**Section 7.2: The purpose of the Executive Board shall be to:**

- A. Propose activities and conduct leadership training for RHA**
- B. Take emergency action usually brought before the General Body**
- C. Handle funding and equipment requests made to RHA**
- D. Be responsible for the maintenance and archiving of all RHA business.**
- E. Act as General Body during the summer and winter recesses as set by the University.**
- F. All amendments to the RHA Constitution and RHA Bylaws during these recesses must be confirmed by a vote of the General Body when convened after winter and summer recesses.**
- G. If not approved, the amendment(s) shall be reverted**

#### **Article VIII: RHA General Body**

**Section 8.1: Each hall council shall have the opportunity to select two hall residents to represent their hall as RHA Representatives.**

**Section 8.2: There must be quorum at any given general body meeting where voting occurs.**

- A. Quorum shall be defined as half of all active halls' representatives plus one.**

#### **Article IX: Hall Council**

**Section 9.1: Each residence hall on campus shall be affiliated with RHA and have a form of hall council chosen by their Community Director.**

**Section 9.2: Purpose of Hall Council shall be:**

- A. To affiliate with RHA and serve the needs of their respective residents.**

#### **Article X: Executive Board Elections**

**Section 10.1: Candidates for Executive Board offices qualify if they:**

- A. Are in good academic and judicial standing at the time of nomination.**
- B. Are in good standing with RHA as according to the by-laws.**
- C. Have lived on campus for 8 weeks within the current and/or previous semester or 16 weeks for President within the current and/or previous semester**

#### **Article XI: Funding**

**Section 11.1: The Residence Hall Association (RHA) funding is determined by a Housing and Residential Life student fee, as approved by the Arizona Board of Regents (ABOR.) RHA may propose changes to the student fee and advocate for**

a dollar amount, of the student fee, to be allocated to RHA. Upon approval of the student fee from ABOR, Housing and Residential Life will allocate a dollar amount to be distributed by the RHA Executive Board for use in the budget, voted upon in the RHA General Body. Funding requests may be made to RHA by halls and University organizations.

## **Article XII: Initiative, Referendum, and Recall**

### **Section 12.1: Initiative**

- A. RHA shall have the power of initiative. This power may apply to any matters pertaining to the government of RHA, including action of the RHA General Body.**

### **Section 12.2: Referendum**

- A. The RHA General Body shall have the power of referendum. A referendum may be held on any matter pertaining to the government of the RHA.**

### **Section 12.3: Recall**

- A. RHA shall have the power to recall for the following reasons:
  - 1. Missing two Executive Board or General Body meetings in one semester, unless otherwise given prior consent by the Executive Board.**
  - 2. Violation of duties or guidelines as written in the constitution or bylaws.****
- A. The accused will be given the option to resign from their position before the recall process.**
- B. Recall procedures will be followed as outlined in the Bylaws.**
- C. Any person subject to removal from office shall be notified by the Executive Board at least five working days prior to the recall motion being before General Body.**
- D. A formal typed account of alleged offenses describing reasons for recall shall be filed with every member of the Executive Board and General Body.**
- E. When an Executive Board Member is named in a motion for removal from office, they are suspended from all RHA Executive Board monetary processes until the removal action is completed and results in their retention of their position.**

## **Article XIII: Amendments**

**Section 13.1: Amendments to this constitution must be submitted in writing to the Parliamentarian for the proper formatting. Amendments must also be submitted to the General Body at least 1 week prior to a vote being taken.**

**Section 13.2: Approval of the amendment needs a 3/4 majority vote of the General Body.**



**Article XIV: Statements of Non-Discrimination, Non-Hazing, Compliance, and Not for Profit**

**Section 14.1:** The University of Arizona is an equal opportunity, affirmative action organization. The University prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity and is committed to maintaining a diverse and inclusive work environment.

**Section 14.2:** In addition to Section 13.1, we, as an organization, will not discriminate or tolerate discrimination against any other person, group, or organization for any reason.

**Section 14.3:** This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student attending the institution.

**Section 14.4:** This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

**Section 14.5:** This is a not for profit organization.

**Article XV: Ratification and Enactment**

A vote shall be put forth to the RHA General Body for adoption of the Constitution of the Residence Hall Association of the University of Arizona. This Constitution dated January 29, 2019 shall supersede all previous constitutions and shall become effective with 1) two-thirds (67%) majority of ballots cast in favor of ratification and enactment 2) the signatures of the President of RHA and the Parliamentarian to verify the vote and 3) the signature of the Coordinator of Leadership Development, or designated Housing and Residential Life employee, to finalize ratification.

_____	_____
Residence Hall Association President	Date
_____	_____
Residence Hall Association Parliamentarian	Date
_____	_____
Coordinator of Leadership Development	Date



“Building Communities, Building Leaders”

**Bylaws**  
**of**  
**The University of Arizona**  
**Residence Hall**  
**Association**

## **Section 1 - Requirements of All Executive Board Members**

- A. Serve for a full term of office.**
  - a. A term of office shall be defined as starting at the NACURH conference following the time of election for the positions indicated below:**
    - 1. RHA President**
    - 2. National Communications Coordinator**
  - b. A term of office shall be defined as starting from the last day of classes following the time of election for all other executive board positions.**
- B. Maintain a minimum semester Grade Point Average (GPA) of 2.2 and a minimum cumulative GPA of 2.5 throughout their term of office.**
- C. Must enroll in a minimum of twelve units a semester.**
  - a. Exceptions may be set forth by the RHA Advisor for Executive Board Members Graduating the semester of their enrollment.**
- D. Maintain good judicial standing throughout their term of office.**
- E. May not be a Resident Assistant during their term, with the exception of the Parliamentarian position.**
- F. May not serve on the National Residence Hall Honorary Executive Board.**
- G. May not serve as a Regional or NACURH Officer, with the exception of the RHA Advisor.**

## **Section 2 - General Responsibilities of RHA Executive Board**

- A. Endeavor to unite the organization, represent the best interests of the students, specifically those in the residence halls, and aid in recruitment and retention of residents to RHA.**
- B. Oversee committees that fall under their position as designated by the President with the concurrence of the Executive Board.**
- C. Establish and keep office hours in the RHA office.**
- D. Be present at all general RHA functions**
- E. Plan and implement RHA programs and trainings.**
- F. Read the Constitution and Bylaws after being elected or appointed into office.**
- G. Hold transition at the end of their term, which shall include a transition report and a transition period that shall take place during the last two months of the spring semester**
  - a. The format of the Transition report shall be set forth by the RHA President and RHA Advisor.**
- H. Assist in the writing and editing of regional and national award bids on behalf of UA RHA, unless serving in a position on the IACURH Regional Board of Directors or NACURH Board of Directors in the same academic year.**
- I. Act in accordance with the RHA Constitution and Bylaws.**
- J. Be responsible for all revenues and expenditures relating to their position including but not limited to:**

- a. Maintain and complete purchasing forms related to positional line items
- K. Write and submit at least five Of the Months (OTMs) during the timeline of July 5<sup>th</sup> to February 5<sup>th</sup> while serving in the position.
  - a. This excludes anyone serving on the regional directorship.
  - b. Suitable expectations shall be set forth each term by the NCC.
  - c. The first semester shall include June through December and second semester shall include January through May.

### **Section 3 - Elected Executive Board Positional Responsibilities**

#### **A. The Duties of the President shall include, but not be limited to:**

- a. Have at least one semester experience as an RHA Executive Board Member.
  - i. If no qualified candidates accept a nomination, bid or are elected, the position will reopen to all students who qualify for an RHA Executive Board position.
- b. Act as an ex-officio member of all proceedings, voting only when the RHA Executive Board fails to reach a clear majority
- c. Act as the presiding officer for RHA, all RHA Executive Board Meetings and RHA General Body Meetings
  - a. Oversee scheduling and functions for these meetings
- d. Appoint chairpersons to ad-hoc committees with the approval of the RHA Executive Board
- e. Serve on the Housing and Residential Life Rate-Setting Committee
- f. Attend all NACURH and State affiliated conferences
- g. Be present at all pre-conference related preparations
- h. Be responsible for coordinating, in collaboration with the RHA Advisor, Executive Board trainings at the beginning of each semester, and as needed throughout positional terms.
- i. Maintain all necessary regional and national communications as expected of RHA Presidents, including but not limited to:
  - a. Completion of positional monthlies
  - b. Attendance at positional chats
  - c. Consistent interaction with member schools and members of regional and/or national boards
  - d. Presence in boardroom and corporate meetings
  - e. Membership of a regional committee
- j. Have at least one meeting per semester with the Executive Director of Housing and Residential Life
- k. Perform meaningful assessments of RHA and/or Hall Councils as necessary
- l. Perform one-on-one meetings with RHA Executive Board Members a minimum of once per month within the academic year, excluding the months of finals
- m. Provide support for all Hall Council Presidents

a. Perform one meeting a semester with all Hall Council Presidents.

**B. The Duties of the National Communications Coordinator (NCC) shall include, but not be limited to:**

a. Have attended at least one NACURH recognized conference (i.e. Regional Leadership Conference, NACURH, Regional Business Conference) prior to being elected.

i. If no qualified candidates accept a nomination, bid or are elected the position will reopen to all students who qualify for an RHA Executive Board position.

b. Represent the University of Arizona RHA at all NACURH and State conferences and business meetings.

c. Recruit all delegates and prepare for conferences.

d. Oversee the NACURH Member School Affiliation process to ensure that all requirements for membership in IACURH and NACURH are fulfilled.

e. Encourage the use of the benefits of membership in IACURH and NACURH.

f. Collaborate with NRHH to coordinate programming for NACURH Residence Hall Month (NRHM) among the sister organizations.

g. Coordinate the Resource File Index (RFI) creation and submission.

h. Be responsible for the "Of the Weeks" (OTW) coordination.

i. Encourage the use of the National Residence Hall Honorary (NRHH) for "Of the Month" submissions.

j. Attend the NACURH conference when in the positions of NCC-Elect and outgoing NCC.

k. Collaborate with the Hall Council Coordinator (HCC) to coordinate all spirit activities within RHA and maintain records of spirit points throughout the academic year.

l. Organize the End of the Year Awards including, but not limited to bidding and application processes as stated in the Bylaws.

m. Inform RHA of regional and national events, opportunities, and important information as able.

**C. The Duties of the Director of Business Administration shall include, but not be limited to:**

a. Be responsible for all revenues and expenditures of RHA and all RHA Committees through the end of the spring semester

b. Prepare the RHA Budget, with advice from the Executive Board.

c. Present the RHA Budget within four (4) RHA General Body meetings of the start of each academic semester

d. Provide an updated and accessible budget to the following:

- a. The First Executive Board meeting and at the following RHA General Body meeting every month.
- b. Provide an updated hall council budget report to Community Directors at the end of each month, detailing their hall's recorded expenses
- e. Create and present a report to the General Body after the summer and winter recesses of the University.
- f. Record attendance and accurate minutes during General Body.
- g. Reconcile RHA spending records with Housing and Residential Life on a monthly basis, or as deemed necessary by the President, Executive Board or Housing and Residential Life.
- h. Prepare and oversee all Sponsorships through the RHA budget, providing information to both Executive Board and General Body.
- i. Oversee external RHA fundraisers/grants, which includes the process of bidding for and pursuing fiscal contracts with all external organizations.
- j. Lead RHA's participation with the Housing and Residential Life Rate-Setting Committee.

**D. The Duties of the Director of Training and Development shall include, but not be limited to:**

- a. Coordinate the Hall Involvement Team, in collaboration with the RHA Advisor, for move in week
- b. Coordinate the Hall Leadership Conference (HLC) in the fall semester
- c. Coordinate the Spring Leadership Camp (SLC) in the spring semester
- d. Coordinate at least four additional leadership workshops per semester

**E. The Duties of the Hall Council Coordinator (HCC) shall include, but not be limited to:**

- a. Have at least one semester experience being a member of hall council.
  - a. If no qualified candidates accept a nomination, bid or are elected the position will reopen to all students who qualify for an RHA Executive Board position.
- b. To create, maintain and oversee:
  - a. Roster Creation and Maintenance
- c. Coordinate the District Buddy Program
  - a. Act as a resource for Hall Councils by attending at least one hall council meeting, per hall council, per semester
  - b. Facilitate the assignment process for district buddies
  - c. Communicate with the Executive Board about hall buddy relations and expectations
- d. Advise in discussion and socials for hall buddies

- d. Collaborate with the NCC to coordinate all spirit activities within RHA and maintain records of spirit points throughout the academic year.
- e. Be responsible for coordinating, in collaboration with the Parliamentarian, all RA Mentor trainings.
  - a. Act as a resource and support for all RA Mentors
  - b. Hold a meeting for all RA Mentors once a semester
- f. Oversee that the structure of Hall Council, as outlined in the Bylaws, is followed by all hall councils.
- g. Act as the main point of contact for CDs in regard to hall council.

**F. The Duties of the Director of Programming shall include, but not be limited to:**

- a. Coordinate RHA annual events, including but not limited to:
  - a. RHA Block Party
  - b. The RAVE
  - c. End of the Year Banquet
- b. Coordinate a programming committee
- c. Plan and implement campus wide programs
  - a. At least one each semester, excluding RHA Block Party, The RAVE, and End of the Year Banquet
- d. Support and collaborate with hall council programming initiatives. Including but not limited to:
  - a. Create programming workshops
  - b. Perform one-on-one meetings for hall and campus wide programs
- e. Collaborate and build relationships with event planning organizations on campus, including but not limited to:
  - a. Associated Students of the University of Arizona (ASUA)
  - b. Wildcats Events Board (WEB)
  - c. Cats After Dark (CAD)

**G. The Duties of the Director of Marketing shall include, but not be limited to:**

- a. Coordinate promotional efforts of the organization, including:
  - a. Coordinate the use of social media outlets.
  - b. Create and manage campus wide and community specific listservs.
  - c. Develop promotional items and materials for all campus wide RHA events including, but not limited to, HLC, programs, conferences, and advocacy initiatives.
- b. To create, maintain and oversee:
  - a. Electronic Communication
  - b. Roster Creation and Maintenance

- c. Distribute General Body minutes to the RHA listserv
  - d. Maintain relationships, in conjunction with the RHA President, with the following liaisons
    - a. ASUA Liaison
    - b. Recreation Advisory Council (RAC) Liaison
    - c. Freshmen Fee Advisory Council
    - d. Any other liaison positions deemed necessary.
  - e. Maintain and seek out new partnerships and collaborations with on and off campus entities.
  - f. Oversee use of the RHA logo, including:
    - a. Authorize use as outlined in RHA Marketing Guidelines.
    - b. Act as a signatory in approving all campus wide marketing materials that will include the RHA logo
  - g. Maintain and update the RHA website, including but not limited to:
    - a. Update all website contents over the summer to reflect all organizational changes.
    - b. Ensure the upkeep of any technological subscriptions necessary for the continued use of the website.
    - c. Post General Body minutes weekly and other updates as needed
  - h. Create all assessments deemed necessary in coordination with Housing and Residential Life.
  - i. Act as a resource to hall councils for advertising within the halls.
- H. The Duties of the Director of Operations shall include, but not be limited to:
- a. Coordinate any services with the Associate Director of Facilities and Operations in Housing and Residential Life
  - b. Coordinate the checkout process of RHA equipment
  - c. Propose and purchase RHA equipment.
  - d. Administrative duties, which include, but may not be limited to, maintenance of the golf cart, maintenance of equipment, ordering supplies, reading meters etc.
  - e. Maintain an accurate inventory of the RHA equipment
  - f. Be responsible for the Hall Council Amenities process and provide insight and assistance in purchasing of large ticket items
  - g. Serve as the office manager in coordination with the RHA President
    - a. Order office supplies
    - b. Maintain copy machine

#### **Section 4 - Appointed Executive Board Positional Responsibilities**

- A. The Duties of the RHA Parliamentarian shall include but not be limited to:**



- a. Be an unbiased, non-voting member of the General Body and Executive Board.
- b. Read the most recent and full set of Robert's Rules of Order prior to convening in the fall of each school year
- c. Be present at all Executive Board meetings and General Body meetings
- d. Live on campus in a residence hall.
- e. Have speaking privileges in the General Body Meetings
- f. Conduct the vote count and formal Robert's Rules of Order Processes
- g. Provide aid in the drafting of amendments to the RHA constitution and its bylaws, offering recommendations in wording or actions to the members, Executive Board, or authors.
- h. Serve as the Elections' Commissioner during Executive Board elections, except for the race they may be running in.
- i. Collaborate with the HCC to provide support and trainings for all RA Mentors
- j. Be a supportive member to all RHA activities including but not limited to; SLC, HLC, programs, and any activities administered by RHA

**B. The Duties of the RHA Advisor shall include but not be limited to:**

- a. Attend all executive board and general body meetings.
- b. Conduct one-on-one meetings with the Executive Board members, a minimum of two times a month
- c. Collaborate with the RHA President all Executive Board trainings at the beginning of each semester, and as needed throughout positional terms.
- d. Will be appointed by the Associate Director for Residential Education for Housing and Residential Life.
- e. Act as the Parliamentarian when the Parliamentarian is not present.
- f. Serve as a liaison between campus administration, Housing and Residential Life, and RHA.
- g. Oversee any additional advisors to the organization.
- h. Coordinate training for Hall Council Advisors
- i. Attend all NACURH and State affiliated conferences.
- j. Support all RHA events
- k. Coordinate the On-Campus Marketing (OCM) fundraiser each academic year
- l. Oversee and process all debts and credits incurred by the Residence Hall Association

**Section 5 – Hosting Regional and NACURH Officers**

**A. School Support Procedure**

- a. Any individual wishing to obtain a Regional or NACURH officer position must request school support from the RHA General Body prior to being considered for the position(s) they are seeking. The process should be outlined as such:
  - i. All positional bid intents must be submitted to the RHA President and RHA Advisor by the second to last General Body of the Fall semester.
    - 1. Nominations for special elections are excluded from this rule.
    - 2. The fall term shall be defined as July through December.
  - ii. Positional presentations must be submitted to the RHA President and RHA Parliamentarian at least one (1) week prior to the General Body they will present at.
  - iii. General Body may only give support to one candidate per position.
- b. The procedure for receiving school support is as follows:
  - i. Five (5) minute presentation that is non-extendable.
    - 1. Presentation shall occur during the first meeting of presenting the request.
  - ii. Five (5) minute period of question and answer that is extendable.
    - 1. Question and answer shall occur during both the meeting of presentation and the subsequent meeting of General Body voting.
  - iii. Five (5) minute period of discussion that is extendable.
    - 1. Discussion shall occur during the subsequent meeting of General Body voting.
  - iv. It is the responsibility of the candidate(s) to arrange a meeting with the RHA President, NCC, ED of NRHH, RHA Advisor, and another Housing & Residential Professional Staff to complete the school support form.
    - 1. The candidate(s) are required to outline expectations and bring those to the meeting of which will be utilized to finalize the school support form.
    - 2. The RHA President, NCC, ED of NRHH, RHA Advisor, and another Housing & Residential Professional Staff have the right to agree or compromise to the expectations outlined by the candidate.
- c. The presentation outlined in the procedure must include but not be limited to:
  - i. Position(s) that the individual has submitted formal intent(s) for.
  - ii. List of duties of position(s) they are seeking.

- iii. All qualifications they feel are relevant to the position(s) they are running for.
- iv. An overview of how the Residence Hall Association and residents residing in on-campus housing will benefit from hosting them as a Regional or NACURH Officer.

## **B. Special Elections**

- a. In the event of a special election the following procedure must be followed by the candidate:
  - i. If time permits, the candidate must present to General body to obtain school support.
    - 1. The procedure outlined in Section 5 subsection A subsection b must be followed.
  - ii. If time does not permit, the candidate must send an email to the RHA Advisor notifying their intent to run and to ask for School Support.
    - 1. School Support can be temporarily given by the RHA Advisor and a Housing & Residential Professional Staff.
    - 2. The candidates are required to provide any documentation required by the Advisor in order to give School Support.
  - iii. If elected, the candidate must present to General Body the week following their selection by the region and General Body must confirm their school support during that meeting.
    - 1. Presentation must follow the outline of Section 5 subsection A subsection c.
- b. The Procedure to confirm school support is as follows:
  - i. Five (5) minute presentation that is non-extendable.
  - ii. Five (5) minute period of question and answer that is extendable.
  - iii. Five (5) minute period of discussion that is extendable.
  - iv. Voting period must occur during the same meeting.
- c. If school support is not confirmed, the Candidate must resign from their position immediately.

## **C. Fiscal Support Procedure**

- a. A Regional or NACURH officer may only request fiscal support from the RHA General Body after obtaining their position.
  - i. Requests must be submitted to the General Body at least one (1) week prior to the vote being taken.
- b. The Regional or NACURH officer must request fiscal support from the RHA General Body of the fiscal year that they are requesting funds from.
- c. Their request must adhere to the following process:
  - i. Five (5) minute presentation that is non-extendable.
    - 1. Presentation shall occur during the first meeting of presenting the request.
  - ii. Five (5) minute period of question and answer that is extendable.

1. Question and answer shall occur during both the meeting of presentation and the subsequent meeting of General Body voting.
- iii. Five (5) minute period of discussion that is extendable.
  1. Discussion shall occur during the subsequent meeting of General Body voting.
- d. Their presentation must include but not be limited to:
  - i. The position that the individual has obtained.
  - ii. List of duties of the position.
  - iii. All qualifications they feel are relevant to the position.
  - iv. An overview of how the Residence Hall Association and residents residing in on-campus housing will benefit from hosting them as a Regional or NACURH Officer.
  - v. The amount of funds they are requesting.
  - vi. A forecast of how they intend to utilize the funds they are requesting.

#### **D. Role of Host School**

- a. The Regional or NACURH officer shall be provided electronic access to the Residence Hall Association office.
- b. The Regional or NACURH officer shall be provided with general use of office resources to complete regional or NACURH positional duties.
- c. Assist in the administrative tasks concerning all fiscal transactions pertaining to their Regional or NACURH position, if they have received fiscal support.

#### **E. Role of Regional or NACURH Officers**

- a. Reside in on-campus housing at the University of Arizona.
- b. Give a presentation the RHA General Body detailing their position following at least one (1) NACURH Affiliated Conference.
- c. Attend a minimum of one (1) delegate meeting per NACURH Affiliated conference that UA RHA attends.
- d. Provide one (1) update per semester to the RHA Executive Board concerning work they are doing to benefit UA RHA and residents residing in on-campus housing.
- e. Hold one (1) office hour in the RHA office per week that school is in session.
- f. Be held fiscally responsible for all fiscal expenditures pertaining to their position, if they have received fiscal support.
- g. May not hold an RHA or NRHH Executive Board position within the same term, with the exception of the advisor role.
- h. Must uphold the Elections Code of Conduct as outlined in Section 12, subsection E when running for a position.

- F. In the event the Regional or NACURH officer does not adhere to the duties set forth, the recall procedure outlined in the RHA Bylaws for RHA Executives may be

initiated to remove school and/or fiscal support from the Regional or NACURH officer.

- a. Fiscal support may be removed without the removal of school support.
- G. If school support is removed fiscal support is removed additionally.

## **Section 6 – Executive Board Compensation**

### **A. Elected Executive Board Members**

- a. Each elected member shall receive housing compensation for the academic year up to Housing and Residential Life's Group Two category for double rooms.
- b. Each elected member shall receive compensation in the form of CatCash, amounting to no more than \$1250 per semester.
- c. In the event that the full amount of compensation is not used, the remaining funds shall be returned to their respective line.

### **B. Appointed Executive Board Members**

- a. Each appointed member, with the exception of the RHA Advisor, shall receive CatCash in the amount of \$800 per semester.
- b. In the event that an appointed member is not a Resident Assistant, the respective appointed member shall receive CatCash in the amount of \$1250 per semester.

### **C. In the event that housing capacity at the time of the University of Arizona's Census Day is calculated to be below 98% capacity, the RHA Advisor and President shall reevaluate compensation for the spring semester.**

- a. The RHA Advisor and President shall present the reevaluated compensation to the General Body for approval within three (3) weeks of Census Day.

### **D. Compensation is to be clearly presented to the RHA General Body by the current and newly elected Director of Business Administration exactly one week prior to the next fiscal year's budget proposal. This budget for compensation must be brought to a vote for approval.**

## **Section 7 - Organization of Hall Councils**

- A. Hall Council shall be organized by the Hall Council President, if elected or appointed at the time, and Advisor(s) of each hall in collaboration with and with the approval of the RHA Executive Board,**
- B. The expectations and responsibilities of each position shall be outlined by the RHA Executive Board at the beginning of each year,**
- C. These expectations and responsibilities shall be altered as the Hall Council Advisor(s) see fit with the approval of the RHA Executive Board,**
- D. Each Hall Council is at minimum required to have the following positions:**
  - a. Advisor(s)**
  - b. Resident Assistant Mentor(s)**
  - c. Hall Council President**
  - d. Hall Council Vice President**
- E. Once the above positions are filled it is highly recommended that the Hall Council also has the following positions:**
  - a. VP of Programming**
  - b. VP of NRHH Communications**
  - c. VP of Advocacy (ACT Representative)**
  - d. VP of Sustainability (ECO Representative)**
- F. The respective Hall Council Advisor(s) and Hall Council President, if elected or appointed at the time, may add as many positions to the structure as they see fit for their community, once all the above positions have been filled,**

## **Section 8 - Independent Organizations**

- A. RHA shall have three independent organizations with financial support, and official communication channels that are required to have 1-2 representatives at all RHA General Body meetings. These shall be as follows:**
  - a. National Residence Hall Honorary**
    - i. NRHH shall serve as a supportive member in all RHA activities including but not limited to HI Team, HLC, SLC, and programs.**
  - b. Advocates Coming Together**
  - c. Eco-Reps**

## **Section 9 - Meetings**

- A. The General Body meetings of RHA shall:**
  - a. Be held every week of the fall and spring semesters, unless canceled by a majority vote of the Executive Board and not begin until the second full week of classes in the fall and the first full week of classes in the spring**

- b. Be determined by the Executive Board in regard to time, place, and date of the meetings.
    - c. Not be held during the final 2 weeks of each semester.
  - B. No business may be conducted without quorum in attendance.
  - C. Quorum shall be defined as half of good standing voting general body members plus one member.
  - D. The President may call emergency meetings of the General Body and Executive Board.
    - a. Twenty-four-hour notice in writing of the meeting shall be given to all members.
    - b. There must be quorum of all voting members for General Body and 50 percent for Executive Board, plus an advisor for both meetings.
  - E. All meetings of this organization shall be open, with visitors welcome, unless two-thirds of those present vote to close the meeting.
  - F. The most recent edition of the Robert's Rules of Order, Revised will serve as the final parliamentary authority for all meetings.
  - G. Attendance
    - a. Bad Standing occurs when halls have RHA representatives consistently miss RHA meetings. This can occur in the following ways.
      - i. If your hall has both RHA Representatives absent for 2 consecutive weeks.
      - ii. If your hall has 1 RHA Representative absent for 4 consecutive weeks
      - iii. Mixture of the two above statements (1 RHA representative absent for 2 weeks, then both RHA representatives absent the third week, both RHA Representatives absent the first week, and only one the second and third week, etc.).
    - b. Consequences of bad standing are as follows:
      - i. The hall will lose voting privileges
      - ii. The hall will not be able to use hall amenities funds
    - c. Regaining Good Standing
      - i. Have two RHA representatives present at two consecutive meetings

## Section 10 - Voting

### A. Voice Voting:

- a. A voice vote shall be a simple majority.
- b. "Aye" shall constitute a "yes" vote, while "nay" shall constitute a "no" vote.
- c. Voice votes cannot be called on matters that involve the expenditure of RHA funds, changing the permanent RHA structure, including Bylaws, or changing Housing and Residential Life Administrative policy.

**B. Placard Voting:**

- a. Each hall in attendance shall have two placard votes.
- b. A placard vote shall be a simple majority and can be done through raising of hands.
- c. Placard votes cannot be called on matters that involve the expenditure of RHA funds above \$1000, changing the permanent RHA structure, including Bylaws, or changing Housing and Residential Life Administrative policy.
- d. Any member may make a motion for a voice vote, which must then be seconded before a vote can ensue.
- e. The Director of Business Administration shall record placard votes in the minutes.

**C. Roll Call Voting:**

- a. A roll call vote shall limit each hall to two official votes announced by at least one present RHA Representative from that hall.
- b. The presiding officer shall have the authority to order a roll call vote at any time.
- c. Any member motion for a roll call vote must be seconded and such a motion must receive approval by a simple majority of all members present through a voice vote.
- d. The Director of Business Administration shall record roll call votes in the minutes and verify with the Parliamentarian for official count.
- e. Roll call vote shall have precedence over voice votes.
- f. Instances requiring a simple majority in a roll call vote:
  - i. Approval of committee bylaws.
  - ii. Taking a political stand on an issue of general concern.
- g. Instances where a two thirds majority is required in a roll call vote:
  - i. All issues involving the expenditure of RHA funds above \$1000.
  - ii. Determination of rates for the residence halls.
  - iii. Issuing a formal, permanent change to the structure of RHA.
- h. Instance where a three-fourths majority roll call vote is required:
  - i. Ratifying, amending or suspending any part of the RHA Constitution.
  - ii. Recall of any Executive or Appointed Staff member.

**D. Restrictions on voting for certain members:**

- a. RHA Advisor(s) shall not have voting privileges in either General Body or Executive Board meetings.
- b. The RHA Executive Board, with the exception of the President and Parliamentarian, shall cast one unified vote, but only in the case of a tie. In the event that the Executive Board cannot reach one unified vote, then the vote shall go back to the General Body for discussion and then another vote. In the case that the General Body reaches another tie, then the RHA President's vote shall decide the outcome of the vote.

**E. Vote Count procedures**



- a. In the case of abstentions, the votes will be removed from the final count

### **Section 11 - Amendments**

- A. Amendments to the constitution or bylaws must be submitted in writing to the Parliamentarian for the proper form.
- B. Amendments must also be submitted to the General Body at least 1 week prior to a vote being taken.
- C. Approval of the amendment needs a 3/4 majority vote of the General Body.

### **Section 12 - Elections**

#### **A. Nomination Procedure**

- a. Nominations for the next academic year shall take place minimally two weeks prior to elections at an RHA General Body Meeting in the spring semester.
- b. Nominations must be moved and seconded by members of the RHA General Body, excluding presiding Executive Board members and the RHA Advisor.
- c. Nominees must accept their nomination prior to collection of election bids.

#### **B. Nomination Eligibility**

- a. All nominees must be students at the University of Arizona in good judicial and academic standing, as well as meeting any additional criteria as outlined by the RHA Constitution needed to hold office, when nominated.
- b. At the time of the nomination the candidate must have the following GPA:
  - i. A minimum cumulative GPA of 2.2 for first-year students
    - 1. First-year students defined as: Students who have attended The University of Arizona for a time period less than or equal to one semester.
  - ii. A minimum cumulative GPA of 2.5 for non-first-year students
- c. All nominees must attend an Election Meeting, presented by the Election's Commissioner, before speeches are given.
- d. A student may be nominated and accept more than one nomination initially.
  - i. Each student may only present a bid and run in one election.
  - ii. If there is an election in which no candidates are running, executive board candidates who lost their original election or any other eligible student may be nominated from the floor for the open position and run without a prepared bid.

#### **C. Election Guidelines**

- a. Each candidate shall present a bid for the office for which they are running to the Election's Commissioner prior to the night of the first RHA forum.
- b. Only the Elections' Commissioner and RHA Advisor shall participate in election procedures, including but not limited to: collection of bids, taking of nominations, answering election questions, addressing any controversies arising from elections, announcing results, and counting votes.

#### **D. Voting**

- a. Any rent-paying student that does not currently serve on the RHA Executive Board is eligible to vote for their hall.
- b. Each residence hall shall have two votes in RHA Executive Board elections, as long as both representatives of the hall are in good standing with RHA at the time of elections.
- c. Any Housing and Residential Life staff member is not eligible to participate in voting procedures.

#### **E. Election Procedures**

- a. Elections shall take place at the discretion of the Election's Commissioner and the current RHA Executive Board.
- b. The Election's Commissioner shall run the RHA Executive Board Elections according to Parliamentary Procedure, unless otherwise specified.
- c. Officers shall be elected according to the order in which they appear in the RHA Constitution.
- d. Candidates for each office shall present bids and speak in the order in which they were nominated.
- e. Bids are to be distributed to all voting halls the week prior to their respective candidate's positional elections.
- f. Election procedures for each office shall be as follows:
  - i. All candidates for a specific position will be asked to leave the room.
  - ii. The first candidate shall then enter the room and be given two (2) minutes to speak.
  - iii. There will be five (5) minutes of Question/Answer following the respective candidate's speech.
    1. Questions should only pertain to the candidate's speech and bid.
    2. Time can be extended by motion.
  - iv. Pro/Con shall be conducted for each candidate individually after each candidate's Question/Answer session.
    1. During Pro/Con, statements are limited to factual statements presented at a forum, in the candidate's bid, or during the election's meeting.

2. Pro/Con shall continue until there are three (3) consecutive “Pro/Con” statements without comment or someone moves to close.
- v. Steps i. through iv. shall continue for each candidate for a specified office.
- vi. Then, there shall be a ten (10) minute discussion on all candidates for a specified position, during which time only information presented at a forum, in the bids, or during the elections’ meeting shall be commented on.
  1. Time can be extended by motion.
- vii. After discussion has been closed, there shall be a vote by secret ballot.
  1. Ballots shall consist of all candidates for a specified position, “abstain”, and a “no confidence” vote.
  2. Ballots shall be collected and counted by the Election’s Commissioner and/or the RHA Advisor.
- viii. If there is no clear majority, the voting members shall move back into discussion, and other actions may be taken, at the discretion of the Election’s Commissioner.
- ix. Once a clear majority is reached, the Election’s Commissioner shall announce the results for that position.
- x. Steps i. through x. shall continue for all positions until all have been voted upon.
- g. Candidates for any given position are able to bid down once.
  - i. A second bid may be submitted for the position the candidate would like to bid down to in the event they do not get elected into the first position they run for.
  - ii. Candidates will participate in the same process for election as stated in Section E, subsection f.
  - iii. If a candidate wishes to bid down to a position elected on the same day as their initial choice, the candidate must submit his/her bid for the bidding down position on the same day the initial bid is due.

**F. Elections Code of Conduct**

- a. Candidates, and residents, must not campaign in halls. This includes, but is not limited to: using social media, email, fliers, and prior communication that advertise intent to run for an Executive Board position with the clear intent of influencing opinion. This includes but is not limited to: vote promising, solicitation, bribery, or any disclosure of an individual’s intent to vote for or against a certain candidate.
- b. Candidates may not submit or provide any questions to residents that may tarnish other candidates or compromise the outcome of the election.

- G. Violations of the Elections Code of Conduct**
- a. Any candidate violating the Elections Code of Conduct may be:**
    - i. Prohibited from having their name appear on the official ballot**
    - ii. Disqualified as an official candidate**
    - iii. Disqualified from assuming office**
  - b. Violations will be overseen by the Election's Commissioner and the RHA Advisor, and consequences will be determined by the Election's Commissioner and the RHA Advisor.**
- H. In the event a position remains vacant following elections, the Executive Board shall hold a special election for that position.**
- a. The special election shall be held as soon as possible following the initial election, with exact timing at discretion of the Executive board.**
    - i. The special election should be hosted within 4 General Body Meetings of the vacancy arising at elections.**
  - b. The special election shall follow the elections code outlined in the bylaws Section 12, Subsection C through E.**
    - i. Candidates running in a special election must fulfill the requirements for running for an elected position as outlined in Section 12, Subsection B, Paragraphs a and b.**
    - ii. Candidates must attend an Election Meeting with the Elections Commissioner before the start of the meeting in which the special election is occurring.**
    - iii. If no candidates put themselves forward for the special election, any eligible student may be nominated from the floor for the open position and run without a prepared bid.**
  - c. In the event that the position is left vacant during a time in which the general body is not in session, the President will consult with the Executive Board on whether to hold a special election or appoint a replacement to serve the remainder of the term. Until a decision is made the Executive Board will cohesively fulfill the duties of the vacant position until which time the position is permanently filled. If a special election is held for the vacant position it must occur within two meetings following the return of the general body.**
    - i. If, at the end of a special election, no nominations were received, another election will occur within the following two meetings. This process will continue until the position is filled.**
  - d. In the event that a presiding Executive Board member would like to run for the vacant position, the candidate would continue to hold their current position until which time they are elected. If elected, the Executive Board member must resign their position in order to accept the new one. If the Executive Board member is not elected, they will continue to hold the original position**

## **Section 13 - Recall and Removal**

### **A. Recall Standards**

- a. Grounds for removal of an Executive Officer or Appointed Positions may be initiated for the following:**
  - i. Missing two Executive Board or General Body meetings in one semester, unless otherwise given prior consent by the Executive Board.**
  - ii. Violation of duties or guidelines as written in the constitution.**
- b. The accused will be given the option to resign from their position before the recall process takes place.**
- c. Recall procedures will be initiated by a simple majority vote of General Body lasting only two General Body Meetings.**
- d. The Executive Board shall notify any person subject to removal from office at least five working days prior to the recall motion being before General Body.**
- e. A formal typed account of alleged offenses describing reasons recall shall be filed with every member of the Executive Board Member and General Body.**
- f. When any Executive Officer or Appointed Officer is named in a motion for removal from office, they are suspended from all RHA Executive Board monetary processes until the removal action is completed and results their retention of their position.**

### **B. Recall Motion Meeting Structure**

- a. A recall action shall be conducted during a General Body meeting.**
- b. The Advisor must be present and preside over the recall hearings.**
- c. A quorum of two-thirds (2/3) of the Executive Board and General Body, including the accused officer, must be present before the recall motion can begin.**
- d. Any Executive Officer or Appointed Officer named in a recall motion shall not be permitted to vote on the motion, but may reserve the right to speak on their own behalf during the discussion, as well as to be present during the vote on the motion.**
  - i. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.**
  - ii. The Executive Officer or Appointed Officer whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.**
  - iii. The General Body will then vote on the recall motion that will require a three-fourths majority decision.**

- iv. If the motion carries in favor of recall of Any Executive Officer or Appointed Officer a recall election will take place at the following General Body.
    - 1. During this time possible candidates for the recall election will be nominated off the floor.
    - 2. Said nominee will either accept or decline nomination. If he or she accepts they will be required to submit a bid before the election meeting.
- C. Recall Election Meeting Structure**
- a. Recall election will be held in the same manner as a regular election.
  - b. The results shall be effective immediately.
  - c. Removal of officer position means removal of stipend, removal of all office privileges including access to office and RHA monetary funds.
- D. Administrative Removal of Executive or Appointed Officers**
- a. Grounds for Administrative Removal of Executive or Appointed Officers may be performed for the following reasons:
    - i. Being found responsible for a violation of either Housing and Residential Life Policy and Procedures or the Dean of Students Code of Conduct and placed on either deferred eviction or eviction
    - ii. Having below a 2.2 semester GPA or 2.5 cumulative GPA after one probationary semester
      - 1. A probationary semester is defined, per The University of Arizona vocabulary, as a fall or spring semester
    - iii. Suspension, expulsion or withdrawal from The University of Arizona
- E. Those meeting any of the above standards will be given the opportunity to resign before being administratively removed from office.**
- a. The RHA Advisor, a minimum of five working days prior to the next RHA Executive Board meeting, will notify any member subject to administrative removal from office.
- F. After a member has been administratively removed from office:**
- a. Results of removal are effective immediately upon notification from the RHA Advisor.
  - b. Removal of an executive or officer from position will result in removal of financial compensation, removal of all office privileges including access to office and RHA monetary funds.
    - i. All financial compensation will be pro-rated based on time served, any compensation spent beyond date of termination shall be repaid to RHA by the removed executive or officer.
  - c. Removed executive or officer is ineligible to participate in election or appointment process to fill their vacated position
  - d. The RHA Executive Board will determine the election or appointment timeline for the vacated position

- i. The election or appointment timeline will be announced at the RHA General Body Meeting following the announcement of administrative removal from office
  - ii. Qualifications of candidates will be defined as outlined in Bylaws
  - iii. Procedures for the election of an Executive Officer will be defined as outlined in the Bylaws.
  - iv. Procedures for appointment of an Appointed Officer will be defined as outlined in Bylaws.
- G. Upon the election of an executive or appointment of an officer, the executive or officer will receive:
  - a. Financial compensation
    - i. Pro-rated to reflect time-served
  - b. All office privileges including access to office
  - c. Access to RHA monetary funds.

## **Section 14 - Budget**

- A. Approval and reporting of the RHA Budget
  - a. The RHA Director of Business Administration, President, and Advisor must draft the RHA Budget.
    - i. This group must work in collaboration with the RHA Executive Board, the Director of Business Administration, and the President prior to the budget's presentation to the RHA General Body.
  - b. The RHA Budget shall be approved by the RHA General Body by the end of the previous academic year
  - c. The RHA General Body shall receive a final budget report within the last two General Body Meetings of the academic year.
  - d. The updated RHA Budget shall be presented to the General Body at least on a monthly basis.
  - e. The Director of Business Administration shall reconcile RHA spending records with Housing and Residential Life on a monthly basis, or when deemed necessary by the President, Executive Board, or Housing and Residential Life.
- B. Revenue
  - a. All revenue received after the RHA Budget's approval is to be deposited into the RHA Adjustment Reserve
  - b. All monies remaining after the close of the University of Arizona's fiscal year are to be accrued to the next fiscal year's line of Adjustment Reserve
- C. Spending
  - a. The RHA Executive Board shall be permitted to spend up the amount outlined in their positional line items of the RHA Budget, once approved by the RHA General Body
  - b. At the close of the University of Arizona's fiscal year, the spending of RHA funds is to align with that of the next fiscal year's budget, as approved by the RHA General Body.
- D. The RHA Advisor must approve all spending.

## **E. Line Items**

- a. Any changes to, additions to/of, or movement of monies between line items in the budget after it has been approved at the beginning of the academic year must be approved by the RHA General Body by a majority vote of those present if the amount is over \$500.
- b. The RHA budget must include, but is not limited to, line items pertaining to:
  - i. President
    1. Executive Board Housing, Executive Board CatCash, Executive Board Retreats, Meeting Expenses and Advisor expenses.
  - ii. Director of Marketing
    1. RHA Promotional Items, RHA Apparel, Advertising, and all social media expenses.
  - iii. NCC
    1. Required NACURH/IACURH Affiliated Conferences, ARLC, Regional Involvement, and Regional support of RBD members.
  - iv. Director of Business Administration
    1. Residence Hall Sponsorships, Co-Sponsorships with all outside organizations, and surplus revenue.
  - v. Director of Training & Development
    1. Workshops, HLC, SLC and HI Team.
  - vi. Director of Operations
    1. RHA equipment, office supplies/printing, and RHA golf cart.
  - vii. Director of Programming
    1. Block Party, The Rave, Large Scale Programming, and RHA Banquet.
  - viii. NRHH
    1. NRHH Support
    2. RHA Philanthropy
  - ix. Hall Council Budgets
    1. Highland District
    2. Historic District
    3. Park District

## **Section 15 - Sponsorship**

### **A. Sponsorship Line Item**

- a. The Sponsorship line item will be divided into 2 sub-items
  - i. Residence Hall Sponsorship
    1. This line is used for the complete sponsorship of Campus Wide events put on by the Residence Halls.
  - ii. Campus Co-Sponsorship
    1. This line is used for any outside organizations requesting funding, including but not limited to: ACT, ECO, NRHH, and ASUA.

### **B. Requirements of Sponsorship Requests**



- a. Any requests for sponsorship or co-sponsorship must be open to all on-campus residents
- b. All requests must include the following information:
  - i. Overall Budget
  - ii. Itemized Budget
  - iii. Sample Advertisement
  - iv. Hall Council Involvement
  - v. Sustainability Measures
  - vi. Inclusivity Measures
  - vii. Community Impact
- c. All paperwork must be submitted to the RHA Director of Business Administration a minimum of 4 weeks in advance of the event date including:
  - i. Itemized budget
  - ii. Sample advertisement including the current RHA logo
  - iii. Presentation materials
- d. Upon receiving the Sponsorship Request, the Director of Business Administration must meet with the requesting group to assist in preparation of the Sponsorship Request before the initial presentation.
- e. A representative from the requesting organization must be present at the RHA General Body Meetings at which their Sponsorship or Co-Sponsorship is on the agenda.
- f. Halls requesting sponsorship funds are required to put the RHA Logo on all promotional materials and advertisements related to the event.
- g. A representative from the requesting organization must send all materials containing the RHA Logo to the Director of Marketing for approval at the time of the Co-Sponsorship paperwork submission.
  - i. The Co-Sponsorship cannot be approved without the approval of the RHA Logo on all materials.
  - ii. The Director of Marketing is required to respond to all requests for approval within 48 business hours from the time materials are sent to their e-mail.
- h. The Director of Business Administration must meet with the overseeing Community Director to verify final costs within 3 weeks of the program's date.
- i. Failure to comply with any requirements may result in the immediate revocation of sponsorship.

**C. Sponsorship Monetary Contributions**

- a. Contributions cannot exceed:
  - i. \$5000 for Residence Hall Sponsorship
  - ii. \$1000 for Campus Co-Sponsorship

- b. Organizations will receive their funding after all necessary receipts/invoices have been received by the RHA Director of Business Administration
- c. Funding cannot exceed the amount approved by the RHA General Body
- d. Co-Sponsorship funding will not exceed the contributions of the organization putting on the event.

**D. Sponsorship Voting**

- a. In order to vote on a Sponsorship request, each hall must fill out a Sponsorship Evaluation by the date of final voting.
- b. The General Body shall move into the following process for the requested amount:
  - i. First Presentation
    - 1. 5 minute presentation
    - 2. 5 minutes of extendable Q&A.
  - ii. Second Presentation
    - 1. 5 minute presentation
    - 2. 5 minutes of extendable Q&A.
    - 3. 5 minutes of extendable discussion.
    - 4. There shall be a vote as outlined by the voting process
- c. Should the initial amount be denied, the General Body shall move into the following process for a lower amount:
  - i. A lower amount is determined through the meeting with the Director of Business Administration and the requesting group.
  - ii. In the event that the full amount is denied upon initial voting, the request moves into the following process:
    - 1. 2 minute presentation at the lower amount.
    - 2. 5 minutes of non-extendable Q&A.
    - 3. 5 minutes of discussion.
    - 4. Vote.

**E. Failed Sponsorships**

- a. Previously failed sponsorships may be resubmitted after:
  - i. Consultation with the RHA Director of Business Administration
  - ii. Approval of the RHA Executive Board
- b. Resubmitted sponsorships cannot be resubmitted at the originally requested amount

**F. Sponsorship Limitations**

- a. T-Shirts
  - i. RHA will not cover the costs of T-Shirts in submitted co-sponsorship budgets for events that do not display the RHA logo on T-Shirts
- b. Charitable Causes

- i. RHA cannot provide funding that would constitute a charitable donation to either the requesting organization or any other charitable organization
  - c. Multiple sponsorship requests for single event
    - i. RHA cannot grant multiple sponsorships requests for an organization (or multiple organizations) where funding benefits the same event.
    - ii. The total amount of Co-Sponsorship from outside organizations may not exceed \$2500.
  - d. Executive Board Screening
    - i. The RHA Executive Board may reduce the amount granted if any of the preceding limitations are broken, or in the event that the total cost of the program does not meet the approved amount.

## **Section 16 – Hall Council Funding**

### **A. Funding**

- a. The RHA Executive Board will determine Hall Council Funding prior to the start of each year based on historic information, hall population and funding availability.

### **B. Budget Breakdown**

- a. Hall Council Budgets will be broken down as follows:

- i. Community Day [CDAY] 10%
    - 1. To be used for Community Day by the close of the first General Body meeting after which all remaining funds will be added to the Hall Council Programming line.
  - ii. Faculty Fellow Co-Programming [FF] 5%
    - 1. To be used for Co-Programming with Faculty Fellows, and cannot be utilized for other programs. A request may be made to the RHA Executive Board to move funds for special circumstances.
  - iii. Hall Council Programming [HCPRO] 70%
    - 1. To be used after the close of the first General Body Meeting for general programming in the hall with the encouragement that half be used each semester.
      - a. Fifteen days before the close of the academic year, all remaining funds from the Hall Council Programming line will be accrued to the RHA Adjustment Reserve
  - iv. Spring Finals Programming [SFP] 5%
    - 1. To be used towards programming beginning during the final fourteen days of the academic year.

- a. 5% will be allotted to establish a fixed budget for the spring finals programs.
- v. Adjustment Reserve [ADJR] 10%
  - 1. To be withheld by the RHA Executive Board until a final occupancy count is given. Afterwards requests may be made to the RHA Executive Board to allocate more funds to other Hall Council line items pending availability and approval of funds.

#### **C. Amenities**

- a. RHA shall allocate \$500 per hall annually for the purchase of amenities only.
- b. These funds would be no longer eligible for use upon the last Friday in the month of January.
- c. Any unused monies will be reallocated into the RHA Equipment line item (900).
- d. All purchases would be reported to the RHA Director of Operations to be recorded.
- e. In the event of a purchase or series of purchases exceeding \$500, the Hall Council will be responsible for paying the amount over \$500 from their budget. RHA's contribution will in no instance go above the \$500 cap.

#### **D. Loss of Funding**

- a. The RHA Executive Board reserves the right to freeze hall council accounts if no hall council is present or active.
- b. The RHA Executive Board reserves the rights to not accept charges made that are not for hall council related purposes, i.e. unapproved RA Co-Programming, RA program purchases, personal items, etc.
- c. Any loss of funding may be brought to the RHA General Body for appeal after the RHA Executive Board's decision. Each party will state their grievances and the decision will then be brought to a roll call vote where a two thirds majority will be needed to repeal the Executive Board's decision.

### **Section 17 - Equipment**

- A. RHA shall offer equipment to be check out as a privilege to halls and other organizations.
- B. RHA reserves the right to refuse equipment rentals to anyone for any reason.
- C. Equipment requests must be made at least 1 week prior to the event/program it is being requested for.
  - a. Requests made less than a week in advance will be left to the discretion of the Director of Operations

## **Section 18 – Committees**

- A. The Committees of each academic year will be determined by the fall of each school year by the RHA President in consultation with the RHA executive board.**
- B. Each executive will serve on a committee.**
- C. RHA will utilize a committee to fulfill the Housing and Residential Life Rate Setting Process**

## **Section 19 - Recognition**

- A. The RHA Executive Board shall decide what recognition shall be given out each year.**
- B. The following awards are to be given out annually at the RHA End of Year Banquet:**
  - a. Distinguished Service Award**
    - i. Purpose: The Distinguished Service Award aims to recognize the efforts of a student or advisor who has continuously demonstrated outstanding service to RHA, its affiliated organizations, and the residence halls.**
    - ii. Eligibility: All students and staff, except the current RHA Advisor, who have dedicated at least two years to RHA are eligible for nomination.**
    - iii. Criteria for selection:**
      - 1. Involvement with Hall Council, RHA General Body, NRHH, Eco Reps, ACT, or other residence hall organizations**
      - 2. Involvement in the state, region, and/or NACURH**
      - 3. Improvement to campus community**
  - b. First Year Experience**
    - i. Purpose: The First Year Experience Award recognizes the outstanding contributions of a first-year student in their hall, across campus and/or the IACURH region. This award encourages first year students to continue improving the residential experience with their future involvement**
    - ii. Eligibility: All first-year students not currently serving on the RHA Executive Board are eligible for nomination.**
    - iii. Criteria for selection:**
      - 1. Involvement shall include but not be limited to in Hall Council, RHA General Body, NRHH, Eco Reps, ACT, or other affiliated organizations**
      - 2. Involvement in the state, region, and/or NACURH, if applicable**
      - 3. In the application, a statement identifying how the nominee's first year experience has affected their plans for future involvement**

- c. **Student of the Year**
  - i. **Purpose:** The Student of the Year Award recognizes outstanding service by an individual who has been directly affiliated with RHA
  - ii. **Eligibility:** All non-first year students currently not serving on the RHA Executive Board are eligible for nomination.
  - iii. **Criteria for selection:**
    - 1. Involvement shall include but not be limited to in Hall Council, RHA General Body, NRHH, Eco Reps, ACT, or other affiliated organizations
    - 2. Involvement in the state, region, and/or NACURH
    - 3. Involvement with other campus organizations and community service
    - 4. Academic involvement and pursuits
- d. **Resident Assistant Mentor of the Year**
  - i. **Purpose:** The Resident Assistant Mentor of the Year Award recognizes outstanding service at the University by a Resident Assistant through their involvement in their hall, Hall Council and with RHA.
  - ii. **Eligibility:** All Resident Assistants not currently serving on the RHA Executive Board are eligible for nomination.
  - iii. **Criteria for selection:**
    - 1. Improvement of the quality of the residential experience in the hall
    - 2. Engagement in hall-wide and campus-wide programming
    - 3. Involvement shall include but not be limited to in Hall Council, RHA General Body, NRHH, Eco Reps, ACT, or other affiliated organizations
    - 4. Involvement with the state, region, RAppin', and/or NACURH
- e. **Advisor of the Year Award**
  - i. **Purpose:** The Advisor of the Year Award recognizes outstanding advising by a Community Director or RA co-advisor advising a Hall Council.
  - ii. **Eligibility:** All advisors not currently serving as the RHA Advisor are eligible for this award.
  - iii. **Criteria for selection:**
    - 1. Improvements to residential experience
    - 2. Involvement with Hall Council, hall staff, RHA, NRHH, Act, Eco Reps, residence hall organizations, Housing and Residential Life, and other professional staff members
- f. **Most Sustainable Hall of the Year**
  - i. **Purpose:** The Most Sustainable Hall of the Year Award recognizes a hall's outstanding commitment to sustainability through education, programming, initiatives, and involvement.

- ii. **Eligibility:** Any hall may apply for this award.
  - iii. **Criteria for selection:**
    - 1. Hall Council involvement in Eco Reps, including Eco Reps programs
    - 2. Programs and initiatives hosted by the hall focused on sustainability
- g. Program of the Year**
- i. **Purpose:** The Program of the Year Award recognizes the most outstanding student-implemented program.
  - ii. **Eligibility:** All Hall Council programs occurring within June-May of the academic year of award are eligible for nomination.
  - iii. **Criteria for selection:**
    - 1. **Introduction (35%)**
      - a. Target audience
      - b. Program relatedness to residence hall settings and practical applications
      - c. Goals of the program
      - d. Resident take-aways from program
    - 2. **Planning and Implementation (45%)**
      - a. Student involvement in the creation, planning, and implementation of the program
      - b. Event budget
      - c. Marketing plans and implementation
      - d. Resources used in planning the program
      - e. Program schedule, map, and
    - 3. **Evaluation (20%)**
      - a. Level at which the goals set forth during planning were met
      - b. Modifications that can be made to the program for application to other residence hall settings
- h. Most Improved Hall of the Year**
- i. **Purpose:** The Most Improved Hall of the Year Award recognizes a hall that has made significant steps in the development of their Hall Council and improved the overall experience of its residents. The award is designed to honor the hall which displays tremendous effort and improvement in their hall environment from the previous academic year to the present.
  - ii. **Eligibility:** All halls are eligible to bid for this award, except for the previous academic year's recipient.
  - iii. **Criteria for selection:**
    - 1. **Hall Level (70%)**
      - a. **Goals and Objectives:**
        - i. Hall's goals and objectives for the year
        - ii. Ways in which goals and objectives were accomplished
      - b. **Effectiveness of Hall Council:**

- i. Hall Council Structure and benefits
    - ii. Hall Council growth from previous years (i.e. programs, membership, development, and positive trends)
    - iii. Ways in which the Hall Council addressed challenging issues
  - c. Hall Council's benefits from regional/national involvement, if applicable
- 2. Campus Level (30%)
  - a. RHA General Body meetings:
    - i. Number of residents present at General Body meetings
    - ii. Legislation, presentations, or co-sponsorships the hall presented
    - iii. Methods by which information from RHA was brought back in a way that benefited the hall
  - b. Campus Involvement:
    - i. Methods of communication with other Hall Councils
    - ii. Methods of communication with the RHA Executive Board
    - iii. Campus-wide programs hosted
  - c. Use of NRHH, Eco Reps, ACT
    - i. Utilization of the services/ resources of NRHH (OTMs, events, etc.)
    - ii. Ways in which members of the hall have been recognized
    - iii. Hall been involvement with Eco Reps and promotion of sustainability
    - iv. Hall been involvement with ACT and promotion of social justice
- i. Hall of the Year
  - i. Purpose: The Hall of the Year award recognizes outstanding achievements on the campus level by a Hall Council and Residence Hall staff.
  - ii. Eligibility: All halls are eligible for this award.
  - iii. Criteria for selection:
    - 1. Hall Level (60%)
      - a. Goals and Objectives
        - i. Structure and organization of the Hall Council
        - ii. Goals and programs accomplished, with an emphasis on new programs and organizational growth
        - iii. Types of programs (social, educational, community service, etc.)
        - iv. Perceived student benefits from Hall Council
        - v. Community service



- vi. Addressing challenging issues
- vii. Residence hall staff involvement with Hall Council
- viii. Budget
- 2. Campus Level (40%)
  - a. RHA General Body Meetings
    - i. Number of residents present at General Body meetings
    - ii. Legislation, presentations, and co-sponsorships presented by the hall
    - iii. How information was brought back from RHA General Body meetings to benefit the Hall Council
    - iv. Collaboration with RHA within programming and decision making
  - b. Use of Services
    - i. Communication with other Hall Councils
    - ii. Communication with RHA Executive Board
    - iii. Campus-wide programs hosted by Hall Council, if applicable
  - c. Use of NRHH, Eco Reps, ACT
    - i. Involvement with NRHH and hall promotion of its values of service and recognition
    - ii. Ways in which hall members are recognized
    - iii. Hall involvement with Eco Reps and promotion of sustainability
    - iv. Hall involvement with ACT and promotion of social justice

**C. All winners will be honored at the RHA End of the Year banquet.**

**D. Required Elements**

- a. Each application or bid must be submitted with a letter of support from the nominating Hall Council.
- b. Bids
  - i. The body text for any award bid shall be 10-12 point type.
  - ii. All bids must contain page numbers
  - iii. A page is defined as a side with print. Title pages are not included in the page count. Dividers are included in the page count.
  - iv. Program of the Year bids may not exceed ten (10) pages of content
  - v. Most Improved Hall of the Year and Hall of the Year bids may not exceed twelve (12) pages of content

**E. Selection**

- a. All individual awards and Most Sustainable Hall of the Year will be decided through an application process.
- b. Program of the Year, Most Improved Hall of the Year, and Hall of the Year will be decided through a bid process.

- c. The RHA E-board will select all the winners, except Most Sustainable Hall of the Year and the Distinguished Service Award.
  - i. Eco Reps will select the winner of Most Sustainable Hall of the Year.
  - ii. The RHA Advisor will select the winner of the Distinguished Service Award.
- d. Distinguished Service Award will be named after the previous recipient, e.g. "Sarah Herndon Distinguished Service Award"

**Section 20 - District Buddy Program**

- A. Each RHA Executive Board Member shall have a designated district, which they will work closely with to promote success in their individual communities.
- B. Each Executive Board Member shall attend at least one hall council meeting and/or program per month for each of their halls in their district. Executive Board Members shall be exempt from this duty in the months of December and January, as winter recess limits the amount of time available to do so.
- C. The RHA President and Director of Training and Development will coordinate initiatives for District Buddies each year.

**Section 21 - Ratification and Enactment**

- A. A vote shall be put forth to the RHA General Body for adoption of the Constitutional Bylaws of the Residence Hall Association of University of Arizona. These By-laws, dated January 29<sup>th</sup>, 2019 shall supersede all previous Constitutional Bylaws and shall become effective with 1) two-thirds (67%) majority of ballots cast in favor of ratification and enactment 2) the signatures of the President of RHA and the Parliamentarian to verify the vote and 3) the signature of the Coordinator of Leadership Development or designee to finalize ratification.

_____	_____
<b>Residence Hall Association President</b>	<b>Date</b>
_____	_____
<b>Residence Hall Association Parliamentarian</b>	<b>Date</b>
_____	_____
<b>Coordinator of Leadership Development</b>	<b>Date</b>