**Submission**: Completed forms need to be submitted to rhaparli@email.arizona.edu by no later than **11:59PM on Thursday two meetings prior to the meeting you want to present at.** No late proposals will be accepted. Once received, your proposal will be reviewed and sent back to you with suggested corrections no later than **11:59pm on Tuesday the following week**. You may choose to make or reject any of the suggested changes.

You must resubmit the adjusted request by **5:00pm on Wednesday, of the week you wish to propose.**

**Questions?** If you have any questions, please contact Madison at rhaparli@email.arizona.edu.

|  |  |
| --- | --- |
| **MM: Main Motion**  ***Whereas,***there are significant grammatical and spelling errors in the governing documents that make it inconsistent and, at times, difficult to read.  ***Whereas,***fixing the inconsistencies would create a more cohesive and legible document.  ***Resolved,*** the following edits be made to the document to fix inconsistent punctuation:  **Section 2 - General Responsibilities of RHA Executive Board**  D. Be present at all general RHA functions.  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.  **Section 3 - Elected Executive Board Positional Responsibilities**  A. The Duties of the President shall include, but not be limited to:  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.  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.  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.  B. The Duties of the National Communications Coordinator (NCC) shall include, but not be limited to:  l. Organize the End of the Year Awards, including, but not limited to, bidding and application processes as stated in the Bylaws.  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.  c. Present the RHA Budget within four (4) RHA General Body meetings of the start of each academic semester.  e. Provide an updated hall council budget report to Community Directors at the end of each month, detailing their hall’s recorded expenses.  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.  F. The Duties of the Director of Programming shall include, but not be limited to:  b. Coordinate a programming committee.  c. Plan and implement campus wide programs.  H. The Duties of the Director of Operations shall include, but not be limited to:  b. Coordinate the checkout process of RHA equipment.  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. Be responsible for the Hall Council Amenities process and provide insight and assistance in purchasing of large ticket items.  h. Act as the office manager in coordination with the RHA President.  **Section 4 - Appointed Executive Board Positional Responsibilities**  A.The Duties of the RHA Parliamentarian shall include but not be limited to:  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. Have speaking privileges in the General Body Meetings.  i. Collaborate with the HCC to provide support and trainings for all RA Mentors.  B. The Duties of the RHA Advisor shall include but not be limited to:  b. Conduct one-on-one meetings with the Executive Board members, a minimum of two times a month.  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 7 - Organization of Hall Councils**  B. The expectations and responsibilities of each position shall be outlined by the RHA Executive Board at the beginning of each academic year.~~,~~  **Section 9 - Meetings**  F. Attendance  a. Bad Standing occurs when halls have RHA representatives consistently miss RHA meetings. This can occur in the following ways:~~.~~  **Section 10 – Voting**  E. Vote Count procedures  a. In the case of abstentions, the votes will be removed from the final count.  **Section 12 - Elections**  H. In the event a position remains vacant following elections, the Executive Board shall hold a special election for that position.  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**  F. After a member has been administratively removed from office:  c. Removed executive or officer is ineligible to participate in the election or appointment process to fill their vacated position.  **Section 14 - Budget**  A. Approval and reporting of the RHA Budget  b. The RHA Budget shall be approved by the RHA General Body by the end of the previous academic year.  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.  **Section 18 – Committees**  C. RHA will utilize a committee to fulfill the Housing and Residential Life Rate Setting Process.  ***Resolved,*** the following edits be made to fix incorrect capitalization:  **Section 2 - General Responsibilities of RHA Executive Board**  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 t~~T~~ransition report shall be set forth by the RHA President and RHA Advisor.  C. The Duties of the Director of Business Administration shall include, but not be limited to:  e. The f~~F~~irst Executive Board meeting and at the following RHA General Body meeting every month.  **Section 4 - Appointed Executive Board Positional Responsibilities**  B. The Duties of the RHA Advisor shall include but not be limited to:  a. Attend all ~~e~~Executive ~~b~~Board and ~~g~~General ~~b~~Body meetings. **Section 9 - Meetings** A. The General Body meetings of RHA shall:  a. Be held every week of the fFall and sSpring semesters, unless canceled by a majority vote of the Executive Board and not begin until the second full week of classes in the fFall and the first full week of classes in the sSpring.  **Section 12 - Elections**  B. Nomination Eligibility  d. A student may be nominated and accept more than one nomination initially.  i. If there is an election in which no candidates are running, eExecutive bBoard 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. | |
|  | |
| **Author** | |
| **Name** | MADISON COOK |
| **Email** | rhaparli@email.arizona.edu |
| **Phone** | 520-621-4894 |
| **Hall/Organization** | RHA Executive Board |