

University of Oregon

Residence Hall Association Policy Book

Article I. The Mission of The Residence Hall Association

Section 1: Mission Statement of the Residence Hall Association.

The Residence Hall Association (RHA), the voice of the residents, relays ideas and feedback as a way of communication with University Housing. RHA advocates for residence hall students; stimulates an environment of growth, learning, and development for all students in the residence halls through programming; submits recommendations and ideas regarding policy to University Housing.

Section 2: Equity Statement of the Residence Hall Association.

RHA, and all affiliated entities, has an expectation that all members will actively participate and create welcoming communities that value all other members without regard to race, color, ethnicity, sex, gender identity, gender expression, sexual orientation, national origin, age, religion spirituality, disability, political affiliation, socioeconomic status, marital status, parental status, or veteran status.

RHA, and all affiliated entities, will comply with the American with Disabilities Act (ADA). The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local council services, public accommodations, commercial facilities, and transportation.

RHA defines environmental sustainability as the minimization of harm done to the environment and promotion of long-term ecological balance. For RHA, environmental sustainability must be continually taken into consideration to fulfill various responsibilities as the residents' governing body. RHA acknowledges the fact that, as a single association within a larger institution, RHA must make the concerted effort to minimize our own negative ecological impact and promote environmentally sustainable lifestyles among our residents.

Article II. Membership of the Residence Hall Association

Section 1: Members.

All University of Oregon students who reside in the university residence halls shall be members of RHA.

Section 2: General Council Membership.

- A. The RHA General Council shall be comprised of the following members:
 - a. All six of the elected RHA officers
 - b. All appointed cabinet members
 - c. One professional University Housing staff member as an Advisor
 - d. Two residents from each Hall Council to serve as voting representatives

- B. Representatives from each hall must live in the hall that they represent.
- C. All RHA voting members are responsible for attending all General Council meetings and all meetings of their constituent groups, advising these groups as to the actions and issues before their representative bodies. Members shall serve as a liaison between the two bodies, and carry out any other duties set forth by the RHA.
- D. Should a Hall Council choose to remove their representative from office, they must give General Council, and the representative, notice. They must also select a new representative.
- E. Impeachment of officers, or representatives, requires a 2/3rd majority of all representatives. Impeachment takes effect immediately after the vote. If impeached, a member is stripped of their title and responsibilities.
- F. Should a member of General Council break an RHA contract while participating in an RHA sponsored activity, the member is liable for their entire cost of the activity, and may have sanctions placed upon them by the Council, including but not limited to impeachment.
- G. All behavioral complaints related to the conduct of General Council members, or their proxies, shall be sent to the RHA Advisor who may address the concerns as they see fit. Should the need arise the RHA Advisor has the right to bring behavioral complaints about Executive Board members to the General Council in seeking repercussions, including but not limited to, impeachment.

Section 3: Voting.

- A. On policy and monetary matters before the RHA, each of the two resident representatives (Finance and RHA) from each hall council shall have one vote.
- B. Quorum is defined by 50% + 1 of the voting members at an RHA meeting.
- C. Members must vote in one of the three following ways:
 - a. In favor. If the voting member agrees with the proposal.
 - b. Oppose. If the voting member disagrees with the proposal.
 - c. Abstain. If the voting member has a personal conflict of interest concerning the proposal, moral, or ethical conflict, or does not have enough information to draw a conclusion.
- D. There may be proxy votes in the absence of an RHA voting member, only if it is with the explicit permission of that voting member.
- E. An individual may only hold one vote during a meeting unless a representative from another residence hall must leave General Council temporarily. The parting student may choose to yield their voting rights to another student representative; however, a single residence hall cannot have more than 3 student representative votes.

Article III. Officers of the Residence Hall Association

Section 1: Positions.

- A. The RHA shall have the following elected officers: Director, National Communications Coordinator (NCC), Assistant Director of Leadership

(ADL), Assistant Director of Programming (ADP), Assistant Director of Administration and Finance (ADAF), and Assistant Director of Public Relations (ADPR).

- B. RHA Officers are required to follow duties defined by their respective position descriptions.

Section 2: Duties of the Executive Board Members

A. RHA Executive Board

- a. Shall attend weekly Executive Board meetings.
- b. Shall give weekly updates to the RHA General Council.
- c. Shall oversee all RHA events and activities.
- d. Shall be responsible for developing the General Council's goals and giving the council direction.
- e. Shall be responsible for the execution of the annual RHA strategic plan, which will define the goals of RHA from Fall to Spring term for that year.
- f. Shall commit to having 8 hours of office hours per week at times where students have access to the RHA Office.
- g. Shall be expected to attend RHA training, that occurs in September, and have no other commitments during this time.
- h. Shall meet weekly with the RHA Advisor, unless otherwise specified.
- i. Shall be responsible for the creation and delegation of promotions for RHA at the beginning of each academic year, this may include a video, or other form of electronic media, and promotional items.
- j. Shall submit at least one bid regionally during the year they have the position.
 - i. In the situation an RHA executive board member(s) serves in a NACURH Leadership position (including PACURH Regional Board, NACURH Executive role, or in the NACURH Corporate office) that individual would not be required to submit a bid.
- k. The RHA Executive Board is expected to work approximately 20 hours a week for the amount of this compensation.
- l. Shall maintain a cumulative GPA above 2.5 during their time in office. Should it fall below a 2.5 that member is to resign, no formal reason is required.
 - i. Should the required GPA fall below 2.5 cumulative due to extenuating circumstances, that member may submit a written appeal to the Advisor no later than one week after grades have been posted.
- m. Shall sign and abide by all stipulations written in the RHA agreement with University Housing. Should an Executive Board member be found in non-compliance with the Agreement by University Housing, they must adhere to any decision made by University Housing regarding the matter.

Section 3: Duties of the Director.

- A. Shall be responsible for organizing and facilitating, or delegating the facilitation of, Executive Board meetings.
- B. Shall be responsible for organizing and facilitating RHA General Council meetings.
- C. Shall oversee all special committees or delegate oversight.
- D. Shall appoint, oversee, and if necessary remove cabinet members.
- E. Shall attend Associated Students Presidential Advisory Council (ASPAC) and shall handle the organization's relationship with ASUO.
- F. Shall act as a liaison between RHA and various staff and administrators within University Housing.
- G. Shall act as a liaison between RHA and all departments and organizations at the University of Oregon outside of University Housing.
- H. Shall set dates and facilitate, or delegate the facilitation of, tasks of all elections.
- I. Shall prepare proposals that are submitted to the RHA.
- J. Shall enforce rules established by the RHA Governing Documents.
- K. Shall support and meet with individual executive board members twice per term.
- L. Shall support and meet regularly with Hall Council Chairs, through meetings once every two weeks.
- M. Shall plan RHA Executive Board training in conjunction with the RHA Advisor.
- N. Shall collaboratively plan and lead the spring executive board transitioning with Director-Elect and Advisor.
- O. Shall be a member of the University Housing Student Advisory Board.
- P. Shall attend all advisory board meetings, or delegate the task therein.
- Q. Shall be responsible for the filling of a RHA Designee position on the University Housing Student Advisory Board, by a student who is involved in RHA, but is not an executive board member.
- R. Shall oversee the creation and execution of the annual RHA Strategic Plan.

Section 4: Duties of the National Communications Coordinator

- A. Shall fulfill the duties of the Director, if necessary.
- B. Shall be responsible for communication with other universities.
- C. Shall handle regional and national communications of RHA.
- D. Shall represent the University of Oregon RHA during conferences.
- E. Shall plan all activities and travel in relation to conferences.
- F. Shall head delegations to conferences and maintain and enforce contracts with delegation members from all conferences.
- G. Shall ensure PACURH and NACURH delegation members incorporate information learned into their leadership roles.
- H. Shall write one bid and be responsible for delegating and collaborating on two additional bids with their committee or members of RHA.

- I. Shall participate in at least one PACURH or NACURH affiliated task force per term or participate in one-year long PACURH or NACURH affiliated committee.
- J. Shall be referred to as the NCC-IT (in transition) after the election but before succeeding the position.
- K. Shall effectively provide access to the PACURH Resource Google Drive, for program research and development.
- L. Shall offer support and liaison with the NRHH Chapter at the University of Oregon by attending meetings at least every two weeks.
- M. Shall be responsible for developing advertising and recruitment strategies for PACURH and NACURH.
- N. Shall chair the RHA Legislation Review Committee, comprised of the RHA Representative from each hall council. In these meetings, the NCC will facilitate reading, Q&A sessions, and discussion sessions in regard to each piece of legislation submitted. Legislation must be submitted to the Director prior to the meeting it is seen at, and submitters or delegates must attend the meeting to at least answer questions during the Q&A session. An equally knowledgeable proxy presenter will be accepted as well.
 - a. Responsible for returning the critiques and suggestions to the Legislation Review Committee. The NCC shall oversee legislative presentations when necessary.

Section 5: Duties of the Assistant Director of Leadership.

- A. Shall plan Hall Council Training in the fall.
- B. Shall be responsible for the oversight and advertising of Hall Council Elections to be held no later than the third week of fall term.
- C. Shall coordinate any RHA group bonding activities to take place during the academic year.
- D. Shall plan one leadership in-service for the hall councils each term that is separate from other event requirements.
- E. Shall oversee the planning of the Leadership Representative lead projects; one during fall term, two in the winter, and three in the spring.
- F. Shall plan at least one leadership retreat for Hall Council members to be held off campus during winter term.
- G. Shall be responsible for planning a yearly social or leadership event, where all hall council members can come together to interact.
- H. Shall chair the Leadership Committee, to be comprised of the Leadership Representatives from each hall council.
- I. Shall hold Leadership Committee meetings weekly, at a time determined by the committee.
- J. Shall meet with the Holden Center once a term and shall also present at General Council about the Holden Center's events.
- K. Shall ensure that all information related to leadership events, such as records, receipts, contact information, evaluations, and schedules, are electronically available to future RHA Executive Board Members.

Section 6: Duties of the Assistant Director of Programming.

- A. Shall develop at least four large-scale campus events per term that stimulate growth, learning, and development in the residence halls.
- B. Shall work closely with programs funded by RHA within University Housing to offer support and guidance.
- C. Shall chair with the ADPR and meet with the Programming Representatives from each hall weekly.
- D. Shall work with ADPR to update and notify residents of programs monthly.
- E. Shall provide support, resources, program planning and guidance to hall council programming.
- F. Shall evaluate and assess all RHA programs and ensure their electronic accessibility to future RHA executive board members. This file should include but is not limited to: purchase orders, receipts, contact information, and events/activities evaluations.

Section 7: Duties of the Assistant Director of Administration and Finance

- A. Shall distribute and ensure the record of weekly minutes as well as be responsible for attendance. Shall make minutes available from RHA General Council available by the Friday following the meeting.
- B. Shall coordinate internal communications, including the set-up and maintenance of a yearly list-serve.
- C. Shall, in conjunction with the RHA Director, create all RHA meetings agendas to be emailed out to all RHA members 48 hours before a regular meeting, and 24 hours before a special meeting.
- D. Shall maintain accurate record of money in RHA accounts.
- E. Shall chair the Finance Committee.
- F. Shall present the yearly budget on or before the fifth week of fall term.
- G. Shall maintain records of after-action reports from organizations.
 - a. Shall maintain external organizations, reminding them to submit an after-action report at least one week before it is due.
 - b. Shall ensure that after-action report guidelines are being followed.
- H. Shall oversee funding presentations, when necessary.
- I. Shall coordinate and manage, in conjunction with the RHA advisor, any fundraising opportunities, if necessary.
- J. Shall manage the RHA office, including but not limited to, ordering office supplies.
- K. Shall be responsible for maintaining records and the creation of inter-hall competitions, as determined by the Executive Board, including, but not necessarily, the Hall Points competition.
- L. Shall form the RHA Line Item Budget and propose the budget to General Council after the Executive Board approves.

Section 8: Duties of the Assistant Director of Public Relations.

- Shall be responsible for taking the lead on all marketing materials (e.g. promotional items, posters, social media posts, etc.) and ensuring a uniform aesthetic across platforms.
- Shall supervise the management of the RHA email account and any other forms of electronic media, including, but not limited to, monthly newsletters, YouTube, Canvas, Instagram, Tik Tok, and Twitter.
- Shall coordinate all RHA social media presence and lead in the creation of content for the various platforms; including but not limited to creating a posting schedule & collaborating with UO social media partners.
- Shall work with the Director and ADL to advertise for all elections.
- Shall chair with the ADP and meet with the Programming Representatives from each hall weekly.
- Shall provide training to newly elected Hall Council members regarding publicity and advertisement programs.
- Shall work alongside the UO Marketing Department to generate a cohesive aesthetic for RHA that complements University Housing marketing materials.
- Shall help hall councils schedule posting of marketing materials and information regarding their events.
- Shall work in collaboration with the NCC to design conference spirit; including gear, videos, banners, etc.
- Shall be responsible for taking photos, or delegating the task to another executive board member, at RHA events.
- Shall attend at least one event per Hall council per term to take pictures for promotional material.
- Shall take the lead on networking with other organizations and campus partners
- Shall coordinate the representation of RHA at campus events (i.e., housing fairs, student involvement fair, WOW events, etc.)
- Shall evaluate and assess all RHA marketing materials and ensure their electronic accessibility to future RHA executive board members. This file should include but is not limited to: usernames/passwords, old project files, and needed contact information.

Article IV. Officer Selection

Section 1: Elections

- A. Any members of the RHA, past or present, except advisors, are eligible to be elected to an officer position. However, only members of the General Council or Hall Council may fill the position of Director, National Communications Coordinator, and Assistant Director of Public Relations.
- B. Executive officers of the RHA cannot hold a Hall Council position during their term of office.
- C. All officers must be residents of the residence halls during the entire duration of their term of office, not including the summer term.
- D. If elected, students may maintain their Hall Council position and their vote in General Council, if applicable, up until the transition period ends.

- E. Each candidate shall submit an election platform, in the form of a bid that will be made available to those who attend the election.
- F. Bid intents will open at least three weeks before elections and will remain open until two weeks before the election begins, unless otherwise stated in the Governing Documents.
- G. Bid submissions will open at least two weeks before elections and will remain open until at least one week before the election begins.
- H. Bids shall be made available to the voting body at least one week before the day of the election.
- I. Bids shall be between 4-6 pages in length, including a title page, and a table of contents.
 - a. The Table of Contents does not need to occupy an entire page.
- J. Every page shall include page numbers, and the bid shall include at least one letter of recommendation. Bids will be submitted in a PDF format to the Advisor of RHA.
- K. The time, date, and location of the election shall clearly be advertised throughout the halls.

Section 2: General Elections

- A. All positions – Director, NCC, ADAF, ADP, ADL, and ADPR – will be elected in a spring election and their time in office will begin at the end of the last meeting of the academic year.
- B. The general elections process shall follow the process outlined in Article IV, Section 1.
- C. RHA Executive Board members not running for a position and the RHA Advisor shall determine how bids will be accepted, distributed, and shall facilitate elections.
- D. General elections shall take place on or before the third week of Spring term in order to prepare the incoming executive board for NACURH and their positions, barring a 2/3rd vote of the RHA General Council.
- E. Voting shall consist of an equal number of members from each Hall Council, following the council with the smallest number of members. Those voting members will be decided within Hall Councils the week prior to elections. RHA Executive Board members will have individual votes. Any individual who is running for a position would not be able to vote and a proxy will be needed. The proxy must be a member that is associated with RHA or Hall Councils.
- F. A person can write multiple bids, but they must submit their preferred role when sending the bid to the RHA Advisor.
 - a. The order of elections shall be presented with the position with the most bids first then continuing in descending order.
 - b. If there are positions with the same amount of bids, the general order of elections will be: Director, NCC, ADAF, ADP, ADPR, ADL.
- G. In the event that RHA executive position has received no bids, then the Incoming RHA Executive Board shall begin the appointment process outlined in Article IV, Section 3.

- H. Each candidate shall have an opportunity to give a speech of up to five minutes, the candidate speech shall cover at least but is not limited to, any relevant experience, why they desire to hold an executive officer position, and any relevant goals for the position.
- I. After each candidate's speech has concluded, the candidate will participate in a five-minute Q&A period, with an option to be extended one time.
 - a. All questions must be relevant to the candidate and the position, and directed at the facilitator. The facilitator has final say over what questions will be accepted or rejected.
- J. Elections will use a single transferable ballot system. With the following voting options:
 - a. Candidate NAME
 - b. Candidate NAME
 - c. Abstain
 - d. No Confidence

Section 3: Appointment Process

- A. The appointment process is required to replace a member of the executive board that has resigned, been impeached, dismissed from their role, or otherwise remains unfilled.
- B. In the event that the Director position is the open position, the NCC shall oversee the process, unless the NCC is bidding for the position, at which point the RHA Advisor will oversee the process.
- C. The Director must discuss all applicants with the RHA Advisor before making a conclusion.
- D. Should a position need filling during the summer, or an executive board member resign before the first General Council meeting of the Fall term, the Director, upon receiving and reviewing the applications shall present their candidate to the Executive board for approval.
- E. Should a position need filling during the year, once General Council has convened, the Director shall present their candidate to General Council, and only upon their approval, offer the position to the candidate.
 - a. In order for the individual to take office at least 50% of the voting body must approve of the candidate.
 - b. Should the candidate not be approved of, the Director must present their next candidate for approval within 2 weeks.
- F. Should an Executive Board member apply for the open position they may not vote and may not be present during the time of discussion of the candidates.
- G. Should a person hold a Hall Council or other position inside RHA, upon appointment, they must immediately resign from that role and void their voting rights as a representative.
- H. In the event that there is a vacancy for an incoming RHA Executive Board position after RHA Elections and before the last General Council of spring

term, then the RHA Director-Elect shall execute the following process for the vacant position:

- a. The RHA Director-Elect shall contact at least two members of the Residence Hall Association that they believe will be best suited for the vacant position.
- b. Once the RHA Director-Elect has selected candidates, the incoming RHA executive board shall interview each candidate. After all candidates have been interviewed, the incoming RHA board shall vote on one candidate to present to the General Council. The Director-Elect shall only vote in the event of a tie.
- c. Once one candidate has been selected by the incoming board, the candidate shall give a 5-minute presentation followed by 5 minutes of question and answer to the General Council, who will then vote on the candidate using a single-transferable vote.
- d. All proceedings will take place within two weeks of RHA Executive Elections.
- e. In the event the RHA Director-Elect is the vacant position, the NCC-IT shall oversee the appointment process. In the event both positions are vacant, the incoming RHA Executive Board shall decide on the candidates in the correspondence with the RHA Advisor.

Section 4: Officer Removal

- A. An accountability report may be submitted for any RHA member including: Executive board members, Hall Council Executives, Floor representatives, and Hall Council Advisors. The report is to be submitted to the RHA Advisor.
- B. The purpose of an accountability report is to identify a concrete example of an area of improvement in the given individual's position and feasible solutions addressing these points. An accountability report is equal parts critique and steps for improvement.
- C. The submitter of the accountability reports cannot be confidential.
- D. Once an accountability report has been received the person the accountability report has been submitted against must attend an accountability consultation with the RHA Advisor.
 - a. After two have been submitted the person in question must then have a consultation with the RHA Director as well.
 - b. After three, the RHA Executive Board also attends.
- E. Removal of officers of RHA can be accomplished by a 2/3^{rds} vote of the General Council.
- F. The suggested removal of any officer must be based on an unfulfilled constitutional duty or based on a behavioral complaint.
- G. Suggested removal of an officer shall be sent to the RHA Advisor via email explaining the reasoning why that officer should be removed.
- H. The RHA Advisor will then present these reasons in an unbiased manner to the RHA General Council within two weeks of receiving the complaint.

- I. Any executive board member allegedly not fulfilling these duties has a right to present to General Council a rebuttal of the claims. As such, the advisor must send the reasoning behind the complaint to the officer no later than 48 hours in advance.
- J. Any vote concerning impeachment shall occur one meeting following the suggested removal.
 - a. All impeachment votes are to be tabled so that discussion can occur with Hall Councils to determine voting.
 - b. A vote to impeach can be vetoed by $\frac{3}{4}$ of the Executive Board
 - c. The voting process must occur by secret ballot in RHA General Council.
 - d. The voting process will be facilitated by the RHA Advisor.

Section 5: Transition of Officers

- A. Each officer shall complete an end-of-the-year report detailing their job, its duties, general advice on the success and failures of the year, and other helpful items for future officers to hold that position.
- B. Each report shall be filed with the RHA Director-Elect by the third week of May.
 - a. The Director-Elect shall distribute all reports to the other elected RHA Executive Officers.

Article V. Residence Hall Association Committees

Section 1: Standing Committees

- A. All RHA standing committees are held weekly during the academic year at the discretion of the Committee Chair.
- B. Finance Committee
 - a. Shall be chaired by the ADAF and consist of student representatives, one from each Hall Council, elected by their respective Hall Councils.
 - i. Student Staff members shall not hold these positions.
 - b. Quorum for this committee is 50% + 1 of the total representatives.
 - c. The Finance Committee is charged with reviewing all eligible funding requests in the time allotted.
 - d. Committee members shall vote on a slate of funding requests that will be voted on during General Council meetings.
 - e. Meetings are held prior to the General Council meeting with the time selected at the discretion of the ADAF.
- C. Programming Committee
 - a. Shall be chaired by the ADP and ADPR and consist of the Programming Representatives (PRs), one from each Hall Council, elected by their respective Hall Councils.
 - b. Shall be responsible for planning system-wide programming that promotes community building and fosters diversity.
 - c. Shall oversee the use of the RHA budgetary line-items, if the General Council chooses to utilize line-items.

- d. Shall work with ADPR to learn to create posters for the events.
- e. Shall meet weekly at the discretion of the ADP and ADPR.
- D. Leadership Committee
 - a. Shall be chaired by the ADL and consist of Leadership Representatives, one from each Hall Council, elected by their respective Hall Councils.
 - b. Shall be responsible for planning the RHA leadership in-services that will happen in the winter and spring terms.
 - c. Shall plan at least one Leadership Retreat to be held off-campus.
 - d. Shall meet weekly at the discretion of the Assistant Director of Leadership.
- E. Legislation Review Committee
 - a. Shall be chaired by the NCC and be comprised of one RHA Representative, one from each Hall Council, elected by their respective Hall Councils.
 - b. Shall be responsible for facilitating reading, Q&A sessions, and discussion in regard to each piece of legislation submitted.
 - i. Legislation must be submitted by the Monday prior to the meeting it is seen at and submitters or delegates must attend the meeting to at least answer questions. An equally knowledgeable proxy presenter will be accepted.
 - c. Shall meet every two weeks at the discretion of the NCC.

Section 2: Cabinet

- A. Shall be chaired by the Director and be comprised of one Chair, one from each Hall Council, elected by their respective Hall Councils.
- B. Shall assist the Executive Board in completing the tasks required to accomplish the mission of the RHA.
- C. Shall report to the Director, and may be released by the Director, if necessary.
- D. Shall provide a brief description of their position, including position titles and duties performed, before the commencement of the position at spring term, to be used by future directors.

Article VI. Residence Hall Association Meetings

Section 1: Meeting Procedures

- A. The general meeting of the Residence Hall Association shall be held every Wednesday night of the academic year with the exception of summer term, days off, and finals week, and/or at the discretion of the Director. The RHA Director shall set the agenda for the general meeting.
- B. RHA shall meet weekly, at least six times fall term, and at least eight times winter and spring terms.
- C. An emergency RHA Finance Committee meeting may occur at any time as necessitated by the ADAF.
- D. RHA may cancel or change the time of any and all meetings by a 2/3 majority vote.

- E. Special meetings of the RHA may be called upon at the discretion of the RHA Director. Notice of special meetings shall be sent to all Hall Councils no less than 48 hours in advance. The notice of a special meeting shall specify business to be conducted, and no other business shall be conducted at this meeting.
- F. All meetings of the RHA, or any committee, shall be open to the public unless specifically deemed a closed session.
- G. RHA shall conduct business in an orderly and fair manner in order to carry out the provisions of their mission statement.
- H. General Council and all committees shall follow the most recent edition of "Robert's Rules of Order" during all meetings. The NCC shall enforce these rules and shall rule on all questions regarding parliamentary procedure.
 - a. Robert's Rules of Order may be suspended by a 2/3 vote of the seated body. The duration of the suspension shall be voted upon by the body, but shall last no longer than the duration of the meeting.
 - b. Standing Rules may be adopted to supersede Robert's Rules by a 2/3 vote of the seated body. Standing rules expire at the end of the current academic year, and may be suspended, amended, or rescinded by a 2/3 vote.
- I. Any person(s) requesting funding from RHA or proposing new legislation may not be present in the room while General Council discusses or votes on their request.

Section 2: Meeting Minutes

- A. The ADAF shall take the minutes of the proceedings of RHA. The minutes shall include:
 - a. The rough text of all comments made during the meeting.
 - b. The result of all votes.
 - c. A rough text of all updates given at General Council meetings.
- B. A copy of the recorded minutes of the most recent RHA Meeting shall be posted on the RHA website by the Friday following the meeting.

Article VII. RHA Strategic Plan

Section 1: Goals

- A. Shall outline the goals of the Residence Hall Association for the academic year.
- B. Shall outline the goals of each RHA Executive Board member for their term in office.
- C. Shall outline the goals of each RHA Committee for the academic year.
- D. Shall outline quantifiable items to be accomplished by the Residence Hall Association.

Section 2: Timeline

- A. Shall be presented by the RHA Executive board by the first General Council of the Fall Term.
- B. Any RHA Executive Board Strategic Plan amendments can be approved by the General Council as proposed by the RHA Executive Board.

Article VIII. Finance Procedures of the Residence Hall Association

Section 1: Residence Hall Association Finance Committee

- A. RHA shall handle all funding requests through the RHA Finance Committee.
- B. The RHA Finance Committee shall determine the priority of expenditures for use of the current year's funds each new academic year.
- C. Any RHA funding request over \$300 shall be tabled for one week before being voted on by the committee. Tabled funding requests will be taken back to the councils for review. Any proposal less than or equal to \$300 may be tabled to discuss with the councils at the discretion of the Finance Committee.
- D. Funding requests exceeding \$200 from groups not affiliated with University Housing shall be tabled for one week before being voted on by the Finance Committee. Tabled funding requests will be taken back to the councils for review.
- E. No one event may request more than \$300 in a 31-day period without being tabled for one week for consideration of the councils.
- F. All groups requesting funding for outside events may only request at most 50% of their total budget from RHA. This encourages outside groups to go to multiple organizations when requesting funding.
- G. All entities affiliated with housing can make internal funding requests (e.x. Hall Councils, RAs, CDs, etc.).
- H. If a council is not able to consider a tabled request, RHA may proceed with action upon the request, providing that at least 2/3rds of the councils did consider the action. A council may submit a written statement on the request. The statement will be a part of the RHA record.
- I. The Finance Committee shall determine the approval or disapproval of all requests by majority vote.
- J. The Finance Committee alone has the power to amend a funding request, this will also be done with a majority vote.
- K. General Council can either approve or disapprove of the funding slate as a whole, but does not have the power to amend or address any one request.
- L. Should a funding slate be denied all of the matters on the slate go back to the Finance Committee for their next meeting to be re-discussed, assessed, and voted on.
- M. All funding requests must be submitted through the method set by the ADAF by 5:00p.m. on the Sunday prior to the meeting at which the funds are being requested.
- N. RHA shall require an after-action report from any group that receives funding from RHA. The report shall be electronically submitted to the Finance Committee no later than one week after the project's completion.

Additional reports may be required if the project is to take place over an extended period of time.

- a. If such reports are not received in a timely manner, the Finance Committee will use such information when considering future funding requests from that group.
- O. The Finance Committee reserves the right to limit funding or amend any funding request in the course of the meeting. Reception of the RHA funds requires the recipients(s) to abide by any amendment or other stipulation set by the finance Committee and approved by General Council.
- P. General Council and/or the Assistant Director of Administration and Finance and/or the RHA Advisor may withhold or withdraw funding if:
 - a. The funding request form was not filled out completely or was filled out with incorrect information.
 - b. The index number is not provided.
 - i. Funding cannot be approved until the index number is provided from the group requesting funds.
 - c. After-action report guidelines are not followed.
 - d. The program does not abide by the RHA Publicity Guidelines.
 - i. All groups not affiliated with University Housing that receive funding from RHA for an event must follow any advertising stipulations as provided by RHA General Council, the Finance Committee, or the RHA Executive Board, including but not limited to, poster dissemination, using a RHA banner, and acknowledgement of sponsorship.
 - ii. All advertisement for the sponsored events must be posted at least 7 days before the event.
 - e. The program fails to comply with the stipulations of the General Council.

Section 2: RHA Prize Conflict of Interest Policy

- A. Council members are not allowed to win any prize at any event that they or another council member has planned and hosted.
- B. RHA executive board members are not allowed to win any prize at any event that they or a council member has planned and put on.
- C. Any person involved with facilitating or performing at the event shall not be allowed to win any prize at any event that they participate in related to RHA.

Article IX. Yearly Budget Line Items

Section 1: The Capital Improvement Fund

- A. The Capital Improvement Fund shall be used for capital expenditures that will directly improve the lives of residence hall students for more than one year, unless determined otherwise by a 2/3rds vote of General Council. No more than ½ of the fund may be used in an academic year, calculated after all line items have been subtracted. This fund may be used to

- purchase non-perishable goods, repairs or items that will improve the physical aspects of the residence halls.
- B. During the summer term, the contents of the General Fund for the RHA as well as each Hall Council shall be deposited into the Capital Improvement Fund. Should any Hall Council be in debt, that debt shall be paid from the Capital Improvement Fund.
 - C. At the beginning of every year, create a line item for \$2,000 for television repairs and replacements.

Section 2: The Leadership Fund

- A. The Leadership Fund shall be used to foster and promote leadership and recognize outstanding efforts within the residence halls.
- B. Social fees, linen commissions, and possibly other sources of income shall be designated for the Leadership Fund.
- C. The Leadership Fund may be used for expenses related to the participation of RHA members in events and responsibilities related to the NACURH and its affiliated groups, NRHH and PACURH.
- D. The Executive Board shall oversee the Leadership Fund. They are responsible for ensuring the allocation of these funds to programs, activities, recognition, conferences, etc. that promote leadership.
- E. Any executive board member wishing to use these funds must seek approval of the RHA Executive Board, and funding must pass with at least 50% +1 of the board members voting favor.

Section 3: Line-item Budgets

- A. Shall be approved by the Executive Board and be proposed to the General Council within the first six weeks of fall term.
- B. Line items may not be added or removed after the first six weeks of Fall Term.
- C. The amount allocated to each line-item may be changed within the year.
- D. Budgets must be tabled for one week, and shall require a 2/3rds majority to pass. At any point in time the General Council may amend the budget with a 2/3rds vote.

Section 4: Allocation

- A. Allocation is a fund that can only be used for programming/events and other initiatives in the beginning of Fall Term before General Council approves the budget for the year.
 - a. Other initiatives will be defined by the outgoing and incoming executive board as a collective.
- B. Unused funds in allocation will roll over into the RHA General Budget.

Article X: Amendment Procedures of the Residence Hall Association

Section 1: Amendments shall be passed by 2/3rds vote of General Council.

Section 2: Amendments must be approved by the RHA Legislation Review Committee at least 1 week before final presentation and vote at the following General Council meeting.

Section 3: A proposed amendment, if denied, is then sent to the RHA Director for review.