



RESIDENCE HALLS

— ASSOCIATION —

OKLAHOMA STATE UNIVERSITY

CONSTITUTION

**OKLAHOMA STATE UNIVERSITY
RESIDENCE HALLS ASSOCIATION**

Established 1958

Amended September 27th, 2021

ARTICLE I. The Lead Directors

Section 1. All legislative powers of the Residence Halls Association granted by this Constitution shall be vested in the Board of Lead Directors of RHA.

Section 2.

- 1) The Lead Directors shall be composed of the Lead Directors of each RHA Board of Directors.
- 2) All Lead Directors must be full-time, undergraduate students who have a minimum of a 2.5 on a 4.0-grade point average scale and are a member of the constituency in which they are chosen to represent.

Section 3. The Lead Directors shall have the power to

- 1) Draft and enact legislation from Committees and Lead Directors;
- 2) Hear and respond to constituency grievances;
- 3) Approve the budget drafted by the RHA President and Vice-President of Administration and Finance;
- 4) Amend the Bylaws of this Constitution by two-thirds (2/3) vote of present Lead Directors;
- 5) Amend this Constitution by a three-fourths (3/4) vote of all sworn in representatives;
- 6) Allocate funding to Community Boards and other student groups or residential life organizations;
- 7) Override a veto by the RHA President by a two-thirds (2/3) vote of present Lead Directors;
- 8) Try all RHA Officers and Lead Directors through impeachment as outlined in Article 1 Section 6 of this Constitution;
- 9) Enact any legislation deemed necessary and proper in the execution of all other powers designated.

Section 4. The Lead Directors shall

- 1) Hold meetings at least twice a month during every full month of class, starting on the Monday of the second week of classes, unless deemed otherwise by the RHA President;
- 2) Approve a budget for the Residence Halls Association;
- 3) Establish a set of rules for itself necessary for its orderly conduct;

Section 5. All bills and recommendations that pass the Lead Directors must be presented to the RHA President and Vice-President of National Communications prior to becoming an official document;

- 1) If approved, the RHA President and Vice President of National Communications shall sign the legislation;
- 2) If not approved, the RHA President and Vice President of National Communications shall return the legislation to the Lead Directors with their objections attached and they may reconsider it;
- 3) If the Lead Directors vote two-thirds (2/3) in favor upon reconsideration to pass the legislation, it shall become an official document;

- 4) If any piece of legislation is not signed or returned to the Lead Directors by the RHA President within one (1) week of being presented to them, the legislation shall become an official document as if it had been signed;

Section 6. All RHA Executive Members and Lead Directors are subject to impeachment;

- 1) The ground for impeachment shall include, but not be limited to: willful neglect of duties and responsibilities; explicit violation of the RHA Constitution, Bylaws, and legislation; misconduct committed while in office; corruption in office;
- 2) The processes for impeachment of Lead Directors can be found in Title I of the attached By-Laws.
- 3) The processes for impeachment of RHA Executive Members can be found in Title III of the attached By-Laws.

ARTICLE II: The Executive Branch

Section 1. The Executive power of the Residence Halls Association shall be vested in the RHA President and subsequently, the RHA Executive Team.

- 1) RHA Executives will be elected in the Spring semester and serve a one (1) year term consisting of consecutive Summer, Fall and Spring semesters.
- 2) The RHA Executive Team shall comprise the RHA President, Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, and the Vice-President of Sustainability.
- 3) In the case of removal of the RHA President from office, or of his/her death or resignation, the office shall be filled by the Vice-President of Administration and Finance; if he/she does not wish to hold the position, they shall serve in the interim until a special election may be called to elect a replacement.
- 4) In the case of the removal of an Executive member from office other than the RHA President, or of his/her death or resignation, the office shall have its duties split amongst the remaining executives until an appointment may be made to select a replacement.
- 5) All members in the Executive Branch must retain a minimum of a 2.5 on a 4.0 scale grade point average.

Section 2. The RHA President shall have the power to

- 1) Remove from office any member of a Community Board of Directors, in coordination with the ARCE who oversees that Community Board and the RHA Advisor
- 2) Form joint committees with other organizations to accomplish a goal within the interests of the Residence Halls Association;
- 3) Contact outside entities and organizations as it regards to the function of the organization or the well-being and interests of on-campus residents;
- 4) Preside over the executive branch and its meetings;
- 5) Oversee the RHA Executive positions;
- 6) Call a special session of the Board of Lead Directors;
- 7) Lead the Board of Lead Directors alongside the Vice-President of National Communications;

- 8) Endorse any activity, event, or project by another student group or subsidiary of the Office of Student Affairs;
- 9) Co-author and submit a semester budget with the Vice-President of Administration and Finance;
- 10) Call an assembly of the on-campus students in conjunction with the Board of Lead Directors.

Section 3. The Vice-President of Administration and Finance shall have the power to

- 1) Co-author and submit a semesterly budget with the RHA President;
- 2) Allocate no greater than 10% prior to the passage of the semester's budget in the Lead Directors unless deemed necessary by a vote of the Executive Team;
- 3) Submit any financial works of the organization;
- 4) Keep record of all meeting minutes pertaining to RHA General Body meetings or RHA Officer meetings;
- 5) Retain all records regarding contracts, rosters, and resources for each hall's Board of Directors;
- 6) Keep record of the contents of the Residence Halls Association storage closet and oversee the organization of its contents.

Section 4. The Vice-President of National Communications shall have the power to

- 1) Serve as a representative of the Oklahoma State University Residence Halls Association at regional (SWACURH) and national (NACURH) conferences;
- 2) Receive any powers granted by the governing documents of SWACURH and NACURH;
- 3) Select delegates for a regional or national conference in a process approved by the RHA President and Advisor;
- 4) Create ad hoc committees whose focus is the preparation for a regional or national conference;
- 5) Lead the Board of Lead Directors alongside the RHA President as parliamentarian and Chair.

Section 5. The Vice-President of Programming shall have the power to

- 1) Form and lead the RHA Programming Board;
- 2) Select members of the RHA Programming Board in a process approved by the RHA President and Advisor;
- 3) Structure and create governing rules required for the RHA Programming Board to run with orderly conduct;
- 4) Host events that benefit on-campus residents and lives on campus;
- 5) Partner with external organizations to host events that benefit on-campus residents and lives on campus;
- 6) Allocate and spend funding from the RHA Programming Account for the use of team development, initiatives, and event expenses, including but not limited to: prizes, venues, activities, food and drink, and advertisements.

Section 6. The Vice-President of Marketing shall have the power to

- 1) Form and lead the RHA Marketing Committee;
- 2) Select members of the RHA Marketing Committee in a process approved by the

- RHA President and Advisor;
- 3) Structure and create governing rules required for the RHA Marketing Committee to run with orderly conduct;
 - 4) Oversee all marketing efforts of the RHA with the aid of the RHA Marketing Committee and advice of the RHA President;
 - 5) Keep the RHA website updated and representative of the organization with the advice of the RHA Executive Team.

Section 7. The Vice-President of Sustainability shall have the power to

- 1) Form and lead the RHA Eco-Representatives;
- 2) Select members of the RHA Eco-Representatives in a process approved by the RHA President and Advisor;
- 3) Structure and create governing rules required for the RHA-Eco-Representatives to run with orderly conduct;
- 4) Oversee all sustainability efforts of the RHA with the aid of the RHA Eco-Representatives and advice of the RHA President;
- 5) Host sustainability-based events that benefit and educate on-campus residents and lives on campus;
- 6) Partner with external organizations and Board of Directors to host events that benefit on-campus residents and lives on campus;
- 7) Allocate and spend funding from the RHA Eco-Representatives Account for the use of team development, green initiatives, and event expenses, including but not limited to: prizes, venues, activities, food and drink, and advertisements.

Section 8. The RHA Executive Team members shall all receive, as compensation, a housing waiver for the Summer, Fall, and Spring semesters; additionally, all Executive Team members shall receive up to a \$500 scholarship per semester. Scholarships shall be awarded at the discretion of the RHA President and Advisor based on whether the duties of the office were faithfully met.

Section 9. The RHA Executive Committees shall be lead by their respective Vice-President, as stated in Title IV in the attached Bylaws of this Constitution.

ARTICLE III: Elections

Section 1.

- 1) All Lead Directors are entitled to vote in general, runoff, and special elections of the Residence Halls Association.
- 2) Elections shall be held in the Spring semester for all Executive positions.
- 3) Election processes shall follow the election rules as designated in Title VI of the attached Bylaws of this Constitution.

ARTICLE IV: Student Leadership Conference

Section 1.

- 1) The Prepare to Program Co-Chairs shall plan the Conference, and have the power to draw funds from the conference account; and
- 2) To enact upon the execution of the conference as outlined in Title V of the attached Bylaws of this Constitution as well as the wrap-up report provided by the previous Co-Chairs.

ARTICLE V: Amendments

Section 1.

- 3) The Lead Directors may propose amendments to this Constitution when three-fourths (3/4) of members deem it necessary; and,
- 4) Amendments to this Constitution shall take the form of a resolution not requiring Presidential approval upon passage to become an official document.

TITLE I

BOARD OF LEAD DIRECTORS

Section 1. OATH OF OFFICE: Prior to entering the execution of their offices, all representatives and Officers of the Residence Halls Association shall take the following oath, given by the currently instated RHA President:

I, (state name), do solemnly affirm that I will discharge to the best of my ability, the responsibilities entrusted to me as (state position), and will to the best of my ability, preserve and uphold the Constitution of the Residence Halls Association, and represent and serve my constituents justly.

Section 2. LEAD DIRECTOR DEFINED

- 2.1. A lead director is a student elected or appointed by their Community Board of Directors who is a member of that Community Board of Directors outlined in Title II of these Bylaws.
- 2.2. TERMS OF OFFICE
 - 2.2.1. Shall be elected for a term of one year through an in hall election with the term lasting the entirety of consecutive Fall and Spring semesters.
 - 2.2.2. Lead Directors shall be elected in the third week of the semester at the latest through popular election in the hall.
 - 2.2.3. Lead Directors shall receive their duties and responsibilities upon being sworn in, starting their term of office.

Section 3. LEAD DIRECTOR RESPONSIBILITIES

- 3.1. EXCLUSIVE OFFICE: No Lead Directors shall concurrently hold another position on the RHA Executive Team or as a Community Mentor serving their term.
- 3.2. DOCUMENTARY KNOWLEDGE: All Lead Directors are expected to have a thorough understanding of the RHA Constitution, Bylaws, parliamentary procedure, and the bill writing process.
 - 3.2.2. Lead Directors shall present important information from Lead Director meetings to their constituents, and vice versa, within a timely manner.
 - 3.2.3. Lead Directors are responsible for actively seeking input from constituents and making themselves accessible to constituents.
 - 3.2.4. The Vice-President of National Communications will ensure the compliance by all Lead Directors of the policies outlined in section 3.3 by openly

communicating with Lead Directors, constituents, and the Community Board of Directors to verify constituents are receiving adequate representation.

3.3. ATTENDANCE

3.3.1. All Lead Directors are required to attend all Board meetings and meetings of the committee for which they are a member.

3.3.1.1. Absence from a Lead Directors meeting will result in one (1) absence assigned to the absent Lead Director.

3.3.1.2. If class schedule does not permit the attendance of any committee within a semester, no absences will be awarded.

3.3.2. A Lead Director may accrue up to and equal to four (4) absences per semester.

3.3.3. Lead Directors may send a proxy in their place to meetings to avoid absence.

3.3.3.1. A proxy must live within a hall that is represented by the absent Lead Director.

3.3.3.2. A proxy will be recorded separately on record but will count towards the quorum of the voting body.

3.3.3.3 A proxy will count as half of a full absence.

3.3.4. Committee chairs shall be tasked with recording absences from committee and providing it to the RHA President.

3.3.5. Lead Directors may be removed from their position for excessive absences as outlined in Title 1, Section 4.2.

Section 4. ENFORCEMENT AND REMOVAL FROM OFFICE

4.1. ENFORCEMENT: The RHA Executive Team and RHA Advisor has the exclusive ability to discipline Lead Directors for failure to fulfill duties and responsibilities.

4.1.1. The Board of Directors maintain the exclusive right to remove Lead Directors through the process of impeachment except in the case of recall petitions.

4.2. REMOVAL BY ABSENCE: If a Lead Director reaches the maximum allowed absences as defined in Title 1 Section 3.3.2, the Lead Director will be notified by the RHA President. If the Lead Director then exceeds the maximum allowed absences, the Lead Director shall be removed following an investigation and communication with the Lead Director's Community Board of Directors.

4.2.1. The RHA President may allow the Lead Director to stand for reinstatement if the removed Lead Director chooses.

4.2.2. To be reinstated, a Lead Director shall petition the RHA President and will state his/her case before the Lead Directors and stand for questioning. After

questioning, the Lead Directors shall vote to reinstate the Lead Director by a 2/3rds vote.

4.2.2.1. If reinstated, a Lead Director is reinstated with two (2) absences.

4.2.2.2. A Lead Director may only be reinstated once per year.

4.3. REMOVAL BY PETITION: Constituents may petition to remove a Lead Director at any time.

4.3.1. A petition for removal must be signed by 8% of the constituents a Lead Director represents. It must include full name, CWID, and must be presented to the RHA President and Vice-President of National Communications.

4.3.2. Lines of each signature must be numbered, starting with one (1).

Section 5. COMPENSATION

5.1. Each Lead Director shall receive up to \$250 per semester in compensation.

5.2. Calculation of each Lead Director's stipend is up to the discretion of the RHA President.

5.2.1. Attendance at Board meetings and Public Policy, Budgetary, and Constitutional Committee meetings account for \$50.

5.2.2. Number of events planned and executed out of the expected number per semester account for \$60.

5.2.3. Usage of Slack for communication accounts for \$30.

5.2.4. Keeping Board rosters up to date accounts for \$40.

5.2.5. Keeping hall events and all Board details in OneDrive accounts for \$40.

5.2.6. Inputting events into CampusLink to use to take attendance at events accounts for \$30.

5.3. If a Lead Director is removed from or vacates their position while serving their term, a stipend shall not be awarded.

Section 6. GENERAL MEETINGS

6.1. The Lead Directors shall assemble at least twice in every full school month and shall regularly meet weekly while school is in session.

6.2. Quorum to conduct business and consider main motions shall be three-fifths (3/5) of currently sworn in Lead Directors.

6.3. MAIN MOTIONS- The Lead Directors shall consider three types of main motions:

- 6.3.1. Bills: Bills are legislation in which the Residence Halls Association has the final authority to enact upon, including but not limited to: Bylaw Amendments, appropriation of internal and external funds, and other Constitutionally granted powers. Bills must be passed by the Board of Lead Directors and signed by the RHA President (or overwrite a presidential veto) to be legitimized.
 - 6.3.2. Recommendations: Recommendations are legislation expressing the opinions of RHA and the on-campus student body as a whole, including but not limited to: suggestions and requests to other organizations and entities at OSU or in the community. Recommendations must be passed by the Board of Lead Directors and signed by the RHA President (or overwrite a presidential veto) to be legitimized.
 - 6.3.3. Resolutions: Resolutions are legislation that express the views of the Lead Directors themselves, including but not limited to: confirmation of appointments, amendments to the proceeding rules, and Constitutional amendments. Resolutions only require passage through the body to be legitimized, without require Presidential signature.
- 6.4. Lead Directors meetings shall be conducted within Robert’s Rules of Parliamentary Procedure except where otherwise stated.

Section 7. LEAD DIRECTOR COMMITTEES

- 7.1. COMMITTEE CHAIRS’ RESPONSIBILITIES: Committee chairs shall
 - 7.1.1. Ensure Lead Directors serving on their committee are familiar with parliamentary procedure, the RHA Constitution, and the RHA Bylaws as they pertain to the committee.
 - 7.1.2. Create and post an agenda 24 hours prior to committee meetings in accordance with the Open Meetings law.
- 7.2. COMMITTEE MEMBERSHIP
 - 7.2.1. All Lead Directors are required to serve on at least one (1) standing committee, assigned by the RHA President at the start of their term.
 - 7.2.2. Each committee will have at least four (4) voting committee members.
- 7.3. STANDING COMMITTEES
 - 7.3.1. Public Policy: The Public Policy Committee shall review legislation regarding recommendations and resolutions to outside organizations at Oklahoma State University and in the community, including Residential Life.
 - 7.3.2. Constitutional: The Constitutional Committee shall review legislation regarding the internal functions of the organization, including but not limited

to: amendments to the RHA Constitution, amendments to the RHA Bylaws, nominations and appointments, and the procedures of the Lead Directors

7.3.3. Budget: The Budget Committee shall review legislation regarding co-sponsorship requests from outside organizations.

7.3.3.1. External co-sponsorship requests shall be limited to \$1500 per student group per academic semester, and co-sponsorship may not exceed 50% of an organization's total cost of the activity being applied for.

7.3.3.2. Groups applying for co-sponsorship must fill out an application containing their organization's budget, why they are requesting funds, the amount requested, organizational contact information, and any other information deemed necessary.

7.3.3.3. Groups must also have a representative present at both the committee and Lead Directors meeting to have their funding request heard.

TITLE II

COMMUNITY BOARD OF DIRECTORS

Section 1. COMMUNITY BOARD OF DIRECTORS DEFINED

1.1. A Community Board of Directors is a committee composed of students appointed by RHA officers and officials within the hall, as well as Community Mentors from the respective Halls. Each Community Board of Directors shall be from eight (8) to fifteen (15) members in size, including up to 4 Community Mentors and a respective Eco-Rep. Each Community Board of Directors shall be overseen by the ARCE of their respective Halls.

1.1.1. Each Community Board of Directors will be based on Halls, divided as follows: North Commons, South Commons, West Commons, Booker-Stinchcomb, Zink-Allen, North Monroe & Morrison, Villages A, C&D, Villages B, E&F, Iba, Parker, Wentz, Bennett, Stout, Kamm-Peterson-Friend, and Patchin-Jones.

1.1.2. Directors serving in the Community Board shall serve in equal positions with no set positional hierarchy and with the Lead Director having additional powers and responsibilities.

1.1.3. Directors shall be selected five weeks prior to the start of the Fall semester, and will be attendees of the Prepare to Program Leadership Conference before the start of the school semester.

1.1.3.1. Directors shall be able to move into the residence halls early with no additional charges to attend the Prepare to Program conference.

1.2. TERMS OF OFFICE

1.2.1. RHA Community Board of Directors members shall be appointed through an application selection process for a term of one year lasting the entirety of consecutive Fall and Spring semesters.

1.2.2. Community Board of Directors members shall be appointed at least four weeks prior to the start of the Fall semester.

1.2.3. Community Board of Directors members shall receive their duties and responsibilities on the first day of their appointment, starting their term of office.

1.2.4. Community Board of Directors members that join after the academic year has started shall be appointed through the RHA President.

1.3. COMMUNITY BOARD LEAD DIRECTOR POWERS

- 1.3.1. Each Community Board of Directors shall internally elect a Lead Director who will serve as the primary point of communication between all of RHA and the other Community Board of Directors within the first three weeks.
 - 1.3.1.1. The Lead Director should be elected with a 50% + 1 majority, narrowing the field of candidates by one each vote until one candidate receives the needed majority.
 - 1.3.1.2. In the case of a Lead Director not being able to attend BOLD Meetings, a Co-Lead may be elected if approved by the RHA President and Vice-President of National Communications.
 - 1.3.1.3. In the case of Co-Leads, responsibilities and scholarship divisions will be explicitly written down before the year begins, and given to the BoD ARCE, and the RHA President.
- 1.3.2. The Lead Directors of each Board of Directors shall have the power to:
 - 1.3.2.1. Lead their Board of Directors meetings;
 - 1.3.2.2. Partner with other Hall BoDs for events and homecoming events;
 - 1.3.2.3. Contact RHA Officers and other organizations on behalf of their BoD;
 - 1.3.2.4. Take their members opinions into consideration with final decisions;
 - 1.3.2.5. Meet one-on-one with their ARCE;
 - 1.3.2.6. Access their BoD OneDrive, CampusLink, and Instagram Account, and appoint other members access when necessary;

Section 2. COMMUNITY BOARD OF DIRECTORS RESPONSIBILITIES

- 2.1. EXCLUSIVE OFFICE: No Community Board of Directors member shall concurrently hold another position on the RHA Officer Team or while serving their term.
- 2.2. DOCUMENTARY KNOWLEDGE: All Community Board of Directors members are expected to have a thorough understanding of the RHA Constitution, Bylaws, Community Board of Directors Rules, parliamentary procedure, and the bill writing process.
- 2.3. COMMUNITY BOARD OF DIRECTORS DUTIES
 - 2.3.1 Each Community Board of Directors will collectively vote on decisions specific to their hall when needed. All votes require a simple majority to pass and will be held

- 2.3.2. Boards will meet weekly at a time discussed during the pre-term summer in their respective Halls. Academic conflicts with meeting times shall be discussed before the first meeting, and resolved accordingly.
- 2.3.3. When necessary, a Community Board of Directors may create positions and titles to satisfy event planning as well as specific goals. These positions extend to but are not limited to:
 - 2.3.3.1. Treasurer: A person that coordinates with the Lead Director to record spent and allocated amounts for events, and creates the shopping list for events.
 - 2.3.3.2. Secretary: A person that takes meeting minutes at meetings and helps the Lead Director with record keeping for events.
 - 2.3.3.3. Marketing Chair: A person that creates event flyers, takes pictures at events, and runs the Board of Directors social media accounts.
 - 2.3.3.4. In the event of a Board of Directors creating and enacting positions, they must conduct an election with the help of their ARCE to ensure a fair voting process.
 - 2.3.3.5. In the event of a Board of Directors creating and enacting positions, they are not void of their own responsibilities that dictate their scholarship calculation. If a member with a position does not complete the duties that they agree to in their position, the Lead Director and ARCE have full discretion to remove them from said position.

2.4. PROGRAMMING AND EVENTS

- 2.4.1. It is the first and foremost duty for the Community Board of Directors to host events for their residence hall.
- 2.4.2. Each Community Board shall receive a funding allocation proportional to the amount of residents living within their hall at the start of each semester with the purpose of hosting programming within their hall.
- 2.4.3. Each Community Board of Directors is required to host at least two (2) events a month, totaling seven (7) per semester, unless specified by the RHA President.
- 2.4.4. As attendees of the Prepare to Program Conference, Community Board of Director members will learn how to plan events, including material on: sustainability, budgeting, planning charts, and idea generation.

2.5. COORDINATING BOARD

- 2.5.1 A Community Board of Directors of one hall may partner with another Community Board of Directors for larger events to form a Coordinating Board.

2.5.2. All Community Boards within an Area shall hold their weekly meetings at the same time. Coordinating Boards shall substitute the individual meetings for paired halls in the week they occur.

2.5.3 Coordinating Boards shall be any number of Community Board of Directors in an Area working in a conglomerate to host an event, activity, or program together for their collective residents.

2.7. ATTENDANCE

2.7.1. All Community Board of Directors members are required to attend all Board meetings and meetings of committees for which they are a member.

2.7.1.1. Absence from a Community Board of Directors meeting will result in one (1) absence assigned to the absent member.

2.7.1.2. Community Board of Directors may have academic or campus involvement at the time of meetings. If documented, the member will not incur any penalties.

2.7.2. A Community Board of Directors member may accrue up to and equal to four (4) absences per semester.

2.7.3. Lead Directors shall be tasked with recording absences from each meeting and providing those reports to the RHA President if asked for.

2.7.4. Community Board of Directors members may be removed from their position for excessive absences as outlined in Title 2, Section 3.2.

Section 3. ENFORCEMENT AND REMOVAL FROM OFFICE

3.1. **ENFORCEMENT:** The RHA Officer Team and ARCE over the specific Community Board of Directors have the exclusive ability to remove a member of that Community Board of Directors, with final decision resting within the RHA Officer team.

3.2. **REMOVAL BY ABSENCE:** If a Community Board of Directors member reaches the maximum allowed absences as defined in Title II, Section 2.6.2., the member will be notified by the Lead Director. If the member then exceeds the maximum allowed absences, the member shall be removed effective immediately.

3.3. **REMOVAL BY PETITION:** At any time, residents of a hall could call for a petition to remove a Community Board of Directors member.

3.3.1. A petition to remove a member must be signed by 8% of the residents of the hall the member represents. It must include full name and CWID, and must be presented to the RHA President.

3.3.2. Lines of each signature must be numbered, starting with one (1).

TITLE III

RHA EXECUTIVE BRANCH

Section 1. OATH OF OFFICE: Prior to entering the execution of their offices, all Lead Directors and Officers of the Residence Halls Association shall take the following oath, given by the currently instated RHA President:

I, (state name), do solemnly affirm, that I will discharge to the best of my ability, the responsibilities entrusted to me as (state position), and will to the best of my ability, preserve and uphold the Constitution of the Residence Hall Association.

Section 2. EXECUTIVE BRANCH STRUCTURE

- 2.1. **OFFICERS DEFINED:** The RHA Executive Team shall be composed of the RHA President and Vice-President positions. All Executive positions will serve a one (1) year term of a consecutive Summer, Fall, and Spring semester.
 - 2.1.1. RHA executive positions are positions voted on by the current voting body in power in the Spring semester and are the: RHA President, Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, and Vice-President of Sustainability.
- 2.2. The RHA Programming Board shall be under the jurisdiction of the RHA Executive Branch, headed by the VP of Programming and shall follow the responsibilities listed in Title IV of the Bylaws.
- 2.3. The RHA Marketing Committee shall be under the jurisdiction of the RHA Executive Branch, headed by the VP of Marketing and shall follow the responsibilities listed in Title IV of the Bylaws.
- 2.4. The RHA Eco-Reps shall be under the jurisdiction of the RHA Executive Branch, headed by the VP of Sustainability and shall follow the responsibilities listed in Title IV of the Bylaws.
- 2.5. The RHA Prepare to Program conference shall be under the jurisdiction of the RHA Executive Branch, headed by the Prepare to Program Co-Chairs. The RHA Prepare to Program Conference and Prepare to Program Co-Chairs are further defined in Title IV of these Bylaws.
- 2.5. Liaisons from outside student organizations shall be under the jurisdiction of the RHA Executive Team and overseen by the RHA President.

Section 3. GENERAL EXECUTIVE RESPONSIBILITIES

- 3.1. OFFICE HOURS: All executive positions must serve weekly, regularly scheduled office hours, served in the RHA Offices.
 - 3.1.1. Executives must serve a minimum of four (4) scheduled office hours per week.
 - 3.1.2. Scheduled office hours must be conducted in the Residential Engagement Office (REO).
 - 3.1.3. Scheduled office hours must be published on the RHA website and announced to the representative body at weekly meetings.
- 3.2. EVENT ATTENDANCE: All executive positions must attend all events hosted by the RHA Executive Team, RHA Programming Board, and RHA Eco-Reps and must attend a minimum of one (1) event a month hosted by a Community Board of Directors.
 - 3.2.1. Exceptions to event attendance may be granted on a case-by-case basis by the RHA President.
- 3.3. BOLD 1:1s: All executive positions must conduct a minimum of one (1) one on one meeting with each of their assigned Lead Directors per month.
 - 3.3.1. Exceptions to event attendance may be granted on a case-by-case basis by the RHA President.
- 3.4. TRANSITIONING: RHA executives shall be responsible for providing a transition process for the next person elected to their position, including describing duties and responsibilities and any pertaining documents or information not within the Constitution and Bylaws of the Residence Hall Association.
- 3.5. MEETINGS: All executives must attend weekly RHA Officer meetings and one-on-ones with the RHA Advisor and the RHA President. These are to be scheduled at the start of each semester.
- 3.6. TERM START AND END: All executive's terms shall start as soon as their successor's ends, after the last day of final exams. Their term shall end after the last day of final exams, the next year.

Section 4. CREATION OF EXECUTIVE POSITIONS AND COMMITTEES

- 4.1. If a President wishes to create a new executive position or executive committee, they must first create the bylaws regulating the duties and responsibilities of the position or committee.
 - 4.1.1. After creation, the President shall present the bylaws before the representative body for passage and approval.

Section 5. RHA PRESIDENT

- 5.1. RESPONSIBILITIES: The responsibilities of the RHA President, in addition to those listed in the Constitution include but are not limited to:
- 5.1.1. Follow all responsibilities laid out for RHA Presidents in the SWACURH and NACURH governing documents.
 - 5.1.2. Send multiple emails over the summer to incoming residents to apply to serve on a Community Board of Directors.
 - 5.1.3. Meet with the Community Board Lead Directors, or the representative body meetings, a minimum of every other week in accordance to the Open Meetings Act.
 - 5.1.4. Organize and hold weekly meetings with the RHA executives and set an agenda for these meetings.
 - 5.1.5. Assist all RHA executives in their responsibilities and meet bi-weekly at the least, individually, with each.
 - 5.1.6. Lead all communication efforts with external entities and organizations as it relates to enacting legislation, establishing joint committees, or implementing executive initiatives for the benefit of on-campus residents.
 - 5.1.7. Assist with the Eco-Representatives as necessary and requested by the Vice-President of Sustainability.
 - 5.1.8. Assist with the RHA Programming Board as necessary and requested by the Vice-President of Programming.
 - 5.1.9. Assist with the RHA Marketing Committee as necessary and requested by the Vice-President of Marketing.
 - 5.1.10. Meet monthly with the Director of Housing and Residential Life to talk about the state of the program.
 - 5.1.11. Act upon the current strategic plan of the organization.
 - 5.1.12. Work with the RHA Executive Team to create or update The Strategic Plan when required.
 - 5.1.13. Attend the Executive Leadership Council meetings.
 - 5.1.14. Attend or appoint people to attend committees RHA serves on for outside organizations.
 - 5.1.15. Appoint RHA-SGA Senators should vacancies arise through a just and fair procedure and in accordance with the SGA governing documents.
 - 5.1.16. Communicate with outside organizations where it pertains to RHA legislation and organizing guest speakers.

5.1.17. Create “House Rules” at the beginning of the year dictating the operation of the representative body, in accordance with Robert’s Rules of Parliamentary Procedure.

5.1.18. Keep a binder of all legislation passed during the school year to be stored in the RHA Records.

Section 6. VICE-PRESIDENT OF ADMINISTRATION AND FINANCE

6.1. RESPONSIBILITIES: The responsibilities of the Vice-President of Administration and Finance, in addition to those listed in the Constitution include but are not limited to:

6.1.1. Draft and present a budget in conjunction with the RHA President at the beginning of each semester, and present it to the RHA Executive Team.

6.1.2. Keep record of all organizational expenses and present an update every week before the representative body.

6.1.3. Attend every representative body meeting and take minutes, take roll, and keep track of voting.

6.1.4. Take minutes at all RHA Executive Team meetings.

6.1.5. Transfer funds based on legislation enacted by the Board of Lead Directors.

6.1.6. Attend the Executive Leadership Council meetings.

6.1.7. Attend committees and meetings in place of the President when they are unavailable.

6.1.8. Keep track of all equipment check out forms for any and all RHA equipment that resides in the possession of RHA.

6.1.9. Keep a running inventory of all items in the possession of RHA, and keep RHA storage closet organized.

6.1.10. Compile, keep track of, and organize all forms submitted by halls to RHA for any reason that does not fall under the control of another RHA officer position.

Section 7. VICE-PRESIDENT OF NATIONAL COMMUNICATIONS

7.1. RESPONSIBILITIES: The responsibilities of the Vice-President of National Communications/National Communications Coordinator, in addition to those listed in the Constitution include but are not limited to:

7.1.1. Follow all responsibilities laid out for RHA NCCs in the SWACURH and NACURH governing documents.

- 7.1.2. Prepare the organization for regional and national conferences.
- 7.1.3. Select delegates to attend the regional and national conferences in a fair process with advice from the RHA President and Advisor.
- 7.1.4. Determine the bids the school shall bid for alongside the RHA President, and delegate committees to write them.
- 7.1.6. Reaffiliate the university with SWACURH and NACURH at the beginning of each school year.
- 7.1.7. Ensure the program owes no regional debts.
- 7.1.8. Be the main representative of the OSU RHA program to the region and nation.
- 7.1.9. Attend all three of NACURH, SWACURH Leadership Conference, and SWACURH Business Conferences.
- 7.1.10. Attend regional and national chats and meetings to keep the program updated on regional and national events.
- 7.1.11. Assist the RHA President and other executives in their duties and responsibilities as needed when not in conference preparation time.
- 7.1.12 Attend a minimum of five (5) NRHH general meetings each semester in order to act as a liaison between NRHH and RHA.
- 7.1.13 Select an NCC-In Training for the Spring semester through a fair process with advice from the RHA President and Advisor.
- 7.1.14 Lead the Board of Lead Directors meetings alongside the RHA President and oversee all legislative aspects of said meetings as Chair.

Section 8. VICE-PRESIDENT OF PROGRAMMING

- 8.1. RESPONSIBILITIES: The responsibilities of the Vice-President of Programming, in addition to those listed in the Constitution, shall be to:
 - 8.1.1. Form and lead the RHA Programming Board, a team of no more than eight (8) members to assist in the programmatic efforts of the organization.
 - 8.1.2. Select members for the RHA Programming Board through a fair process with advice from the RHA President and Advisor.
 - 8.1.3. Host at least six (6) campus-wide programs each semester.
 - 8.1.4. Establish rules and procedures for the RHA Programming Board as seen fit.
 - 8.1.5 Co-host at least one (1) event with the Student Union Activities Board/ North Dining Activities Board per semester.

Section 9. VICE-PRESIDENT OF MARKETING

- 9.1. **RESPONSIBILITIES:** The responsibilities of the Vice-President of Marketing, in addition to those listed in the Constitution include but are not limited to:
- 9.1.1. Ensure the RHA website is up to date and relevant for all to use.
 - 9.1.2. Select the Marketing Committee, of no more than five (5) members to assist in all RHA marketing efforts.
 - 9.1.3. Utilize and maintain all RHA social media accounts.
 - 9.1.4 Create and market flyers for RHA Programming Board and Eco-Rep events.
 - 9.1.5 Market appropriately for all RHA events and initiatives.
 - 9.1.4. Train Marketing Committee on basic marketing principles and how they pertain and are executed in RHA.
 - 9.1.5. Assist the RHA President and other executives in their duties and responsibilities as needed.

Section 10. VICE-PRESIDENT OF SUSTAINABILITY

- 10.1. **RESPONSIBILITIES:** The responsibilities of the Vice-President of Sustainability, in addition to those listed in the Constitution include but are not limited to:
- 10.1.2. Form and lead the RHA Eco-Representatives, a team of no more than eight (8) members to assist in the sustainability efforts of the organization.
 - 10.1.3. Select members for the RHA Eco-Representatives through a fair process with advice from the RHA President and Advisor.
 - 10.1.4. Host at least four (4) sustainability based programs each semester.
 - 10.1.5. Establish rules and procedures for the RHA Eco-Representatives as seen fit.
 - 10.1.6. Attend bi-weekly Student Government Association Sustainability Board meetings (or send an Eco-Rep in place) to represent RHA as a green organization, and bring information back.
 - 10.1.7. Communicate regularly with the OSU Sustainability Coordinator on campus sustainability happenings.
 - 10.1.8. Coordinate a recycling bin check-out system with the Eco-Reps, for residents.
 - 10.1.9. Delegate responsibilities to Eco-Reps such as servicing plastic bag recycling bins, delivering personal recycling bins, and going to BOLD and BoD meetings.

10.1.10 Apply for Student Government Association Green Student Initiative Grant on behalf of RHA and carry project out each year.

Section 11. ENFORCEMENT AND REMOVAL FROM OFFICE

11.1. ENFORCEMENT: The RHA Officer Team has the ability to initiate the process of removing an RHA Officer from office.

11.1.1. To be brought to the Board of Lead Directors, there must first be a three-fifths vote (3/5) or in the event of a vacancy, a simple majority, by the RHA Officer Team to impeach, or a simple majority of the Board of Lead Directors.

11.1.2. The RHA President shall be responsible for presenting the case of impeachment to the BOLD.

11.1.3. In the case of initiated impeachment of the RHA President, the next in line that supports the impeachment will present the case to the BOLD.

11.1.4. The RHA Officer in question would state their case for staying on the Executive Team, then leave the space as the BOLD goes through the voting process.

11.1.5. If a vote of three-fourths (3/4) is achieved, the RHA Officer will be removed from office.

11.2. REMOVAL FROM OFFICE: An RHA Officer is subject to removal from office for misuse of funds, consistent absences, gross misconduct, failure to complete duties and responsibilities, and/or any violation of Residential Life policy.

Section 12. POSITION VACANCIES AND APPOINTMENTS

12.1. POSITION VACANCIES: In the event of an RHA Officer that is not the RHA President stepping down, being removed from office, or not being elected during elections, their positional duties shall be spread equally between remaining officers until the position is officially filled.

12.1.1. In the event of a vacant position, RHA Officers shall be given the option to fill said position in such order: Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, Vice-President of Sustainability.

12.1.2. In the event that the RHA President steps down, is removed from office, or is not elected during elections, the Vice-President of Administration and Finance shall be acting President until the position is officially filled.

12.2. APPOINTMENTS: In the event of a position vacancy on the RHA Executive Team, an application and interview based appointment process shall be initiated by the RHA President.

12.2.1. The candidates shall be narrowed down by discretion of the RHA President if needed, and then interviewed and voted on by the RHA Officers following the same guidelines and procedure as listed in Title VI of the Bylaws.

12.2.2 The voting and appointment process shall be chaired by the RHA President, and electronic votes shall be counted by the RHA Advisor.

12.2.3. Those of the RHA Executive Team with voting and speaking rights shall be as such: RHA President, Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, and Vice-President of Sustainability.

12.2.4 In the case of an RHA Officer position not being filled during elections, the process to fill said position shall be started as soon as elections conclude.

Section 13. COMPENSATION

13.1. The RHA Executive Team members shall all receive, as compensation, a housing waiver for the Summer, Fall, and Spring semesters; additionally, all Executive Team members shall receive up to a \$500 scholarship per semester

13.2. If an RHA Officer is removed from or vacates their position while serving their term, a stipend shall not be awarded and the housing waiver shall be revoked.

TITLE IV
RHA EXECUTIVE COMMITTEES

Section 1. RHA EXECUTIVE COMMITTEES DEFINED:

1.1. The RHA Executive Committees include the Programming Board, led by the Vice-President of Programming, the Marketing Committee, led by the Vice-President of Marketing, and the RHA Eco-Representatives, led by the Vice-President of Sustainability. These Committees are a part of the Executive Branch of RHA, and they serve the organization in terms of programming, marketing, and sustainability.

1.2. TERMS OF OFFICE

1.2.1. RHA Executive Committee members shall be appointed, by their leading Vice-President, through an application and interview based selection process for a term of one year lasting the entirety of consecutive Fall and Spring semesters.

1.2.2. RHA Executive Committee members shall be appointed at least four weeks prior to the start of the Fall semester.

1.2.3. RHA Executive Committee members shall receive their duties and responsibilities on the first day of their appointment, starting their term of office.

1.2.4. RHA Executive Committee members that join after the academic year has started shall be appointed through their leading Vice-President.

1.2.5. No Executive Committee members shall concurrently hold another position on the RHA Executive Team or as a Lead Director serving their term.

Section 2. PROGRAMMING BOARD

2.1. **PROGRAMMING BOARD DEFINED:** The RHA Programming Board consists of eight (8) members, chosen by the Vice-President of Programming. The Programming Board hosts campus-wide events for residents, including social, educational, and philanthropic events.

2.2. The Programming Board shall host at least six (6) campus-wide programs each semester.

2.3. At least one (1) event must be co-hosted with the Student Union Activities Board/ North Dining Activities Board per semester.

2.4. RESPONSIBILITIES

2.4.1. Members must be present at all events and weekly meetings conducted by the Vice-President of Programming.

- 2.4.2. Members must present themselves professionally at RHA Events.
- 2.4.3. Members must follow any governing documents and follow the direction of the Vice-President of Programming.

Section 3. MARKETING COMMITTEE

- 2.1. **MARKETING COMMITTEE DEFINED:** The RHA Marketing Committee consists of five (5) members, chosen by the Vice-President of Marketing. The Marketing Committee creates marketing materials for the Programming Board and Eco-Representatives, markets for all RHA events and initiatives, edits the RHA website, tables for RHA, and takes pictures at RHA events.
- 2.2. The Marketing Committee shall release marketing materials at least a week in advance before RHA events.
- 2.3. All marketing and representation efforts in RHA must be approved through the Vice-President of Marketing and thus the Marketing Committee.
- 2.4. The Marketing Committee shall also table for RHA whenever it is requested.
- 2.5. **RESPONSIBILITIES**
 - 2.5.1. Members must be present at all RHA events to take pictures assigned by the Vice-President of Marketing, and weekly meetings conducted by the Vice-President of Marketing.
 - 2.5.2. Members must follow the social media post schedule set by the Vice-President of Marketing unless specified otherwise.
 - 2.5.3. Members must follow any governing documents and follow the direction of the Vice-President of Marketing.

Section 4. ECO-REPRESENTATIVES

- 2.1. **ECO-REPRESENTATIVES DEFINED:** The RHA Eco-Representatives consists of eight (8) members, chosen by the Vice-President of Sustainability. The Eco-Reps host green events for the residents on campus, create sustainable initiatives to encourage sustainability in the residence halls, and help make RHA more sustainable.
- 2.2. The Eco-Reps shall host at least six (4) green campus-wide programs each semester.
- 2.3. At least one (2) events must be co-hosted with one of the Board of Directors on campus to encourage sustainable programming within the Board of Directors.
- 2.3. Each member is assigned to two Boards of Directors as an add-on member, meant to promote sustainable programming.

2.4. Eco-Reps shall service the current and future Terracycle Zero-Waste Bins on campus, and service the plastic bag recycling bins each month.

2.4.1. Places where the plastic bag recycling bins are located: Griffith Center, Kerr-Drummond Mezzanine, Parker, Stout, Iba, Wentz, and Village A, and each floor's trash room in North Common, South Commons, and West Commons.

2.5. RESPONSIBILITIES

2.5.1. Members must be present at all events and weekly meetings conducted by the Vice-President of Sustainability, and present themselves professionally at RHA events.

2.5.3. Members must follow any governing documents and follow the direction of the Vice-President of Sustainability.

2.5.4. Members must attend at least one (1) of each of their Board of Directors' meetings each month, totaling two (2) events per month.

2.5.5. Members must deliver personal recycling bins to the mail desk of the residents who request them, as delegated by the Vice-President of Sustainability.

Section 5. ENFORCEMENT AND REMOVAL FROM OFFICE

5.1. ENFORCEMENT: The RHA Officer Team has the exclusive ability to remove a member from their committee, with final decision resting on the RHA Officer that oversees the committee.

5.2. REMOVAL BY ABSENCE: If a committee member reaches the maximum allowed absences of four (4) unexcused absences, the member will be notified by the RHA Officer that oversees them. If the member then exceeds the maximum allowed absences, the member shall be removed effective immediately.

Section 6. COMPENSATION

6.1. Members of the RHA Executive Committees shall all receive, as compensation, a semesterly stipend of up to \$100.

6.1.1. How the amount of stipend earned is calculated is up to the discretion of the Vice-President of Programming, Marketing, and Sustainability for their respective teams.

6.2. If an RHA Executive Committee member is removed from or vacates their position while serving their term, a stipend shall not be awarded.

TITLE V

PREPARE TO PROGRAM CONFERENCE

Section 1. PREPARE TO PROGRAM CONFERENCE DEFINED: The Prepare to Program Conference serves the purpose of educating members of the Community Boards, Marketing Committee, Programming Board and Eco-Representatives about their positions and educating all attendees about leadership and the Residence Hall Association as a whole. Throughout the three-day conference, attendees will become prepared for the school year to come, as well as learn about the various resources RHA and Oklahoma State University has to offer students. The Prepare to Program will have various programs attendees can go to, geared towards both new and returning students to prepare them for the coming school year.

Section 2. PREPARE TO PROGRAM CO-CHAIRS DEFINED

2.1. The Prepare to Program Co-Chairs shall be in charge of planning and executing the early fall Prepare to Program Conference. They shall be someone who is knowledgeable about the program and has had experience as a leader.

2.1.1 The Chairs shall account for all Prepare to Program events, programs, activities, as well as the training programs for the attendees.

2.2. TERMS OF OFFICE

2.2.1. The Prepare to Program Conference Co-Chairs shall be selected in the spring semester by the RHA Executive Team through a formal interview process lead by the RHA President. They shall be selected no later than March 31st.

2.2.2. Co-Chairs will receive their responsibilities and duties the day they are appointed, starting their term in office.

2.2.3. Co-Chairs must reside in summer housing for the entirety of the PTP planning process, with exceptions made on a case-to-case basis.

2.2.4. No Co-Chair shall concurrently hold a position within Housing and Residential life as a Community Mentor for the following year that they are selected.

Section 3. PREPARE TO PROGRAM CO-CHAIRS RESPONSIBILITIES

3.1. **DOCUMENTARY KNOWLEDGE:** Prepare to Program Co-Chairs are expected to have a thorough understanding of the Prepare to Program conference guidelines.

3.2. CO-CHAIRS RESPONSIBILITIES

3.2.1. Prepare to Program Co-Chairs shall be responsible for planning all of the Prepare to Program conference, and training attendees for the conference.

- 3.2.2. Chairs will be responsible for preserving and maintaining all spaces used for the conference, and have proper accountability of all correspondence regarding the use of campus resources.
- 3.2.3. Chairs shall create a curriculum for the conference, and have a detailed schedule of all events and programs within the event.
- 3.2.4. Chairs shall create engaging and educational training for the conference attendees, and help prepare them for the duties of the semester.
- 3.2.5. Chairs shall be in charge of creating and staying on top of a budget for the conference, keeping the Vice-President of Administration and Finance knowledgeable on all financial changes.
 - 3.2.5.1. Chairs shall be responsible for providing food at the conference and incorporating these expenses into the budget.
- 3.2.6. Chairs shall attend all New Student Orientation sessions throughout the summer to represent RHA and recruit members to attend PTP.

3.3. WEEKLY RESPONSIBILITIES

- 3.3.1. Prepare to Program Co-Chairs shall have meetings at least once a week with a RHA Advisor and RHA President every week following their appointment.
- 3.3.2. Chairs shall be required to work ten (10) hours a week for the Prepare to Program conference.
 - 3.3.2.1. If a chair holds a concurrent RHA position that has required hours, those do not count towards the required hours for the Prepare to Program conference.
- 3.3.3. Chairs shall present a presentation of progress as well as an updated budget every two (2) weeks to the RHA Officer team.

Section 4. ENFORCEMENT AND REMOVAL FROM OFFICE

- 4.1. ENFORCEMENT: The RHA Officer Team and the Residential Life Advisor have the exclusive ability to remove a Prepare to Program Co-Chair from office, with final decisions resting within the RHA Officer Team.
- 4.2. REMOVAL FROM OFFICE: A Chair is subject to removal from office for misuse of funds, consistent absences, gross misconduct, failure to complete duties and responsibilities, and/or any violation of Residential Life policy.

Section 5. COMPENSATION

- 5.1. Each Prepare to Program Co-Chair shall receive up to \$1,250 in compensation for their summer work.
- 5.2. Each Prepare to Program Co-Chair shall also receive a summer housing waiver in compensation for staying on campus and planning the conference.
- 5.3. If a Prepare to Program Co-Chair is removed from or vacates their position while serving their term, a stipend shall not be awarded and the housing waiver shall be revoked.

TITLE VI

RHA EXECUTIVE TEAM ELECTIONS

Section 1. RHA EXECUTIVE TEAM ELECTIONS DEFINED: The positions that are open to be ran for include RHA President, Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, and Vice-President of Sustainability. The RHA Executive Team Elections are to only be voted on by the Board of Lead Directors, as representatives from their respective halls. Lead Directors are responsible for voting on candidates with advice from their halls' constituents, in a non-biased manor. Elections are open to anybody from the residence halls to attend, but the Board are the only ones with speaking rights.

Section 2. EXECUTIVE TEAM ELECTIONS

- 2.1. ELECTION DATE: The RHA Officer elections shall be held on the second Monday of March and shall be held during the Board of Lead Directors meeting.
- 2.2. INTENT TO BID PERIOD: The intent to bid period for officer positions shall open twenty (20) academic days (four weeks) prior to the election and close ten (10) academic days (two weeks) prior to the general election. By submitting an intent to bid, a candidate implicitly agrees with the Election Board Rules and shall permit the RHA Advisor to check the candidate's grade point average and student status to check for compliance with the RHA Constitutional requirements.
- 2.3. BIDDING: Each Candidate must submit a bid during the intent to bid period presenting their ideas and why they are running. Example bids from previous years are available on the RHA website once the period begins.
 - 1.3.1. Bids may not exceed 12 pages in length.
- 2.4. BALLOTS:
 - 2.4.1. All electronic voting shall be done through an anonymous form.
 - 2.4.2. Electronic ballots should include the name of the office and names of the candidates running for office.
- 2.5. RECORDING OF RESULTS: Electronic ballots shall be tallied and overseen by the RHA Advisor.
- 2.6. REQUIREMENTS TO WIN: To win the election, a candidate must receive a 50% + 1 majority.
- 2.7. RUNOFF ELECTIONS: In the event that a candidate does not receive a 50% + 1 majority, parliamentary procedure will be followed in repeating discussion, and voting again.

- 2.7. TABLEING ELECTIONS: In the event that elections precede two hours in length, they will resume the following Monday.
- 2.8. PETITIONING TO RECOUNT: Any election within 5% for the result can be petitioned for recount. A candidate must file for a recount within forty-eight (48 hours) following the publishing of election results.
- 2.8.1. If a recount results in a differing result, a second recount shall take place consisting of the RHA Advisor and a Director of Residential Life.

Section 3. OFFICER ELECTION RULES

3.1. CAMPAIGN MATERIALS

- 3.1.1. Campaign materials may not be dispersed greater than fourteen (14) days prior to the election.
- 3.1.2. All campaign materials must be approved by the RHA Advisor before distribution.
- 3.1.3. Campaign materials may include buttons, stickers, online ads, chalking, posters, flyers, handouts, brochures, shirts, business cards, and banners.
- 3.1.4. There may be no quid pro quo incentive to voting, including but not limited to: paying people to vote, handing out candy/refreshments to voters, or trading votes with candidates for other positions. Such violation shall result in immediate disqualification from the election.
- 3.1.5. No campaign materials may be placed in an official RHA area, including the RHA Offices and Storage Areas.
- 3.1.6. Candidates may not go door-to-door or cold call for voting.

3.2. EXECUTIVE SPEAKING RIGHTS

- 3.2.1. The RHA Executive Team will be not be given speaking rights unless during questioning.
- 3.2.2. The RHA Executive Team is still allowed points of information, clarification, personal privilege, and parliamentary procedure.

3.3. LEAD DIRECTORS RUNNING FOR OFFICES

- 3.3.1. In the event that a Lead Director is running for offices, they will be required to bring a resident from their hall to serve as a voting proxy for the positions they are running for.

3.4. CAUCUSING

- 3.4.1. During discussion Lead Directors are allowed to motion to caucus with their halls, and talk with any of their hall's residents that are attending the election

in order to make an educated decision based on the opinions of their constituents.

3.4.2. Residents that attend elections are not allowed to speak to Lead Directors outside of caucusing, and are not allowed to talk or interrupt the election.

3.5. PRO CON AND DISCUSSION

3.5.1. During Pro Con and Discussion, Lead Directors are only allowed to use information that was presented by the candidates or on their bids. Outside information is not allowed to be used for or against the candidates.

Section 4. RUNNING CONCURRENTLY FOR OFFICES

4.1. A resident may run for more than one officer position in the same election.

4.2. WATERFALLING

4.2.1. Candidates may waterfall to other positions, but the first position that they are elected for is the one that they will fill.

4.2.2. The order of waterfaling for officer elections is as follows; RHA President, Vice-President of Administration and Finance, Vice-President of National Communications, Vice-President of Programming, Vice-President of Marketing, and Vice-President of Sustainability.

4.2.3. A candidate must submit a separate bid for each position that they are running for.

TITLE VII

MEMBERSHIP

Section 1. RESIDENCE HALLS ASSOCIATION MEMBERSHIP:

- 1.1. Qualifications of RHA membership shall be a student who lives on-campus and pays fees to RHA, or a student serving in a staff position or receiving scholarship whose form of compensation waives their housing costs and therefore their RHA fee.
- 1.2. Any member of RHA is able to write legislation including resolutions, bills, and recommendations.
 - 1.2.1. Any legislation written by a member of RHA shall be brought to the corresponding standing committee to be voted on and passed before being presented to the Board of Lead Directors.
 - 1.2.2. Each piece of legislation is required to be sponsored by a Lead Director, who must be present during the presentation of the bill to the committee, and the BOLD.
 - 1.2.3. In the case that a piece of legislation cannot be brought to its corresponding standing committee, it shall be passed through the committee of the whole during a BOLD meeting, and then passed again through the BOLD.

TITLE VIII

BUDGETS

Section 1. RESIDENCE HALLS ASSOCIATION BUDGET:

1.1. COMMUNITY BOARD BUDGETS

1.1.1. Community Board budgets shall be created and allocated by the Lead Director with advice from their hall advisor.

1.1.2. Expenditures for Community Board budgets shall be accounted for by the board's Lead Director and if it applies, their hall treasurer.

1.2. RHA ACADEMIC YEAR BUDGET

1.2.1. The RHA academic year budget, allocating money to all RHA accounts, shall be created by the Vice-President of Administration and Finance with advice and approval from the RHA President, and approved by the RHA Executive Board before being brought to the Board of Lead Directors as a resolution.

1.2.2. The RHA semesterly budget shall be presented to the Board of Lead Directors in the form of a resolution to be approved within a month of the beginning of the semester under normal circumstances.

Section 2. RESIDENCE HALLS ASSOCIATION ACCOUNTS:

2.1. The following accounts of the Residence Halls Association shall remain under the jurisdiction of the RHA Executive Board.

2.1.1. Expenditures from all RHA funding accounts shall be accounted for within a month of a purchase taking place, and recorded by the corresponding executive in their budget.

2.2. The money in the following accounts of the Residence Halls Association shall be protected by the Bylaws and shall not be removed or moved in between and throughout academic years unless approved by the RHA President and Vice-President of Administration and Finance.

2.3. RHA GENERAL ACCOUNT

2.3.1. The RHA General account shall be the organization's main budget, to be used for RHA scholarships and officer discretionary, which includes any allocations deemed necessary by the RHA Executive Team.

2.3.1.1. Allocations belonging under the umbrella of RHA General are including but not limited to: scholarships, officer discretionary, marketing discretionary, merchandise, hallerships, BOLD goodwill.

2.3.2. The expenditures of this account shall be accounted for by the Vice-President of Administration and Finance.

2.3.3. The RHA President and Vice-President of Administration and Finance are the executives that are permitted to allocate and purchase from this account.

2.4. CONFERENCES/TRAVEL ACCOUNT

2.4.1. The RHA Conferences/Travel account shall be used during years that RHA travels to conferences, including but not limited to, SWACURH RLC, SWACURH RBC, and NACURH.

2.4.2. The expenditures of this account shall be accounted for by the Vice-President of Administration and Finance.

2.4.3. The RHA President, Vice-President of Administration and Finance, and Vice-President of National Communications are the executives that are permitted to allocate and purchase from this account.

2.5. SWACURH ACCOUNT

2.5.1. The SWACURH account shall be used for the summer Prepare to Program conference, and during years without travel, for conferences including but not limited to, SWACURH RLC, SWACURH RBC, and NACURH.

2.5.2. The expenditures of this account shall be accounted for by the Vice-President of Administration and Finance, and the Prepare to Program Co-Chairs during their term.

2.5.3. The RHA President, Vice-President of Administration and Finance, and the Prepare to Program Co-Chairs are the executives that are permitted to purchase from this account.

2.5.3.1. In the event of a year with no travel and the SWACURH account being used for conferences, the Vice-President of National Communications shall also be permitted to purchase from this account for the purpose of conferences.

2.6. PROGRAMMING BOARD ACCOUNT

2.6.1. The Programming Board account shall be used for all purchases necessary for the operations and events put on by the RHA Programming Board.

2.6.2. The allocation of funds and the recording of expenditures of this account shall be performed by the Vice-President of Programming.

2.6.3. The RHA President, Vice-President of Administration and Finance, and the Vice-President of Programming are the executives that are permitted to purchase from this account.

2.7. ECO-REPRESENTATIVES ACCOUNT

2.7.1. The Eco-Representatives account shall be used for all purchases necessary for the operations and events put on by the RHA Eco-Representatives

2.7.2. The allocation of funds and the recording of expenditures of this account shall be performed by the Vice-President of Sustainability.

2.7.3. The RHA President, Vice-President of Administration and Finance, and the Vice-President of Sustainability are the executives that are permitted to purchase from this account.