

**Residence Halls Association  
By-laws**

## **Article I Election Code**

### Section I: RHA Election Responsibilities

The President and Parliamentarian will be responsible for the organization, and handling of all RHA elections as well as any protests which may arise.

### Section II: Campaign Rules

- A. Each candidate will campaign only or himself/herself. Campaigning must comply with current Student Affairs procedures.
- B. Campaigning may begin only after nominations have been announced and accepted.
- C. Only the following campaign practices may be allowed:
  - 1. Must limit printed campaign material to one 8.5 x 11 inch page per RHA voting member.
  - 2. Campaign speeches may only be made within RHA Senate meeting and shall not exceed five minutes per candidate.

### Section III: Letters of Intent

- A. Letters of intent for all executive offices shall be due three weeks prior to the date of the election.
- B. Letters of intent for all executive offices must be turned into the RHA office no later than 5 p.m., three weeks prior to the date of the election.

### Section IV: Bid Process

- A. Must contain, but not limited to:
  - 1. Outline of relevant experiences.
  - 2. Outline of goals that are relative to the position
  - 3. Letters of support
    - a. Letters of support may not come from any member of the current executive board or RHA advisors.
- B. One bid is required per position. Thirty (30) copies of each bid must be turned into the RHA office no later than 5 p.m., two weeks prior to the date of the election.

## **Article II Elections**

All incumbent officers will pass all responsibilities and duties to the officer-elects at the conclusion of the RHA Awards Banquet.

### Section I: Responsibilities

- A. All elections shall be conducted in accordance with the current RHA Election Code.
- B. All candidates shall conform to the RHA Election Code.

- C. The ballots for the RHA executive board will be counted at the RHA Senate meeting.
- D. The President and Advisor(s) will count the RHA Executive Board ballots. The ballots will be counted twice and if the results concur, the results will be announced. Should the results differ, the ballot will be recounted two more times or until they concur.
- E. Should the outcome of the RHA Executive Officer election be contested, those persons contesting the election must file a written protest with the President and Parliamentarian within forty-eight(48) hours after voting has ended. The Executive Board will decide the outcome of a disputed election.
- F. The ballots for RHA Executive Board elections shall be held by the Advisor(s) for one week after the election during which time any candidate who came within ten percent of the vote required for election may receive a recount.

## Section II: Election Process

- A. Quorum, as stated in the current RHA Constitution and By-laws, must be met for elections to proceed.
- B. Minutes taken at all elections will be closed. The Vice President of Administrative Affairs and Advisor(s) shall retain a copy of election minutes for three (3) years.
- C. Elections shall be presented in the following order:
  - 1. President
  - 2. Vice President of Programming
  - 3. Vice President of Monetary Affairs
  - 4. Vice President of Administrative Affairs
  - 5. Vice President of External Affairs
- D. Candidates will present alphabetically by last name for each position.
- E. Presentation of five minutes followed by a Question and Answer period of five minutes will be required for each candidate. Candidates may not be in the Senate room while opponents are presenting or during discussion period.
  - 1. A voting member of the Senate may move to extend time for one candidate, understanding that by doing so time automatically extends for all other candidates.
- F. Discussion shall follow the last candidate per position. Discussion shall last five minutes per number of candidates runny and may be extended.
- G. The only items that may be talked about during Question and Answer will be information offered in the candidates bid and/or presentation. The only items that may be talked about during Discussion will be information offered in the candidates bid, presentation, and/or the Question and Answer period.
- H. Election voting must be done by a ballot vote.
- I. A person shall be elected into position only by a two-thirds majority vote of a quorum of RHA.

## Section III: Run-offs

Run-off elections for RHA Executive Board members shall be conducted immediately following the tabulation of votes at the RHA Senate meeting. Run-off shall consist of the

two candidates receiving the most amounts of votes. This vote shall be done by secret ballot and no write-in votes will be permitted.

### **Article III Vacancies**

#### **Section I: President**

In the event of a vacancy in the office of President, the Vice President of Programming shall assume the office of President and all duties contained therein until a special election can be held.

#### **Section II: Other Officers**

In the event of a vacancy in the office of the Vice President of Programming, the Vice President of Monetary Affairs, the Vice President of Administrative Affairs, and the Vice President of External Affairs, the Executive Board shall assume all duties contained therein until a special election can be held.

#### **Section III: Advisor**

In the event of a vacancy of the Advisor, the Department of Housing and Residence Life shall appoint a new advisor with consultation of the RHA Executive Board.

#### **Section IV: Complex Council Officers**

Vacancies of members in the Complex Council Executive Board will be filled in accordance to their respective constitutions.

#### **Section V: Senators**

In the event of a vacant Senator position, a member of their respective Complex Council shall serve as proxy and assume all duties contained therein until a new Senator can be found.

### **Article IV Impeachment**

#### **Section I: Initiation of Impeachment**

Any RHA member may initiate impeachment proceedings against any of the RHA Officers by submitting a written accusation stating his/her reasons for desiring the impeachment to the Executive Board and Advisor(s) in which case a special impeachment committee will be formed.

#### **Section II: Impeachment Committee**

- A. This special impeachment committee shall consist of the Executive Board (with the exception of the accused), Advisor(s), three appointed members of the RHA Senate, and one of the person(s) initiating the impeachment proceedings.
- B. Three (3) members of the RHA Senate will be appointed by the RHA Executive Board (excluding the accused)

### Section III: Grounds for Impeachment

Grounds for impeachment are: violations of the Constitution and/or the By-Laws of RHA, violation of housing policies, gross negligence of duty, or an offense that adversely affects the ability to perform his/her duty.

### Section IV: Notification of Impeachment

The person being considered for impeachment shall be notified before a special impeachment committee meeting is called. If the Committee finds sufficient grounds for impeachment, a special meeting will be held for an impeachment trial at which point, the accused must be present to present his/her defense.

### Section V: Subpoenas

- A. The prosecution/defense may each name their own witnesses.
- B. Counsels must provide a list of names of the witnesses to the Rha Executive Board and Advisor(s) at least ten days before the trial date.
- C. The RHA Executive Board and Advisor(s) will distribute subpoenas to the selected witnesses at least seven days before the trial date.

### Section VI: Presiding Officer

The Executive Board and Advisor(s) shall appoint a presiding officer, who shall preside over the entire impeachment proceeding.

### Section VII: Impeachment of Senators

- A. The process of impeachment of Senator(s) brought upon by a member of the RHA Senate shall follow Executive Board impeachment proceedings.
  1. The President and Advisor(s) from the Complex Council of the accused must be present during the impeachment proceedings.
- B. The process of impeachment of a Senator(s) brought upon by a member of the respective Complex Councils shall follow their Constitution.
  1. Members from the RHA Executive Board and/or Advisor(s) must be present during the impeachment proceedings.

### Section VIII: Impeachment of a Complex Council Officer

The process of impeachment of a Complex Council Officer shall follow their respective Constitutions.

### Section IX: Impeachment Trial

The Vice President of External Affairs shall serve as the Parliamentarian for the trial unless accused, at which point the President shall serve as Parliamentarian. Before the trial begins, the Executive Board and Advisor(s), excluding the accused, may add special rules and regulations on a case-by-case basis. The process of the impeachment trial shall be as follows:

- A. A Special Meeting, where quorum must be met, will be called by the Executive Board and Advisor(s) to hold the impeachment trial. If quorum is lost at any point in time, the trial must start over.

- B. Meetings will be closed. Only voting members, Executive Board, Advisor(s), and witnesses may attend.
- C. Voting Members
  - 1. Voting members must be present for the entire trial. Should one session be missed, they are no longer allowed to participate in the trial.
  - 2. If the people bringing forth the impeachment of the accused are voting members of the Senate, they may not vote during the impeachment trial, but may have a proxy who assumes the rights and regulations of voting members.
  - 3. Should a voting member be called as a witness, they shall retain their voting rights.
  - 4. If the person being impeached is a voting member of the Senate, they may have a proxy from their hall who will assume all rights and regulations of a voting member.
- D. Witnesses
  - 1. Witnesses may only be present when giving their testimonies.
  - 2. Witnesses may only testify on issues substantiated by the special committee.
- E. Trial

The Trial shall consist of four parts

  - 1. Opening Statements
    - a. The prosecution and defense may present opening statements based on his/her case.
    - b. The opening statement may be no longer than five minute in length.
  - 2. Witnesses
    - a. Prosecution will call a witness. The defense may cross-examine each witness directly following their questions from the prosecution.
    - b. Defense will call a witness. The prosecution may cross-examine each witness directly following their questions from the defense.
    - c. Witnesses may be recalled upon with approval from the RHA Executive Board and Advisor(s).
  - 3. Closing Statements
    - a. The prosecution and defense may present closing statements based on his/her case.
    - b. The closing statements may be no longer than five minutes in length.
  - 4. Voting
    - a. Voting shall be done by secret ballot.
    - b. Removal of the accused from their position, shall require a two-thirds majority of quorum
- F. Vote is final and no appeals shall be accepted.

**Article V**  
**Voting**

### Section I: Quorum

Greater than fifty percent of the Senate membership shall constitute a quorum.

### Section II: Voting Procedures

- A. Each Voting Representative shall have one vote.
- B. Student Assistant, Peer Advisor, and Community Advisor Council (SPCA) shall have one vote.
- C. National Residence Hall Honorary (NRHH) shall have one vote.
- D. The RHA Executive board shall be able to have one collective vote in the event of a tie.
- E. Voting shall be based upon the quorum of Senate present.

### Section III: Monetary Voting Procedure

- A. All voting issues involving money over \$500.00 (five hundred) must be presented to Senate.
- B. 30 (thirty) copies of the proposal must be brought and distributed to the Senate.
- C. Immediately following the presentation will be a question and answer period.
- D. The proposal will automatically be tabled for 1 (one) week, or until the next Senate meeting.
  - a. At this time, Senate may bring the proposal back to the floor, a discussion will ensue, a nomination period (if applicable), and finally a vote.

### Section IV: Legislative Voting Procedure

- A. All legislation amending the RHA Constitution and/or By-Laws, must be presented to Senate.
- B. 30 (thirty) copies of the legislation must be brought and distributed to the Senate.
- C. The legislation may be voted upon during the same night that it was presented unless otherwise tabled by the Senate.

## **Article VI Committee**

### Section I: Establishment

The RHA Senate shall establish such committees as deemed necessary for the prompt execution of its duties.

### Section II: Record of Meetings

The chairperson or acting chairperson shall keep a complete record of the proceedings of their committee. This record shall show the time and place of each meeting of the committee, the attendance of the committee members and an accurate account of all votes taken. This record shall include other information the chairperson deems necessary. A copy of this report shall be made available to the Vice President of Administrative Affairs before the next RHA meeting.

## **Article VII**

## **Attendance**

### Section I: Unexcused Absences

All absences without a proxy will be considered unexcused except for the following reasons: death in the family, illness, hospitalization, and scheduled tests. Senators are expected to contact the Vice President of Administrative Affairs if he/she knows beforehand that he/she will not be able to attend an RHA meeting.

### Section II: Proxy

- A. A proxy shall be defined as any person residing in the residence hall for which hall the Senator represents appointed by the absent representative(s).
- B. A CA may act as a proxy, however it shall not allowed for more than one consecutive meeting at a time.

### Section III: Removal Due to Absences

- A. An RHA Executive Board member can be impeached after one unexcused absence.
- B. Senators can be impeached after two unexcused absences.

## **Article VIII Finances**

### Section I: Allocations

The Housing and Residence Life Department shall allocate RHA money based on a set fee for each resident.

### Section II: Budget

- A. The fiscal year of the RHA Senate shall run from October 1 – September 30. The RHA Vice President of Monetary Affairs shall prepare an annual budget from the budgetary requests of the Executive Board to be presented to the Senate immediately preceding the new fiscal year.
- B. At the end of each fiscal year all ledgers and receipts need to be turned into the Housing and Residence Life Accounting Department for auditing.

### Section III: Guidelines

The Vice President of Monetary Affairs shall handle any disbursements in compliance with the current standards establish by the State Comptroller's office.

### Section IV: Summer Disbursements

The RHA summer intern(s) and Advisor(s) shall authorize summer disbursements.

## **Article IX Awards and Criteria**

All awards will be presented at the annual end of the year RHA Awards Banquet.

### Section I: Eligibility

RHA Executive Board members, which include the Advisor(s), President, Vice President of Programming, Vice President of Administrative Affairs, Vice President of Monetary Affairs, and the Vice President of External Affairs, shall be ineligible for any award other than awards that specifically state that these members are eligible. In the case where vacancy or normally elected position and the term overlaps with the award timeline, that person is also deemed ineligible. Any ineligible person may not write or participate in the presentation of award bids.

### Section II: Bidding Process

1. Thirty (30) copies of each bid must be turned into the RHA office no later than 5:00 p.m., two weeks prior to the date of Bid Day.
2. All bids will be voted upon by the RHA Senate at "Bid Day," the day will be decided upon by the RHA Executive Board.
3. At least one RHA voting member, from each complex must be present the day bids are passed out and at Bid Day for any bids submitted by the complex to be eligible.
4. Quorum, as stated in the current RHA Constitution and By-laws, must be met to vote on any bids.
5. Minutes taken at Bid Day will be closed. The Vice President of Administrative Affairs and Advisor(s) shall retain a copy of bid minutes for three (3) years.
6. Letters of recommendation may not come from any member of the current Executive Board or RHA Advisor(s).
7. Some bid categories require a presentation, to be given at Bid Day.
  - a. Presentations will last for ten (10) minutes.
  - b. Question and Answer with then begin for another ten (10) minutes.
  - c. If the presenter is an RHA voting member, they will lose their vote for this bid category unless a proxy is found.
8. Cover page is not counted towards the page limit, however all letters of recommendation, dividers, and appendices are.

### Section III: Bid Categories

#### A. **Advisor of the Year**

**Purpose:** Recognizes outstanding service by an individual advisor above and beyond their job description while serving in an advising capacity.

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Must have encouraged hall involvement.
3. Must show outstanding service and support to the hall and complex council.
4. Show campus, state, regional, and/or national involvement.
5. Recognition through awards: campus, state, regional, and/or national.
6. Participation in conferences including attendance, presentations, and/or advising student delegations if applicable, etc.
7. Success in advising their student group.

8. Include at least one letter of recommendation.
9. Bid may be no longer than 8 (eight) pages in length.

### **B. Community Advisor of the Year**

**Purpose:** This award recognizes a Community Advisor that has made outstanding contributions to their floor, hall, and staff.

**The criteria shall be as follows:**

1. Nominee must be currently employed as a CA at the time of nomination.
2. Must only encompass information from the current academic year.
3. Must show involvement with their residence hall, on campus, and within other organizations.
4. Show how nominee has encouraged community development.
5. Include list of floor / hall activities the nominee was involved in.
6. Show outstanding service to their community.
7. Show campus, state, regional, and/or national involvements.
8. Recognition through awards: campus, state, regional, and/or national.
9. Conference participation (if applicable).
10. Include a letter of support from nominee's immediate supervisor.
11. Include official job description that is published by nominee's housing office, which shall be printed as an appendix and shall not count towards the page limit, provided it is printed in the same or similar manner as is regularly printed by the housing office.
12. Bid may be no longer than 8 (eight) pages in length.

### **C. Peer Advisor of the Year**

**Purpose:** This award was designed to recognize a PA that has shown outstanding contributions to their hall, staff, and community.

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Nominee must be currently employed as a PA at the time of nomination.
3. Must show involvement with their residence hall, campus, and within other organizations.
4. Show how nominee has encouraged community development.
5. Include list of floor / hall activities the nominee was involved in.
6. Show outstanding service to their community.
7. Show campus, state, regional, and/or national involvements.
8. Recognition through awards: campus, state, regional, and/or national.
9. Conference participation (if applicable).
10. Include a letter of support from nominee's immediate supervisor.
11. Include official job description that is published by nominee's housing office, which shall be printed as an appendix and shall not count towards the page limit, provided it is printed in the same or similar manner as is regularly printed by the housing office.
12. Bid may be no longer than 8 (eight) pages in length.

#### **D. Student Assistant of the Year**

**Purpose:** This award was designed to recognize a student assistant that has shown outstanding contributions to their hall.

**The criteria shall be as follows:**

1. Must encompass information from the current academic year.
2. Nominee must be currently employed as an SA at the time on nomination.
3. Include list of involvement within their residence hall, campus, and within other organizations.
4. Show how nominee has provided excellent service to students and encouraged community development.
5. Include a letter of support from nominee's immediate supervisor.
6. Include official job description that is published by nominee's housing office, which shall be printed as an appendix and shall not count towards the page limit, provided it is printed in the same or similar manner as is regularly printed by the housing office.
7. Bid may be no longer than 8 (eight) pages in length.

#### **E. Housing Services of the Year**

**Purpose:** This award was designed to recognize a housing service person that has shown outstanding contributions to their hall.

**The criteria shall be as follows:**

1. Must encompass information from the current academic year.
2. Nominee must be currently employed by the department of housing at the time on nomination.
3. Show outstanding service to their complex.
4. Include at least one letter of recommendation.
5. Bid may be no longer than 8 (eight) pages in length.

#### **F. Hall Secretary of the Year**

**Purpose:** This award was designed to recognize a hall secretary that has shown outstanding contributions to their hall.

**The criteria shall be as follows:**

1. Must encompass information from the current academic year.
2. Nominee must be currently employed by the department of Housing and Residence Life at the time of nomination.
3. Show outstanding service to their complex.
4. Include at least one letter of recommendation.
5. Bid may be no longer than 8 (eight) pages in length.

#### **G. Student of the Year Award**

**Purpose:** This award recognizes outstanding service to RHA or Complex Council by an individual who has been directly affiliated with the organization.

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Must be a full time student and living in an on-campus unit at the time of nomination.

3. Show service to Complex Council, RHA, campus, regional, and national, correspondence.
4. Recognition through awards: campus, state, regional, and/or national services.
5. Participation in campus, state, regional, and/or national organizations.
6. Participation in conferences: spirit, attendance; participation in meetings and programs.
7. Show improvement and growth in leadership skills.
8. Participation in programs within their hall.
9. Include at least one letter of recommendation.
10. Bid may be no longer than 8 (eight) pages in length.

## **H. First Year Experience**

**Purpose:** This FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on campus.

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience.
3. Recipient must be returning to the residence halls or university housing for the following semester.
4. Recipient shall write an essay on why s/he should be honored with the First Year Experience Award.
  - a. Why you became involved in your residence life program (floor, hall, or campus)?
  - b. How your experiences helped you grow and develop?
  - c. What are your ideas and goals for the next year?
5. The bid shall include a list of collegiate accomplishments and involvement.
6. Show Involvement at the state, regional, and/or national level.
7. Show improvement and growth in leadership skills.
8. Participation in programs within their hall.
9. Community involvement.
10. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
11. Bid may be no longer than 8 (eight) pages in length.

## **I. RHA Senator of the Year**

**Purpose:** Designed to recognize outstanding service to RHA as well as Complex Council.

**The criteria shall be as follows:**

1. Must be currently serving as RHA Senator at the time of nomination.
2. Must only encompass information from the current academic year.
3. Must have encouraged hall involvement.
4. Shown outstanding service support to RHA and Complex Council.
5. Improvement and growth in leadership skills.

6. Participation in campus, state, regional, and/or national organizations.
7. Recognition through awards: campus, state, regional, and/or national organizations.
8. Participation in programs within their hall.
9. Regular attendance at RHA and Complex Council meetings.
10. Has maintained constant communication between RHA and the Complex Council.
11. Include at least one letter of recommendation.
12. Bid may be no longer than 8 (eight) pages in length.

### **J. Complex Council Officer of the Year**

**Purpose:** This award was designed to recognize distinguished student leadership while serving through Complex Council.

**The criteria shall be as follows:**

1. Must be currently serving as a Complex Council officer.
2. Must only encompass information from the current academic year.
3. Shown outstanding service and support.
4. Must have encouraged hall involvement.
5. Improvement and growth in leadership skills.
6. Participation in campus, state, regional, and/or national organizations.
7. Recognition through awards: campus, state, regional, and/or national organizations.
8. Participation in programs within their hall.
9. Include at least one letter of recommendation.
10. Bid may be no longer than 8 (eight) pages in length.

### **K. Distinguished Service Award**

**Purpose:** This award was designed to recognize distinguished student leadership while serving Complex Council and RHA over several years.

**The criteria shall be as follows:**

1. Complex Council, RHA, and NRHH involvement.
2. Significant contributions to Complex Council and RHA.
3. Campus, state, regional, and/or national involvement (i.e. Regional Board, Conference Staff, etc.).
4. Recognition received through awards: campus, state, regional, and/or national.
5. RHA Executive Board members are eligible for this award.
6. Bid may be no longer than 16 (sixteen) pages in length.

### **L. Volunteer of the Year**

**Purpose:** This award recognizes the outstanding contributions of volunteerism throughout the region.

**The criteria shall be as follows:**

1. Nominee must be a student living in an on-campus unit.
2. Must show outstanding involvement with their residence hall.
3. Should contain a detailed outline of the nominee's activities.
4. Nominee should show outstanding service to the community through volunteer work.

5. Bid shall include letter of support from an advisor.
6. Bid may be no longer than (8) eight pages in length.

### **M. NRHH Outstanding Member of the Year**

**Purpose:** NRHH Outstanding Member of the Year Award recognizes the outstanding service to NRHH and RHA by an individual who has been directly affiliated with both organizations. This award honors an NRHH member for outstanding contributions on the campus, state, sub-regional, regional, and/or national levels.

**The criteria shall be as follows:**

1. Nominees must be a student living in an on-campus unit and be a member of NRHH.
2. Student may not be nominated for both Student of the Year and NRHH Outstanding Member of the Year in the same year.
3. The bid shall include NRHH accomplishments and NRHH involvement for the year of nomination.
4. Regional and national correspondence pertaining to NRHH.
5. Recognition through NRHH Awards.
6. Participation in campus, regional, and/or national services for the benefit of NRHH.
7. Representation of NRHH at campus, regional, and/or national levels.
8. If nominee is an NRHH officer on campus, bid must explain how nominee went above and beyond officer duties.
9. The bid shall include a letter of recommendation from the NRHH President or NRHH Advisor for the year of nomination.
10. Bid may be no longer than 8 (eight) pages in length.

### **N. Program of the Year**

**Purpose:** This award was designed to recognize the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.

**Presentation:** Program of the Year bids will also be responsible for a ten minute presentation during bid day (only if nominated).

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Relatedness to Residence Hall Students
  - a. For whom was the program designed?
  - b. How does it relate to residence hall setting?
  - c. Is it practical an applicable to other residence hall settings?
  - d. What were the goals of the program?
3. Proven effectiveness
  - a. How successful was the implemented program?
  - b. How was the evaluation of the program or concept carried out?
  - c. How was the program marketed?
4. Creativity and uniqueness

- a. How new is the concept of the program in dealing with general residence hall programming?
  - b. How unique is the program in presentation style – new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
  - c. How were the program costs met?
  - d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?
5. Level of student input and involvement
    - a. Was the program conceived by students?
    - b. How many students were involved in the actual planning and implementation of the program?
    - c. Who benefited from the program?
  6. Goals of the program, where they met?
  7. Demographics of program:
    - a. Cost.
    - b. Desired and actual attendance.
    - c. Number of people needed to organize and how long it took to plan.
    - d. How this program could be transferred to another hall or another school.
  8. Include at least one letter of recommendation.
  9. Bid may be longer than 10 (ten) pages in length.

**Program Presentation at RHA Bid Day– Suggested Criteria**

1. What were the goals of the program? How were these met?
2. Did students plan the program? Are students presenting the program?
3. Why was this program important to the complex? Did it solve any problems on the complex level?
4. How did this program relate to the complex population and/or other complex populations?
5. How many students were impacted by this program?
6. What was the cost of the program?
7. How can this program be adapted to other complexes? Campuses?
8. Is there audience participation/interaction in the presentation?
9. Was the program presented in a professional manner?
10. Creativity of presentation: costumes, design of presentation, handouts.

**O. Most Improved Complex Council of the Year**

**Purpose:** Recognizes Complex Councils that have made significant steps in their development. The award is designed to honor the Complex Council which displays tremendous effort and improvement in their residence hall environment from the previous academic year to the present.

**Presentation:** Most Improved Complex Council of the Year bids will also be responsible for a ten minute presentation during bid day (only if nominated).

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. How had involvement on a campus level grown from a previous year? (Please show comparison between previous year and current year for each item below.)

3. Goals and Objectives
  - a. What were the goals and objectives?
  - b. How were these goals achieved, and what else was accomplished?
  - c. How did these differ from the previous year?
4. Structure of Complex Council
  - a. How has the structure changed from the previous year?
  - b. What are the benefits of your current structure?
5. Miscellaneous
  - a. How have challenging issues been addressed?
  - b. How has the level of campus involvement benefited your Complex Council?
  - c. Growth from previous year (program, membership, organization, development, and positive trends, etc.)
6. Campus Involvement
  - a. How has the level of campus involvement grown and how has it benefited the members and council.
7. Use of Services
  - a. Communication and collaboration with other Complex Councils.
  - b. Communication and involvement with RHA.
8. Include at least one letter of recommendation.
9. Bid may be no longer than 15 pages in length.

\*\* Can only apply for Most Improved Complex Council of the Year OR Complex Council of the Year. \*\*

## **P. Complex Council of the Year**

**Purpose:** To recognize an outstanding Complex Council. This is the highest honor a Complex Council can attain on the campus level.

**Presentation:** Complex Council of the Year bids will also be responsible for a ten minute presentation during bid day (only if nominated).

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Structure of Complex Council
3. Include a list of programs and their descriptions.
  - a. Cost
  - b. Attendance
  - c. Goals
  - d. Etc.
4. Complex Council sponsored programming.
5. Budget.
6. Goals and objectives and how they were met during the year.
7. Participation within RHA.
8. Participation within NRHH and the NRHH Of the Month program.
9. Conference involvement.
10. Participation in their residence hall, campus, state, regional, and/or national organizations.

11. Recognition through awards: campus, state, regional, and/or national organizations.
12. Include at least one letter of recommendation.
13. Bid may be no longer than 15 (fifteen) pages in length.

#### Section IV: Service Awards

Each award will be given a certificate at the end of the year awards banquet, fourth year service awards will be given a plaque as well.

- A. Nominees must be submitted to the RHA office by 5:00 p.m. three (3) weeks prior to Bid Day.
  1. May be nominated by anyone living within the residence halls
  2. Only names and dates of service to the residence halls have to be submitted.
  3. Must have made contributions to the residence halls for two or more years.

### **Article X Executive Board Benefits**

#### Section I: Compensation

The President, Vice President of Programming, Vice President of Monetary Affairs, Vice President of Administrative Affairs, and the Vice President of External Affairs shall receive the following compensation upon meeting and upholding the following criteria:

- A. Remuneration
  1. For Housing and Residence Life to pay a single rate for a traditional hall with community bath for RHA Executive Members.
  2. For Hospitality Services to pay a Platinum Meal Plan for RHA Executive Members.
  3. If the Executive Member has a higher room rate, meal plan, or both, the student must pay the difference.
- B. Qualifications
  1. Must have residency on campus
  2. Cannot be already employed by the Housing and Residence Life or Hospitality Services.
- C. Requirements
  1. 20 hours a week total including office hours, events, and meetings that pertain to RHA business
  2. Executive Offices are expected to meet all expectations (list above).
  3. Mid-semester and semester evaluations will be completed by advisors.
  4. Executive officers are expected to uphold Leadership agreement.
  5. Executive officers are expected to meet all expectations that are set by Housing and Residence Life as well as Hospitality Services.
  6. Minimum 2.25 GPA.
- D. Terminations

All areas of probation and termination shall be decided on a case-by-case basis by Advisor(s), Director of Housing and Residence Life, and the Director of Hospitality Services.

1. Should officer fail to meet the expectations required by the position, a probation period shall be instilled.
2. During the probation timeline, should the officer continue to not live up the expectations set before them, they will be terminated from their position.
3. In the instance of termination, the officer will be responsible for paying for their room and dining plan from the date of termination forward, should they choose to remain on campus.

#### Section II: Conferences

- A. The National Communications Coordinator shall have all funds allotted for all RHA conferences.
- B. Executive Board members shall have all funds allotted for one state or regional conference.
  - a. Regional business meetings shall not be considered a conference.

### **Article XI Complex Councils**

Complex Councils shall be governed by the laws of their respective Constitutions.

#### Section I: Service

These services are to include but not limited to mediating among inner government matters.

#### Section II: Resources

All Complex Council shall have access to all RHA office resources, i.e. projector, computer, etc.

#### Section III: Elections

- A. The individual hall councils shall have the right to place restrictions on campaigns for hall elections within their respective residence hall.
- B. Should the outcome of a hall election be contested, the hall shall consult their respective Constitutions.

### **Article XII Complex Council Office Qualifications and Responsibilities to RHA**

#### Section I: Duties of Complex Council Officers

- A. The President
  1. Shall be the chief executive officer of the Complex Council.
  2. Shall be the presiding officer of the council meetings and executive board meetings.
  3. Shall be the chair person of the Complex Council Executive Board

4. Shall have the responsibility to request the resignation of any member of the Executive Board, with the approval of an advisor(s), if that officer is not meeting the expectations of his/her position.
5. Shall perform any other functions as directed by the Complex Council.
6. Other duties as assigned by each respective Constitution.

B. Treasurer

1. Shall be a member of the Complex Council Executive Board.
2. Shall be the custodian of all Complex Council funds and maintain records and receipts of all income and expenditures.
3. Shall file a budget with the RHA Vice President of Monetary Affairs in which all expenditures shall be itemized.
4. Shall prepare a budget in consultation with the Executive Board and Advisor(s).
5. Shall have signing power in conjunction with advisor(s) on all monetary purchases.
6. Shall perform any other functions as directed by the Complex Council Executive Board.
7. Other duties as assigned by each respective Constitution.

C. Senator

1. Shall be a member of the Complex Council Executive Board.
2. Shall be responsible for communication between the Complex Council and RHA.
3. Shall serve on both Rha and Complex committees to plan events.
4. Shall perform any other functions as directed by the Complex Council.
5. Shall attend all RHA and Complex Council sponsored events.
6. Other duties as assigned by each respective Constitution.

Section III: Qualifications for Officers

- A. Each officer must be concurrently residing in the Residence Hall during the length of their term.
- B. The members of the Complex council Executive Board shall not hold any position in opposition of their respective Constitutions.

**Article XIII**  
**Amending Bylaws**

The RHA Bylaws can be amended only by a two-thirds majority vote of quorum of the RHA Senate. Each amendment must be presented to the RHA Senate at least one week prior to voting on the amendment.