Colorado State University

Residence Hall Association Constitution

# ARTICLE I. NAME AND AUTHORIZATION

Section 1. All rights and responsibilities granted herein shall be vested by the Colorado State University (hereinafter known as CSU) Housing & Dining Services (hereinafter known as HDS) and the Community Councils in a central on-campus housing government named the Residence Hall Association, hereinafter referred to RHA.

# ARTICLE II. MISSION STATEMENT

Section 1. To represent and support residents by fostering a welcoming, safe, and diverse community through leadership opportunities, advocacy, and programs/events.

# ARTICLE III. PURPOSE

 Section 1. To act on the needs of students living in University Housing.

Section 2. To represent and convey the needs and problems of those living in University Housing to HDS, Community Councils, and hall staff members.

Section 3. To publicize the Community Council System and to increase the awareness of its services and resources available to the students

Section 4. To promote leadership development for residents and student organizations.

 Section 5. To support and serve as a positive role model in the CSU community.

Section 6. To serve as a resource for social and educational programming and co-programming.

Section 7. To actively participate in and contribute to the Intermountain Affiliation of College and University Residence Halls (hereinafter known as IACURH) and the National Association of College and University Residence Halls (hereinafter known as NACURH).

Section 8. To collaborate with the CSU chapter of National Residence Hall Honorary (hereinafter known as NRHH), to fulfill the joint missions and provide a wide range of opportunities for the residents.

# ARTICLE IV. MEMBERSHIP

 Section 1. Active membership is open to all CSU on-campus residents.

Section 2. As a recognized student organization at CSU, our organization shall not deny membership to any student on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, socioeconomic status, genetic information, sexual orientation, or gender identity or expression.

Section 3. A resident is defined as a student of CSU having primary residence in one of the residence halls or on campus apartments during an academic year, who fulfills university requirements for on-campus living.

Section 4. Any resident that lives on campus in an undergraduate degree may be a member of RHA. This includes all students, Resident Assistants (RAs), Inclusive Community Assistants(ICAs), or Community Coordinators (CCs).

Section 5. Active members are on-campus residents who are not University Housing professionals, or advisors, and hold RHA Senator, Cabinet, or appointed positions.

Section 6. A resident may serve in an appointed position or as an active member as a Senator or Cabinet member.

Section 7. All active members, except the chair, sergeants at arms, and advisor(s), shall be called voting members.

Section 8. All active members may hold more than one voting position; however, all members who hold more than one voting position may only have one vote on all matters.

Section 9. Member halls shall be granted two (2) Senators and an additional Senator for every 250 residents. Occupancy shall be determined for the year by the number of residents assigned as of the 21st academic day of the fall semester.

# ARTICLE V. ADVISOR

Section 1. The Advisor’s role shall be to represent the HDS viewpoints and regulations and to help the Cabinet members to direct the development of the Senators, according to the RHA goals and mission as stated in the constitution and accompanying bylaws.

Section 2. The Advisor(s) shall be appointed by HDS.

Section 3. The Advisor(s) must attend Cabinet meetings unless Cabinet requests otherwise.

Section 4. The RHA Advisor(s) shall have no vote in Senate or Cabinet meetings and shall show discretion concerning the voicing of their opinions during Senate meetings.

Section 5. Additional Advisors may be chosen at the discretion of the appointed Advisor(s) with the consent of the Cabinet.

Section 6. The Advisor(s) shall be a CSU faculty, staff, or graduate student (with consent from their supervisor).

# ARTICLE VI. CABINET

Section 1. The order that the chair passes in the Cabinet shall be President, Director of Administration and Finance (DAF), Director of Residential Events and Development (DRED), National Communications Coordinator (NCC), NRHH President, CSU Regional Board of Directors Representative(s) (RBD) or CSU National Board of Directors Representative (NBD), National Communications Coordinator In-Training (NCC-IT), and Director of Administration and Finance In-Training (DAF-IT). The president may appoint any voting member to preside over the Senate.

Section 2. The officers’ terms shall last for one year beginning and ending with the spring semester finals, except the NCC whose term begins and ends with the conclusion of the NACURH Conference.

Section 3. If a position in Cabinet becomes vacant before the first Senate meeting of the year, the President may appoint a member to fulfill the position. The appointee must be ratified during the first Senate meeting and holds the right to vote in the RHA Senate if confirmed. The nominee must be confirmed by a simple majority of the Senate Body (50% rounded to the next highest number).

Section 4. In the event that a Cabinet position becomes vacant after the first Senate meeting, the election procedure described in Article XVII shall be used to elect an RHA member to the vacant position.

Section 5. If the President’s position becomes vacant, the DAF shall automatically become President, and a new DAF shall be elected. If the DAF is unable or unwilling to fulfill the duties of President, the position will be filled through the election process only open to active members.

Section 6. The Cabinet must construct a fiscal budget within the first two weeks of the fall semester. This budget must be brough to the Senate for approval during the first meeting.

Section 7. Cabinet will be compensated with room and board for the academic year school year of the term they serve. Hall placements shall be as follows:

1. President shall live and serve in either Academic Village (AV) or Laurel Village (LV) with their NRHH counterpart living in the other.
2. The rest of cabinet shall be placed as following preferences, gavel order, and community council requirements.
	1. One (1) NRHH and one (1) RHA Cabinet member must be located within each of the four (4) Community Council areas.

Section 8. If a Cabinet member does not serve an entire semester, that individual’s compensation will be prorated in accordance with the Advisor(s)’s discretion.

Section 9. Each Cabinet member shall sign an employment agreement with CSU HDS prior to being sworn into their position.

Section 10. All Cabinet members shall be required to spend at least five (5) hours each week in the office. However, no more than ten (10) hours in a given week will be counted. These five (5) hours shall be on a fixed schedule, which will be posted on websites and given to Senators, Presidents, Advisor(s), and other members of Residential Leadership Programs (hereinafter known as RLP).

Section 11. All cabinet members are required to fulfill two (2) community hours each week. These are hours outside of the office doing work that is directly related to RHA or RLP.

Section 12. All Cabinet members must have and maintain a minimum cumulative GPA of 2.0, or impeachment proceedings will ensue.

Section 13. The additional duties and responsibilities of each Cabinet member and Senator shall be specified in the bylaws.

Section 14. All RHA Cabinet members and Community Council Presidents have the right to resign from their position at any time. Upon resignation, the housing accommodations and meal plan of the resigning cabinet member will be revoked. Upon resignation, the cabinet member will have 72 hours to vacate their housing accommodations and turn in all keys and materials owned by HDS or RLP.

# ARTICLE VII. IMPEACHMENT OF RHA CABINET MEMBERS

Section 1. Any compensated RHA Cabinet member not fulfilling their duties outlined in the RHA Constitution and RHA Bylaws as found by any RHA Cabinet member will be subject to removal by the RHA Advisor or impeachment by the RHA Cabinet.

Section 2. All votes that need to be taken in this section are to be done by secret ballot, which shall be counted in private by the RHA President and the RHA Advisor(s).

1. If the RHA President is the Cabinet member up for impeachment, then the Director of Administration and Finance (DAF) shall count the ballots with the Advisor(s).
2. The Cabinet member up for impeachment may not cast a vote in any phase of the impeachment proceedings.

Section 3. Impeachment by the RHA Cabinet will happen after a full investigation utilizing the outlined processes below:

1. The RHA Cabinet member(s) wishing to initiate the impeachment proceedings must create a clear written statement regarding the reasoning of impeachment intent.
	1. Any Community Council President or RHA Senate member that wishes to begin the impeachment process may create a written statement with clear reasoning of impeachment intent and pass this to an RHA Cabinet member who must bring this intent forward to the rest of the RHA Cabinet and Advisor(s).
	2. A 2/3 vote in favor of pursuing impeachment in the RHA Cabinet will result in continuation of the outlined process for impeachment.
	3. Anything less than a 2/3 vote will result in the discontinuation of the impeachment process.
2. The formal written intent with clear reasoning must be submitted to the full RHA Cabinet and Advisor by the RHA Cabinet member who wishes to initiate the impeachment proceedings.
3. Once the written statement has been submitted there would be three (3) options moving forward as outlined in the following:
	1. The RHA Cabinet member up for impeachment has the ability to resign their position.
	2. A vote would be held within the RHA Cabinet to determine whether an improvement plan would be beneficial in the given scenario.
		1. 2/3 vote in favor of an improvement plan would result in the creation of an improvement plan. An improvement plan must be a formal written document outlining specific ways for the RHA Cabinet member to improve.
			1. A time frame for the plan must be included and time for the RHA Cabinet member to improve must be no shorter than two (2) weeks.
			2. The improvement plan must be approved by the RHA Advisor(s).
			3. At the end of the set improvement plan timeframe the RHA Cabinet shall have a meeting to determine whether improvements were made and whether the continuation of impeachment shall occur.
			4. A 2/3 vote in favor of continuation of the impeachment process in the RHA Cabinet will result in continuation of the impeachment process.
			5. Anything less than a 2/3 vote will result in discontinuation of the impeachment proceedings and the RHA Cabinet member will not be impeached.
		2. If the same RHA Cabinet member is put up for impeachment again within the same semester, the impeachment process can be reinstated, skipping the improvement plan steps, and beginning with the impeachment process as outlined in Article VII of the RHA Constitution.
	3. Anything less than a 2/3 vote in favor of creating an improvement plan would result in the continuation of the impeachment process.
4. If the impeachment process is continued, a formal meeting will be held with all members of the RHA Cabinet and the Advisor(s) in attendance.

Section 4. The President of RHA will act as presiding officer during the impeachment process and will have voting rights.

1. If the President is the Cabinet member up for impeachment, the Director of Administration and Finance (DAF) will act as the presiding officer while still holding voting rights.

Section 5. The impeachment proceedings will strictly follow the following guidelines:

1. The meeting will begin with a 5-minute presentation by the RHA Cabinet member who initiated impeachment re-stating the original intent of impeachment.
	1. Reasoning on why the improvement plan failed may also be included here if an improvement plan was utilized.
	2. The Cabinet member up for impeachment has the choice to be present for this or not.
2. The Cabinet member up for impeachment will then have 5-minutes to make a statement on their behalf. The Cabinet member may also choose to yield their opportunity to make a statement.
3. A 10-minute discussion, extendable twice with each extension not exceeding 30-minutes for a total discussion period of a maximum one hour and ten minutes, will then be had by the RHA Cabinet and the Advisor(s).
	1. The Cabinet member up for impeachment must leave the room during the discussion period and vote.
4. A vote will then be held after the discussion has ended.
5. A 2/3 vote in favor of impeachment by the RHA Cabinet will result in impeachment. Anything less than a 2/3 vote by the RHA Cabinet will not result in impeachment during the given time.
	1. Any vote to impeach an RHA Cabinet member must be approved by the Advisor(s) acting only as an unbiased third-party.

Section 6. Any compensated RHA Cabinet member found in violation of the Student Code of Conduct, or their housing contract may be subject to impeachment, or removal by the RHA Advisor(s) before or upon the completion of the conduct process.

Section 7. Upon impeachment, the housing accommodations and meal plan of the impeached will be revoked.

Section 8. Upon impeachment, the Cabinet member will have 72 hours to vacate their assigned staff housing accommodations and turn in all keys and materials owned by HDS or RLP.

1. The Cabinet member can be reassigned to another community on campus or leave the residential campus community.
2. This 72-hour grave period is contingent on the safety of the building and other and can be revoked if and when the safety of the building or others is in jeopardy.

Section 9. RHA Cabinet members who are terminated from employment due to violation(s) of their employment contract with HDS will be removed from their position by the RHA Advisor(s) without the above impeachment proceedings needing to take place.

# ARTICLE IX. SENATORS

Section 1. All Senators must follow the attendance policies regarding Senate attendance and committee attendance set forth in the bylaws.

Section 2. All Senators must serve on at least one committee, liaison position, or the programming board.

Section 3. All Senators from a Community Council are required to attend their Community Council meetings each week unless otherwise discussed with their RLP Liaison and ARD.

Section 4. All Senators from a Hall Staff are required to attend their Hall Staff meetings each week unless otherwise discussed with their RLP Liaison and ARD.

Section 5. All Senators must give a report from their Community Council or Hall Staff each week to the Senate.

Section 6. All Senators are required to write at least one (1) Of The Month (OTM) each month of the academic year that must be at least the minimum of 300 words.

Section 7. Hall Staff Senators will be limited to two (2) Hall Staff senators per hall. Community Council (CC) Senators will be limited to two (2) CC Senators per Hall in that community and an additional CC Senator for every 250 residents.

# ARTICLE X. PROXIES

Section 1. A proxy is defined as a resident of the residence halls or on campus apartments acting in the place of a Senator, Community Council President, or Cabinet member.

 Section 2. Only one person may proxy per voting member each meeting.

 Section 3. Active Senators may not proxy for each other.

Section 4. A President of a Community Council may proxy for a Senator, but only hold one (1) vote.

 Section 5. Attendance rules will be stated in the bylaws.

Section 6. Proxies may not vote during impeachment proceedings and elections but will have floor rights. Proxies shall have floor and voting rights in all other matters.

Section 7. Should the NRHH President need to send a proxy for elections then only at that time may their proxy hold election voting rights.

1. The proxy in this situation must be another NRHH Cabinet member so that it is still NRHH’s representation in that vote.

# ARTICLE XI. LIAISONS

Section 1. A liaison is defined as a representative for communication between RHA and other organizations.

Section 2. Liaisons representing RHA shall be appointed by the President and the DAF.

Section 3. Liaisons representing other organizations must be confirmed by the President.

Section 4. Liaisons representing other organizations shall have floor but not voting rights.

# ARTICLE XII. SENATE MEETINGS

Section 1. A quorum shall be defined as half rounded up to the next whole number of all voting members, or if every hall that has a voting member is in attendance.

Section 2. Meetings called by Cabinet and attended by a quorum of Senators shall be deemed a meeting of the Senate.

Section 3. The Senate shall meet at a time and place as specified in the bylaws unless the Cabinet feels it is unnecessary to meet or impossible because of circumstances beyond the Cabinet’s control.

Section 4. The chair of the Senate may not interject any personal opinion or bias into the meeting unless the chair is first yielded to another member of the Senate.

Section 5. The Senate meeting shall follow parliamentary procedure according to an abbreviated form of Robert’s Rules of Order, except when in conflict with the Constitution.

Section 6. Speaking rights shall be granted to any Senators, CC Presidents, RHA or NRHH Cabinet Members, Advisors, or liaisons from external organizations.

Section 7. Voting rights shall be granted to any Senators, CC Presidents, or RHA Cabinet Members (RHA President, DAF, DRED, NCC, NRHH President, VPMA, NCC-IT, and DAF-IT).

# ARTICLE XIII. VOTING

Section 1. All Senators and RHA Cabinet members (not including the chair, sergeants at arms, and Advisor(s)) shall have one vote on each order of business during Senate meetings, unless specified otherwise.

Section 2. All bills and resolutions, unless otherwise specified, must pass by a simple majority (50% rounded to the next whole number).

Section 3. The President may veto a decision of the Senate. This must be done prior to the meeting following the one at which the decision in question was made. If a decision is not vetoed at the meeting it was passed, then the President must notify the Senators, in writing, at least two (2) days before the next meeting.

1. The President’s veto may be overridden by a 2/3 vote of the Senate at the meeting following the one at which the veto was announced.

Section 4. An amendment may be proposed to the authors; a friendly amendment shall automatically be adopted if the authors do not object. If it is objected by any of the authors, or the authors are not present, it shall be treated as a formal amendment.

Section 5. A formal amendment must pass with a 2/3 vote to be accepted as an amendment to a bill.

Section 6. All proposals requesting funds above $500 may not be voted on by the Senate at the same meeting in which they were presented unless emergency status is granted by a 2/3 vote by the Senate.

1. Emergency Status
	1. If there is a motion on the floor to put a bill on emergency status, the chair shall not accept any seconds.
	2. The chair must appoint a two-person ad hoc committee, consisting of two Senators or Community Council Presidents with no affiliation to the bill (one representing a hall from the north side of campus and one representing a hall from the south side of campus). In the event that no Senator or Community Council President is present from the north side or the south side a cabinet member may be appointed to the ad hoc committee from the side of campus with no present Senator or President.
		1. This committee will decide on the rightfulness of the bill in question; taking into consideration the efforts to obtain funds from groups other than RHA.
		2. The group asking for funds must be willing to advertise in all of the Residence Halls on their respective side of campus (if the organization is a Residence Life Source).
	3. When the Senate Body is called back to order the committee submits either approval or disapproval of the motion for emergency status, at which point the motion will be considered to be seconded.
	4. If the committee approves, a five (5) minute discussion will start, and a 2/3 vote must be reached to approve emergency status. Then, time on the clock for discussion will start over at five (5) minutes.
	5. As pursuant to the bylaws, no bill requesting more than $1,000 can be put on emergency status.
		1. Article XII, Section 6, Clause a, Subsection v, may be overridden with a 2/3 vote.

Section 7. Any bill requesting funds shall not be passed by acclamation.

# ARTICLE XIV. FUNDING

Section 1. Funds for RHA are allocated by HDS per residential student living on-campus on the 19th day of the academic year.

Section 2. Money from community partnerships (e.g. Care Package Program) and rollover from the previous year will go directly to the general fund.

Section 3. The Cabinet operating expenses budget is money that Cabinet may spend without the input of the Senate.

Section 4. The unspent money in Community Council and Programming Board Student Organization Financial Accounts (SOFA) will return to the RHA general fund at the end of the school year.

 Section 5. Conditions for receiving funding from RHA are outlined below.

1. RHA will evaluate bill proposals by the following criteria, in no specific order. The inability to adhere to the below criteria could potentially impact the amount of funding received.
	1. The organization shows the ability to plan and effectively deliver their services.
	2. The program has a direct impact on the educational, professional, social, or leadership development of the residents.
	3. The program promotes one or more of the residence life Residential Curriculum Learning Goals: Connections, Awareness, Thriving, and Learning.
	4. The activity and program is open to all those who live in the residence halls regardless of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, socioeconomic status, genetic information, sexual orientation, or gender identity or expression.
	5. Funding is not used solely for the purpose of benefiting student staff members without a direct impact on fee-paying residents.
	6. The organization commits to adding the RHA name or logo to their event advertisement. Thus, stating how the event was funded.
	7. Any funding for an event that is over $1,500 shall be required to complete the post-program evaluation form.
		1. Shall be monitored and at the discretion of the President.
		2. Evaluation forms may be taken into consideration of the Senate with any future requests.
		3. Form shall be complete within a one (1) week time frame after the event, the penalty of not meeting this time frame is under the discretion of the President.
2. Regulations
	1. RHA shall, in funding any organization, expressly prohibit the use of funds for any activities prohibited by federal or state law, including but not limited to the following:
		1. Colorado Revised Statute 1-45-117 provides that state funds cannot be used to fund political campaigns involving the nomination, retention, or election of any person to any public office. This statute also prohibits the use of state funds to urge electors to vote in favor of or against any state-wide or local ballot issue, referred measure, or measure for recall.
		2. The Constitution of Colorado, Article IX, Section 7, prohibits the expenditure of state funds for any sectarian purpose, which would include but is not limited to, the activity of worship, devotion, prayer, meditation, or a religious service.
3. RHA will require a funded organization to clarify that funds will not be used in a manner that violates state or federal law. Should the student organization use its allocated funds in a manner that violates state or federal law, RHA reserves the right to deny future funding requests from such student organizations.
4. RHA will not fund the operational costs of any organization. In addition, RHA will not allocate funds for fundraisers or activities associated with fundraising that are intended to solely benefit those of the organization.
5. Student organizations that have a negative account balance in their SOFA account shall not be eligible to receive funding from RHA.
6. No single program can exceed the sum of $2,500.
	1. Article XIV, Section 5, Clause f, Subsection i, may be overridden by a 2/3 vote.
7. Any organization or office that is not from a Residence Hall community may not receive more than $1,500 of funding, per event.
8. RHA expressly prohibits proselytizing of any kind at RHA funded programs. Educational and cultural programs that will include sectarian content in order for the program to be considered by RHA, student organizations shall be required to provide documentation to RHA that will fulfill the requirements of this provision. RHA Cabinet members shall have the sole purview to make determinations as to whether the requirements of this clause have been met.
9. Upon approval of funding, the student organization agrees to accept all regulations that RHA has put in place, including, but not limited to the following:
	1. All organizations who receive funds from RHA will follow the rules set forth by SLiCE with regards to spending funds.
	2. All unused funds provided by RHA to an organization shall be returned to RHA in an adequate time.
10. All Communities must have at least one active Senator for each hall that is represented in that Community Council and in adherence to the Senator section of the Constitution (Article IX) in order to have access to their funds. Failure to do so will result in loss of funding either by limitation or freezing of the corresponding SOFA account.
11. Events that are funded by RHA must clearly state on all advertising and promotional items that their program is made possible in part by the Residence Hall Association. This method of statement must be the RHA symbol as approved by the RLP Marketing Chair.
12. RHA reserves the right to limit or deny any future funds to any student organization that violates any of the regulations put in place by RHA. This infraction will be considered for any future funding requests for outside organizations. Requests from a Community Council or hall staff member (RAs, ICAs, CCs) will be considered for one academic year.

Section 6. Cabinet Expenditures

1. All Cabinet members must turn in a copy of the financial request form (RFD) and corresponding receipts to the DAF within 72-hours of a purchase. Failure to do so will result in the freezing of their budget until all unaccounted-for spending is documented. This is in reference to, but not limited to, reimbursements and internal orders.
2. All shopping shall be done at a predetermined time agreed upon by both the DAF and the purchasing party.
3. The DAF must be present at all cabinet transactions unless another P-Card trained person is present.

Section 7. The signature of the DAF must be on all financial documents that are passed through the Senate and/or Cabinet to be considered a valid monetary document.

# ARTICLE XV. COMMITTEES

 Section 1. All committees shall meet at times agreed upon by the said committee.

Section 2. The chair(s) shall be responsible for setting long and short-term goals in accordance with the purpose of the committee as stated in the bylaws and constitution, and for communicating these goals to the RHA President.

Section 3. Committee chair(s) shall keep attendance for their committees. Chair(s) must report all unexcused absences of committee members to the RHA President.

Section 4. The purpose and responsibilities of each standing committee shall be specified in the bylaws or at the first meeting that committees become available.

Section 5. Ad-hoc committees should be created when a specific issue needs to be investigated, discussed, or acted upon that does not fall into the jurisdiction of a standing committee. Ad-hoc committees may be formed at the RHA President’s discretion.

Section 6. The committees have the power to amend issues tabled to them. If the authors accept their amendments, they are automatically adopted. If the authors reject their amendments, they automatically become formal amendments.

# ARTICLE XVI. OF THE MONTH (OTM) AWARDS

Section 1. Each active member is required to write at least one (1) OTM each month, at a minimum of 300 words.

Section 2. The nomination shall be submitted the OTM website by the first of each month following the month of nomination.

Section 3. Active members who inexcusably fail to submit an OTM nomination twice during the semester will be removed from active status and a motion for impeachment will result.

Section 4. Active members who fail to submit and OTM nomination can submit a make-up OTM nomination at a later time to maintain active status, at the discretion of the President.

# ARTICLE XVII. ELECTIONS

Section 1. Elections for all Cabinet positions for the following academic year shall take place in the months of March and April, except the DAF and NCC positions, which will be elected in November as In Training (-IT) positions.

Section 2. Nominations will take place one week before elections and may be opened again on the first day of elections.

1. Nominees must have a cumulative GPA of 2.0 at the time of nomination.

Section 3. Elections shall be facilitated in the following manner:

1. The process of elections shall take place in accordance with the order the chair passes, with the exception of any In Training (-IT) positions.
2. All candidates must exit the room except for those candidates that are giving their presentation and answering questions.
3. Each candidate shall be given five (5) minutes for a presentation followed by five (5) minutes for a question-and-answer period by all voting members. Time may be extended twice for the first candidate, and time will be automatically extended to the time used by the first candidate for the following candidates.
4. After each candidate has given their presentation and finished the question-and-answer period, there shall be a ten (10) minute discussion period by all voting members.
	1. All candidates must be discussed.
	2. Discussion can be extended by a motion once, followed by exhaustion of the speaker’s list, with additions.
	3. Discussion can be interrupted by motion to caucus, in which case discussion time will be paused until caucus is concluded. During an election caucus, cabinet members will caucus with each other and not with the communities they are liaisons for.
5. After the discussion period ends, a vote shall take place.
6. The election process may not go past 11:00pm. If at 11:00pm, the election process is not concluded, it will be tabled until the next date reserved for elections.
7. Any election for a position tabled for the next meeting must be restarted, starting with presentations by the candidates.

Section 4. The voting process shall be handled in the following manner:

1. All voting members shall cast a secret ballot vote either for a) one of the nominated candidates, or b) “No Confidence”.
2. Votes shall be counted by the Advisor(s) and the highest-ranking cabinet member not nominated for the office being voted upon.
3. To be declared the winner, a simple majority (50% rounded to the next whole number) shall be needed to win the bid, with a quorum representing at least 40% of the voting members.
4. If, after a round of voting, no one has received a simple majority, the individual with the fewest number of votes shall be dropped from the ballot and remaining candidates will start the runoff election process outlined in Section 5.
5. If, after a round of voting, “No Confidence” has received a simple majority then the election will end, and the position will be left vacant.

Section 5. The runoff election process shall be handled in the following manner:

1. Each remaining candidate will have a two (2) minute presentation and a three (3) minute, non-extendable, question-and-answer period by all voting members.
2. After each candidate has given their presentation and finished the question-and-answer period, there shall be a five (5) minute discussion period by all voting members.
	1. All candidates must be discussed.
	2. Discussion can be extended once, followed by exhaustion of the speaker’s list.
3. After the discussion period ends, another vote shall take place.
4. This process will repeat after each round of voting where no candidate has reached a conclusive simple majority.
5. If no clear majority is reached by the fourth round of voting, the President shall act as a tiebreaker. The tiebreaker must be announced to the Senate following the election.

Section 6. If a candidate loses an election, they are eligible, at their own discretion, for automatic nomination for any seceding Cabinet office election. For up to three (3) individual positions in a consecutive election season unless that candidate is for any reason ineligible to hold the seceding position.

# ARTICLE XVIII. BILLS AND RESOLUTIONS

Section 1. If the legislation is a bill over $500, or is a resolution, it shall proceed in the following manor:

1. Authors of bills and resolutions shall have a five (5) minute, non-extendable presentation following the first reading of the bill or resolution. After the presentation, a five (5) minute, twice extendable question-and-answer period shall take place. A ten (10) minute, multi-extendable discussion period will follow the question-and-answer period.
2. After the question-and-answer period ends and before the discussion period starts, the bill/resolution author(s) must leave the senate chambers.

Section 2. If the legislation is a bill under $500, it shall proceed in the following manor:

1. Authors of bills and resolutions shall have a three (3) minute, non-extendable presentation following the first reading of the bill or resolution. After the presentation, a three (3) minute, twice extendable question-and-answer period shall take place. A five (5) minute, multi-extendable discussion period will follow the question-and-answer period.
2. After the question-and-answer period ends and before the discussion period starts, the bill/resolution author(s) must leave the senate chambers.

Section 3. The reading of the bill or resolution may be waived with a motion to waive the reading of the bill. The motion must be approved by a second with no dissent to pass.

# ARTICLE XIX. DEFAULTS

Section 1. In the event that this Constitution and its bylaws does not fully outline a procedure and results in discrepancies, it shall default to guidelines set in Robert’s Rules of Order Newly Revised Eleventh Edition.

Bylaws

# ARTICLE I. MEETING

Section 1. The RHA Senate shall meet at 7:00pm in the LSC Senate Chambers except during breaks designated by CSU, the week before finals in both the fall and spring semesters, the week of finals in both the fall and spring semesters, or otherwise indicated by CSU.

Section 2. It is at the discretion of the RHA Cabinet to find a different meeting place for the RHA Senate as long as Senators, bill authors, and other parties that are to be present, are given notice at least 24-hours before the meeting is to begin.

Section 3. All voting members must wear business casual clothing which excludes but is not limited to: Hats, ripped clothing, and T-shirts as outer wear.

# ARTICLE II. SENATE ATTENDANCE

Section 1. If an active member obtains more than two (2) unexcused absences per semester, they will become inactive, and a motion for impeachment shall result.

Section 2. In order for an absence to be considered excused, the active member must call or write the President and the DAF at least 24-hours before the meeting that they will be missing.

Section 3. An active member may also assign a proxy to attend the meeting in their place should they be absent.

 Section 4. An absence may only be considered excusable for one of the following:

1. Medical
2. School
3. Community Council Event
4. Any other reason considered acceptable by both the President and DAF.

Section 5. If an active member does not notify the President and DAF of their absence, but sends a proxy in their place, an unexcused absence will be counted against the member unless otherwise determined by the President and DAF.

Section 6. An active member shall only be granted two (2) unexcused absences per semester unless the President and DAF deem one or more of the absences exempt from penalty.

Section 7. In case of a medical emergency, the active member must notify the President and DAF before the next meeting. If sufficient proof is given, the absence will be considered excused.

# ARTICLE III. BILLS AND RESOLUTIONS

Section 1. A bill shall deal with the monetary support and funding of a program or event that follows the guidelines set forth in Article XIV of the Constitution.

Section 2. A resolution shall deal with non-monetary support for an initiative or change on campus, or for internal operations of the RHA.

Section 3. Bills and resolutions shall be in procedural form and be submitted to the President by 5:00pm the Thursday before its first reading for inclusion on the Senate agenda, and to allow 24-hours for revisions should they be necessary.

Section 4. A bill or resolution may be authored by any individual or entity affiliated with CSU. Said bill or resolution shall be considered by the senate when sponsored by a minimum of one (1) Senator, any RHA or NRHH Cabinet member, or Community Council President who has clear understanding of and support for the bill or resolution’s purpose.

Section 5. All bills shall have at least one (1) reading. The first will occur on the night the legislation is introduced, followed by a presentation by the author(s), followed by a question and answer period, each of an appropriate amount of time as specified in Article XVIII. The second reading shall occur on the second week if requested by an active member, prior to the beginning of discussion and debate on the bill. Both readings may be waived with a motion.

 Section 6. Debating and voting is allowed after a first reading of any resolution.

Section 7. A bill over $500, having emergency or any other necessitated measure may be debated and voted on after the first reading, with a passage of emergency status for that bill.

 Section 8. A bill under $500 shall allow debating and voting after a first reading of it.

# ARTICLE IV. AMENDMENTS AND RATIFICATION

Section 1. Any active member may propose amendments to the constitution or bylaws.

Section 2. An amendment may be deemed unconstitutional if it removes a section or clause without replacing it sufficiently within the constitution or bylaws.

Section 3. Upon ratification of the constitution a sufficient date must be put in place for the amendment(s) to be enacted.

# ARTICLE V. LIAISONS

Section 1. Liaison positions may be created at the discretion of the President and assigned by the President or DAF.

Section 2. Liaisons will give a report on what RHA is doing to their organization as well as give a report on what the organization is doing to RHA.

Section 3. Senators who are liaisons approved by the President are not required to sit on a committee.

# ARTICLE VI. CABINET

 Section 1. The responsibilities of RHA Cabinet in general are as follows:

1. Shall meet at weekly Cabinet meetings from 7:30 p.m. to 9:30 p.m. on Tuesdays.
2. Shall be responsible for the Fall and Spring orientation of all Senators.
3. Shall have two (2) business days to respond to an inquiry regarding RHA or RLP.
4. Shall construct a transition packet for their position during their terms and turn it in to the President and RHA Advisor, at the discretion of the President.
5. Shall meet with the RHA Advisor for a regular meeting at a scheduled time agreed upon by both parties.
6. Shall maintain an orderly and clean office space, including minimizing food waste in the trash cans, emptying mailboxes, cleaning off tables and dry erase boards once done with them, putting supplies away after use, and role modeling proper use of office space for all students and staff.
7. Shall attend RHA General Body Meetings.
8. Shall act as a resource for the Residence Directors (RDs)/Assistant Residence Directors (ARDs) in the elections of the Community Council positions, excluding the Community Council President, when applicable.
9. Shall chair a committee if appointed to one by the President at the beginning of the academic year.
10. Shall act as a resource to a designated NRHH Cabinet member to assist each other in their duties and communicate the values and role of RHA and NRHH to each other and their Community Councils.
11. Shall coordinate the RLP Homecoming Week involvement by organizing events, finding judges, and awarding the trophy to the winning hall, unless otherwise stated by the president or advisor.
12. Failure to complete the bylaws in this clause, the clause outlining the respective cabinet member’s responsibilities, and other requirements set forth by the accompanying Constitution are grounds to initiate the impeachment process as outlined in Article VII of the RHA Constitution.

Section 2. The responsibilities of the President are as follows:

1. Shall serve as chief representative for matters involving RHA.
2. Shall run Cabinet meetings with the NRHH President, when necessary.
3. Shall be responsible for setting the agenda for Senate meetings and giving the Senate notice of said agenda 24 hours in advance.
4. Shall be responsible, along with the Director of Administration and Finance, for ensuring that funds are spent in accordance with the RHA Constitution.
5. May cast a tie-breaking vote when there is no clear majority on an issue.
6. Shall review transition packets from the entire Cabinet by the end of the term.
7. Shall meet with the RLP Advisor on a biweekly basis at minimum, when deemed necessary by both parties, and at a time agreed upon by both parties.
8. Shall conduct at least one meeting with the Director of Residence Life each semester. Whenever possible, this should be done in conjunction with the NRHH President.
9. Shall give a presentation at least once per semester at a Residence Life Team (RLT) Full Staff Meeting in conjunction with the NRHH President.
10. Shall give at least one presentation to the Directors of Housing and Dining Services once a semester, in conjunction with the NRHH President.
11. Shall conduct one-on-one meetings with RHA Cabinet members at least once per month.
12. Shall manage Senator assignments to committees and/or liaison positions.
13. Shall be responsible for appointing ad hoc committees for RHA when necessary.
14. Shall attend all regional and NACURH conference business meetings unless given an excuse according to the Constitution and By-Laws.
15. Shall sit on a regional committee and uphold the Presidential expectations set by the region and NACURH.
16. Shall assist in bid coordination in conjunction with the National Communications Coordinator, and NRHH President with the “Of The Year” (OTY) awards process.
17. Shall respond to all RHA emails appropriately and forward all emails concerning other RHA members in a timely manner.
18. Shall assist in the development of Community Council Presidents, create monthly reports, and maintain records of Community Council Presidents’ duties, in conjunction with the NRHH President.
19. Shall coordinate in Community Council President hiring, training, and transitions.
20. Shall read and familiarize self with RSO Handbook in order to understand requirements and restrictions on funding processes through SLiCE.

Section 3. The responsibilities of the Director of Administration and Finance (DAF) are as follows:

1. Shall author the minutes for Senate meetings and distribute a copy to all voting members within 24 hours of the meeting.
2. Shall author Cabinet meeting minutes in conjunction with the Vice President of Administration and Finance (VPAF), when necessary, and distribute them to Cabinet and Advisors within 24 hours of the meeting.
3. Shall facilitate office system management of RHA/NRHH office in conjunction with the VPAF.
4. Shall keep a copy of all pertinent files in the archives.
5. Shall be responsible for maintaining a record of all bills and their final status in conjunction with the president.
6. Shall keep track of each voting member’s attendance, notifying them after each absence within two (2) days of a meeting.
7. Shall make and distribute placards to all voting members at each meeting, unless otherwise indicated by the President or Advisor.
8. Shall chair meetings of the Residence Hall Association Senate and attend regional/national conferences in the event that the President cannot.
9. Shall oversee approved budgets, maintain records, and give reports on all RHA financial transactions.
10. Shall make periodic budget reports at Senate and cabinet meetings at least twice per semester, one at the beginning of the semester and one at the end.
11. Shall help coordinate all matters of conference fundraising with the National Communications Coordinator (NCC).
12. Shall serve as a mandatory signing member on any financial documents.
13. Shall work to get the organization registered through RAMlink.
14. Shall help Cabinet members with tracking financial allocations.
15. Shall be responsible for maintaining a record of all bills and their final status in conjunction with the DAA.
16. Shall Work in conjunction with the National Communications Coordinator to make sure CSU is affiliated with NACURH by the date outlined in the NACURH Policy Book.

Section 4. The responsibilities of the Director of Residential Events and Development (DRED) are as follows:

1. Shall oversee and serve as a resource to Community Council Programmers.
2. Shall plan and implement at least two (2) large scale events per semester, one (1) of which must relate to the pillars of Residence Life.
3. Shall plan and coordinate with other organizations to plan events and programs for on-campus residents.
4. Shall appropriately spend funds from the programming section of the yearly budget with the assistance of the DAF.
5. Shall act as parliamentarian during meetings of the RHA Senate, unless otherwise directed.
6. Shall program and host two (2) social events for RHA and Community Councils per semester
7. Shall organize Fall Hall, and Spring Retreat, in conjunction with the Vice President of Recognition and Service (VPRS).
8. Shall facilitate the development and relationships of Senators and Cabinet Members.
9. Shall organize birthday recognition, in-meeting recognition, and snaps.
10. Shall coordinate the End of the Year Banquet in conjunction with the VPRS and VPMA.
11. Shall be in charge of coordinating student development within RHA, including a monthly activity involving student development, including but not limited to external guest presenters, during Senate Body Meetings.
12. Shall pursue advocacy efforts to increase the prevalence of student voice within RHA. This shall be done by having at least one survey each semester directed toward understanding what residents want to see or understand what students want to learn more about.
13. Shall conduct two (2) survey check-ins for Senators and one (1) for Community council members each semester and deliver a retention plan to cabinet based on the results.

Section 5. The responsibilities of the National Communications Coordinator (NCC) are as follows:

1. Shall serve as a liaison between RHA and the Intermountain Affiliate of College and University Residence Halls (IACURH) and the National Association of College and University Residence Halls (NACURH, Inc.) and report weekly to the Senate on the activities of those organizations.
2. Shall serve as a delegation chair and create a delegation for all IACURH and NACURH Affiliated conferences along with the President, NRHH President, and Advisor.
	1. For the Regional Leadership Conference, a delegation of students will be selected by the NCC, RHA President, and NRHH President.
	2. For the Regional Business Conference, the delegation will consist of the NCC, NCC-IT (if applicable), the RHA President, NRHH President, the advisor (s), and any member bidding for a regional board position.
	3. For the NACURH conference, a delegation of returning student leaders will be selected by the NCC, NCC-IT (if applicable), incoming President, incoming NRHH President, and the advisor(s).
3. The responsibilities of the NCC in regard to IACURH and NACURH Affiliated Conferences are listed but not limited to:
	1. Shall coordinate at least four (4) meetings before a conference with the conference delegation.
	2. Creation and distribution of conference itinerary.
	3. Creation and delegation of participation in conference spirit, including clothespins, display, and banner.
	4. Facilitate programming training at least once prior to conference.
	5. Shall be responsible for obtaining information from schools within NACURH, Inc. for the purpose of enhancing all aspects of Residence Hall life, including RHA/NRHH.
	6. Shall be responsible for getting information from the NACURH Database and, to the best of the NCC’s ability, take advantage of the free pages of information.
	7. Shall be responsible for accepting the awards obtained by CSU for any NACURH, Inc. affiliated conference when appropriate.
	8. Shall be responsible for all of the duties outlined in the IACURH Policy Book, which are as follows.
	9. Purpose Statement:
		1. The purpose of National Communication Coordinators within NACURH is to provide leadership as their institution’s primary contact person, and serve as a liaison between the campus, regional, and NACURH level. NCCs shall represent and vote on behalf of their campus representative student governing unit in NACURH and regional business meetings.
	10. Be elected and/or appointed in a manner to be decided by their member school.
	11. Write a monthly report to be sent to the Coordinating Officer for NCC Training & Development by the 5th of the following month to inform other affiliates about residence hall programs, issues, etc.
	12. Be responsible for completing the affiliation process: dues, registration form, and NACURH Connection for their respective school.
	13. Serve as a member of an IACURH regional committee for the length of their term as NCC.
	14. Shall be responsible for all communication between their school and the Regional Board of Directors, the NACURH Corporate Office, the Executive Board, the Committee Chairs, and NACURH and regional member schools.
	15. Shall act as delegation chairperson and fulfill registration requirements and coordinate responsibilities for their school’s delegation at all conferences.
	16. Shall attend all business meetings at IACURH conferences on behalf of their school. The NCC may appoint a designee to vote in their absence.
	17. Shall be responsible for maintaining their school’s good standing status through submitting the yearly NACURH Corporate Office report(s), membership dues, and registration form.
4. Shall make sure funds are being spent appropriately in the Conference Expenses section of the yearly budget, with the assistance of the DAF.
5. Shall be responsible for creating a minimum of two (2) bids for IACURH Regional Leadership Conference and Regional Business Conference in conjunction with the President and the bid writers appointed.
6. Shall be required to attend all conferences unless given an excused absence according to the RHA Constitution and By-Laws.
7. Shall help coordinate all matters of conference fundraising with the DAF.
8. Shall coordinate the “Of The Year” awards in the Residence Halls for submission to Regional Leadership Conference with the assistance of the President, VPRS, and NRHH President.
9. Shall actively participate in opportunities with the region to the best of the NCC’s abilities, including but not limited to surveys, case studies, t-shirt designs, shout outs, business meetings, etc.
10. In regard to Conferences NOT Affiliated with IACURH or NACURH, such as the Colorado/Wyoming Conference, also known as CO/WY, the responsibilities of the NCC are including but not limited to:
	1. Shall create a delegation in any manner they deem fit and necessary.
	2. Shall create and distribute a conference itinerary.
	3. Participate and create items for conference spirit, if deemed necessary.
11. Shall work with the DAF to ensure that Colorado State University is affiliated with NACURH by the date outlined in the NACURH Policy Book.
12. Shall head any fundraising efforts for both RHA and NRHH.
13. Shall attend a minimum of five (5) NRHH meetings per semester.
14. Shall all coordinate aggie points with Community Council Presidents and marketing chairs for Community Councils.
15. Shall lead programming efforts for NRHH along with VPRS.

Section 6. The responsibilities of any Regional Board of Directors (RBD) or NACURH Board of Directors (NBD) Member are as follows:

1. Compensated RBD/NBD Member Requirements
	1. Shall complete all RBD/NBD positional requirements, including but not limited to:
		1. Attending period one on ones with regional advisor.
		2. Preparing and submitting written reports and articles as required by the position.
		3. Submitting information in May/June for the Annual Regional Report as directed by the Regional Director and/or the NACURH Chairperson.
		4. Shall sit on NACURH committees as needed.
		5. Maintaining a presence and responding to questions and concerns on the regional listserv.
		6. Responding to emails sent to the NACURH/IACURH email provided and forwarding any matters to the RHA President, NRHH President, or NCC emails as needed.
		7. Attend virtual video or phone call chats, in formats such as Zoom as determined by the Regional Director to conduct regional or NACURH executive business in the region.
		8. Attend conferences and corresponding meetings/summits throughout the year to conduct business as deemed necessary by the Regional Director.
		9. Preforming specific duties to their position.
	2. Present to the RHA, NRHH, and RLP Cabinet spaces about their position and regional or NACURH involvement once at the beginning of their term in conjunction with the NCC.
	3. Be available to be a part of any conference recap presentations for any of the RHA, NRHH, or Cabinet spaces.
	4. Shall attend a minimum of one delegate meeting per conference to get to know the CSU delegation.
	5. Attend either one RHA and/or NRHH meeting per week as well as the weekly Cabinet meetings unless an absence is approved by the organization’s Advisor and/or President.
		1. The RBD/NBD Member may choose whether to attend either only RHA or NRHH meetings throughout their term if their position is directly involved with one organization or the other. If their position is not organization specific, they will talk to the Advisor and organization President to determine which organization’s meetings to attend. If the Member would like to attend both organizations’ meetings weekly, they are free to do so, but are only required to attend one or the other.
	6. Shall hold floor and voting rights in both organizations.
	7. Shall make periodic reports about the regional and NACURH happenings separate from those that relate to the NCC position, i.e., NACURH or regional elections, NACURH or regional changes to structure, NACURH or regional chats and roundtables, etc.
	8. Shall lead at least one project per semester as decided upon by the Advisor and/or Cabinet.
	9. Shall hold at least five (5) office hours per week in the RLP office.
	10. Shall meet with the RLP Advisor at an agreed upon time throughout the year as seen fit.
	11. Residential Leadership Programs Liaisonship
		1. Shall co-advise a hall council in conjunction with the ARD in the residence hall they are hosted in.
2. Uncompensated RBD/NBD Member Requirements
	1. Shall complete all RBD/NBD positional requirements, including but not limited to:
		1. Attending period one on ones with regional advisor.
		2. Preparing and submitting written reports and articles as required by the position.
		3. Submitting information in May/June for the Annual Regional Report as directed by the Regional Director and/or the NACURH Chairperson.
		4. Shall sit on NACURH committees as needed.
		5. Maintaining a presence and responding to questions and concerns on the regional listserv.
		6. Responding to emails sent to the NACURH/IACURH email provided and forwarding any matters to the RHA President, NRHH President, or NCC emails as needed.
		7. Attend virtual video or phone call chats, in formats such as Zoom as determined by the Regional Director to conduct regional or NACURH executive business in the region.
		8. Attend conferences and corresponding meetings/summits throughout the year to conduct business as deemed necessary by the Regional Director.
		9. Preforming specific duties to their position.
	2. Present to the RHA, NRHH, and RLP Cabinet spaces about their position and regional or national involvement once at the beginning of their term.
	3. Be available to be a part of any conference recap presentations for any of the RHA, NRHH, or Cabinet spaces.
		1. May not have to present but may be available to provide extra information to assist the presentation.
	4. Shall attend one delegate meeting per conference to get to know the CSU delegation.
	5. Shall attend at least two (2) meetings of their associated organization per semester.
	6. Shall attend at least two (2) Cabinet meetings per semester.
	7. May hold floor but not voting rights in both organizations
	8. May make periodic reports about the regional and NACURH happenings separate from those that relate to the NCC position, ie NACURH or regional elections, NACURH or regional changes to structure, NACURH or regional chats and roundtables, etc.
	9. May meet with the RLP Advisor at an agreed upon time throughout the year as seen fit.

Section 7. The responsibilities of the National Communications Coordinator In Training (NCC-IT) are as follows:

1. Shall serve a term of one (1) semester in the spring to shadow and learn from the current NCC.
2. Shall meet with the NCC once per week at an agreed upon time by both parties.
3. Shall help prepare for and attend the IACURH Regional Business Conference, if applicable.
4. Shall help prepare for and bring a delegation to the NACURH Conference.
5. Shall attend at least one cabinet meeting a month, as directed by the President.
6. Shall serve in three (3) office hours per week.
7. Shall write one (1) OTM per month with a 300 minimum word count.
8. Shall attend RHA General Body meetings.
9. Shall attend their weekly Community Council meetings.
10. Shall receive a $350 stipend as compensation for the spring semester.

Section 8. The responsibilities of the Director of Administration and Finance In Training (DAF-IT) are as follows:

1. Shall serve a term of one (1) semester in the spring to shadow and learn from the current DAF.
2. Shall meet with the DAF once per week at an agreed upon time by both parties.
3. Shall familiarize themselves with both the RSO and SLiCE rules and regulations.
4. Shall assist DAF in some tasks, however nothing that requires p-card or officer training.
5. May attend Cabinet meetings at the President’s discretion.
6. Shall receive a $200 stipend as compensation for the spring semester.

Section 9. The responsibilities of the NRHH President are as follows:

1. Shall report on NRHH events, programs, and changes weekly at RHA.
2. Shall meet consistently with the RHA President.
	1. Shall create a strategic plan with the RHA President in the first three (3) weeks of each semester.
	2. Shall encourage and direct co-programming efforts amongst executive board members.
	3. Shall report information about bills and resolutions to the NRHH cabinet and facilitate conversations about these bills and resolutions to bring into the senate space.
	4. Shall foster a community of teamwork and understanding between the organizations which includes but is not limited to setting expectations of behaviors, organizing joint cabinet retreats or outings, and coordinating team builders.
3. The NRHH President does not have to attend RHA Cabinet meetings.
4. The NRHH President will be elected at the designated NRHH meeting, and not at RHA.
5. The NRHH President will receive the compensation equal to that of the RHA President.
6. No other NRHH executive board member can hold a senator position and be a voting member.
7. The NRHH President shall have floor and voting rights in the RHA Senate.
8. All other NRHH President duties can be found in the NRHH Constitution.

Section 10. Residential Leadership Programs Liaison

1. Each Cabinet member shall act as a resource and support their respective Communities’ Resident Director, Assistant Resident Director, and Community Council. Community Council consultant duties shall include but are not limited to:
	1. Helping to establish the community government as a recognized student organization.
	2. Recruiting members for the community government.
	3. Being present at any informational meetings concerning Community Councils and being present at elections.
	4. Shall assist in education regarding SLiCE, RHA, NRHH, Residence Life, Programming Board, and duties and requirements of Community Council members. They should also communicate resources available to Community Councils, such as funding bills and resolutions.

# ARTICLE VII. OFFICE HOURS

Section 1. Cabinet office hours shall be completed between 7am to 10pm, Monday through Friday.

 Section 2. Shall not be completed on weekends or on a day where there is no school.

Section 3. If office hours are missed the previous week, they must be made up by the following Friday.

Section 4. If a Cabinet office hour will be missed or completed outside of the office, an email must be sent to the President, and any other affected parties such as any person that they might be meeting.

Section 5. Office hours cannot be completed during other meetings, when the office is not open for any non-Cabinet member, or at a time or location inaccessible to members of RLP.

Section 6. Any misrepresentation on the time sheet shall be immediate cause for impeachment proceedings to begin without further warning.

# ARTICLE VIII. OF THE MONTH (OTM) AWARDS)

 Section 1. Each active member is required to write at least one (1) OTM each month.

Section 2. The nomination shall be submitted to the OTM website by the first of each month following that of the nomination.

Section 3. An active member who fails to submit one (1) OTM a month will be required to attend one of the five (5) office hours of the VPRS, where they will write an OTM nomination.

Section 4. Active members who fail to submit an OTM two (2) times during the semester will be removed from active status and an automatic motion for impeachment will ensue at the discretion of the RHA Cabinet.

# ARTICLE IX. COMMITTEES

Section 1. Chairs of each committee shall be announced at the beginning of the year before Fall Hall, at the discretion of the President.

Section 2. Active members may sit on a maximum of two (2) committees at one time.

Section 3. Any active committee may take on or be assigned additional responsibilities.

Section 4. Any Ad-hoc committee not mentioned in the Constitution must be approved by the President.

Section 5. If the committee feels it necessary, they may elect a Vice-Chair to help the chair with the responsibility of the committee.

# ARTICLE X. PROGRAMMING BOARD

Section 1. The Programming Board is an optional substitute for a committee for Senators.

Section 2. There is a maximum of ten (10) members allowed in the Programming Board.

Section 3. An application process is used to become accepted into the Programming Board.

Section 4. There is a stipend of up to $100 available to members of the Programming Board. Details of the stipend are outlined in the Community Council Constitution.

 Section 5. The DRED and VPRS will chair the Programming Board.

Section 6. All other details of the Programming Board can be found in the Community Council Constitution.

# ARTICLE XI. COMMITTEE ATTENDANCE

Section 1. If an active member obtains two (2) or more unexcused committee meeting absences in a semester, they shall become inactive and impeachment proceedings shall ensue.

Section 2. In order for an absence to be excused, the active member must notify the Chair/Vice-Chair at least 24-hours before the meeting. The member does not have to send a proxy but must contact the Chair/Vice-Chair and be informed of what occurred at the meeting that was missed.

Section 3. An absence may only be considered excusable for one of the following reasons:

1. Medical
2. School
3. Community Council Event
4. Any other reason considered acceptable by the Chair/Vice-Chair

# ARTICLE XII. COMMUNITY COUNCIL PRESIDENTS

 Section 1. The responsibilities of the Community Council President are as follows:

1. Shall attend all Community Council meetings, barring certain circumstances, and must give prior notice to the eBoard and RLP Liaison at least 24-hours before the meeting.
2. Shall submit at least one (1) OTM per month.
3. Shall complete at least one (1) office hour per month, in the RLP office in the Durrell Center.
4. Shall submit the presidential monthly report to the RHA and NRHH Presidents by the 5th of the month following the one being reported on.
5. Shall attend at least two (2) RHA Senate meetings per semester.
6. Shall attend at least two (2) NRHH Chapter meetings per semester.
7. Shall understand and uphold the Community Council Constitution.
8. Shall assist in the organization, operation, and completion of all Community Council activities.
9. Shall create committees, assign committee chairs, and place people into committees when they see the need.
10. Shall coordinate with the RHA National Communications Coordinator (NCC), and their Community Council’s Marketing Chair to monitor their Community Council’s Aggie Points.

Section 2. Each Community Council President has the opportunity to earn up to $150 stipend each semester. The President can complete the following duties to earn their stipend.

1. $4 for every office hour attended. With 12 weeks of one hour per week is the recommended breakdown.
2. $8 for each OTM completed with a recommendation of 1 per month for the 3 full months of the semester.
3. $10 for submitting their monthly reports to the RHA and NRHH Presidents, plus the RLP advisors. Recommendation of 1 per month for the 3 full months of the semester
4. $12 for each RHA and NRHH meeting attended. Recommendation of 2 for each organization (four total) to reach the full amount.
5. Extra duties cannot toward this stipend cannot earn higher than the $150 cap.

Section 3. Payment for the Community Council Presidents’ stipend will come from fundraising efforts including but not limited to the Care Package Program.

Section 4. The election procedure for the Community Council President can be found outlined in the Community Council Constitution.

# ARTICLE XIII. OUTSIDE ORGANIZATIONS

Section 1. Any outside organizations not affiliated with the residence halls, HDS, or RLP, wishing to present in an RHA Senate meeting must gain the permission from the RHA President or Advisor(s) prior to the distribution for the agenda of the desired meeting.

Section 2. Any candidates for office of outside organizations, affiliated with CSU or otherwise, wishing to present at an RHA Senate meeting about their campaign or election, may only be granted permission by the RHA President under the condition that all candidates for the position are given ample opportunity and likewise permission to present at RHA Senate, and are given that opportunity and permission in writing.

Section 3. Any outside organizations who wish to present about a campaign or election, or any other material that is not time sensitive and immediately exigent, may not present at RHA election meetings.

Section 4. The RHA President, or sitting chair of the Senate meeting, reserves the right to remove any outside presenters from the Senate if they do not acquire appropriate permissions to present.