

# Colorado State University

## Residence Hall Association

### CONSTITUTION

We, the members of this organization, in order to foster a welcoming, safe, and diverse residential community at Colorado State University, do ordain and establish this Constitution and any Bylaws for government of this organization, not to supercede any policies, rules, or procedures set forth by Colorado State University and its University Housing and Dining Services.

#### ARTICLE I. NAME AND AUTHORIZATION

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

##### Section 1. Associations with NACURH, Inc.

NACURH, Inc. is an internationally recognized organization dedicated to connecting and improving residence life systems of higher education institutions. The NACURH Annual Conference provides a programming, legislative, and recognition platform that involves many member universities, including Colorado State University Chapter of RHA.

##### *Sub section a. IACURH*

The Colorado State University chapter of RHA falls under the administration of the Intermountain Affiliation of College and University Residence Halls, abbreviated IACURH, which is one of eight regions of NACURH, Inc.

The Colorado State University chapter of RHA attends the annual IACURH Regional Conference, the annual IACURH Business Conference, and other regional/national chapter-based conferences.

Section 2.     Associations with Residential Leadership Programs

Residential Leadership Programs, hereby abbreviated RLP, is a coalition of the Rams Chapter at Colorado State University of the National Residence Hall Honorary, the Residence Hall Association, and all the Community Councils on campus with a collective goal to benefit the residential experience at Colorado State University. RLP is headquartered out of Durrell 112.

**ARTICLE II.           MISSION STATEMENT**

The mission of RHA is to represent and support residents by fostering a welcoming, safe, and diverse community through leadership opportunities, advocacy, and programs/events.

**ARTICLE III.          PURPOSE**

The purpose of RHA is to:

1. To act on the needs of students living in University Housing, by representing and conveying the needs and problems of those living in University Housing to HDS, CCs, and hall staff members.
2. To promote the CC System and to increase the awareness of its services and resources available to the students.
3. To support and serve as a positive role model in the CSU community.
4. To serve as a resource for social and educational programming and co-programming.
5. 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).
6. 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 CSU residents.

**ARTICLE IV.          MEMBERSHIP**

Section 1.     Active Membership

Active members are on-campus residents who are not HDS professional staff or Advisors and hold RHA Senator, Cabinet, or appointed positions.

- A resident is defined as a student of CSU who fulfills university requirements for on-campus living through primary residence in one of the residence halls or

on-campus apartments during an academic year.

- Active membership is open to all CSU residents. Any resident who lives on campus in an undergraduate degree program may be an active member of RHA. This includes all students, Resident Assistants (RAs), Inclusive Community Assistants (ICAs), and Community Coordinators (CCs).

Section 4. Non-Discrimination Clause

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.

**ARTICLE V. ADVISOR**

1. The Advisor(s) shall be appointed by HDS and shall be a CSU faculty, staff, or graduate student (with consent from their supervisor). The primary Advisor is also the Cabinet supervisor.
2. 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.
3. The Advisor(s) shall attend Cabinet meetings.
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.
5. The Advisor(s) shall communicate attendance issues or absences to the cabinet with proper notice.
6. The Advisor(s) shall be responsible for bridging communication between the RHA space and other professional staff. This includes residence hall Advisors such as RDs, RMs, ARDs, and ARMs.
7. Additional Advisors may be chosen at the discretion of the appointed Advisor(s) with input from the Cabinet.

**ARTICLE VI. CABINET**

Section 1. Gavel Order

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, NRHH Vice President of Advocacy and Finance (VPAF), NRHH Vice President of Recognition and Service (VPRS), Vice President of Marketing and Design (VPMD), and the CSU Regional Board of Directors Representative(s) (RBD) or CSU National Board of Directors Representative (NBD). The president may appoint any voting member to preside over the Senate.

Section 2. Cabinet Member Terms and Vacancies

The officers' terms shall last for about one year beginning with elections and completion of HDS employment requirements and ending with the spring semester finals, except the NCC whose term begins and ends with the conclusion of the NACURH Conference.

*Sub section a. Cabinet Vacancies*

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).

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.

*Sub section b. President Vacancies*

If the President's position becomes vacant, the succession will be based on gavel order. If the candidate is unable or unwilling to fulfill the duties of President, the position will be passed down the gavel and filled through the election process only open to active members if necessary.

Section 3. Cabinet Compensation

Compensation for each of the elected Cabinet positions shall consist of full room and

board paid by HDS for each contracted semester. Cabinet members will live in a residence hall determined by the RHA Advisor(s).

If a Cabinet member does not serve an entire year, that individual will be removed from their contracted housing assignment and their compensation will be prorated to match the length of time they served in the position. The Cabinet member may be reassigned to another community on campus or leave the residential campus community.

- i. To the extent possible, at least one NRHH and one RHA Cabinet member will be placed in each of the four CC areas.

#### Section 4. Employment

Each Cabinet member shall sign an employment agreement with CSU HDS prior to being sworn into their position. This agreement, along with the HDS supervisor, supersedes the RHA Constitution and Bylaws whenever the documents are in disagreement.

#### Section 5. Cabinet Duties

1. All Cabinet members shall be required to spend at least five hours each week in the Residential Leadership Programs (hereinafter known as RLP) office. These five hours shall be on a fixed schedule, which will be posted on websites and given to Senators, Presidents, Advisor(s), and other members of RLP by the end of training each semester.
2. All cabinet members shall fulfill at least three community hours each week. These are hours outside of the office doing work that is directly related to RHA or RLP. This is to include but not be limited to email and chat communication, and RHA or RLP-related meetings.
3. All Cabinet members shall maintain a minimum cumulative GPA of 2.0.
4. The additional duties and responsibilities of each Cabinet member and Senator shall be specified in the Bylaws.

#### Section 6. Budget Establishment

The Cabinet must construct a fiscal budget within the first two weeks of each semester. This budget must be brought to the Senate for approval by the second RHA meeting of

each semester.

Section 7. Right to Resign

All RHA Cabinet members and CC Presidents have the right to resign from their positions 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, unless other arrangements are approved by the Advisor.

**ARTICLE VII. IMPEACHMENT OF RHA CABINET MEMBERS**

Any compensated RHA Cabinet member not fulfilling their duties outlined in the RHA Constitution and Bylaws may be subject to removal by the RHA Advisor or impeachment by the RHA Cabinet.

Section 1. Impeachment Voting

All votes that need to be taken for impeachment 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 Process

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

1. The President of RHA will act as presiding officer during the impeachment process and will have voting rights.
  - a. If the President is the Cabinet member up for impeachment, the Director of Administration and Finance (DAF) will act as the presiding officer while holding voting rights.
2. The RHA active member(s) wishing to initiate the impeachment proceedings must create a clear written statement regarding the reasoning of impeachment intent.

- a. Any Cabinet member, CC President, or RHA Senate member who wishes to begin the impeachment process may create a written statement with clear reasoning of impeachment intent. This statement should be submitted to the RHA Cabinet and Advisor.
- b. A two-thirds vote in favor of pursuing impeachment in the RHA Cabinet will result in the continuation of the outlined process for impeachment.
- c. Anything less than a two-thirds vote will result in the discontinuation of the impeachment process.
- d. As Cabinet members are also HDS paraprofessional employees, any steps to remove a Cabinet member from office must also be discussed by the primary Advisor/supervisor.
- e. Once the written statement has been submitted there will be three (3) options moving forward as outlined in the following:
- f. The RHA Cabinet member up for impeachment has the ability to resign their position.
- g. A vote would be held within the RHA Cabinet to determine whether an improvement plan would be beneficial in the given scenario.
  - i. A two-thirds 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.
  - ii. 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.
  - iii. The improvement plan must be approved by the RHA Advisor(s).
  - iv. 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.
- h. A two-thirds vote in favor of continuing the impeachment process in the RHA Cabinet will result in the continuation of the impeachment process.
- i. Anything less than a two-thirds vote will result in discontinuation of the impeachment proceedings and the RHA Cabinet member will not be

impeached.

3. 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.
  - a. A two-thirds vote in the RHA Cabinet in favor of impeachment would result in the continuation of the impeachment process.
  - b. 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 5. Impeachment - Senate Guidelines

The impeachment proceedings guidelines include:

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.
  - a. Reasoning on why the improvement plan failed may also be included here if an improvement plan was utilized.
  - b. The Cabinet member up for impeachment may be present if they so choose.
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 of one hour and ten minutes, will then be had by the RHA Senate and the Advisor(s).
  - a. 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.
  - a. A two-thirds vote in favor of impeachment by the RHA Senate will result in impeachment.
  - b. Anything less than a two-thirds vote by the RHA Senate will not result in impeachment during the given time.
  - c. Any vote to impeach an RHA Cabinet member must be approved by the Advisor(s), acting as an unbiased third party.



Section 7. Removal by Poor Standing

Any compensated RHA Cabinet member found in violation of the Student Code of Conduct, their housing contract, or in poor academic standing may be subject to impeachment or removal by the RHA Advisor(s) before or upon the completion of the conduct process. All Cabinet members must remain in good academic and conduct standing during the duration of their term.

Section 8. Employment Termination

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.

**ARTICLE VIII. ELECTIONS**

Section 1. Timeframe

Elections for all Cabinet positions for the following academic year shall take place in the months of March. and April.

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 2. Election Process

Elections shall be facilitated in the following manner:

1. The process of elections shall take place in accordance with the order the chair passes.
2. All candidates must exit the room except for those candidates who are giving their presentations and answering questions.
3. Each candidate shall be given five minutes for a presentation followed by five 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 minute discussion period by all

voting members.

- a. All candidates must be discussed.
  - b. Discussion can be extended by a motion once, followed by exhaustion of the speaker's list, with additions.
  - c. Discussion can be interrupted by a motion to caucus, in which case discussion time will be paused until the 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 11:00 p.m. If at 11:00 p.m., 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.
  8. 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.

### Section 3. Election Voting

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 the 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. Runoff Elections

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.
  - a. All candidates must be discussed.
  - b. 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.

**ARTICLE IX. SENATORS**

University Housing Paraprofessional Building Staff (henceforth referred to as Building Staff) Senators will be limited to no more than 25% of the total Senators per community council. CC Senators will be limited to two CC Senators per Hall in that community

Section 1. Senator Duties and Expectations

1. Shall follow the attendance policies regarding Senate attendance and committee attendance set forth in the Bylaws.
2. All Senators for a CC shall attend their CC meetings each week unless otherwise discussed with their CC President and RLP Liaison.
3. All Building Staff Senators are required to attend their building staff meetings each week, unless otherwise discussed with their supervisor.
4. In collaboration with other Senators from the same group, give a report from their CC or Hall Staff each week to the RHA Senate.

Section 2. Senator Selection

1. CC Senators will be selected by their respective CC, following the process outlined in the CC Constitution and Bylaws.

2. Building Staff Senators may reach out to the RHA President and Advisor to discuss the Senator position, expectations, and foundations of serving in the role. If there is an opening for Senators in their CC, then they may serve as a Senator with RHA Cabinet approval.
3. All new Senators must meet with the RHA President and/or Advisor to review the position expectations, the foundation of supporting constituent voices in the RHA Senate space and when voting, and other important information necessary to effectively serve as a Senator prior to having voting rights at RHA Senate.

## **ARTICLE X. PROXIES**

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

### **Section 1.     Expectations**

1. Only one person may proxy per voting member at each meeting.
2. Active Senators may not proxy for each other.
3. A President of a CC may proxy for a Senator but only holds one vote.
4. Proxies may not vote during impeachment proceedings and elections but will have speaking rights. Proxies shall have speaking and voting rights in all other matters.
5. Should the NRHH President need to send a proxy, their proxy holds election voting rights. This proxy must be another NRHH Cabinet member.

## **ARTICLE XI.       LIAISONS**

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

Liaisons representing RHA shall be appointed by the President and the DAF. Liaisons representing other organizations must be confirmed by the President, and liaisons representing other organizations shall have speaking but not voting rights, if not an active member.

The Associated Students of CSU (ASCSU) shall select a liaison for RHA through their own process.

## **ARTICLE XII. SENATE MEETINGS**

1. A quorum shall be defined as 50%, rounded up to the next whole number, of all voting members, or if every CC that has a voting member is in attendance.
2. Meetings called by the Cabinet and attended by a quorum of Senators shall be deemed a meeting of the Senate.
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.
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.
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.
6. Speaking rights shall be granted to any Senators, CC Presidents, RHA or NRHH Cabinet Members, Advisors, or liaisons from external organizations.
7. Voting rights shall be granted to any Senators, CC Presidents, RHA Cabinet Members (RHA President, DAF, DRED, NCC, VPMA), or NRHH Cabinet Members (NRHH President, VPAF, VPRS, VPMD).

## **ARTICLE XIII. VOTING**

### **Section 1. Voting Guidelines**

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.
2. All bills and resolutions, unless otherwise specified, must pass by a simple majority (50% rounded to the next whole number).
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.
  - a. The President's veto may be overridden by a two-thirds vote of the Senate at the meeting following the one at which the veto was announced.

Section 2. Bill Amendments Prior to Voting

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 to by any of the authors, or the authors are not present, it shall be treated as a formal amendment.

A formal amendment must pass with a two-thirds vote to be accepted as an amendment to a bill.

Section 3. Emergency Status

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 two-thirds vote by the Senate.

*Sub section a. Emergency Status Process*

1. No bill requesting more than \$1,000 can be put on emergency status.
  - a. Article XIII, Section 3, Sub Section a, Clause 1 may be overridden with a two-thirds vote.
2. If there is a motion on the floor to put a bill on emergency status, the chair shall not accept any seconds.
3. The group asking for funds must be willing to advertise in all of the Residence Halls that are applicable for the intended event audience.
4. The chair must appoint a two-person ad hoc committee, consisting of two Senators or CC Presidents with no affiliation to the bill (one representing a CC from the north side of campus and one representing a CC from the south side of campus).
  - a. In the event that no Senator or CC 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.
  - b. This committee will leave the room to discuss and decide on the rightfulness of the bill in question, taking into consideration the efforts to obtain funds from groups other than RHA.
5. When the Senate Body is called back to order, the ad hoc committee submits either approval or disapproval of the motion for emergency status, at which point the motion will be considered to be seconded.

6. If the committee approves, a five minute discussion will start, and a two-thirds vote must be reached to approve emergency status. Then, time on the clock for discussion will start over at five minutes.

## **ARTICLE XIV. FUNDING**

### **Section 1. Funding Source and Allocation**

1. Funds for RHA are allocated by HDS per residential student living on campus on the 19<sup>th</sup> day of the academic year.
2. Money from community partnerships (e.g. Care Package Program) and rollover from the previous year will go directly to the Cabinet Discretionary Fund (general RHA fund).
3. The Cabinet Discretionary Fund (general RHA fund) is money that the Cabinet may spend without the input of the Senate.
4. The Cabinet Discretionary Fund shall be used for RLP purchases as is reasonable and in line with the mission and goals of RHA and HDS.
5. The unspent money in CC Student Organization Financial Accounts (SOFA) will return to the RHA general fund at the end of the academic year, at the request of the DAF or Advisor.

### **Section 2. Funding Conditions**

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 residents.
3. The program promotes the Residential Curriculum Core Areas of Connection, Awareness, and Well-Being.
4. The activity/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/bill author(s) commit to tracking event attendance and submitting it to RHA within one week after the event.
7. Any funding from RHA to a bill author for an event shall require the bill author to complete the [post-program evaluation form](#).
  - a. Shall be monitored at the discretion of the President and DAF.
  - b. Evaluation forms may be taken into consideration by the Senate with any future requests.
  - c. The form shall be completed within one week after the event, the penalty of not completing this form is a prohibition from receiving more RHA funds until the form is completed.
8. Regulations
  - a. 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:
    - i. 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.
    - ii. 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.
  - b. 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.
9. RHA will not fund the operational costs of any registered student organization.
  - a. Organization operational costs include but are not limited to costs associated with recurring meetings and events (food, location reservations, etc.). RHA



may determine to fund a singular meeting/event cost for repeating meetings and events each semester.

- b. Operational cost limitations do not apply to HDS paraprofessional staff, such as RAs and Community Coordinators.

10. Student organizations that have a negative account balance in their SOFA account shall not be eligible to receive funding from RHA.
11. RHA will not allocate funds for fundraisers or activities associated with fundraising that are intended to solely benefit those of the organization.
12. No single program from a Residence Hall community can exceed the sum of \$2,500.
  - a. Article XIV, Section 2, Clause 13 may be overridden by a two-thirds vote.
13. Any organization or office that is not from a Residence Hall community may not receive more than \$1,500 of funding, per event.
14. RHA expressly prohibits proselytizing of any kind at RHA-funded programs.
15. 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:
  - a. All organizations that receive funds from RHA will follow the rules set forth by SLiCE with regard to spending funds.
16. 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.
17. 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 from outside organizations.

### Section 3. Cabinet Expenditures

All Cabinet members must complete p-card training. The cabinet shall turn in a copy of the financial request form (RFD) and corresponding receipts to the DAF within 72 hours of 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.

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. BILL AND RESOLUTION PROCESS**

### **Section 1. Bill Over \$500**

If the legislation is a bill \$500 or above or is a resolution, it shall proceed in the following manner:

1. Authors of bills and resolutions shall have a five-minute, non-extendable presentation following the first reading of the bill or resolution. After the presentation, a five-minute, twice-extendable question-and-answer period shall take place. A ten-minute, twice-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.
3. Voting for the bill or resolution cannot take place until the following Senate meeting, unless emergency status is activated with a two-thirds vote.

### **Section 2. Bill Under \$500**

If the legislation is a bill under \$500, it shall proceed in the following manner:

1. Authors of bills and resolutions shall have a three-minute, non-extendable presentation following the first reading of the bill or resolution. After the presentation, a three-minute, twice-extendable question-and-answer period shall take place. A five-minute, twice-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. Bill and Resolution Reading**

The reading of the bill (summary of key points) or resolution may be waived -unless circumstances don't allow for Senators to thoroughly understand the bill prior to the meeting- with a motion to waive the reading of the bill. The motion must be approved by a second with no dissent to pass.

## **ARTICLE XVII.     DEFAULTS**

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

## **ARTICLE XVIII.    AMENDMENTS AND RATIFICATION**

1. Any active member may propose amendments to the constitution.
2. An amendment may be deemed unconstitutional if it removes a section or clause without replacing it sufficiently within the Constitution.
3. Amendments to the Constitution shall be passed with a simple majority vote.
4. Upon ratification of the constitution, a sufficient date must be put in place for the amendment(s) to be enacted.

# BYLAWS

The RHA Bylaws are intended to provide clarification to the roles and practices of Cabinet, Members, and Representatives in RHA and be more easily adapted to the changing nature of such aspects.

## ARTICLE I. MEETINGS

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

## ARTICLE II. SENATE ATTENDANCE

### Section 1. Unexcused Absences

If a Senator obtains more than four unexcused absences per semester without a proxy present at Senate, they will become inactive and lose voting and floor rights. The impeachment process may take place, the Senator may resign, or the Senator may submit a letter of explanation to the RHA Cabinet and Advisor explaining the absences (personal information not required to be shared), upon which the RHA cabinet may determine to excuse the absences.

If an RHA cabinet member has an unexcused absence, the Advisor/supervisor will address the absence with that individual.

### Section 2. Excused Absences

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

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

1. Medical
2. School
3. CC Event

4. Any other reason that is considered acceptable by both the President and DAF.

Section 3. Proxies

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

**ARTICLE III. BILLS AND RESOLUTIONS**

Section 1. Definitions

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.

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

Section 2. Submission

Bills and resolutions shall be in procedural form and be submitted to the President with sponsorship secured by 5:00 p.m. the Wednesday before its first reading for inclusion on the Senate agenda, to allow for revisions should they be necessary.

Section 3. Bill Authors and Sponsors

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 of the following: any RHA or NRHH Cabinet member, RHA Senator, or CC President who has a clear understanding of and support for the bill or resolution's purpose.

Section 4. Bills in the Senate

All bills shall have at least one 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 the Constitution, Article XVI. The second reading shall occur in 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.

Debating and voting are allowed after a first reading of any resolution.

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

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

## **ARTICLE VI. CABINET**

### **Section 1. General Cabinet Responsibilities**

The general responsibilities of all RHA Cabinet members include:

1. Shall meet weekly for Cabinet meetings from 6:30 p.m. to 8:30 p.m. on Tuesdays.
2. Shall be responsible for the Fall and Spring orientation of all Senators.
3. Shall attend RHA Senate meetings.
4. Shall attend fall and spring training as designated by HDS.
5. Shall respond to all inquiries regarding RHA and RLP in a reasonable time frame.
6. Shall construct a transition packet for their position during their terms and submit it to the President and RHA Advisor, based on the timeline provided by the RHA Advisor/supervisor.
7. Shall meet with the Advisor for a regular meeting at a scheduled time agreed upon by both parties.
8. Shall maintain an orderly and clean office space and model proper use of the space to all students involved with CSU.
9. Shall act as a resource for the Residence Directors (RDs)/Assistant Residence Directors (ARDs) in the elections of the CC positions.
10. Shall engage with the region by working together to create at least one bid for RLC in the fall and one bid for RBC in the spring if applicable.
11. Shall complete all other duties outlined in the Constitution. Failure to complete duties are grounds to initiate the impeachment process.

### **Section 2. President**

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.
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 DAF, 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, in conjunction with the Advisor.
7. Shall meet with the 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 University Housing 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) or HDS Full Staff Meeting in conjunction with the NRHH President. Typically, the presentation takes place at the last RLT/HDS meeting of each semester.
10. Shall conduct one-on-one meetings with RHA Cabinet members at least once per month.
11. Shall be responsible for appointing ad hoc committees for RHA when necessary.
12. Shall attend all regional and NACURH conference business meetings within their term unless given an excuse according to the Constitution and By-Laws.
13. Shall sit on a regional committee and uphold the Presidential expectations set by the region and NACURH, unless otherwise determined with the Advisor.
14. Shall assist in bid coordination in conjunction with the National Communications Coordinator, and NRHH President with the “Of The Year” (OTY) awards process.
15. Shall assist in the development of CC Presidents and maintain records of CC Presidents’ duties, in conjunction with the NRHH President.
16. Shall coordinate CC President hiring, training, and transitions.
17. Shall familiarize themselves with the funding restrictions outlined in the RSO Handbook through SLiCE.
18. Shall serve as the RHA Representative at NRHH meetings. Such representation generally includes reporting on RHA bills, resolutions, and programs. This includes voting in NRHH elections, working closely with the NRHH President to plan and

organize for both organizations and RLP with the Advisor/supervisor, plan collaborative opportunities between RHA and NRHH, and 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.

Section 3. Director of Administration and Finance (DAF)

The responsibilities of the DAF are as follows:

1. Will also inform bill authors about their bill status, or of any changes that are recommended to their bill.
2. Shall keep a copy of all pertinent files in the archives.
3. Shall be responsible for maintaining a record of all bills and their final status in conjunction with the president.
4. Shall chair meetings of the RHA Senate and attend regional/national conferences in the event that the President cannot.
5. Shall oversee approved budgets, maintain records, and give reports on all RHA financial transactions.
6. Shall make periodic budget reports at Senate and cabinet meetings at least once per semester.
7. Shall help coordinate all matters of conference fundraising with the NCC).
8. Shall serve as a mandatory signing member on any financial documents.
9. Shall work to get the organization registered through RAMlink.
10. Shall help Cabinet members with tracking financial allocations.
11. Shall work in conjunction with the NCC to make sure CSU is affiliated with NACURH by the date outlined in the NACURH Policy Book.

Section 4. Director of Residential Events and Development (DRED)

The responsibilities of the DRED are as follows:

1. Shall oversee and serve as a resource to CC Programs.
2. Shall plan and implement at least one large-scale social event per semester,
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 host at least one small-scale program for residence each semester, which must relate to the pillars of Residence Life.
7. Shall organize the Fall and Spring Retreats for RLP Cabinet and CC officers and advisors, in conjunction with the NRHH Vice President of Recognition and Service (VPRS).
8. Shall organize birthday recognition, in-meeting recognition, and snaps.
9. Shall coordinate the End of the Year Banquet in conjunction with the NRHH VPRS and NRHH VPMA.
10. 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.
11. Shall pursue advocacy efforts to increase the prevalence of student voice within RHA.
12. Shall conduct one survey check-ins for Senators and CC members each semester and deliver a retention plan to the cabinets based on the results.

Section 5. National Communications Coordinator (NCC)

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

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.
2. Shall serve as a liaison between RHA, NRHH, 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 and RLP cabinet on the activities of those organizations.
3. Shall serve as a delegation chair and create a delegation for all IACURH and NACURH conferences along with the Advisor.
  - a. For the Regional Leadership Conference, a delegation of students will be selected by the NCC and Advisor. Typically, RLP cabinet members attend in

addition to interested RHA and NRHH members, up to the delegation capacity, however, it may be that fewer Cabinet members attend to allow more general members the opportunity to attend.

- b. For the Regional Business Conference, the delegation will consist of the NCC, the RHA President, the NRHH President, the Advisor(s), and any member bidding for a regional board position. Additional students may attend if there is room in the delegation, per the discretion of the NCC and Advisor.
  - c. For the NACURH conference, a delegation assembled from members of next year's cabinet and returning active RHA and NRHH members will be selected by the NCC and the Advisor.
  - d. Shall be responsible for coordinating a bid(s) for IACURH Regional Leadership Conference and Regional Business Conference in conjunction with the RHA President and NRHH President. All RLP Cabinet members are expected to assist in the writing and finalizing of bids.
4. Shall be responsible for getting information from the NACURH and IACURH Databases and best utilizing and sharing that information with RLP.
  5. The responsibilities of the NCC in regard to IACURH and NACURH Affiliated Conferences, in collaboration with the Advisor, include but are not limited to:
    - a. Shall coordinate at least two to four meetings before a conference with the conference delegation.
    - b. Creation and distribution of conference itinerary.
    - c. Creation and delegation of participation in conference spirit, including pins, display, and banner.
    - d. Shall be responsible for accepting the awards obtained by CSU for any NACURH, Inc. affiliated conference when appropriate.
    - e. Shall be responsible for all of the duties outlined in the [IACURH Policy Book](#), which are as follows.
      - f. 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.
      - g. Serve as a member of an IACURH regional committee for the length of their term as NCC.
      - h. Shall attend all business meetings at IACURH conferences on behalf

of their school. The NCC may appoint a designee to vote in their absence.

- i. Shall be responsible for maintaining their school's good standing status through submitting the yearly NACURH Corporate Office report(s), membership dues, and registration/affiliation forms.
6. Shall make sure funds are being spent appropriately in the Conference Expenses section of the yearly budget, with the assistance of the DAF.
7. Shall be required to attend all conferences unless given an excused absence according to the RHA Constitution and By-Laws.
8. Shall help coordinate all matters of conference fundraising with the DAF.
9. Shall coordinate the "Of The Year " awards in the Residential Buildings for submission to IACURH/NACURH with the President, NRHH VPRS, and NRHH President.
10. Shall actively participate in opportunities with the region to the best of the NCC's abilities, when applicable and available and within reasonable time commitments.
11. In regard to Conferences NOT Affiliated with IACURH or NACURH, but for which there is state/regional and RHA/NRHH member interest, the responsibilities of the NCC are including but not limited to:
  - a. Shall work with the DAF to determine if there are available funds.
  - b. Shall create a delegation in any manner they deem fit and necessary.
  - c. Shall create and distribute a conference itinerary.
  - d. Participate and create items for conference spirit, if deemed necessary.
12. Shall work with the DAF to ensure that Colorado State University is affiliated with NACURH by the date outlined in the NACURH Policy Book.
13. Shall attend a minimum of five NRHH meetings per semester.
14. Shall all coordinate aggie points with CC Presidents and marketing chairs for CCs.
15. Shall author and distribute minutes for all RHA-led meetings.

Section 6. Regional Board of Directors (RBD) Member

The responsibilities of any Regional Board of Directors (RBD) or NACURH Board of Directors (NBD) Member, which is an uncompensated position, are as follows:

1. Shall complete all RBD/NBD positional requirements, as outlined in the IACURH policy book.

2. Present to the RHA, NRHH, and RLP Cabinet spaces about their position and regional or national involvement.
3. Be available to be a part of any conference recap presentations for any of the RHA, NRHH, or Cabinet spaces.
4. Shall attend one delegate meeting per conference to get to know the CSU delegation.
5. Shall attend at least two meetings of their associated organization per semester.
6. Shall attend at least two 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.
10. Additional details may be found in the NRHH Regional Board of Directors: Host Clause.

Section 6. NRHH President

The NRHH President also serves as an RHA Senator and NRHH Representative at RHA Senate meetings. Such representation generally includes reporting on NRHH events and programs and sponsoring bills and voting on bills on behalf of NRHH. The NRHH President has speaking and voting rights in the RHA Senate. As outlined in the NRHH Constitution and Bylaws, the NRHH President works closely with the RHA President to plan and organize for both organizations and RLP with the Advisor/supervisor, plan collaborative opportunities between RHA and NRHH, and 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.

Section 7. NRHH Vice President of Marketing and Design

The NRHH Vice President of Marketing and Design typically works closely with the RHA Cabinet and RHA initiatives through supporting marketing and merchandise designs, updating RHA information on the RLP website and social media, assist with design conference bids, and advising CC marketing chairs, as listed in the NRHH

Constitution and Bylaws.

Section 8. NRHH Cabinet

The RHA Cabinet and NRHH Cabinet work closely together, in line with the Constitution and Bylaws of both organizations. Typically, NRHH Cabinet members attend 1 RHA meeting per month and all meetings regarding nominations and elections, and provide support for any large events/programs.

Section 9. RLP Liaisons

Each RHA Cabinet member will act as an RLP Liaison for the CC of the residence hall in which each resides and for the CC their residence hall is a part of.

The RLP Liaisons:

1. Shall act as resource to support the Residence Directors and Assistant Residence Directors of each respective residence hall.
2. Shall help establish each CC as a Recognized Student Organization (RSO).
3. Shall help each CC recruit members.
4. Shall attend all CC meetings, with the exception of three (3) unexcused absences.
5. Shall be present for all CC elections.
6. Shall attend informational meetings concerning CCs.
7. Shall be available throughout the year as a resource to the CC.
8. Shall assist in education regarding SLiCE, RHA, NRHH, Residence Life, and duties and requirements of CC members. They should also communicate resources available to CCs, such as funding bills and resolutions.

The CCs are as follows:

1. Northwest: Durward, Westfall, Laurel Village
2. Northeast: Corbett, Parmelee, Allison
3. Southwest: Ingersoll, Edwards, Summit
4. Southeast: Academic Village, Newsom, Braiden, Aggie Village

## **ARTICLE VII. STAFF MEMBERS**

### **Section 1. Hiring and Training**

1. Openings shall be posted on CSU job websites for open hiring.
2. Interviews shall be facilitated by the Advisor, NRHH President, and any others deemed necessary.
3. Shall have a training period consisting of a series of meetings at the start of employment.
4. Shall attend two (2) office hours per week to complete additional position duties.
5. 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 termination process by the advisor/supervisor

### **Section 2. Responsibilities**

The responsibilities of the RHA Administrative and Support Chair are as follows:

1. Shall serve a full-year term with compensation in the form of an hourly wage.
  - a. The wage allocation will be equal to \$2,800 per semester.
  - b. The wage will be equal to \$20 per hour.
2. Shall author the minutes for Senate meetings and distribute a copy to all voting members within 24 hours of the meeting.
3. Shall author every other Cabinet meeting minutes and distribute them to Cabinet and Advisors within 24 hours of the meeting in conjunction with the NRHH Administrative and Support Chair.
4. Shall facilitate office system management of the RLP office.
  - a. A list of requests and requirements will be provided by the RHA/NRHH Presidents on a weekly basis.
5. Shall facilitate office system management of the RLP office.
  - a. List of requests and requirements will be provided by the RHA/NRHH Presidents on a weekly basis.
6. Shall keep a copy of all pertinent files in the archives.
7. Shall facilitate organization and simplification of the RLP Shared Drive
8. Shall keep track of each member's attendance, notifying them after each absence

within two (2) days of a meeting.

9. Shall make and distribute placards to all voting members at each meeting, unless otherwise indicated by the President or Advisor.
10. Shall coordinate and manage a calendar of events and meetings for RHA.
11. Shall coordinate and manage a calendar of events and meetings for RLP in conjunction with the NRHH Administrative and Support Chair.
12. Shall create a system for and monitor office hours.
13. Shall not have voting rights, but will have speaking rights.

## **ARTICLE VII. OFFICE HOURS**

1. Cabinet office hours shall be completed between 7 a.m. to 10 p.m. Monday through Friday.
2. Shall not be completed on weekends or on a day when there are no classes/the University is closed.
3. If office hours are missed the previous week, they must be made up by the following Friday.
4. If a Cabinet office hour will be missed or completed outside of the office, an email must be sent to the Advisor and any other affected parties such as any person that they might be meeting.
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.
6. Any purposeful misrepresentation on the time sheet shall be immediate cause for impeachment proceedings to begin without further warning.

## **ARTICLE VII. COMMITTEES**

1. Standing committees may be created to help fulfill a long-term need or goal that will continue for multiple years. Ad-hoc committees may be created for a short-term purpose, focused on addressing a present issue or concern that can be resolved within the academic year.
  - a. 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.
  - b. The purpose and responsibilities of each standing committee shall be specified in the bylaws.

- c. The purpose and responsibilities of each ad-hoc committee shall be specified at the first meeting that committees become available.
2. Chairs of each committee shall be determined by interest from active members, at the discretion of the President.
3. 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
4. The chair(s) shall be responsible for communicating goals and committee updates to the RHA President and Senate.
5. 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.
6. All committees shall meet at times agreed upon by the said committee.
7. Committee chair(s) shall keep attendance for their committees. Chair(s) must report all unexcused absences of committee members to the RHA President.
  - a. 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.
  - b. If an active member obtains three or more unexcused committee meeting absences in a semester, they shall become inactive and the open committee spot will be offered to another interested active member.

## **ARTICLE VIII. CC PRESIDENTS**

### **Section 1. CC President Responsibilities**

The responsibilities of the CC President are as follows:

1. Shall attend and lead CC meetings, and must give prior notice to the CC Cabinet and Advisor at least 24 hours before the meeting.
2. Shall submit at least one OTM.
3. Shall complete at least one office hour per week in the RLP office when another RLP Cabinet member is present.
4. Shall attend at least two RHA Senate meetings per semester.
5. Shall attend at least two NRHH Chapter meetings per semester.
6. Shall understand and uphold the CC Constitution.



7. Shall assist in the organization, operation, and completion of all CC activities.
8. Shall coordinate with their RLP Liaison to monitor their CC's Aggie Points.

Section 2. CC President Housing Credit

Each CC President has the opportunity to earn up to \$150 housing credit each semester.

The President can complete the following duties to earn their credit

1. \$4 for every office hour attended. 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. \$12 for each RHA and NRHH meeting attended.
4. Extra duties toward this stipend cannot be used to earn higher than the \$150 cap.

Payment for the CC Presidents' stipend will come from fundraising efforts including but not limited to the Care Package Program.

Section 3. CC President Elections

The election procedure for the CC President can be found outlined in the CC Constitution.

**ARTICLE XIII. OUTSIDE ORGANIZATIONS**

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