

Constitution and Bylaws

Residence Hall Association
Colorado State University

CONSTITUTION

We, the members of this organization, 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 supersede any policies, rules, or procedures set forth by Colorado State University and its University Housing and Dining Services.

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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 Regional Councils (hereinafter known as RCs) in a central on-campus housing government named the Residence Hall Association, hereinafter referred to RHA.

Section 1. Associations with NACURH, Inc.

NACURH, Inc. (National Association of College and University Residence Halls) 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 ends 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 (hereinafter known as NRHH), the Residence Hall Association, and all the Regional 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 residents living in University Housing, by representing and conveying the needs and problems of those living in University Housing to HDS and RCs.
2. To promote the RC 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 IACURH and NACURH.
6. To collaborate with the CSU chapter of 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 campus residents who are not CSU full time staff members.

- A resident is defined as an individual who participates in CSU 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 who are not Community Assistants (CAs) and Operation Assistants (OAs). Any resident who lives on campus may be an active member of RHA.
- Active members may be selected to serve as RHA Senators by their Regional Council or when appointed by the RHA President.
- Active members may speak in RHA Senate but may not vote – only RHA Senators may vote.

Section 2. 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 and lead Cabinet meetings in collaboration with the RHA and NRHH Presidents.
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. Shall count election votes of Members with the highest-ranking Cabinet member who is chairing Elections.
7. Shall mediate during the Impeachment Process.
8. The Advisor(s) shall be responsible for bridging communication between the RHA space and other professional staff.
9. 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), and Vice President of Marketing and Design (VPMD). The president may appoint any voting member to preside over the Senate.

Section 2. Cabinet Member Terms and Vacancies

Cabinet position terms are one academic year starting in the upcoming Fall semester after they are elected, in addition to spring transition meetings/retreats and summer virtual meeting requirements. Outgoing and incoming Cabinet members are encouraged to attend the NACURH annual conference. However, the outgoing NCC and NCC-Elect are required to attend as part of their position expectations unless an exception is provided by the President and/or Advisor.

Sub section a. *Cabinet Vacancies*

If a position is not filled during the election process, the incoming President may appoint an On-Campus Member to the position after elections have ended with approval from the Cabinet. Should the President-Elect position be left vacant, the current President shall appoint an On-Campus Member to the position after elections have ended with approval from the Cabinet.

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.

If a Cabinet position becomes vacant after the first Senate meeting, the election procedure described in Article VII shall be used to elect an RHA member or resident 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.

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

Section 4. Employment

Each Cabinet member shall sign an employment agreement with CSU University Housing before being sworn into their position. This agreement, along with the University Housing supervisor, supersedes the RHA Constitution and Bylaws when the documents disagree, except for eligibility requirements and impeachment processes.

Section 5. Cabinet Duties

1. All Cabinet members shall be required to spend at least five hours each week in the RLP Office. These hours must be finalized with the Advisor and shared with other members of RLP by the end of training each semester and may be updated based on the needs of the cabinet member when discussed with the Advisor or their President.
2. Must complete RHA or RLP related work for a total of 15-20 hours per week, in alignment with RHA or RLP needs, expectations, or reasonable directives from the Advisor/Supervisor.
3. All Cabinet members shall maintain a minimum semester GPA of 2.0 for undergraduate students and 3.0 for graduate students, remain in good conduct standing, and maintain full-time student status for the duration of their term.
4. The additional duties and responsibilities of each Cabinet member and Senator shall be specified in the Bylaws.
5. If, at any time, a cabinet member fails to maintain member requirements, impeachment proceedings may take place.

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 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 in accordance with University Housing student staff policies.

ARTICLE VII. 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. Undergraduate nominees must have a cumulative and semester GPA of 2.0 at the time of nomination; graduate nominees must have a cumulative and semester GPA of 3.0.

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 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.

Section 6. Newly Elected Member Expectations

After elections are complete, new incoming cabinet members for the following academic year are expected to attend the Spring Retreat in April to review the various responsibilities and expectations associated with their position and plan for the upcoming academic year. Details will be shared by the elections. They must complete any required hiring paperwork, background checks, and other processes necessary for hiring a student employee in University Housing within the timeline/deadlines provided by University Housing.

All cabinet members are expected to attend a virtual team meeting and a virtual one on one with the RHA President in July to touch base about Ram Welcome planning and review plans for the first few weeks of the academic year. Cabinet members will be awarded $50 Ram Cash for their time.

ARTICLE VIII. SENATORS

The President of each Regional Council shall serve as an RHA Senator to represent their residents' needs, concerns, and interests. Each region may have up to two additional Senators from different residential buildings. These Senators are selected by the Regional Council Presidents for each region.

CAs and OAs may not be Senators. CAs/OAs may be active members in RHA with speaking but not voting rights.

Section 1. Senator Duties and Expectations

1. Attend RHA meetings.
2. Shall follow the attendance policies regarding RHA Senate attendance set forth in Article VII of the RHA Bylaws. Actively support the advocacy initiatives/projects led by the DAF.
3. Speak and vote during RHA meetings as a representative of the residents of their residential community, not based on personal interests or bias.
4. Consider fiscal responsibility and residential impact when voting.
5. Attend any training sessions or retreats as able if requested by the RHA President or their Regional Council Leadership Team.
6. All new Senators must either attend an RHA Senator training or meet with the RHA President and/or Advisor to review the position expectations and other important information necessary to effectively serve as a Senator prior to having voting rights at RHA Senate.

Section 2. Senator Compensation

1. To recognize Senators' service to RHA, RHA will award each Senator $50 Ram Cash at the end of each semester if all Senator expectations are met.

ARTICLE IX. 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 NCC shall be the RHA liaison for the Associated Students of CSU (ASCSU) unless they are unable to attend ASCSU Senate meetings, where another cabinet member or RHA Senator would be appointed. Liaisons representing other organizations at RHA must be confirmed by the President, and they shall have speaking but not voting rights.

ASCSU shall select a liaison for RHA through their own process.

ARTICLE X. BILLS AND RESOLUTIONS

Section 1. Definitions

A bill shall deal with the monetary support and funding of a program, project/initiative, 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 (using the provided template) 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.

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 RC Chair who has a clear understanding of and support for the bill or resolution purpose.

Section 4. Bills in the Senate

All bills shall have at least one reading where the bill will be summarized with important key points. The first will occur on the night the legislation is introduced, followed by a presentation by the author(s), a question-and-answer period, caucus, discussion, and voting, as described in Article XII. The second reading shall occur in the second week if requested by an active member, prior to the beginning of discussion and caucusing

Caucusing, discussion and voting are allowed after a first reading of any resolution.

All bills will be discussed and voted on after the first reading.

ARTICLE XI. BILL AND RESOLUTION PROCESS

Bill Under $100

A Bill requesting under $100.00 will not been seen by the senate.

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 XII. 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.

ARTICLE XIII. FUNDING

Section 1. Funding Source and Allocation

1. Funds for RHA are allocated by HDS through an agreed upon Memorandum of Understanding that provides funding based on an agreed upon amount per resident living on campus. This amount is divided into four disbursements, with the first disbursement being provided by the 10th day of the academic year.
   a. A Memorandum of Understanding may be agreed upon each spring semester, in collaboration with the RHA and NRHH Presidents and Advisor, for funding for the upcoming academic year.
2. Money from community partnerships (e.g. Care Package Program) and rollovers 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 general RLP purchases as is reasonable and in line with the mission and goals of RHA, NRHH, and HDS.
5. The unspent money in RC Student Organization Financial Accounts (SOFA) will be returned to the RHA general fund at the end of the academic year, at the request of the DAF or Advisor.

Section 2. Bill Funding Conditions

RHA will evaluate bill proposals by the following criteria, in no specific order. The inability to adhere to the criteria below could potentially impact the amount of funding received.

1. The program has a direct impact on the educational, professional, social, or leadership development of residents.
2. 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.
3. The organization shows the ability to plan and effectively deliver their services.
4. Funding is not used solely for the purpose of benefiting student staff members without a direct impact on fee-paying residents.
5. A bill/program/initiative cannot include any type of entry or participation fee.
6. The organization/bill author(s) commits to tracking event attendance and taking photos and submitting those to the DAF within one week after the event.
7. Any bills submitted or presented by an CA must have at least one active Senator from their RC for their bill to be seen or voted on by the senate body.
    a. The Senator must be in good standing with the Senator attendance policy for any bill or resolution from their associated building to been seen or voted on by the senate body. They are not required to be present for a bill to be seen or voted on if they are in good standing with the RHA Senator attendance policy.

Section 3. <u>Bill Funding Regulations</u>

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:
    a. 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.
    b. 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.
2. 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.
3. 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 staff.
4. Student organizations that have a negative account balance in their SOFA account shall not be eligible to receive funding from RHA.
5. RHA will not allocate funds for fundraisers or activities associated with fundraising that are intended to solely benefit those of the organization.
6. RHA will not allow funding to be allocated to any items not listed in a bill voted on by the senate.
7. RHA will not fund events or programs that charge an entrance fee to any participant regardless of if they are a CSU resident or student.
8. No single bill from a residential community can exceed the sum of $3,000.
    a. This restriction may be overridden by a two-thirds vote.
9. RHA expressly prohibits proselytizing of any kind at RHA-funded programs.
10. Upon approval of funding, the student organization agrees to accept all regulations that RHA has put in place, including, but not limited following the rules set forth by SLiCE regarding spending funds.
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 logo.
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 from outside organizations.

Section 4. <u>Cabinet Expenditures</u>

The DAF is responsible for submitting required SLiCE paperwork on the student organization financial portal within 3 business days of any RHA purchase. They will also submit the RED form for University Housing, to include a copy of the SLiCE paperwork, receipts, and any related signed bill, if applicable. Failure to do so could result in the freezing of their budget until all unaccounted-for spending is documented. This is in reference to, but not limited to, purchase-card charges, 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 XIV. LEGISLATION

1. RHA Summer Budget
    a. This initiative entails empowering an advisor with the authority to allocate a set amount of funding for use during the summer months. With this funding, they would have the autonomy to sponsor bills on behalf of the RHA Senate, thereby nurturing a community that places the needs of CSU residents at the forefront throughout the entire year for year-round residents, particularly for use through bill request for year-round apartment spaces and summer residents.

b. Summer funding may be requested after CSU's May graduation through the first two weeks of the subsequent academic year, or until RHA begins meeting and reviewing bills for the academic year, whichever happens later.
c. The amount of funding RHA has at the end of each academic year varies, and thus the amount allocated for summer funding use should be voted on each Spring semester.

ARTICLE XV. REGIONAL COUNCIL LEADERS

Regional Council leaders will be selected following the process outlined in the Regional Council Constitution. To recognize their service to their fellow residents, the Regional Council Chairs/President will be awarded $100 Ramcash at the end of each semester if the expectations of their Regional Council position are met. Expectations of each position are listed in the Regional Council Constitution, and each Regional Council Advisor will work with the RHA President to confirm if the expectations are met before awarding Ramcash.

ARTICLE XVI. AMENDMENTS AND RATIFICATION

1. Any active member may propose amendments to the constitution and bylaws.
2. An amendment may be deemed unconstitutional if it removes a section or clause without replacing it sufficiently within the Constitution or bylaws or without reasonable cause to remove it.
3. Amendments to the Constitution shall be passed with 2/3 majority vote.
4. Amendments to the bylaws shall be passed with a simple majority vote.
5. Upon ratification of the constitution, a sufficient date must be put in place for the amendment(s) to be enacted.
6. Each summer, the Summer Residential Leadership Programs Intern(s) (typically the incoming Presidents), in collaboration with the Advisor, may make alterations to Constitution and Bylaws to better reflect the reality of the chapter and NACURH standards. All changes are subject to review by Cabinet, and recommendations from the Cabinet may be incorporated by unanimous consent or settled by a vote. Revisions from the Advisor that relate to institutional HDS policy or process requirements or employment standards must be integrated automatically.

ARTICLE XVII. DEFAULTS

Section 1. In the event that the 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 Twelfth Edition.

Section 2. In the event that RHA is dissolved or no longer functioning, it will be up to the discretion of HDS to keep and/or redistribute all RHA assets. If RHA ever re-starts after being dissolved, it may request all RHA physical assets to be returned and re-negotiate the status of receiving funding from HDS through the Memorandum of Understanding.

BYLAWS

The RHA Bylaws are intended to provide clarification of 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 shall meet each week 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, the Monday following a regional conference, or as otherwise indicated by CSU or HDS.
    a. The Senate shall meet at a time and place as determined by the RHA President and Advisor unless the Cabinet feels it is unnecessary to meet or impossible because of circumstances beyond the Cabinet's control.
    b. Shall meet one week for bills, one week for Town Hall and two weeks for planning/work with the senators. One of the planning meetings will also be for the DRED's monthly workshop.
    c. It is at the discretion of the RHA Cabinet to find a different meeting place for the RHA Senate if needed 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.
2. Meetings called by the Cabinet and attended by a quorum of Senators shall be deemed a meeting of the Senate.
    a. A quorum shall be defined as 50%, rounded up to the next whole number, of all Senators.
        i. Senators include each RC President, up to two additional appointed Senators per RC, the three RHA Directors, and NRHH Cabinet members.
            1. In the event the RC President cannot attend RHA, they may send another RC officer to speak and vote in their place as a proxy.
        ii. For quorum, at minimum five RC Presidents, three RHA cabinet members, and one NRHH member shall be considered. Therefore, quorum will be met if at least five Senators are present.
3. 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.
4. Speaking rights shall be granted to Senators, RC members, Advisors, CAs, residents, and liaisons from external non-residential organizations unless otherwise deemed by the senate chair.
    a. The chair of the Senate may not interject their own opinions into the meeting unless the chair is first yielded to another member of the Senate.
5. Voting rights shall be granted to all Senators.

ARTICLE II. SENATE ATTENDANCE

Section 1. Unexcused Absences

RHA Senators are expected to attend RHA Senate meetings. If they need to miss a meeting due to extenuating circumstances (medical, academic, family need, etc.), they must reach out to the RHA President (hds_rha_president@mail.colostate.edu) and Director of Administration and Finance (DAF, hds_rha_finance@mail.colostate.edu) in writing to make them aware of the absence at least 24 hours in advance whenever possible. The President and DAF will determine if the absence is excused.

RHA Senators are allowed one unexcused absence from RHA Senate meetings. At the second unexcused absence, the RHA President and/or DAF will check in and offer support and strategies for success and consistent attendance. At the third unexcused absence, the RHA Senator will no longer be in "good standing" with the attendance policy and the RHA President will connect with the Senator's Regional Council about next steps for finding a new Senator.

An RHA Senator may return to "good standing" with the attendance policy by attending an RHA Senate meeting and discussing their continued future attendance and adherence to the attendance policy with the RHA President. If, after returning to "good standing," the RHA Senator acquires another unexcused absence, then they will be removed from the position. Their Regional Council will assist in finding a new RHA Senator for that building and will reasonably support that building as proxy RHA Senators as able.

Section 2. Excused Absences

For an absence to be considered excused, the RHA Senator must let the President and DAF know in writing at least 24 hours in advance of the meeting that they will be missing whenever possible.

RHA Senators are allowed up to two excused absences per semester, after which the process outlined above for unexcused absences will take place.

ARTICLE III. CABINET

Section 1. General Cabinet Responsibilities

The general responsibilities of all RHA Cabinet members include:

1. Maintain a 2.0 GPA each semester for undergraduate students, or 3.0 semesterly

GPA for graduate students.

2. Shall meet weekly for Cabinet meetings from 6:30 p.m. to 8:30 p.m. on Tuesdays.
3. Shall attend RHA Senate meetings.
4. Shall attend 1 NRHH meeting per month, all NRHH meetings regarding nominations and elections, and provide support for all larger NRHH programs.
5. Shall attend fall and spring training as designated by HDS.
6. Shall respond to all inquiries regarding RHA and RLP in a reasonable time frame.
7. 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.
8. Shall meet with the Advisor for a regular meeting at a scheduled time agreed upon by both parties.
9. Shall meet with the RHA president each week or biweekly during the academic year.
10. Shall maintain an orderly and clean office space and model proper use of the space to all students involved with CSU.
11. Shall write at least one OTM each month of the school semester.
12. Must serve on the Campus OTM Voting Committee, chaired by the NRHH VPRS.
13. Shall act as a resource for the Residential Coordinators in the selection process of RC positions.
14. Shall engage with the region by working together with NRHH Cabinet to create at least one bid for RLC in the fall, one bid for RBC in the spring, and one bid for NACURH in May, if applicable.
15. Shall complete all other duties outlined in the Constitution and Bylaws or as requested by the Advisor/Supervisor. Failure to complete duties is grounds to initiate the impeachment process.

Section 2. <u>President</u>

The responsibilities of the President are as follows:

1. Shall serve as chief representative for matters involving RHA.
2. Shall decide on all town hall requirements.
3. Shall run Cabinet meetings with the NRHH President.
4. Shall be responsible for creating the agenda for Senate meetings and giving the Senate notice of said agenda 24 hours in advance.
5. Shall be responsible, along with the DAF, for ensuring that funds are spent in accordance with the RHA Constitution.
6. May cast a tie-breaking vote when there is no clear majority on an issue.
7. Shall review transition packets from the entire Cabinet by the end of the term, in conjunction with the Advisor.
8. Shall manage Cabinet conduct with the RLP Advisor and RHA President.

9. 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.
10. Shall give a presentation at least once per semester at a University Housing Professional Staff Meeting in conjunction with the NRHH President. Typically, the presentation takes place at the last/next to last meeting of each semester.
11. Shall conduct one-on-one meetings with RHA Cabinet members each week.
12. Shall be responsible for appointing ad hoc committees for RHA when necessary.
13. Shall attend all regional and NACURH conference business meetings within their term unless given an excuse according to the Constitution and By-Laws.
14. Shall sit on a regional committee and uphold the Presidential expectations set by the region and NACURH, unless otherwise determined with the Advisor.
15. Shall assist in bid coordination in conjunction with the National Communications Coordinator, and NRHH President with the "Of The Year" (OTY) awards process.
16. 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.
17. Shall pursue advocacy efforts to increase the prevalence of student voice within RHA.
18. Shall register the organization through Ramlink.

Section 3. <u>Director of Advocacy and Finance (DAF)</u>

The responsibilities of the DAF are as follows:

1. Will inform bill authors about their bill status, or of any changes that are recommended to their bill.
2. Shall maintain and keep records for RHA utilizing the online storage system, including keeping the storage system organized and updated as needed.
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 if the President cannot.
5. Shall oversee approved budgets, maintain records, and give reports on all RHA financial transactions.
6. Shall present the RHA budget for the year by the third RHA meeting of the Fall

semester.

7. Shall make periodic budget reports at Senate and cabinet meetings at least once per semester.
8. Shall help coordinate all matters of conference fundraising with the NCC.
9. Shall serve as a mandatory signing member on any financial documents.
10. Shall help Cabinet members track 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.
12. Shall author and distribute minutes for all RHA-led meetings within 24 hours after the meeting takes place.
13. Shall coordinate student development within RHA with the DRED, including a monthly activity involving student development during Senate Body Meetings and/or two RLP member social events each semester.
14. Shall take minutes for all RHA meetings in the Senate space.
15. Shall be the spearhead of RHA's advocacy efforts to increase the student voice.
    a. Facilitate one year-long project each academic year and one semester-long project each semester.

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 RC 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 plan one leadership or other skill building workshop for residents each month, to take place during an RHA meeting.
6. 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).
7. Shall organize birthday recognition, in-meeting recognition, and snaps.
8. Shall coordinate the End of the Year Banquet in conjunction with the NRHH VPRS.

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 or residents 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, current cabinet, returning active RHA and NRHH members, and general residents 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, as well as the annual NACURH 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 regarding 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 the duties outlined in the IACURH Policy Book, which are as follows.
        i. Serve as a member of an IACURH regional committee for the

length of their term as NCC.

ii. Shall attend all business meetings at IACURH conferences on behalf of their school. The NCC may appoint a designee to vote in their absence.

iii. 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 for Regional Councils with the NRHH VPRS.
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. Regarding 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 and Advisor(s) to ensure that Colorado State University is affiliated with NACURH by the date outlined in the NACURH Policy Book.
13. Shall attend NRHH meetings once each month per semester.
14. Shall act as parliamentarian during meetings of the RHA Senate, unless otherwise directed.

Section 6. <u>Regional Board of Directors (RBD) Member</u>

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, i.e. NACURH or regional elections, NACURH or regional changes to structure, NACURH or regional chats and roundtables, etc.
9. May meet with the 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 7. 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 8. 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 RC marketing chairs, as listed in the NRHH Constitution and Bylaws.

Section 9. NRHH Cabinet

The RHA Cabinet and NRHH Cabinet work closely together, in line with the Constitution and Bylaws of both organizations. NRHH Cabinet members must attend 1 RHA meeting per month, all meetings regarding nominations and elections, and provide support for each semester's large program. NRHH Cabinet members may also serve as RHA Senators when attending RHA meetings.

Section 10. RLP Liaisons

Each RHA Cabinet member will act as an RLP Liaison for their assigned RC, which includes the residential building in which they reside and the other residential buildings in that region. Expectations and details about RLP Liaisons may be found in the RC Constitution.

The incoming RHA and NRHH Presidents should be listed as the "President" and "Finance Chair" in all councils for re-registration purposes each year, to be updated by the Presidents and Advisor(s) in the Fall semester when a new Leadership Team is selected for each RC.

The RCs are as follows:

1. Northwest: Durward, Westfall, Laurel Village
2. Northeast: Corbett, Parmelee, Allison
3. Southwest: Ingersoll, Edwards, Summit, Academic Village
4. Southeast: Newsom, Braiden, Aggie Village
5. Apartments: Aggie Family, International House, University Village 1500, University Village 1600/1700

ARTICLE IV. OFFICE HOURS

1. Cabinet office hours shall be completed between 7 a.m. to 9 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 as requested by the Advisor or RHA President.
4. If a Cabinet office hour will be missed or completed outside of the office, a message must be sent to the Advisor, RHA President, and any other affected parties at least 1 business day in advance whenever possible.
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 or residents.
6. Any purposeful misrepresentation of a cabinet member's office hours shall be immediate cause for impeachment proceedings to begin without further warning.

ARTICLE V. 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 Advocacy 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 2. 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 Advocacy 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 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 3. <u>Impeachment - Senate Guidelines</u>

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 4. 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 their term.

Section 5. 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 VI. RC LEADERSHIP TEAM

Section 1. RC Leadership Team

The responsibilities of the RC Leadership Team, including further details about the RHA Senator and NRHH Representative expectations, are outlined in the RC Constitution.

Section 2. RC Leadership Team Selection

The selection procedure for the RC Leadership Team is outlined in the RC Constitution.

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. 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. 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.
    a. 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.
3. 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.