Bylaws of the Northern Illinois University
Residence Hall Association

Bylaw I - Mission

The Residence Hall Association has adopted the following mission statement to guide its efforts:

To actively and faithfully represent the residents of our halls to the Northern Illinois University administration and other organizations interacting with, or affecting Residence Hall life, to promote a socially and educationally enriching environment through diverse programming for the Residence Halls and for campus, and to encourage and develop new student leaders.

Bylaw II - Diversity Statement

The Northern Illinois University Residence Hall Association is a student-run organization whose purpose is to provide communication, education, and leadership development opportunities for student leaders in the Residence Hall system across campus. Students that compose the membership of our organization are different abilities, races, ethnicities, sexual orientations, religions, ages, genders, and political affiliations. As such, N.I.U.R.H.A. is a representative body of truly multiracial populations and is committed to promoting an atmosphere conducive to embracing and celebrating individual differences and lifestyles. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member halls to build committees and conference delegations that are representatives and inclusive of the diverse population of their individual Residence Halls. Ultimately, we strive for an appreciation, understanding, and celebration of diversity.

Bylaw III – Aims of the Organization

Section 1: The aims of N.I.U.R.H.A. are:

a) Serving as a positive role model to our residents in every way; including but not limited to: academics, behavior on and off-campus, use of social media,
b) Representing Housing & Dining/ RHA in a positive light,
c) Being inclusive and providing all residents an opportunity for leadership development,
d) Realizing that we serve residents and making sure it is still enjoyable even though RHA is a formal and professional organization,
e) Staying true to the promises of our oath by following through on the duties of our position and these aims of the organization,
f) To ensure RHA is giving the residents a voice, bringing the community together within the halls, and creating change for the residents,
g) To unify the individual residence halls and to further the common interests of their residents, promoting better relations between residence halls and other groups, and
h) To actively and faithfully represent all students.

Bylaw IV - Terms and Acronyms

Section 1: Terms

a) The word hall or resident is used to refer to R.H.A. members’ constituencies.
b) The term Affiliated Organizations shall refer to the National Residence Hall Honorary and other relevant organizations.
c) The terms council and R.H.A. body are used to refer to the voting membership of the N.I.U.R.H.A.
d) The term General Assembly shall refer to the meetings of the R.H.A. Body.

Section 2: Acronyms

a) N.I.U.R.H.A. shall refer to all of the students living in the Residence Halls, as stated in the R.H.A. Constitution.
c) NRHH shall refer to the National Residence Hall Honorary.
d) NOR shall refer to the New Orleans Room.
e) NACURH shall refer to the National Association of College and University Residence Halls, Incorporated.
f) GLACURH shall refer to the Great Lakes Affiliates of College and University Residence Halls.
g) IRHA shall refer to the Illinois Residence Hall Association.
h) GGR shall refer to the Grant Game Room.

Bylaw V - Officers

Section 1: General Duties
a) Attend all R.H.A. Executive Board meetings, R.H.A. General Assembly meetings, and R.H.A. Retreats.
b) Perform no fewer than 5 office hours per week.
c) Serve as a representative of the R.H.A. at university events, as requested.
d) Serve as a liaison to one of the halls within the R.H.A.
   I. Each liaison must attend a minimum of two Hall Council functions per month, including but not limited to meetings and programs.
e) Work with the Vice President of Finance with the creation of the R.H.A. budget.
f) Be responsible for the training and transition of the new executive officers filling each individual position.
g) Give a full verbal and written report at all weekly R.H.A. Executive Board meetings and General Assembly meetings.
h) Inform the Secretary of any changes or updates in office hours, e-mail address, events, forms, etc.
i) Serve as a resource to hall council executives on R.H.A. and Hall Council operations.
j) Other duties as prescribed by the R.H.A. President.
k) Duties of Ex-Officio officers may vary from the above stated duties.

The Non-Voting elected officers of the R.H.A. shall be as follows:

Section 2: President
The duties and powers of the President shall be as follows:
a) To preside over all meetings of the R.H.A.
b) To represent the R.H.A. at all public occasions where the R.H.A. is expected to attend or to appoint another R.H.A. member to represent the R.H.A.
c) To enforce the Constitution and Bylaws at all times.
d) To act as the authority to interpret the Constitution and Bylaws, after consultation with the Vice President of Administration, whenever possible.
e) To cast a vote in the case of a tie at General Assembly meetings.
f) To cancel meetings with a majority vote of the council and call alternative meetings, notwithstanding emergency situations.
g) To appoint members to temporary positions when vacancies occur among officers or committee chairperson until a permanent appointment can be made; with approval of the Executive Board.
h) To keep the R.H.A. informed on any matter that affects the hall system and to provide representation at any such meeting where information may be learned.
i) To appoint a resident familiar with Robert’s Rules of Order to serve as R.H.A. Parliamentarian.
j) To serve as the liaison between the R.H.A. and all outside organizations.
k) To serve as the liaison between the R.H.A. and Housing & Dining and University Administration.
l) To request written progress reports from all Executive Board members, appointees and committee chairs.
m) To appoint R.H.A. members to Housing & Dining, University and Student Association committees as requested and approved by the Executive Board.
n) To hold meetings with the NRHH President as needed.

Section 3: Vice President of Administration
The duties and powers of the Vice President of Administration shall be as follows:
a) Shall serve as 1st Vice President of R.H.A.
b) In the case that the President position becomes vacant, the Vice President of Administration will assume the duties of the President, as set forth in “Bylaw IX - Vacancies, Section 1: President”.

c) In the absence of the President, to preside over meetings.

d) To meet with the individual hall Administrative Vice Presidents to review and/or update their Hall Bylaws when needed.

e) To review and recommend revisions of all procedures, policies, guidelines, rules, and regulations of the R.H.A.

f) To enforce those matters pertaining to student government operations, including a review of all executive appointments, proposed legislation, and committee operations, and to veto any decisions thereof if they fail to adhere to proper form or procedure as set for the in the Bylaws.

g) To chair the R.H.A. Facilities Advisory Board (FAB).

h) To serve as a liaison between each Residence Hall and the Facilities Graduate Assistant on hall improvement issues.

i) To oversee operations of the New Orleans Room (NOR) and Grant Game Room (GGR), including but not limited to, supervising the student staff members.

j) To submit time sheets for NOR/GGR employees at least two days before the University deadline.

k) To address all physical concerns about the NOR/GGR with the Graduate Advisor for R.H.A. and the Facilities Graduate Assistant.

l) To address resident concerns with the R.H.A. President and Housing & Dining Administration.

m) To coordinate the R.H.A. Fall and Spring Retreats, in conjunction with the Executive Board and Graduate Advisor for R.H.A.

Section 4: Vice President of Finance

The duties and powers of the Vice President of Finance shall be as follows:

a) Shall serve as 2nd Vice President of R.H.A.

b) In the absence of the President and Vice President of Administration, to preside over meetings.

c) To present all budget requests to the R.H.A. body.

d) To keep all receipts and financial paperwork for the allocations of funds by the R.H.A. body.

e) To prepare all budget reports, as required.

f) To report each week at General Assembly the balance of the R.H.A. Programming and R.H.A. General funds.

g) To chair the R.H.A. Finance Committee.

h) In lieu of the R.H.A. Finance Committee, the Vice President of Finance has the power to recommend budgets on behalf of the committee. These recommendations shall stand as motions on the floor.

i) If funds are sought from the Student Association (SA), the Vice President of Finance shall be responsible for preparation of the budget, and shall be responsible for coordinating the preparation and submission of all documents to the SA.

Section 5: NCC/ICC

The duties and powers of the National Communications Coordinator / Illinois Communications Coordinator (NCC/ICC) shall be as follows:

a) To represent the N.I.U.R.H.A. at all IRHA, GLACURH and NACURH meetings.

b) To perform the duties outlined by the IRHA, GLACURH and NACURH governing documents.

c) In consultation with the NRHH Communications Coordinator and advisors, prepare delegations for all IRHA, GLACURH and NACURH conferences.

d) To chair the R.H.A. Philanthropy Committee.

e) To prepare and submit the Resource File Index (RFI) report to the NACURH Information Center (NIC) at the NACURH conference.

f) To submit all appropriate forms and dues to IRHA and NACURH for the ensuing year.

g) To have custody of the Constitution and Bylaws and to be familiar with their content.

h) To bring a copy of the Constitution and Bylaws to all R.H.A. meetings.

i) To help write the R.H.A. Constitution and Bylaws and All Hall Constitution.

j) To write into the Constitution and Bylaws all amendments thereof.

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Section 6: Programming Coordinator

a) The duties and powers of the Programming Coordinator shall be as follows:
   b) To chair the R.H.A. Programming Committee.
   c) To coordinate and chair "R.H.A. Week". "R.H.A. Week" will be held during both the Fall and Spring semesters.
   d) To create and maintain an accurate and up to date file which must include description and evaluation forms for all internal programs sponsored, initiated, or funded by the R.H.A. Programming fund.
   e) Shall utilize the R.H.A. Programming Committee to coordinate events for the Residence Halls.
   f) Shall guide hall Programming Vice Presidents on programming matters.
   g) Shall distribute and collect program summaries from external organizations approved for R.H.A. funding.

Section 7: Secretary

The duties and powers of the Secretary shall be as follows:
   a) To keep a permanent record of all proceedings of the R.H.A.
   b) Within 24 hours after the regular R.H.A. meeting, to provide copies of the minutes directly to all the R.H.A. members and to the advisors.
   c) Other responsibilities from the president.
   d) To keep all attendance records from General Assembly.
   e) To notify the R.H.A. Vice President of Administration of any violations to the rules pertaining to attendance, which are covered in "Bylaw V - Status and Requirements".
   f) To serve as the R.H.A. Office Manager.
   g) To serve as the liaison between all residents and the Housing & Dining Marketing Team on Channel 8 issues.
   h) To solicit suggestions from the R.H.A. or other residents for upcoming movies to be shown on Channel 8.
   i) To collect and keep a record of the contact information of all current R.H.A. members.
   j) To act as Deputy Chair of the R.H.A. Food Committee.
   k) To ensure that all legislation, minutes, and agendas of the R.H.A. are available online, notwithstanding external complications.
   l) To oversee the Hall of the Year (HOTY) process.

Section 8: Public Relations Officer

The duties and powers of the Public Relations Officer shall be as follows:
   a) To chair the Public Affairs Committee (PAC).
   b) Coordinate all publicity, including advertisements, pertaining to R.H.A. programs, events and meetings.
   c) Serve as the liaison between the Housing and Dining Marketing Team and the R.H.A.
   d) To keep a record of R.H.A.’s public relations and activities.
   e) To serve as the liaison between the R.H.A. and all outside organizations concerning programming and publicity.

Section 9: NRHH Representative

This representative shall be the person the NRHH bylaws specifies. The duties and powers of the NRHH Representative shall be as follows:
   a) To represent the National Residence Hall Honorary at all R.H.A. meetings.
   b) To cast one vote at all R.H.A. meetings.
   c) Be familiar with the R.H.A. Constitution and Bylaws.
   d) To help the R.H.A. President in carrying out the duties of the R.H.A.
   e) To send another NRHH Representative as a voting designate in the event of an absence.

Bylaw VI - Status and Requirements

R.H.A. Bylaws 4
Section 1: Definition
A Residence Hall is here defined as university operated living quarters for staff and students, operating under the All Hall Constitution and Hall Council, and seeking to provide a comfortable, educational, pleasant, and safe environment through trained staff and students and student and/or staff-initiated programming.

Section 2: Recognized Hall Councils
a) Each Recognized hall council shall receive three (3) votes at the R.H.A. meeting.
   I. Gilbert Hall
   II. Grant Complex
   III. New Hall
   IV. Neptune Hall
   V. Northern View Community
   VI. Stevenson Complex
b) Each affiliated organization shall receive (1) vote cast by the designee of the organization:
   I. National Residence Hall Honorary

Section 3: Good Standing
a) A member of the General Assembly or RHA Executive board must be in good standing. This includes, but is not limited to, good conduct standing, good academic standing, in accordance with the Constitution, and being an accused student in a conduct process not resolved past 30 days.
b) A Residence Hall is considered in good standing when it meets the following conditions:
   I. It acknowledges the jurisdiction of, the Constitution and Bylaws of the R.H.A.
   II. It sends official representation to the R.H.A. in compliance with the All Hall Constitution and Bylaws thereof.
c) If it has adopted/suggested any changes to its Bylaws, the Residence Hall shall submit a copy of the new Bylaws to the R.H.A. Vice President of Administration and NCC/ICC.
   I. All amendments and further changes made during the year must be submitted to the R.H.A. Vice President of Administration and NCC/ICC for review no later than 2 weeks after their adoption, so R.H.A. can maintain accurate files.
   II. The All Hall Constitution and Bylaws shall follow the guidelines set in the R.H.A. Constitution and Bylaws. In any area of conflict, the R.H.A. documents shall take precedent.
d) If a hall somehow fails to meet the above criteria, or is responsible for behavior outlined in Section 9: Expulsion and Removal of Office of these Bylaws, the hall shall be considered on probation, bringing on the following consequences:
   I. An investigation by the R.H.A. Vice President of Administration.
   II. While on probation, the hall is not entitled to a vote, and it shall not be numbered in a count for quorum.
   III. R.H.A. funding will be withheld from the hall until the return of the hall's good standing by a vote of 2/3 of the R.H.A. body.

e) A hall may regain its good standing in the following ways:
   I. If the R.H.A. body votes by a margin of 2/3 to return a hall from probation, following a recommendation of the R.H.A. Vice President of Administration.
   II. If the probation was caused by violation outlined in Section 7: Individual Violations, it may be lifted after the hall has had full representation for 3 full meetings.
   III. If the hall makes an appeal to the R.H.A. body as a speaker from the floor and the R.H.A. votes by a margin of 2/3 to return the hall to good standing.

Section 4: Requirements
It is mandatory that each recognized hall council send representatives to attend all weekly R.H.A. meetings.

Section 5: Absence
a) In the event of an absence, the representative may send a designate to vote in his/her place, provided that the designate is a member of the individual hall or affiliated organization. The replacement's name must be sent to the R.H.A secretary at least 3 hours in advance by the respective hall council secretary.
I. In the event that the secretary is unable to perform this duty the respective hall president will take on this responsibility and succession will follow from there

b) In the event a hall has no representatives, it is the responsibility of that hall council's secretary to notify the R.H.A secretary at least 3 hours in advance.

I. In the event that the secretary is unable to perform this duty the respective hall president will take on this responsibility and succession will follow from there

Section 6: Individual Violations
Should any representative be unexcused for more than (3) meetings or (2) consecutive meetings, the representative shall be subject to review by the R.H.A. Vice President of Administration, and:

a) That representative shall be placed on probation pending investigation by the R.H.A. Vice President of Administration.

b) The other representatives, if still in good standing, may appeal to the R.H.A. during New Business (see Section 3: Good Standing).

I. For purposes of the meeting, the individual shall be on probation, losing that member's voting privilege (lowering that hall's votes to 2).

Section 7: Hall Violations
a) Should any hall be unexcused, sending no representation whatsoever, for two (2) consecutive meetings, that hall shall lose its good standing as outlined in Section 3: Good Standing, above.

b) If a hall has (3) or more unexcused absences during one semester, that hall shall lose its good standing as outlined in Section 3: Good Standing.

c) If a hall should lose their good standing then each representative, or their designate should one be sent, shall be considered on probation as well.

Bylaw VII- Meetings

Section 1: First Meeting
The first meeting of the fall semester shall be held no later than 4 weeks after classes have begun or at the R.H.A. Fall Retreat. The first meeting of the spring semester shall be determined before the final meeting of the fall semester, and shall be announced no later than that meeting.

Section 2: Weekly Meetings
The R.H.A. shall meet routinely once a week. The time and place of these meetings shall be decided by the R.H.A. Executive Board at the first meeting of each semester.

Section 3: Emergency Meetings
The President or President Pro Temp may call an emergency meeting of the R.H.A. provided that each member is given at least 24 hours' notice of the meeting.

Section 4: Retreats
The R.H.A. shall host two annual leadership retreats, one during the Fall Semester and one during the Spring Semester

a) The Fall Retreat shall be held before prior to the start of the seventh week of class. The Fall Retreat shall also be used to train the newly elected Hall Council Executive Officers for their positions.

b) A General Assembly may be held at the Fall and/or Spring Retreat.

c) All members will be notified of the retreat date, location, and departure time no later than one week prior to the retreat.

Section 5: Quorum
Quorum shall consist of 2/3 of the total voting members in good standing of the R.H.A.

Section 6: Rules of Order
a) The R.H.A. shall abide by the procedures in Robert's Rules of Order; at the discretion of the Parliamentarian.

b) At all times the R.H.A. shall abide by the procedures set forth in these Bylaws:

I. These Bylaws take precedence over Robert's Rules of Order.

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II. The Constitution always takes precedence.
   c) The R.H.A. body may elect to suspend Bylaw VI following these guidelines:
      I. The motion to suspend must be seconded, and voted in affirmation by a 2/3 majority of the members in
         good standing present.
      II. The suspension shall remain in effect no longer than the meeting in which the vote to suspend took place,
         although the time may be shorter if stipulated in the motion.

Section 7: Legislation Records
   a) Legislation shall appear in the minutes exactly as passed by the R.H.A.
   b) Legislation referred to committees shall appear in the minutes.

Section 8: Legislation
   Legislation of the R.H.A. shall include:
   a) Bills: Legislation in areas in which the R.H.A. has final authority: Appropriation of funds, articles of removal or
      expulsion, ratification of the Constitution and Bylaws, meeting rules, and other powers granted by the
      Constitution.
   b) Recommendations: Legislation recommending policy changes the housing administration, individual
      Residence Hall Councils, and to whomever the R.H.A. sees fit.
   c) Resolutions: Legislation expressing the general opinions and/or concerns of the R.H.A. resolutions must pass
      with a 2/3-majority vote. A resolution may or may not contain a mandate for action.

Section 9: Classification of Legislation
   Bills, Recommendations, and Resolutions shall be considered as main motions.

Section 10: Introduction of Legislation
   a) Any member of the R.H.A. may introduce legislation on the floor of the R.H.A.
   b) Legislation may be introduced by the President of R.H.A., or by a committee, without a second. Final action
      may be taken at the meeting where legislation is presented.

Section 11: Procedures of Legislation
   The following will be observed in the passages of any legislation:
   a) Before the introduction of any legislation, a copy must be submitted to the chair of the R.H.A., which must be
      given to the R.H.A. Secretary.
   b) In every case that the president proposes legislation, he/she must relinquish the chair during introduction and
      debate of the motion.
   c) There will be time allowed for an orderly discussion the legislation.
   d) There must be a quorum present in order to vote.
   e) The legislation must pass by a simple majority of the members present
   f) Any legislation requesting less than $1,000 must pass by a simple majority vote.
   g) Any legislation requesting $1,000 or more must pass by a 2/3 majority vote.
   h) Organizations affiliated with Housing & Dining must make a budget request (2) weeks prior; organizations not
      affiliated with Housing & Dining must make a budget request thru R.H.A. Vice President of Finance (3) weeks
      prior to their presentation to the R.H.A. Finance Committee and R.H.A. general Assembly.
   i) All budgets expire 30 days after the budgeted event. Unforeseen circumstances shall be discussed and
      amended by 2/3 vote of the R.H.A.
   j) When R.H.A. funds are approved:
      I. Publications must include the R.H.A. logo and the words "Sponsored by: Residence Hall Association".
      II. A program summary must be filled out and turned in to the R.H.A. Programming Coordinator within 2
          weeks after the completion of the program.

Section 12: Contents of Legislation
   The content of all legislation must consist of the following:
   a) Must have a title, which explains its full content.
   b) Must designate in its enactment clause who is responsible for implementing the legislation, and must also
      instruct that person to report back to the R.H.A. the results of the legislation.
Section 13: Voting in Absentia
A member of the R.H.A. who is unable to attend a meeting may submit a written, signed, and dated vote for legislation previously discussed and to be voted on at that meeting.

Section 14: Order of Business
The order of business at regular R.H.A. meetings shall be as follows:
a) Roll Call
b) Approval of Minutes
c) Speakers
d) Executive Reports
   I. President
   II. Vice President of Administration
   III. Vice President of Finance
   IV. NCC/ICC
   V. Programming Coordinator
   VI. Secretary
   VII. Public Relations
   VIII. NRHH Representative
   IX. Advisor(s)
e) Committee Reports
f) Hall Reports
g) Unfinished Business
h) New Business
i) Announcements
j) Adjournment

Section 15: Speakers on the Floor
a) Any person wishing to speak to the R.H.A. who is not a member of the R.H.A. must receive permission from the R.H.A. President 48 hours prior to the meeting in order to do so.
b) Unless time is a factor, speakers from the floor will address the R.H.A. during the Announcements in the order of business.
c) Any member of R.H.A. may speak about legislation after being yielded time by the chair.

Section 16: Parliamentarian
Final Authority for interpretation of parliamentary procedure in the R.H.A. is vested in the Parliamentarian.
a) The Parliamentarian shall be appointed by the President and approved by the Executive Board.
b) The Parliamentarian shall present Robert’s Rules of Order by the 5th week of each semester.

Section 17: NCC in training (NCC-IT)
Trainee with the NCC/ICC
a) The NCC-IT is required to attend all NACURH and IRHA conferences and business meetings with the current NCC/ICC once elected.
b) The NCC-IT is required to attend Philanthropy Committee meetings once elected.
c) The NCC-IT will be sworn in at the end of the year banquet as the NCC/ICC along with the rest of the newly elected executive board.

Bylaw VIII - Committees

Section 1: Ad-Hoc Committees
Ad-Hoc committees shall be those committees which will be appointed by the President of the R.H.A. and approved by the Executive Board as the need arises.

Section 2: Standing Committees
a) Standing committees shall be those which will function for the entire year.
b) The standing committees shall be as follows:
   I. R.H.A. Facilities Advisory Board (FAB)
Section 3: R.H.A. Facilities Advisory Board (FAB)

The R.H.A. FAB shall consist of the following members and duties:

a) This committee shall be chaired by the R.H.A. Vice President of Administration.
b) This committee shall consist of the Administrative Vice Presidents from the hall councils, and shall be open to any interested residents.
c) This committee shall consider all matters relevant to the physical operations of the Residence Halls, including maintenance and damage control, housing costs, desk operations, and all policies determined and/or implemented by Housing & Dining.
d) This committee shall serve as an investigatory and proposal formulation body in the area of housing operations, hall security, and room and board.
e) All members of this committee shall have the right to vote at committee meetings.
f) Approval by the FAB for any hall improvements shall constitute approval by the R.H.A.

Section 4: R.H.A. Finance Committee

The Finance Committee shall consist of the following members and duties:

a) This committee shall be chaired by the Vice President of Finance.
b) This committee shall consist of the treasurers from the hall councils and the officer in charge of the finances of NRHH.
c) This committee shall consider all matters relevant to the budget of the R.H.A., including all budget requests, and reallocation of funds.
d) This committee shall make recommendations to the R.H.A. on all budgetary matters and such recommendations shall stand as motions on the floor.
e) The committee shall have the option of passing the budget for the requested amount, or amending the budget and passing along its recommendations to the R.H.A. body as with any other budget.
   I. Such action requires a quorum of 2/3 of the representatives in good standing, with the motion passing by a simple majority.
   II. The decision of this committee shall stand as an act of the R.H.A. body.
f) All R.H.A. members present of this committee shall have the right to vote.

Section 5: R.H.A. Food Committee

The R.H.A. Food Committee shall consist of the following members and duties.

a) This committee shall be chaired by the Director of Dining, at his/her own discretion.
b) The Deputy Chair shall be the R.H.A. Secretary.
c) This committee shall consist of the Secretaries from the hall councils, and shall be open to any interested residents.
d) This committee shall serve as an advisory committee to the Director of Dining and the Department of Housing & Dining in areas related to food service.

Section 6: R.H.A. Philanthropy Committee

The Philanthropy Committee shall consist of the following members and duties:

a) This committee shall be chaired by the NCC/ICC.
b) This committee shall consist of at least one member from each hall council, and shall be open to any interested residents.
c) This committee shall be charged with finding ways in which to support R.H.A. in their philanthropy efforts outlined in these bylaws.
d) This committee shall support the efforts of IRHA and NACURH to the best of its abilities.
e) This committee shall sponsor a signature event once per semester.
Section 7: R.H.A. Programming Committee
The R.H.A. Programming committee shall consist of the following members and duties:

a) This committee shall be chaired by the R.H.A. Programming Coordinator.
b) This committee shall consist of the Programming Vice Presidents from the hall councils, and shall be open to any interested residents.
c) This committee shall plan and coordinate all social, cultural, educational, and athletic events sponsored by the R.H.A., at the discretion of the R.H.A. Programming Coordinator.
d) This committee shall act as a guide for the hall social, recreational and educational programs.

Section 8: R.H.A. Public Affairs Committee (PAC)
The All Hall Publicity Committee shall consist of the following members and duties:

a) This committee shall be chaired by the Public Relations Officer.
b) Shall consist of the Public Relations from all the hall councils and the officer in charge of publications for NRHH.
c) Shall facilitate on all matters concerning advertisements and publicity pertaining to R.H.A.
d) Monitor and ensure accurate delivery of information on the R.H.A. Website.

Section 9: Committee Chairs
The duties of the committee chairperson shall be as follows:

a) The chairperson shall chair all committee meetings.
b) The chairperson shall attend all R.H.A. meetings.
c) The chairperson shall be responsible for informing the representatives of each meeting time and place of his/her committee at least 24 hours prior to meeting time.
d) The chairperson shall inform the R.H.A. by the submission of written minutes or verbal reports of their respective committee's progress.
e) The chairpersons shall serve as liaison between their committee and other committees.
f) The chairperson shall submit all committee recommendations for R.H.A. approval.
g) This section shall apply to the Deputy Chair of the R.H.A. Food Committee in lieu of the Director of Dining.

Bylaw IX – Elections

Section 1: Candidacy

a) Any individual running for an executive position shall submit a Letter of Candidacy to the Elections Assembly Advisor, or their designee, no later than 4:30pm on the Thursday immediately preceding the election.
b) The Letter of Candidacy must contain the following information:
   I. Name
   II. Position Sought
   III. Relevant Experience(s) and Biographical Information
   IV. Goals for the Position and the Organization

c) A candidate can run for only one position during the election.
d) At the start of the Elections Assembly, the Presiding Officer shall read the name of each candidate who submitted a Letter of Candidacy into the minutes to serve as a nomination for office.

Section 2: Elections Procedure

a) The Elections Assembly Advisor shall provide a copy of each candidate’s letter to each voting representative at the start of the Elections Assembly Meeting.
b) Each candidate shall make a 5 minute oral presentation, followed by a 5-minute extendable Question and Answer session.
c) Five minutes of extendable debate, followed by a secret ballot vote, shall occur once all candidates for a specific position have made their presentations and had their Question and Answer period.
d) No candidate for a specific position shall be in the room while any other candidate for that same position is making their presentation or answering questions. No candidates for a specific position shall be in the room during the discussion and voting for that position.
e) A candidate must receive a majority of votes in order to win.
   I. In the event that no one candidate receives a majority, the Assembly shall reenter discussion.
II. If, in a second vote, no one candidate receives a majority of votes, the candidate receiving the lowest number of votes shall be dropped from contention.

f) If only one candidate is running for a specific office, the votes available shall be “Yes”, meaning that the candidate shall be elected; “No”, meaning that the candidate shall not be elected; or “Abstain.” Write-in votes shall be counted as abstentions.

g) If two or more candidates are running for a specific office, the votes available shall be one of the candidate’s names; “No Confidence”, meaning that none of the candidates shall be elected; or “Abstain.” Write-in votes shall be counted as abstention.

h) Immediately following each vote, the Presiding Officer and the Elections Assembly Advisor, or their designee, shall count the ballots.

i) Winners shall be announced for a specific position immediately following votes being counted and a winner being determined for the position.

Section 3: Elections Assembly

a) The voting membership of the Elections Assembly shall be comprised of the following:

I. Two hall representatives from each Hall Council, selected by the voting floor representatives of that Hall Council. These representatives may be from the Hall Council Executive Board.

II. Two Hall Council Executive Board members from each Hall Council, selected by and from that Hall Council’s Executive Board.

III. One representative each from the Executive Boards of NRHH and R.H.A., selected by the membership of each respective organization.

IV. No candidate can be a voting member of the Elections Assembly.

b) The Presiding Officer of the Elections Assembly shall be an on-campus resident selected by a majority vote of the R.H.A., following the procedures prescribed in Bylaw VIII - Elections, Section 2 (e), and whom was nominated during open nominations, up to and including the date of selection. The President Officer shall not have a vote in the Elections Assembly, nor may he/she be a candidate for election. The Presiding Officer shall have the authority, under consultation with the Elections Assembly Advisor and the Parliamentarian, to interpret and enforce these elections rules and the governing documents of the R.H.A. as they relate to these elections rules and the current elections.

c) The Presiding Officer shall appoint a Parliamentarian who shall be knowledgeable in the current edition of Robert’s Rules of Order and of these elections rules. The Parliamentarian shall not have a vote and shall not be a candidate for election.

d) The Elections Assembly Advisor shall be the R.H.A. Advisor or their designee. The Elections Assembly Advisor shall not be an undergraduate student.

e) The Elections Assembly shall be open to any student residing in a University Residence Hall.

f) The Elections Assembly shall have the authority to vote only in matters related to the current elections. It shall not consider any business unrelated to the current elections and shall not function as the General Assembly of the R.H.A.

Section 4: Timeline

a) Information about the Elections Assembly, including a description of what should be included in a letter for candidacy, shall be made available at all times on the R.H.A. Website.

b) The Elections Assembly shall be held during three consecutive General Assembly Meetings as seen fit by the current R.H.A. Executive Board. The first election shall take place immediately following the last Sunday in March with continuing elections thereafter.

I. In the case of the Elections Assembly conflicting with a major holiday or event, the General Assembly may move the date of the Elections Assembly by no more than 2 weeks with a majority vote. This must be done at least two weeks before the original date and at least two weeks before the modified date.

II. Elections assembly for NCC/ICC will take place at least 1 week prior to the closing date of registration for the GLACURH No Frills conference.

c) All voting members of the Elections Assembly shall be selected by their constituent bodies no later than the Thursday before the Elections Assembly.

I. Each constituent body shall select their voting representatives by legislation and that legislation shall be given to the Elections Assembly Presiding Officer no later than the start of the Elections Assembly.

d) The Presiding Officer shall be appointed and approved, and in turn must appoint their Parliamentarian no later than the last General Assembly meeting before the Elections Assembly.
e) The Public Relations Officer of R.H.A. and the Public Relations Officer of each Hall Council shall be responsible to publicize the elections throughout their communities no later than two weeks before the Elections Assembly. Publicity for the Elections Assembly shall include the following information:
   I. The time, date, and location of the Elections Assembly
   II. Information about the positions available and how to run for office
   III. Contact information for the R.H.A. Office and the Elections Advisor

f) The President or Chair of each constituent group shall announce the elections and the Election Assembly at each meeting during the month of March prior to the Elections Assembly.
   I. The same will be done for the NCC/ICC election during the month of the election.

Section 5: Special Elections
If any elected R.H.A. executive position on the Executive Board becomes vacant the replacement procedure shall be as follows:
   a) The R.H.A. President or President Pro Tempore shall announce the vacancy at the next scheduled General Assembly meeting, along with elections procedures.
      I. Elections procedures shall follow as written in Sections 1: Candidacy and Section 2: Elections Procedure.
   b) An election to fill the position shall occur within three weeks of the announcement of the vacancy.
   c) The election shall occur at a regularly scheduled General Assembly meeting with the voting members of the Elections Assembly being comprised of the normal voting members of the General Assembly as stated in the Constitution (Article II - Membership, Section 1: Organization).

Section 6: Post-Election Procedures
   a) Officers shall be sworn in at the R.H.A. banquet at the end of the school year.
   b) R.H.A. Executive Board members shall visit each hall council within four weeks of the beginning of the new school year to introduce themselves.
   c) Persons elected to the R.H.A. Executive Board during a special election shall visit each hall within four weeks of taking office to introduce themselves.

Bylaw X – Impeachment and Expulsion

Section 1: Conditions
Any Elected R.H.A. Executive Officer or Hall Executive, not including NRHH Representative, may be removed or expelled from R.H.A. for the following infractions:
   a) Insufficient participation.
   b) Neglect of duties.
   c) Abuse of Powers.
   d) Actions contrary to the aims of the R.H.A.
   e) Direct violation of the Constitution and Bylaws, rules and regulations, of the R.H.A.

Section 2: Impeachment and Investigation
   a) Any member may move the impeachment of an R.H.A. Executive Officer or Hall Executive.
      I. The motion for impeachment must be made during a period of new business, and does not require formal prior notification or formal legislation. A motion must specify the condition for impeachment as well as the action that meets the condition. The motion may specify multiple actions or conditions for impeachment.
      II. A motion for impeachment must be seconded, and the R.H.A. must determine, by a simple majority, whether the actions specified meets the condition for impeachment. The R.H.A. should not consider the truth of the matter, but simply whether such an action meets such a condition.
   b) If impeachment is passed, the R.H.A. shall select an impartial investigator to oversee the impeachment and investigation.
      I. The impartial investigator must be a member of the R.H.A., including Executive Officers, and may not be the member that moved the impeachment, the member that seconded the impeachment, or the member under investigation.
      II. The impartial investigator must be nominated during open nominations and selected by a majority vote, following the procedures prescribed in Bylaw VIII - Elections, Section 2 (e).
   c) The impartial investigator shall investigate the allegations made during the motion for impeachment, but is not limited solely to investigating the allegations.
I. The member under investigation shall lose their good standing and be considered on probation pending the completion of the investigation.

II. R.H.A. Executive Officers under investigation shall be temporarily suspended from their duties pending the completion of the investigation.

d) The impartial investigator will have no more than two weeks to conduct the investigation.
e) At the conclusion of the investigation the impartial investigator shall draft a resolution to remove or expel the office or member.

Section 3: Procedure

a) Prior to discussion, the impartial investigator shall submit a full report regarding the findings of the investigation, as well as a recommendation to the R.H.A. The impartial investigator shall then have five minutes of extendable question and answer, limited to the scope of the investigation.

b) Prior to discussion, and following the statements by the investigator, the accused member shall have five minutes with which to make a statement, followed by five minutes of extendable question and answer.

c) Following the statements by the accused member, the R.H.A. shall conduct discussion and voting following procedures set forth in Bylaw VI – General Assembly. The accused member will be excused from the room during discussion and voting.

Bylaw XI – Vacancies

Section 1: President

a) If the office of President is vacant, the Vice President of Administration may choose to assume the Presidency, with a majority approval by the R.H.A. body.

b) If the Vice President of Administration chooses not to assume the Presidency or if the R.H.A. body chooses not to approve the Vice President of Administration he/she shall serve as President Pro-Tempore until an election can be held.

c) All other Executive Board members retain current positions.

d) An election for a new Vice President of Administration shall be held within three weeks if the Vice President of Administration fills the office of President.

e) The voting procedure for these positions shall be the same as in “Bylaw VIII - Elections, Section 5: Special Elections”.

Section 2: President and Vice President of Administration

a) If the President and Vice-President of Administration positions are both vacant, the Vice-President of Finance may choose to assume the Presidency, with a majority approval by the R.H.A. body.

b) If the Vice President of Finance chooses not to assume the Presidency or if the R.H.A. body chooses not to approve the Vice President of Finance he/she shall serve as President Pro-Tempore until an election can be held.

c) All other Executive Board members retain current positions.

d) An election for a new Vice-President of Administration and Vice-President of Finance will be held within three weeks after the Vice-President of Finance fills the office of President.

e) The voting procedure for these positions shall be the same as in “Bylaw VIII - Elections, Section 5: Special Elections”.

Section 3: Order of Succession for an Acting President

a) If President, Vice President of Administration, and Vice President of Finance positions are vacant, the order of succession shall be NCC/ICC, then Programming Coordinator, then Secretary, and lastly Public Relations Officer.

b) If all positions are vacant, the NRHH Representative shall conduct elections as prescribed in “Bylaw VIII - Elections, Section 5: Special Elections”.

Section 4: Remaining Vacancies

a) The President shall have the responsibility of filling any vacant position by appointment until an election can take place.

b) The voting procedure for these positions shall be the same as in “Bylaw VIII - Elections, Section 5: Special Elections”.

R.H.A. Bylaws 13
Bylaw XII - Affiliated Organizations

Section 1: National Residence Hall Honorary
   a) The National Residence Hall Honorary shall consist of the following members and duties:
   b) The NRHH Director shall serve as chair for this honorary.
   c) The membership shall be limited to those selected through the NRHH selection process, as outlined in the NRHH Constitution.
   d) This honorary's main charge is to recognize outstanding leaders in the Residence Halls, and focus on service projects to better life both in and out of the Residence Halls.
   e) The NRHH shall serve as the leadership and recognition division of the R.H.A.
   f) The NRHH shall conduct itself and perform its duties as set forth in its Constitution and its national association.

Bylaw XIII - New Orleans Room & Grant Game Room

The New Orleans Room (NOR) and Grant Game Room (GGR) are the R.H.A. operated student activities room located in Stevenson North C Tower lower-level and in Grant Hall between C and D Wing, respectively.
   a) The NOR and GGR shall be staffed when classes are in session and maintain no less than 10 “Open Hours” per week.
      I. “Open Hours” are those hours where the NOR and GGR is open to the public without reservations.
      II. The NOR and GGR cannot be reserved during “Open Hours”.
   b) If a student, campus organization, office or community group would like to reserve the NOR or GGR they should contact the R.H.A. Vice President of Administration to schedule the event.
      I. The procedure for reserving the NOR and GGR must be posted on the R.H.A. Website.
   c) The NOR and GGR shall be staffed by as many student employees as the R.H.A. deems necessary to continue the operations and shall be directly supervised by the R.H.A. Vice President of Administration.
   d) All NOR and GGR time sheets should be retrieved by the Vice President of Administration and passed along to the R.H.A. Advisor.
   e) All NOR and GGR employees must be approved by the R.H.A. Advisor prior to beginning employment.

Bylaw XIV – Hall of the Year (HOTY)

Section 1: Introduction
   The Hall of the Year bid will be run by the Secretary of RHA. The secretary will keep track of attendance, minutes, and any other miscellaneous information necessary for the bid. Points will accumulate throughout the year, and the hall with the most points will be awarded hall of the year. It will be the responsibility of the each hall council executive board member to take part in the HOTY process.

Section 2: Criteria
   a) Bid may consist of no more than 15 pages in PDF form
   b) Points will come from the following categories: attendance, public relations, programs, minutes, budgets, and questions.
   c) This bid must also consist of a list of the executive board members, goals each hall council had that they have accomplished, and documentation of any hall improvements.

Section 3: Judging
   a) The bids will be judged by the RHA executive board with a rubric created by the RHA secretary.
   b) The hall with the most points will be awarded Hall of the Year.

Bylaw XV – Amendments

Section 1: Introduction

R.H.A. Bylaws 14
All Bylaws, or amendments thereof, must be submitted to the members of R.H.A. one week prior to introduction.

Section 2: Adoption
R.H.A. shall have the power to adopt Bylaws by a ¾ vote of the total membership.

Section 3: Revision/Re-adoption
a) All Bylaws must be revised and/or re-adopted each fall semester.
   b) Before the affirmation of the revised and/or re-adopted Bylaws the R.H.A. shall work from the previous year's Bylaws.

Enactment Clause:
On this date, February 16th, 2015, these Bylaws are hereby revised and adopted by 3/4 majority of the voting membership of the R.H.A.