

# UNIVERSITY OF NORTHERN COLORADO RESIDENCE HALL ASSOCIATION BYLAWS

## **Mission Statement**

The Residence Hall Association at the University of Northern Colorado is a student-run organization dedicated to enhancing the collegiate experience for students living in the residence halls, University Apartments, and University-owned Houses. The Residence Hall Association is devoted to providing resources, opportunities for engagement, and leadership development for the students in the campus communities while providing a platform for networking, advocacy, and involvement.

## **CHAPTER I - THE EXECUTIVE BOARD**

### **ARTICLE I - THE RESPONSIBILITIES OF THE EXECUTIVE BOARD**

#### **Section 1 - General Responsibilities of the Executive Board**

The Executives shall follow those general responsibilities of the Executive Board as well as the duties defined in the Constitution and outlined below regarding specific responsibilities pertaining to his/her particular position.

1. Maintain communication throughout the summer with all members of the Executive Board and the Advisor.
2. Work in conjunction with the Executive Board to maintain good relations with the UNC community.
3. Attend all RHA General Council and Executive Board meetings. The Executives are granted one unexcused absence per academic year from both the General Council or Executive Board meetings. Excused absences are determined by the President and Advisor.
4. Give a report, written or verbal, at each General Council meeting of all happenings pertaining to that office.
5. Maintain a minimum of seven scheduled hours in the RHA office each week (excluding meetings). One additional hour should be used for the general upkeep of the RHA office and storage space(s) or for attending one campus program. Failure to do so will be documented and a course of action will be taken by the President and Advisor if determined necessary.
6. Relay all phone, paper, and email correspondences.
7. Check e-mail once every 24 hours and respond to e-mails within 48 hours.
8. Serve on one auxiliary campus committee.
9. Assist in all fundraising efforts for RHA and conferences.
10. Attend all RHA Executive Board Trainings each fall and spring semester.
11. Hold one-on-ones with the Advisor at intervals determined by the Advisor.
12. Hold one-on-ones with the President at intervals determined by the President and Advisor.
13. Are encouraged to attend IACURH and NACURH conferences.
14. Present programs at RHA functions if necessary or requested.

15. Attend any leadership conferences and retreats implemented by RHA.
16. Encourage the General Council to submit Of the Month (OTM) awards. Each Executive must prepare at least one OTM per month, which are to be submitted electronically to the NRHH OTM website. Additional OTMs may be required at the discretion of the NRHH President
17. Each Executive must prepare at least one Milestone article during their term of office.

## **Section 2 - Specific Responsibilities of the Executive Board**

### **A. President**

The following shall pertain to duties during the summer:

1. Plan Northern @ Night and the Homecoming Bonfire.
2. Keep in contact with the incoming Executives.
3. Plan and coordinate fall Executive Board training in accordance with HRE training.
4. Coordinate, in conjunction with HRE, the Fall Bizarre and other activities deemed necessary.
5. Serve on the planning committee for Lead On.
6. Plan a retreat for incoming Executives to meet and begin planning prior to fall training.

The following shall pertain to duties during the academic year:

1. Represent RHA as necessary throughout the University and the community.
2. Set protocol and internal operation policies with the Advisor.
3. Ensure that the Constitution's policies and procedures are being enforced in all RHA functions.
4. Appoint any Ad-Hoc positions as deemed necessary.
5. Schedule and reserve space at all inter-organizational events.
6. Organize and conduct General Council installation processes throughout the year.
7. Induct new RHA members at the beginning of each fall and spring semester.
8. Chair and coordinate decision-making at all RHA General Council meetings and Executive Board meetings.
9. Prepare all agendas for Executive Board meetings and General Council meetings if meeting calls for agenda and determine meeting format.
10. Assist all RHA committees.
11. Coordinate the End of Semester Reception with the NRHH President and STEC.
12. Review and maintain Constitution amendments as necessary.
13. Plan and coordinate all Executive Board trainings in conjunction with the HRE training.
14. Assist the PRFC with all On Campus Marketing (OCM) correspondence.
15. Attend the HRE Leadership Team meetings quarterly.
16. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the RCC-PR of IACURH.
17. Coordinate the Executive Board elections.
18. Coordinate the End of the Year Banquet with the NRHH President and STEC.

**B. National Residence Hall Honorary President (NRHH President)**

The following shall pertain to RHA Executive Board duties:

1. Establish and coordinate a process for UNC OTMs.
2. Organize spontaneous recognition during General Council meetings.
3. Implement formal recognition initiatives to General Council and Community Council members.
4. Coordinate the End of Semester Reception in conjunction with the President and STEC.
5. Plan and implement the Fall and Spring RHA/NRHH Leadership Retreats if funds allow.
6. Collaborate with the National Communication Coordinator on campus, regional, and national level bid processes.
7. Coordinate the End of the Year Banquet in conjunction with the President and STEC.
8. Develop and implement monthly service projects for the General Council.
9. Track Paw Points for the residence halls on a weekly and as needed basis.
10. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the AD-NRHH of IACURH.
11. Maintain the affairs of the National Residence Hall Honorary and follow all guidelines outlined in the Upsilon Nu Chi chapter constitution.

**C. National Communications Coordinator (NCC)**

The following duties shall pertain to communications at the regional and national level:

1. Report all information required by the National Information Center (NIC), IACURH, and NACURH.
2. Co-Organize all bids and bid processes annually for IACURH and NACURH conferences with the NRHH President.
3. Represent RHA at all IACURH and NACURH conferences as an official voting member.
4. Carry out additional duties asked by IACURH and NACURH pertaining to this office.
5. Maintain communication with IACURH and NACURH via the listserv.
6. Submit monthlies to the IACURH region as scheduled by the RCC-TD.
7. Participate in all chats and breakout sessions organized by the RCC-TD.
8. Serve on one IACURH regional committee.

The following duties shall pertain to communications at the campus level:

1. Provide one service opportunity per semester for General Council members, incorporating the upcoming conference philanthropy if possible.
2. Organize the end of the year bid writing process
3. Plan and implement fundraising opportunities for conference attendees. Opportunities may include those planned by the PRFC.
4. Coordinate involvement with Dining Services during football, volleyball, and basketball seasons.
5. Organize and develop delegations to IACURH and NACURH conferences.

6. Give a report to the General Council after each conference attended.
7. Complete annual re-affiliation with NACURH, Inc., and ensure that RHA remains in good standing.
8. Write at least one bid for both the IACURH conference and the No Frills conference.

**D. Business Administration and Technology Coordinator (BATC)**

1. Keep an accurate account of the fiscal records of RHA according to the procedures set by HRE.
2. Create and oversee the budget to ensure it meets organizational objectives.
3. Present budget to the General Council at the beginning of each semester for approval by the third General Council meeting.
4. Report to the Executive Board and the General Council the fiscal status of the organization monthly.
5. Record minutes for the General Council meetings.
6. Plan the implementation of all updates to social networking sites, which could include Facebook and Twitter.
7. Oversee and update the RHA website regularly with minutes, newsletters, events, and resources.
8. Maintain and oversee any use of RHA's rental equipment.
9. Update and accurately maintain any of RHA's historical records and files.
10. Facilitate the training and maintenance of all Hall Websites.

**E. Social and Traditional Events Coordinator (STEC)**

1. Serve as the liaison to the University Program Council (UPC).
2. Coordinate Northern @ Night during Welcome Week.
3. Take over the implementation of the Homecoming Bonfire and Pep Rally from the President at the beginning of the fall semester.
4. Coordinate the Homecoming Formal.
5. Coordinate the End of Semester Reception in conjunction with the President and NRHH President.
6. Coordinate at least two large-scale programs during the spring semester.
7. Assist other organizations with the planning and execution of the Martin Luther King Jr. Day March.
8. Coordinate the End of the Year Banquet in conjunction with the President and NRHH President.

**F. Public Relations and Fundraising Coordinator (PRFC)**

1. Create and develop a marketing plan for RHA that includes at least one promotional item.
2. Assist with the creation and distribution of all advertisements produced by RHA as necessary.
3. Work with HRE's marketing coordinator to improve organizational advertisements and marketing techniques.
4. Assist in the execution of Preview Days with HRE.
5. Attend two committees which must be outside of HRE.

6. Plan two fundraising programs per semester.
7. Seek out and maintain sponsorship for RHA.
8. Set fundraising goal with Executive Board and Advisor at the beginning of each semester.
9. Solicit the use of the karaoke and popcorn machines to the residence halls, other campus groups, and the Greeley community.
10. Coordinate and implement the distribution of all OCM programs at the campus level in conjunction with the President.

## **ARTICLE II - TERMS OF OFFICE**

### **Section 1 - Terms of Office**

Each term of office shall be one year, beginning the Monday after finals for the spring semester and ending on the last day of the following spring semester. All Executive Board obligations and responsibilities shall transfer at the beginning of the new term of office. No Executive shall be allowed to hold a paid administrative or leadership position at UNC during this term of office. Exceptions require prior written approval from the Advisor.

#### **A. Exceptions**

**President:** The President shall begin his/her term of office on the Monday after the spring semester's finals to establish a working relationship with the Advisor, sit on campus committees, plan fall training, and maintain contact with all Executives. The President will begin the planning of Northern @ Night, and the Homecoming Bonfire and Pep Rally. During the summer, the President will be provided with on-campus housing and be required to work for the HRE.

**National Communications Coordinator:** The NCC's position will end at the conclusion of the NACURH conference. The incoming NCC may assist the outgoing NCC at the NACURH conference but does not take over national duties until the close of NACURH.

### **Section 2 - Removal from Office**

The General Council may remove an Executive from office as defined in the Addendum, Chapter One, Section Six.

## **ARTICLE III - FAILURE TO MEET THE CONDITIONS OF EMPLOYMENT OF THE EXECUTIVE BOARD**

If, at any time, an Executive no longer meets the Conditions of Employment of the Executive Board, as outlined in (Article VI) the Constitution, then said Executive shall be placed on probation. This probation is stipulated by the HRE for a period of one academic semester, not including the interim winter or summer session. If, at the end of the probationary period, the same Executive still fails to meet the General Qualifications of the Executive Board, said Executive shall automatically be terminated.

## **ARTICLE IV – EXECUTIVE BOARD IMPEACHMENT**

The impeachment process shall be as follows:

1. Announcement of the impeachment process must be one business meeting before the vote of impeachment.
2. The impeachment process may not be initiated by an Executive.
3. Three voting members from three separate Community Councils must collectively initiate the impeachment process by a motion at a General Council meeting and state their grievance.
4. A two-thirds vote by the General Council for the investigation of a grievance shall form a Removal Committee.
5. The Removal Committee shall consist of a minimum of three students. These students must not hold a paid leadership position within the HRE. These students shall be nominated by their respective Community Councils with no more than one student per Community Council. No Community Council can be denied representation on the Removal Committee. In addition, the committee will consist of a minimum of two student staff members, limited to Senior Resident Assistants, Resident Assistants or Diversity Mentors, and one individual holding either a full-time position or graduate assistantship with HRE, and the RHA Advisor.
6. The students will be collectively granted five votes. The student staff members, the RHA Advisor, and individual(s) holding either a full-time position or graduate assistantship with HRE on the Removal Committee will be granted one vote each.
7. The Removal Committee shall be the sole interpreters of the bylaws during the Executive Board impeachment process.
8. The Removal Committee will be chaired by the RHA Advisor.
9. The duties of the Removal Committee shall be as follows:
  - a. To investigate the grievance presented and present evidence of a rule violation, and to explain the terms of the violation and whether the said violation is grounds for impeachment.
  - b. To present evidence a maximum of two weeks after the forming of the committee. An extension may be granted by a simple majority vote from the General Council.
  - c. To present evidence in written form to the General Council. The accused is entitled to the floor for ten minutes to speak on his/her behalf. An extension may be granted by a simple majority vote from the General Council.
10. Only one ground for impeachment has to be declared in order to begin the process. The grounds for impeachment are as follows:
  - a. Failure to follow RHA's Constitution, Bylaws, or policies and procedures in ways which are detrimental to RHA's representation to the students of UNC or the community.
  - b. Contribution or participation in any act that seriously violates the policies of UNC as outlined in the most recent edition of the Student Rights and Responsibilities Handbook and/or Housing & Residential Education Handbook.

11. If the Removal Committee concludes that the Executive in question has met one of the guidelines for impeachment outlined above, the Removal Committee will turn the vote over to the voting representatives of the General Council, who will vote by individual secret ballot whether or not the Executive in question shall be impeached. A two-thirds majority must be reached to remove the Executive in question.

## **ARTICLE V – EXECUTIVE BOARD REMUNERATION**

The President will be compensated with year-round campus housing, as determined by the Advisor, and a \$1,000 stipend for the academic year. The NRHH President, NCC, BATC, PRFC, and STEC will be compensated a room in one of UNC's Residence Halls. An Executive may choose to buy out his or her space for an additional cost depending on occupancy.

## **ARTICLE VI - RHA EXECUTIVE BOARD HIRING PROCESS**

### **Section 1 - Organization**

There must be a minimum of one business meeting set aside each spring semester to hire the new Executive Board for the following year. If a special hiring process has been called, a standard quorum as outlined for a General Council meeting must be met. All currently serving Executives must be present at the hiring meeting.

### **Section 2 - Chair**

The President may assume the chair position, but if she/he wishes to have speaking rights during the process, she/he must relinquish that position. The chair must remain the same throughout the entirety of the hiring process.

### **Section 3 - Voting**

Voting and selection of the Executive Board candidates will follow the rules of voting as outlined in the Article X, Section A of the Constitution.

### **Section 4 - Advertisement**

Announcement of the application availability will occur at a General Council meeting with applications being due no earlier than ten days from that meeting. In addition to the announcement, paper advertisements must be available in all halls and posted on the RHA website. If a school break falls in the ten-day period, the President and Advisor can determine if those days will count towards the ten-day minimum.

### **Section 5 - Selection**

The individual running for a position must meet the qualifications listed in Article VI of the Constitution. The applicant must submit a letter of intent and a bid for the Executive Board position, which must meet the guidelines set forth by the President and Advisor. Questions concerning hiring must first be directed to the Advisor.

1. Bids shall be electronic with no more than five pages, in PDF format, and adhere to the following guidelines:
  - a. A formal declaration of the position being applied for

- b. Must include one letter of recommendation from a member of the HRE staff, excluding current Executives and the Advisor
  - c. Candidate qualifications as they pertain to the position they are applying for
  - d. A section of goals for their position as they pertain to the job description listed in the Chapter I, Article I, Section 1 & 2.
- 2. All applicants must submit a bid to the President a minimum of four days before the hiring process is to begin.
- 3. Bids will be made available to the General Council a minimum of four days prior to the hiring meeting.
- 4. The election process for each candidate shall be as follows:
  - a. A five-minute presentation
  - b. A five-minute question-and-answer session
  - c. A five-minute pro-and-con session in which the applicants for that position will not be permitted in the room
  - d. There will be a ten-minute discussion period for all candidates running for a given position after all candidates have presented.
- 5. To receive the position, the individual must receive a majority of votes. If this is not achieved, the position remains vacant. At this point, nominations for the position may be taken from the floor.
- 6. A candidate may submit an intent for two positions. If they choose to do so, they must prepare two different bids.
- 7. If a position is not filled, or is uncontested, nominations may be taken from the floor.
- 8. The General Council will forward one name for each Executive Position filled to HRE for approval.

### **Section 6 - Hiring for an Executive Board Vacancy**

In the event a vacancy occurs on *the* Executive Board, hiring will be determined by election as previously enumerated. If an election process is deemed not feasible an appointment may be carried out at the discretion of the President and Advisor.

#### **A. Executive Board Position Vacancies**

An Executive Board position shall be vacant if the person serving in that capacity resigns, fails to meet the Conditions of Employment of the Executive Board members (as defined in Article VI), or is removed from the position by the HRE or the General Council.

#### **B. Resignations**

If, at any time, an Executive no longer feels capable of fulfilling the duties outlined in the Constitution or its Bylaws, then said Executive must resign from the position by submitting a letter of resignation to the President and Advisor. The Executive must announce his or her resignation to the General Council no later than one week after the letter of resignation has been given to the President and Advisor. Immediately following the announcement of resignation, the position is considered vacant and the remaining Executives will execute the selection process in a timely fashion as outlined in Chapter I, Article VI, Section 5.

## **ARTICLE VII – ETHICAL APPEALS PROCESS**

In the event that a portion of the Constitution, new legislation brought to the General Council, or actions taken on behalf of a member of the Executive Board or the RHA Advisor are found to be unethical by a member of the General Council, the following actions are to be taken:

1. A written challenge must be submitted on the basis of Ethical Grounds.
2. A simple majority vote will be taken by the General Council to determine if the challenge is valid.
3. At that point the complaint will be taken to HRE, the Executive Board (including their Advisor), and the IACURH Regional Director.
4. Each of these organizations will then receive one vote each, which must be submitted within ten days of the initial challenge in order to be counted, to determine if the challenge is valid with two of the three votes constituting a majority.
5. If the challenge is found to be valid then the legislation in question will be dismissed or the actions of the Executive Board member or the RHA Advisor will be addressed by the HRE.
6. If a challenge is found not to be valid then the legislation process will continue as usual and the actions in question taken by the Executive Board or the RHA Advisor will stand.

## **CHAPTER II - ADVISOR**

### **ARTICLE I – RESPONSIBILITIES OF THE RHA ADVISOR**

1. Assist, in an Advisor capacity, with the operation of RHA and its committees.
2. Assist Community Councils on campus as necessary.
3. Attend and participate in General Council, Executive Board, and committee meetings as related to RHA.
4. Act as a liaison between RHA and HRE.
5. Oversee all RHA budget operations.
6. Facilitate issues between administrators of the HRE and RHA.
7. Schedule one-on-ones as necessary with all Executives.
8. Work closely with the President to establish protocol and operational policies.
9. Fulfill all responsibilities as required by the HRE concerning this position.
10. Maintain communication with the Executive Board.

## **CHAPTER III - COMMITTEES**

### **ARTICLE I – PRESIDENTS’ COUNCIL**

#### **Section 1 - Name**

The name of this organization shall be the Presidents' Council.

#### **Section 2 - Purpose**

The purpose of the President's Council is to address the concerns of Hall Presidents. The following will be the primary functions of the committee:

1. Train and develop hall Presidents regarding the facilitation of hall meetings and group leadership.
2. Share and develop ideas for improved collaboration between halls.
3. Address any issues pertaining to Community Councils.

### **Section 3 – Duration**

The President's Council shall be a standing committee of RHA

### **Section 4 – Membership**

Membership shall consist of the selected President from each Community Council. The committee shall be chaired by the RHA President.

## **ARTICLE II – TREASURERS' COUNCIL**

### **Section 1 - Name**

The name of this organization shall be the RHA Treasurers' Council.

### **Section 2 - Purpose**

The purpose of the Treasurers' Council is to address the business concerns surrounding hall council operations, which includes fiscal management and website development. The following will be the primary functions of the committee:

1. Train and develop hall treasurers regarding the policies and procedures for hall council accounting, budgeting, and website development.
2. Review and audit hall government accounts to ensure that records are accurate and expenditures are consistent with organizational objectives.
3. Review and analyze the budget for RHA to ensure that expenditures are consistent with organizational objectives.

### **Section 3 – Duration**

The Treasurers' Council shall be a standing committee of the Residence Hall Association.

### **Section 4 – Membership**

Membership shall consist of the selected Treasurers. The committee will be chaired by the BATC.

## **ARTICLE III – PROGRAMMING COUNCIL**

### **Section 1 - Name**

The name of this organization shall be the Programming Council.

### **Section 2 - Purpose**

The purpose of the Programming Council is to provide resources, networking opportunities, and guidance in programming.

**Section 3 – Duration**

The Programming Council shall be a standing committee.

**Section 4 – Membership**

Membership shall consist of the selected programmers as well as all others interested in programming. The committee will be chaired by the STEC.

**CHAPTER IV - COMMUNITY COUNCILS**

**ARTICLE I – RESPONSIBILITIES OF THE HALL OFFICERS**

Each Community Council will elect/appoint the following positions outlined below.

**Section 1 - President**

The President shall chair their Community Council meeting in conjunction with the Hall Director. The President will attend the Presidents' Council meeting coordinated by the RHA President. The President will attend RHA meetings weekly along with the RHA Representative(s).

**Section 2 – Treasurer**

The Treasurer shall be responsible for the allocation and tracking of all hall funds used. The Treasurer will also be responsible for developing their respective hall's website. The Treasurer will attend weekly Community Council meetings. The Treasurer will attend the Treasurers' Council coordinated by the BATC.

**Section 3 – Programmer**

The Programmer shall work with their Community Council to plan and execute events within the community. The Programmer will attend weekly Community Council meetings. The Programmer is also responsible for attending the Programming Council coordinated by the STEC.

**Section 4 - RHA Representative(s)**

The number of RHA Representative(s) shall be determined by Article X of the Constitution. RHA Representative(s) shall be responsible for attending RHA meetings weekly and reporting information back to their hall. RHA Representatives shall be allowed to miss up to three RHA meetings each semester before they will be automatically removed from their position. RHA Representative(s) shall also participate in at least one ad hoc RHA committee.

**Section 5 - Additional Positions**

Other positions may be added but do not have obligations to RHA.

**ARTICLE II - ELECTION OF COMMUNITY COUNCIL OFFICERS**

Selection of Community Council Officers will begin when the residence halls open each fall and must be completed by the first RHA Business Meeting.

1. All persons interested in a position must complete a “Community Council Candidate Form” created by the Executive Board. Forms will be available when the residence halls open, and candidates will have at least one week to complete the form and submit it.
2. Campaigning may begin following the Candidate Form submission deadline. All advertisements must be approved by Hall Directors. Any advertisements found to be inappropriate will be removed and the candidate will be ineligible to run for a position.
3. Student Staff may not help create advertisements but may provide materials for campaigning.
4. Campaigning will take place one week prior to elections. All campaigning must be done in the Residence Halls and follow all HRE policies.
5. Elections will be held over one day in Tobey-Kendal Dining Hall and Holmes Dining Hall during at least two meals. All residents living on campus may vote once for their Hall Officers and Representatives.
6. Elected members will be notified within two days by the Executive Board, their Resident Assistant or Hall Director, and given further instructions.
7. All elected officers will be required to attend at least one training session for their position.
8. Any position that is not filled will be filled by each hall through appointment or internal election.
9. If at any time a hall loses an elected member, the Community Council and hall staff may hold an internal election or appoint a replacement.

## **CHAPTER V - NATIONAL RESIDENCE HALL HONORARY**

### **Upsilon Nu Chi Chapter**

#### **ARTICLE I - NAME**

*The name of this organization is the National Residence Hall Honorary: Upsilon Nu Chi chapter (NRHH).*

#### **ARTICLE II - PURPOSE**

*The purpose of Upsilon Nu Chi shall be to provide recognition for those individuals who have contributed outstanding service and who have provided important leadership in the advancement of the residence hall system of UNC. Upsilon Nu Chi will provide a means by which they can contribute to use these qualities in developing other leaders and to serve as a resource group to the rest of the University.*

#### **ARTICLE III - DURATION**

*Upsilon Nu Chi shall be a standing committee of RHA; its duration shall be permanent.*

#### **ARTICLE IV - MEMBERSHIP**

*As per NRHH National Policy, Upsilon Nu Chi shall consist of the top one percent of the residence hall population as selected by the National Residence Hall Honorary President in conjunction with members and Advisor of Upsilon Nu Chi. Meetings shall be held as deemed necessary by the Upsilon Nu Chi President.*

**ARTICLE V – OPERATIONAL PROCEDURES**

*All procedures for the operation of Upsilon Nu Chi shall be outlined in the Upsilon Nu Chi constitution and National Residence Hall Honorary President transition manual.*

*Ratified:*

*February 28, 2010*