

# 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 their particular position.

1. Be a current resident in the residence halls.
2. Carry a minimum course load of 12 credits and should not exceed 16 credits per semester. Written request for permission to take additional credit hours needs to be approved by the advisor.
3. Maintain a 2.00 cumulative and semester GPA while in the position. If either drop below a 2.00 the executive will be removed from their position.
4. Be in good standing with the University and not be on any probationary conduct status.
5. Maintain communication throughout the summer with all members of the Executive board and the Advisor.
6. Work in conjunction with the Executive Board to maintain good relations with the UNC community.
7. Attend all RHA General Council and Executive Board meetings. The Executives are not granted any unexcused absences per academic year from both the General Council or Executive Board meetings. Excused absences are determined by the President and Advisor.
8. Give a report, written or verbal, at each General Council meeting of all happenings pertaining to that office.
9. Attend all Executive/Community Council training sessions.
10. 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) for a total of 8 office hours each week.
11. Work closely with their community council buddy to establish a strong community council and must attend all council general meetings.
12. Actively chair/co-chair a minimum of one committee or council.
13. Present programs at RHA functions if necessary or requested.

14. Meet every other week with the RHA President and weekly with the RHA Advisor.
15. Attend RHA campus-wide retreat held annually, including any additional executive retreats.
16. Attend RHA events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
17. Assist in all fundraising efforts for RHA and conferences.
18. Work 4 hours each week as a desk assistant for the department.
19. Check email once every 24 hours and respond to emails within 48 hours.
20. Relay all phone, paper, and email correspondences.
21. Create and complete a transition manual for your position.
22. Serve on auxiliary campus committees at Advisor's discretion.
23. Support NRHH by attending programs and submitting at least one Of the Month (OTM) award per month and by encouraging the general council to submit OTM awards. Additional OTMs may be required at the discretion of the NRHH President.
24. Apply to serve on at least one IACURH or NACURH committee. (RHA President, NRHH President and NCC must serve on one IACURH committee per regional policy).
25. Effectively and productively lead the Residence Hall Association in a professional manner within staff meetings, committee meetings, campus events/activities, professional staff, and residence hall environments.
26. Are encouraged to attend IACURH and NACURH conferences.

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

### **A. President**

The following shall pertain to duties during the summer:

1. Keep in contact with the incoming Executives.
2. Plan and coordinate fall Executive Board training in accordance with HRE training.
3. Coordinate, in conjunction with HRE, RHA involvement in the Student Activities Fair.
4. Assist the STEC as needed with the planning and implementation of Northern at Night
5. Plan a retreat for incoming Executives to meet and begin planning prior to fall training.
6. Present to and recruit incoming students at New Student Orientation.
7. Assist RHA Advisor in advising the Lead-On Coordinators during the summer.
8. Plan and attend Summer Staff Meetings
9. Conduct biweekly 1:1 meetings with the Social and Traditional Events Coordinator.
10. Assist with planning of Move-In Day.
11. Coordinate involvement with Dining Services in relation to concessions.

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. Plan and coordinate all Executive Board trainings in conjunction with the HRE training.
13. Assist the PRFC with all On Campus Marketing (OCM) correspondence.
14. Attend the HRE Leadership Team meetings at the discretion of the Advisor.
15. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the CO-PRRHA of IACURH.
16. Coordinate the Executive Board elections.
17. Coordinate the End of the Year Reception with the NRHH President and STEC.
18. Attend the IACURH Regional Leadership Conference, IACURH Regional Business Conference, and NACURH Annual Conference.
19. Co-coordinate the annual process for campus level bids with the NACURH Communications Coordinator.
20. Collaborate with the LDC to send out one monthly survey to each Community Council President.

#### **B. Leadership Development Coordinator**

1. In the event that the RHA President is unable to finish their term in office for any reason, The Leadership Development Coordinator shall assume all of the President's duties, until a new President can be elected or appointed.
  - a. Within 7 days of the vacancy, the advisor and the Leadership Development Coordinator will solidify and implement a hiring process.
2. Coordinate presenters and implement Leadership Lessons to be held during each regular RHA meeting time.
3. Coordinate and preside over Community Council Executive Training, which shall commence no later than one week after Community Council Executive elections close each semester.
4. Hold monthly one on one meetings with each Community Council President.
5. Chair the President's Council on a biweekly basis in conjunction with the RHA President.
6. Implement and manage the Community Council hall buddy system for RHA executives.
7. Plan and implement one Fall retreat/leadership development program and one Spring retreat/leadership development program for the RHA general council in conjunction with the RHA President.
8. Coordinate and implement a monthly leadership development opportunity on campus, outside of the regular RHA meeting time.
9. Send out one monthly survey to each Community Council President
10. Coordinate and gather information from each Community Council President for the annual State of the Halls Report at the End of the Year RHA Banquet.
11. Conduct a biweekly 1:1 with the RHA President.

12. Conduct a biweekly 1:1 with the RHA Advisor.
13. Coordinate end of semester evaluations for each Community Council and work with the President to address necessary points of concern.

### **C. 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 RHA/NRHH Leadership Retreats if funds allow.
6. Facilitate the bid writing process for NRHH Specific bids for regional and NACURH level bids, and submit all NRHH bids to the NCC for review and submission. Collaborate, if asked, with the NACURH Communication Coordinator for all other bids.
7. Provide at least one service opportunity per semester for General Council members, incorporating the upcoming conference philanthropy if possible.
8. Coordinate the End of the Year Reception in conjunction with the President and STEC.
9. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the AD-NRHH of IACURH.
10. Maintain the affairs of the National Residence Hall Honorary and follow all guidelines outlined in the Ursa Major chapter constitution.
11. Attend the HRE Leadership Team meetings at the discretion of the Advisor.

### **D. NACURH Communications Coordinator (NCC)**

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

1. Report all information required by the NACURH Information Center (NIC), IACURH, and NACURH.
2. Facilitate RHA specific bids and bid processes annually for regional and NACURH conferences. Collaborate, if asked, with the NRHH President on NRHH specific bids. Review and submit all RHA and NRHH specific bids. Co-coordinate the annual process for campus level bids with the RHA 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. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the CO-NCCTD of IACURH.

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

1. Organize the end of the year bid writing process in collaboration with the NRHH President.
2. Plan and implement fundraising opportunities for conference attendees. Opportunities may include those planned by the PRFC.
3. Coordinate involvement with Dining Services during the football season.

4. Organize and develop delegations to IACURH and NACURH conferences.
5. Give a report to the General Council after each conference attended.
6. Complete annual re-affiliation with NACURH, Inc., and ensure that RHA remains in good standing.
7. Write at least one bid for both the IACURH conference and the Regional Business Conference.

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

1. Keep an accurate account of the fiscal records of RHA and NRHH 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 academic year for approval by the third General Council meeting and shall hold a budget update in the spring semester.
4. Report to the Executive Board and the General Council the fiscal status of the organization monthly by submitting an up-to-date budget to the RHA website.
5. Record minutes for the General Council meetings.
6. Oversee and update the RHA website regularly with minutes, newsletters, events, and resources.
7. Review and maintain Constitution amendments and/or Bylaw amendments within one week after approval.
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. Hold monthly one on ones with the Business Manager of the department.
11. Compile monthly Visa Logs for all of the RHA Executive Board members and send them to the Business Manager of the department.
12. Schedule and facilitate a meeting with the person in charge of the RHA endowment and the RHA Executive Board.

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

The following duties shall pertain to duties during the summer:

1. Plan Northern @ Night and the Homecoming Bonfire
2. Get in contact with UPC to start collaboration efforts for Homecoming week.
3. Begin planning process for Homecoming Bonfire and Dance.
4. Assist with Lead On at the RHA President and Advisor's discretion.
5. Assist RHA President with New Student Orientations Presentations as needed.
6. Conduct a biweekly 1:1 with the RHA President.
7. Conduct a biweekly 1:1 with the RHA Advisor.

The following duties shall pertain to duties during the academic year:

1. Serve as the liaison to the University Program Council (UPC).
2. Maintain communication with the Bear Pride Coordinator of UPC.
3. Coordinate Northern @ Night during Bear Welcome Week.
4. Coordinate the Homecoming Bonfire and Homecoming Dance.

5. Coordinate the End of Semester Reception in conjunction with the President and NRHH President.
6. Coordinate a Winter Welcome Week Event during Winter Welcome Week.
7. Coordinate a Spring Event in conjunction with HRE.
8. Coordinate the End of the Year Reception in conjunction with the President and NRHH President.
9. Coordinate other social events throughout the year, as funds allow.

**G. 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. Plan two fundraising programs per semester. This may include fundraising efforts for annual conference.
5. Seek out and maintain sponsorship for RHA.
6. Set fundraising goal with Executive Board and Advisor at the beginning of each semester.
7. Solicit the use of the rentals to the residence halls, other campus groups, and the Greeley community.
8. Coordinate and implement the distribution of all OCM programs and products at the campus level in conjunction with the President.
9. Plan the implementation of all updates to social networking sites, which could include Facebook and Twitter.
10. Plan and implement a minimum of one fundraising initiative for the annual IACURH, No Frills, and NACURH conferences. Coordinate initiative with NACURH Communications Coordinator.
11. Track Paw Points for the Residence Halls on a weekly and as needed basis.

**ARTICLE II - TERMS OF OFFICE**

**Section 1 - Terms of Office**

Each term of office shall be one year, beginning the Monday after finals of 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 their term of office on the Monday after the spring semester finals to establish a working relationship with the Advisor, sit on campus committees, plan fall training, and maintain contact with all Executives. During the summer, the President will be provided with on-campus housing and be required to work for HRE.

NACURH 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 NACURH 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 Four.~~ **Article IV.**

## **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) of the Constitution, then said Executive shall be terminated at the discretion of the advisor and the Housing and Residential Education Department.

## **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 HRE. These students shall be nominated by **the General Council.** ~~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~~ **and Community 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 **on the Removal Committee** 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 their behalf. A time 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 their term of office. The NRHH President, NCC, BATC, PRFC, and STEC will be compensated the amount of one space in a standard double room in one of UNC's Residence Halls and a meal plan. An Executive may choose to buy out the additional space for an additional cost depending on occupancy. The RHA President, NRHH President and NCC will be compensated with travel and registration costs for IACURH, No Frills and NACURH.~~

#### **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 they wish to have speaking rights during the process, they 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 at least one General Council meeting 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. Prior to the application deadline, the Executive Board and Advisor will conduct an informational meeting outside of a general council meeting for members who are interested in running for a position. The meeting will explain each position in detail based on the governing documents and give examples of positional bids.

## **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, in PDF format, with no more than five pages of content with the title page, letters of support, citations, and 24-hour calendar not included in the page count.
  - 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.
  - e. A 24-hour calendar showing general availability of applicant.
2. All applicants must submit a bid to the President and Advisor a minimum of five days before the hiring process is to begin.
  - a. In the case of the President seeking election to an Executive Board position, the bids must be submitted to the Advisor a minimum of five 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.
  - a. RHA Representatives will be required to complete a bid evaluation for each positional bid submitted in order to receive a vote.
4. The election process for each candidate shall be as follows:
  - a. A reading of the positional description and duties
  - b. A five-minute presentation
  - c. A ten-minute question-and-answer session
  - 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 simple majority of votes. If this is not achieved, the General Council will re-enter into a ten-minute discussion. This process will be repeated at the discretion of the President and the Advisor until a simple majority is reached.
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, nominations may be taken from the floor.
8. The General Council will forward one name for each Executive position that is filled to HRE for approval.
9. If a current student staff member (RA, SRA, CA, DM, current RHA Executive) is running for an RHA Executive position, they will be represented by Student Staff Council during their election. The community in which the staff member currently resides will be able to enter Q&A and discussion on the candidate.

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

In the event that a vacancy occurs on the Executive Board, hiring will be determined by election as previously enumerated. If an election process is deemed unfeasible 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 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. In the circumstance that the general council is not together (ie Winter Break), the President and Advisor will determine the appropriate selection process.

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

In the event that a portion of the governing documents, 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 by that member of the General Council 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. 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 stand.
4. If the challenge is found to be valid, it will be taken to HRE, the Executive Board (including their Advisor), and the IACURH Regional Director.
5. 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.

6. 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 HRE.
7. 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.

## **ARTICLE VIII-CONSTITUTION/BYLAWS MAINTENANCE**

### **Section 1 – Review**

The RHA Executive Board is to review the RHA Constitution and Bylaws prior to every academic school year.

### **Section 2 – Maintenance**

The RHA Executive board holds the right to make limited amendments to the Constitution and Bylaws without the approval of a voting body within the first 6 weeks of the academic school year only if it pertains to language (titles, inclusivity, and continuity) and grammar concerning:

1. NACURH Standards.
2. IACURH Standards.
3. HRE Standards.

The Executive Board may not make any major additions (addition of 5 words or more in a sentence/addition of sentences) to the constitution and bylaws without the approval of the voting body. The executive board may make vernacular replacements of single words within sentences. Prior to making amendments they must be presented at General Council Meetings. The changes must be specifically outlined visually and verbally. The changes must be made within one week of the presentation. In the event that the Executive Board does not follow the specifics outlined above The Advisor holds the right to deny changes.

## **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~~ **Residence Hall Advisory Committees** on campus as necessary.
3. Attend and participate in General Council and Executive Board 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 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 HRE concerning this position.
10. Maintain communication with the Executive Board.

## **CHAPTER III - FISCAL OUTLINE**

RHA's main source of income will come from HRE. The funds will be allocated annually by HRE. A portion of RHA's funds will be allocated to funding proposals for organizations to request financial support for their program. The funding proposal will be discussed and voted on at an RHA meeting by the RHA General Council.

## **CHAPTER IV – 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 – 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, guidance, and training 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.

### **ARTICLE III- EXECUTIVE COUNCILS**

Each RHA executive board member shall establish and select a committee to serve the campus and the organization for the duration of the academic year.

1. Each executive committee should address pertinent on-campus student needs.
2. Each executive committee will be open to any student within the organization.
3. Committees may be created with the approval of the RHA President and Advisor.

## **CHAPTER V - COMMUNITY COUNCIL Function**

### **ARTICLE I – COMMUNITY COUNCIL NAME**

The name of each Community Council will be the community name followed by the mascot. The name of each community is determined by Housing and Residential Education at the University of Northern Colorado. The names of each Community Council will be as follows:

Harrison Penguins

Turner Lions

Lawrenson Llamas

North Polar Bears

South Koala Bears

Wiebking Ducks

Wilson Wolves

Central Coalition Monkeys

Presidents Row Eagles

Apartment Armadillos

### **Section 1- Changing the Community Mascot**

The process for changing a community mascot is as follows:

1. The Community Council must agree on the new mascot and submit a proposal to the RHA Executive Board Containing:
  - a. Current name of the Community Council
  - b. Proposed mascot of the Community Council
  - c. How the Community Council believes the name change will benefit their community.
2. Upon acceptance from the RHA Executive Board, The RHA Executive Board will present the mascot change will be presented to the entire community.
  - a. Sixty-percent (60%) of voting participants must vote in favor of the mascot change
3. The mascot change will be presented to the RHA General Council for confirmation.

If the name of a Community Council is changed it will become effective the following semester. Community Councils are in charge of purchasing any materials needed to reflect the name change including, but not limited to, (mascot stuffed animals, t-shirts, banners).

### **ARTICLE II – 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.

### **Section 2 – 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 3- Community Relations Chair**

The Community Relations Chair shall be responsible for all advertising efforts for programs and activities sponsored by their Community Council. The Community Relations Chair shall keep record of any resident advocacy issues. The Community Relations Chair will also be responsible for updating and managing their respective Community's Facebook page. The Community Relations Chair shall be responsible for taking and keeping record of any pictures and/or other forms of documentation of programs or other Community Council events. The Community Relations Chair shall also participate in at least one ad hoc RHA committee.

### **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 General Council meetings weekly and reporting information back to their Community at their Community Council meeting. RHA Representatives shall be allowed to miss up to three unexcused RHA meetings each semester before they will be automatically removed from their position. RHA Representatives must find a proxy to represent their hall and contact their NCC in order to receive voting rights for that meeting. RHA Representative(s) shall also participate in at least one ad hoc RHA committee.

### **Section 5 - Civic Engagement Chair**

The Civic Engagement Chair shall be responsible for efforts of civic engagement, as it pertains to philanthropic, advocacy, educational, and sustainable efforts of their Community Council and residents. The Civic Engagement Chair shall also participate in at least one ad hoc RHA committee. The Civic Engagement Chair shall work with the Community Council to plan and execute philanthropic events, educational campaigns, and advocate for the residents in their community.

### **Section 6 - 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-Kendel Dining Hall and Holmes Dining Hall during at least one meal, one of which must be at a dinner period. 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.

### **ARTICLE III - IMPEACHMENT OF COMMUNITY COUNCIL OFFICERS**

If at any time a Community Council Officer fails to meet their expectations as outlined in Chapter V, Article I in the Bylaws or fails to meet the agreed upon expectations of them for their Community Council, then said Officer may be impeached.

Prerequisites for Impeachment:

1. At least one individual who is dissatisfied with the Community Council Officer's actions needs to do the following:
  - a. Discuss their dissatisfaction of the Community Council Officer's actions with said Officer and Hall Director/Advisor present.
  - b. If there is no change and the individual is still dissatisfied, the individual must speak with the Hall Director/Advisor, who in turn will speak with the Officer.
  - c. If there is still no change, the individual who is dissatisfied with the Officer may begin the impeachment process.

Impeachment process:

1. The individual who wishes to instigate the impeachment process must first speak to their Hall Director/Advisor to inform the Hall Director/Advisor of their interest in impeaching the Community Council Officer.
2. When meeting with the Hall Director/Advisor, the said individual must present a defense outlining their discontent with the performance of the Community Council Officer.
3. Announcement of the impeachment process must be made by the Hall Director at one Community Council Meeting before the vote of impeachment.
4. At the next Community Council Meeting, the Community Council Officer in question has the right to state their case as to why they believe they should remain on the Community Council

Board. After the member states their case, the individual who instigated the impeachment process has the right to state to the General Council why they believe that the Officer should be impeached.

5. After both sides have stated their case, the impeachment of the Community Council Officer will be discussed and put to a vote by all those in attendance. The Community Council Officer and the individual who instigated the impeachment process are to leave the room while the vote takes place.

6. A two-thirds majority of present members must be reached to remove the Community Council Officer in question.

#### **ARTICLE IV- CONDITIONS OF HOLDING A COMMUNITY COUNCIL OFFICER POSITION**

1. A Community Council Officer must be enrolled as a full time student.

2. An officer must maintain a 2.0 semester and cumulative GPA while in the position.

a. If a semester or cumulative GPA is below a 2.0, the officer will be removed from the position.

3. Officers will have feedback throughout the course of their term with their advisor and must maintain satisfactory performance of duties in order to continue in the position.

4. Verbal or written warnings may determine condition of continuing in their position.

5. Community Council Officers must maintain an active housing contract during their term.

6. Community Council Officers must live in the UNC Residence Hall in which they are elected.

7. Community Council Officers must be actively involved in General Council or the subcommittees of RHA during their term.

*Ratified: February 28, 2010*

*Amended: February 23, 2015*

*Amended: September 12, 2016*