



Policy Book

LAST REVISED
February 17, 2020

LAST RATIFIED
April 2nd, 2018

Title 1

Statements of Purpose

Article I - Mission Statement

Article II - Vision Statement

Article III - Equity Statement

ARTICLE I – MISSION STATEMENT

The mission of the Residence Hall Association at NAU is to enhance the academic, personal, and social experience of living on-campus by providing opportunities to learn and utilize leadership qualities and skills through trainings, conferences, and programming.

ARTICLE II – VISION STATEMENT

The Residence Hall Association commits to create a community of quality residential leaders.

ARTICLE III – EQUITY STATEMENT

We agree to abide by Northern Arizona University policy prohibiting discrimination in organizational membership on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. We are committed to fostering inclusive communities where individuals are valued, safe, and heard is essential to the success of our students, staff, and faculty. We are committed to understanding both individual and shared human experiences and advocating for the respect and inclusion of all identities.

Title 2

Branding Guidelines

Article I - Branding Guidelines

ARTICLE I - BRANDING GUIDELINES

Section 1: Official Colors

The primary design color on publications shall be Blue. The Web Safe number is 003399. The Hex Color number is R: 1, G: 72, B: 169. The accent color on publications shall be Yellow. The Web Safe number is FFCC33. The Hex Color number is R: 252, G: 211, B: 51. The secondary color on publications shall be Black. The Web Safe number is 000000. The Hex Color number is R: 0, G: 0, B: 0.

Section 2: Typography

The primary typeface shall be Georgia. Georgia Regular shall be used for subject area headings. Georgia Bold shall be used for emphasized subject area headings. Georgia Italic shall be used for subheadings. The secondary typeface shall be Arial. Arial Regular shall be used for body text boxes. Arial Bold shall be used for body area headings. Arial Italic shall be used for body area subheadings.

Section 3: RHA Logos

RHA shall utilize three logos. The standard logo shall be in color with the double axes and RHA text. The black and white logo shall be the standard logo in black and white. The double axes logo shall be in color with the double axes and no text.

Section 4: Executive Board Signatures

The official Executive Board signatures shall be used for the President, NCC, NRHH President, CAF, CSTE, and additional Chair positions, if the Chair chooses. The first signature line shall be Arial, 14 point font. This first line shall contain the Executive Board member's preferred first and last name followed by their preferred pronouns. The second signature line shall be Arial, 12 point font. This second line shall contain the Executive Board position followed by the organization name. Additional lines shall follow the second signature line criteria. These additional lines shall contain any additional outside organization position(s) or the affiliated region name. The NCC's fourth line shall be the "Intermountain Affiliate". The last signature line shall be Arial, 11 point font. The last line shall contain the Executive Board member's NAU email followed by their respective RHA or NRHH email, if applicable.

Section 5: Templates

Templates for presentations, agendas, and memorandums shall be used by the Executive Board.

Title 3

ByLaws

Article I - Name

Article II - Purpose

Article III - Affiliation

Article IV - Membership

Article V - Representation

Article VI - Elected Officers

Article VII - Meetings

Article VIII - Advisors

Article IX - Amendments

Article X - Ratifications

ARTICLE I – NAME

This organization shall be known as the Residence Hall Association at Northern Arizona University. Hereafter this organization will be referred to as RHA.

ARTICLE II – PURPOSE

Section 1. Purpose

RHA shall be a student-run organization. RHA's main purpose shall be to represent and serve all resident living in on-campus residential communities. RHA shall promote and provide opportunities for activities and leadership development.

ARTICLE III – AFFILIATION

Section 1. Affiliation

RHA is an affiliate of the following organizations:

- A. National Association of College and University Residence Halls, Inc. (NACURH)
- B. Intermountain Affiliate of College and University Residence Halls (IACURH)
- C. National Residence Hall Honorary (NRHH)
 - a. The Dr. Neil Potter Chapter is the sister organization of RHA. The structure and practices of NRHH are determined by their governing documents.
- D. Northern Arizona University Residential Life (HRL)
- E. Northern Arizona University Student Life

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The members of RHA will consist of all NAU students who reside in on-campus residential communities.

- A. These members do not have a vote.
- B. These members may not speak during General Council, unless yielded to by the President.
- C. These members may not be nominated for elected offices.

Section 2: Voting Members

Voting members will consist of the Community Council Representatives who have been elected to represent their Community.

- A. These members have a vote.
- B. These members may speak during the General Council meetings.
- C. These members may be nominated for elected offices.

Section 3: Elected Officials

Elected officials will consist of those who have been nominated and elected to hold positions within the organization and those who hold positions as RHA chairs.

- A. These members do not have a vote.
- B. These members may speak during the General Council meetings.
- C. These members may be nominated for elected offices.

Section 4. Professional Visitors

Professional Visitors will consist of HRL affiliated professional staff members.

- A. These members do not have a vote.
- B. These members may speak during the General Council meetings.

- C. These members may not be nominated for elected offices, unless already qualified under Section 3.

Section 5. Alumni Members

Alumni membership is open to former residents who were members of the organization.

- A. These members do not have a vote.
- B. These members may not speak during General Council, unless yielded to by the President.
- C. These members may not be nominated for elected offices.

ARTICLE V – REPRESENTATION

Section 1. General Council

RHA's General Council is comprised of the Community Representatives. All General Council members have the right to vote and hold office.

Section 2. RHA Representatives

Each on-campus community will be granted voting representation. Voting representatives must live in the community they represent and cannot be a professional staff member. Hall resident status will be based on the status held in Residence Life. Halls acting as one governing body will be allowed to act as one body in General Council.

- A. Each Community will have two (2) representatives.

Section 3. Chair Council

The Chair Council is comprised of the RHA Chairs and Community Council Chairs as detailed in Article 1, Section 8 of the Bylaws. All Chair Council members have the right to vote in the

Chair Council and be nominated to hold Executive offices.

Section 4. Requirements of Council Members

- A. General and Chair Council members must maintain the required GPA, as stipulated by Student Life.
- B. General and Chair Council members are required to attend all respective meetings.

ARTICLE VI – ELECTED OFFICERS

Section 1. Executive Board

The Executive Board shall consist of the following officers: President, NACURH Communications Coordinator (NCC), National Residence Hall Honorary (NRHH) President, Coordinator of Administration and Finance (CAF), and Coordinator of Social and Traditional Events (CSTE).

Section 2. Executive Council

The Executive Council shall consist of the Executive Board, in addition to the Advocacy Chair, Leadership Development Chair, Social Media Chair, and Marketing Chair.

ARTICLE VII – MEETINGS

Section 1. All meetings

- A. Chair: The President shall chair all meetings except for conference delegation meetings. In the absence of the President, the line of succession will determine the meeting chair. The President holds the power to cancel any General Council, Chair Council, and

Executive Meetings with proper notice.

- B. Agenda: The President will determine the agenda. Anyone wishing to be placed on the agenda must notify the President.
- C. Quorum: For business requiring a vote, a quorum constitutes a majority of the General Council.
- D. Voting: For business requiring a vote, a simple majority is required for passage.
- E. Veto Power: The President shall have the power to veto decisions of the General Council. The power shall be exercised during the meeting in which the decision was acted upon, or at the next regularly scheduled meeting. The veto can be overridden by a two-thirds vote of the General Council.

Section 2. General Council Meetings

General Council meetings shall occur weekly in accordance with the academic calendar. General Council meetings are open to all members. The purpose of General Council meetings is to conduct the business of the organization, relay information to and between Community Representatives, and create unity amongst the members.

Section 3. Chair Council Meetings

The purposes of the Chair Council meetings will be to provide a space for the Chairs to gain additional leadership development, resources for their Community Councils, and to increase the communication between the Executives and Community Councils.

Section 4. Executive Meetings

The purposes of Executive meetings are to relay information to and between the Executive Board and Advisor(s), as well

as to build a team amongst these individuals.

Section 5. Special Meetings

Special meetings are closed and no minutes will be recorded. Special meetings are limited to only voting members and invited guests. Special meetings can be called by the Executive Board or by a majority vote of the General Council. The time and location shall be determined by the Executive Board.

- A. Purpose: Special meetings are conducted for officer elections, removal of officers, and other business as determined by the Executive Board.
- B. Special meetings will be conducted according to Parliamentary procedure.

ARTICLE VIII – ADVISOR(S)

Section 1. Advisor(s) Duties

Advisor(s) will be appointed by Residential Life. Advisors may not vote but can offer advice to the organization.

ARTICLE IX – AMENDMENTS

Section 1. Amendments

Any member of RHA may propose an amendment to the Constitution or Bylaws by presenting it in writing to the President.

Section 2. Procedure

The President shall review the proposed amendment and, upon review, shall forward it to the General Council. Passage of the proposed amendment

shall require a $\frac{2}{3}$ vote of the General Council.

ARTICLE X – RATIFICATION

This Constitution shall be ratified by a two-thirds vote of the voting members of the General Council and shall supersede all previous constitutions.

Title 4

RHA Structure and Governance

Article I - Duties of Elected Officers

Article II - Election of Executive Board

Article III - Representatives

Article IV - Meetings

Article V - Committees

ARTICLE I – Duties of Elected Officers

Section 1. Duties of all Executive Board Members

- A. The term of service for the RHA President, NCC, and NRHH President is from the oath of office until the close of the NACURH annual conference, which will take place during the summer.
- B. Term of service for the CAF and the CSTE as well as all of the Chair positions is from the oath of office until the close of spring semester.
- C. Agree to and uphold any agreements decided on by the RHA President and Advisor, including, but not limited to the RHA Leadership Agreement, any Delegation Agreements for conferences they may attend while in office.
- D. In preparation for each new semester and promotion of RHA, the Executive Board must return early for training during summer and winter.
- E. Serve office hours in accordance with the Bylaws.
 - a. Office Hours: The President shall be responsible for the maintenance of office hours. The President shall work a maximum of 25 hours per week. All other executives shall work a maximum of 20 hours per week. Each executive shall determine their work schedule, to be approved by the President. Executives are not expected to hold office hours during finals week.
- F. Attend weekly Executive Board and General Council meetings.
- G. All Executive Board members will serve as a Sidekick to the communities they are assigned to.
 - a. Assignments will happen at the beginning of every semester once Community Council times are released.
 - b. Executives will attend the Community Council meetings on a bi-weekly basis.
- H. Train and transition succeeding executives.
- I. Provide end of year transitional documentation, including a transition document and files located in the RHA Google Drive.
- J. Chair respective weekly committees.
- K. Act to the benefit of RHA at all times and serve as a positive role model for NAU and on-campus housing.
- L. Annually select the Christopher G. Freeman Member of the Year Scholarship recipient.
- M. Contribute to the writing of Of the Months (OTMs)
- N. Cultivate and foster relationships with NRHH.

Section 2. Duties of the President

- A. Preside over all RHA meetings and conduct all business in accordance with the RHA Constitution, Bylaws, and the newest edition of Robert's Rules of Order. Meetings include, but are not limited to, General Council meetings, Executive Board meetings, and Special meetings.
 - i. The President shall maintain Veto Power over any decision made during the listed meetings.

- B. Be the official spokesperson and representative of RHA on Northern Arizona University's campus.
- C. Act as a liaison between the on-campus residential community and Northern Arizona University organizations and departments.
- D. Oversee the maintenance of the Constitution.
- E. Supervise the Executive Board.
- F. Chair the regular meetings of the Chair Council.
- G. Implement one (1) leadership training for Community Councils per semester.
- H. Call and preside over all Special Meetings and Elections.
- I. Attend IACURH RLC, IACURH RBC, ARLC, and the NACURH Annual Conference.
 - a. Attend all boardroom sessions planned during the conference.
- J. Assist in the creation of NACURH affiliated bids.
- K. Oversee the financial budget, in accordance with the CAF.
- L. Plan and Implement the RHA and NRHH Spring Banquet.
- M. Appoint RHA members to sit on University committees, as needed.
- N. Assist in the selection of conference delegations to any leadership conference that is sponsored through RHA.
- O. Register RHA as an official student organization with Student Life.
- P. Assist the RHA Executives regarding the implementation of committees, as seen fit on a year-to-year basis.
- Q. Work with the NRHH President to decide how best to support OTM writing within RHA.
- R. Oversee the transitions of the NCC, NRHH President, Coordinator of Administration and Finance, and the Coordinator of Social and Traditional Events.
 - Train and transition the RHA President-elect at the end of term.

Section 3. Duties of the NACURH Communications Coordinator

- A. Serve as Liaison between NACURH, IACURH, and RHA.
 - a. Affiliate NAU's RHA with NACURH at the beginning of the fall semester
 - i. Author and submit an Affiliation Report to NACURH Corporate Office (NCO).
 - ii. Complete NACURH Affiliation Form and request payment for membership.
 - b. Participate in an IACURH regional committee.
 - c. Communicate with the IACURH Regional Board of Directors and IACURH member schools.
 - d. Participate in monthly NCC and regional committee chats.
 - e. Inform Regional Director and NACURH Corporate Office (NCO) of any changes in affiliation status within two weeks of occurrence.
 - f. Inform General Council about IACURH and NACURH.
 - g. Advertise opportunities for IACURH and NACURH task forces and committees.
- B. Conference Responsibilities

- a. Attend IACURH RLC, IACURH RBC, ARLC, and the NACURH Annual Conference.
 - i. Attend all boardroom sessions planned during the conference.
 - b. Submit and purchase all conference materials needed including, but not limited to, registration fees, flights, and spirit supplies.
 - c. Delegation Responsibilities.
 - i. Select delegations for IACURH, ARLC, and NACURH with RHA President, NRHH President, and Advisor(s).
 - ii. Encourage the submission of at least one program by each member of the delegation.
 - iii. Prepare, supervise, and support all members of each conference delegation.
 - d. The NCC must submit two regional award bids per school year.
 - e. Coordinate with the CAF for additional funding for conference supplies and registration.
- C. Oversee and preside over the submissions of the End of Year Awards that are meant to recognize General Council Members and various on-campus organizations.
- a. The End of the Year Awards are as follows:
 - i. Community of the Year
 - ii. Program of the Year
 - iii. Member of the Year
 - iv. Student of the Year
 - v. Chair of the Year
 - vi. Resident Assistant of the Year
 - vii. Advisor of the Year
- D. Other Conferences
- a. Delegation Duties
 - i. Select, supervise, and support all delegation members.
 - ii. Submit all materials for additional conferences including, but not limited to, booking hotel rooms and registration.
- E. Train and transition the NCC-elect at end of term, attending the NACURH Annual Conference with the new NCC when possible.

Section 4. Duties of the NRHH President

- A. Serve as the President of the Dr. Neil Potter chapter of NRHH at Northern Arizona University.
- B. Fulfill all specified duties according to the NRHH constitution.
- C. Act as a liaison between NRHH and RHA.
- D. Assist the NCC in NACURH responsibilities, including but not limited to the following:
 - a. Affiliation of NAU to NACURH.
 - b. Selection of conference delegations affiliated with NACURH.
- E. Attend IACURH RLC, IACURH RBC, ARLC, and the NACURH Annual Conference.
 - a. Attend all boardroom sessions planned during the conference.

- F. Assist in the creation of NACURH affiliated bids
- G. Fulfill the following responsibilities in regards to Of The Months (OTMs):
 - a. Inform General Council members of all opportunities to submit OTMs.
 - b. Encourage the submission of OTMs.
 - c. Report monthly on the campus, regional, and national OTM winners.
 - d. Work with the RHA President to decide how best to support OTM writing within RHA.
- H. Create and implement National Residence Hall Month programs.
- I. Assist in the submissions of the End of Year Awards.
 - a. The End of Year Awards are as follows:
 - i. Community of the Year
 - ii. Program of the Year
 - iii. Member of the Year
 - iv. Student of the Year
 - v. Chair of the Year
 - vi. Resident Assistant of the Year
 - vii. Advisor of the Year
- J. Coordinate and maintain the Hall of Fame points system.
- K. Recognize NAU's residents, students, faculty, and other affiliated members.
- L. Train and transition the NRHH President-elect at end of term.

Section 5. Duties of the Coordinator of Administration and Finance

- A. Maintain and execute the budget of the RHA, in accordance with Article IV of the Bylaws.
- B. Present the completed budget for approval to the General Council.
- C. Maintain financial transparency with the Executive Board, General Council, Advisor(s), and Business Support Services.
- D. Oversee and encourage the use of General Fund.
- E. Plan and implement fundraising via:
 - a. OCM sponsored programs, which includes, but is not limited to, care packages and linens.
 - b. Additional fundraising as needed.
- F. Record attendance at RHA meetings and inform Halls and Representatives of probationary status.
- G. Take accurate and detailed minutes at RHA meetings and archive them for future use.
- H. Distribute minutes and other relevant information to General Council on a regular basis.
- I. Maintain and order office equipment and promotional RHA products.
- J. Oversee equipment rental.
- K. Maintain electronic media, including but not limited to: website, social media accounts, and email listserv.
- L. Train and transition the Coordinator of Administration and Finance-elect at end of term.

Section 6. Duties of the Coordinator of Social and Traditional Events

- A. Plan and implement a minimum of two (2) campus-wide events each semester for on-campus residents that enhance their social, educational, cultural, and leadership experiences, including Homecoming Events.
 - a. The culmination of all Homecoming events will count as one event for the fall semester.
- B. Attend all campus event-planning meeting(s) including, but not limited to, Homecoming.
- C. Promote all events, programs, and initiatives sponsored by the Residence Hall Association.
- D. Work with Marketing & Social Media Chairs to create advertisements for events and promote them on RHA's social media platforms.
- E. Train and transition the Coordinator of Social and Traditional Events-elect at end of term.

Section 7. Line of Succession

- A. In the event that the President is unable to oversee a General Council meeting or the Executive Meeting, and the meeting has not been cancelled or rescheduled the line of succession will be as follows:
 - a. President
 - b. NACURH Communications Coordinator
 - c. National Residence Hall Honorary President
 - d. Coordinator of Administration and Finance
 - e. Coordinator of Social and Traditional Events
- B. No special privileges are granted to the Executives if they come into succession. If the succeeding Executive is unable or unwilling to oversee a meeting, the Executive following them in the succession will assume responsibility. If no Executive assumes responsibility, the Advisor then must lead the meeting. If circumstances demand, the meeting may be cancelled at the discretion of the Advisor in conjunction with the Executive Board prior to the meeting taking place.

Section 8. Chair Positions

- A. The term of service for all Chair positions will follow a calendar year.
 - a. The application and selection of Chair positions will occur during the Fall semester.
 - b. Position holders will take office at the close of the Fall semester and hold the position until the closing of the following Fall semester.
 - c. If a position is left unfilled the RHA President and Advisor will appoint the position holder.
- B. Chair positions are semesterly compensated, positions appointed by the Executive Board and approved by the General Council to assist the Executive Board with additional responsibilities.
 - a. Compensation includes \$75 of JDE or Dining Dollars on a semester basis. Compensation will be distributed by the 4th week of classes.
 - b. Chairs must live on campus or ACC Housing.
 - c. Chairs may not serve on both the NRHH and RHA Executive Council.

- d. All Chairs are subject to removal by a two-thirds vote of the Executive Board.
- C. Chair positions will be the following:
 - a. Marketing Chair
 - i. Responsible for the creation of advertisements for RHA events.
 - ii. Works closely with the Coordinator of Social and Traditional Events concerning advertising content, appearance, information, distribution, and deadlines.
 - b. Leadership Development Chair
 - i. Develop and provide leadership programming for the residents of NAU.
 - ii. Assist in the coordination of the Sidekicks program.
 - iii. Assist in managing the Chair Council. Assist in creating socials, retreats and transitions for RHA.
 - iv. Other responsibilities will be determined by the RHA President.
 - c. Advocacy Chair
 - i. Identify potential advocacy initiatives on campus.
 - ii. Serve as a liaison between on-campus organizations and RHA regarding advocacy initiatives.
 - iii. Plan and implement at least one campus-wide advocacy initiative a semester through either passive or active programming.
 - iv. With approval of the executive board.
 - v. Present at least one educational program on advocacy during a General Council meeting each semester.
 - vi. General Council meeting each semester.
 - vii. Maintain, advertise, and uphold the values of Project Perspective.
 - d. Social Media Chair
 - i. Maintain all RHA affiliated social media accounts including, but not limited to, Facebook and Instagram.
 - ii. Create a social media action plan with the assistance of the RHA Executive Board.
 - e. Community Council Chairs
 - i. There shall be one (1) Chair per Community Council.
 - ii. Will be approved by a vote of their respective Community Councils to serve on the Chair Council.
 - iii. Serve as the primary point of contact between the Executive Board and the Community Councils.
 - iv. Chair the regular meetings of their Community Council.
 - v. Report monthly to the chair of the Chair Council.

ARTICLE II – Election of Executive Board

Section 1. Executive Board Compensation

- A. Executives will receive compensation as follows, pro-rated for term of service:

- a. Housing for all Executive Officers: All Executive Officers will receive housing on-campus for the academic year, value not to exceed upper-class, traditional style housing, double occupancy rate.
- b. RHA President and NRHH President Meal Plan: \$1000 Dining Dollars per semester.
- c. Other Executive Meal Plan: \$750 Dining Dollars per semester.

Section 2. Eligibility for Executive Board

- A. The President, NCC, CAF, and CSTE must have been voting members of the RHA General Council or Chair Council for at least one (1) semester completed as a member of RHA prior to their nominations.
- B. Each elected officer must be a full-time student at NAU as defined by the University and maintain the required cumulative GPA of 2.5.
 - a. If an elected officers cumulative GPA falls below a 2.5 while in office, a probationary period will be enforced. The officer will have one (1) academic term immediately following the semester of the officer's academic deficiency. Following this probationary period, the officer must meet with an academic counselor on a monthly basis to ensure continued success.
 - i. If elected officer fails to meet 2.5 by the semester end, the officer will be terminated and re-elections will follow.
 - b. If an elected officers GPA falls below a 2.25 while in term, the officer will be terminated from their position and will be filled in a timely manner.
 - c. Any individual who wishes to run for an executive position must have a cumulative 2.5 GPA by the time they are sworn into office.
 - i. If an elected officer fails to obtain a 2.5 cumulative GPA they will be put on probation for the first fall or spring semester of their term.
- C. Each elected officer must live on campus.
- D. Elected officers may not serve on both the RHA and NRHH Executive Council with the exception of the NRHH President.
- E. Elected officers may not serve as a Community Representative in addition to their elected position.

Section 3. Election of Officers

- A. Officers shall be elected by the General Council.
- B. Timeline: Intents shall be opened in the spring semester. Elections shall follow in the succeeding weeks, before spring break. The Advisor(s) will verify that candidates currently hold a cumulative 2.50 GPA prior to elections.
 - a. Nominated RHA members must be present during nominations to accept their nomination.
 - b. Only General Council members may nominate other members. Executives, the Parliamentarian, and Advisor(s) may not.
- C. Order of Elections: President, NCC, CAF, CSTE, then approval of the NRHH President.
- D. Elections Submissions: Members running for Executive Board will be expected to provide General Council with a bid, which shall be no shorter than five (5) pages

and no longer than ten (10) pages (excluding a cover page and letters of support), that outlines goals and qualifications to support their presentation.

- a. Pages will include details regarding the candidate and their desired position. Bids should include a single cover page and may include letters of support for the nominee. These pages do not count towards the total bid page count.
- b. All text shall not be smaller nor exceed 10 to 12 point font, except for headings.
- c. In accordance to positions each nominee must provide a sample work relating to the intended position.
 - i. President must provide a proposed idea to add to the Constitution. Justify the change.
 - ii. NCC must create a travel itinerary to the upcoming NACURH for ten (10) hypothetical delegates utilizing the established budget chosen by the active President and Advisor.
 1. Travel itinerary includes: hotel, flights, other means of travel and registration costs.
 2. Subject to change: Budget, location of NACURH, and registration fee.
 - iii. CAF must allocate the amount of \$5420.47 from an external source to existing locations within the RHA budget. Justify where the money is moved and why these selections of amounts and locations of funds were chosen.
 - iv. CSTE must provide a sample event and costs are to be provided.
- E. Election meetings: Elections will be held in a Special meeting, for which no minutes will be recorded. A quorum must exist of a majority of General Council.
- F. Voting procedure: Elections will proceed alphabetically by last name. Each candidate must be physically present in order to run. Each candidate that is not giving their opening presentation and Q&A must be escorted by the to a location with no external communication, chosen by the President and the Advisor.
 - a. Each candidate shall be allowed eight (8) minutes for an opening presentation, for which the candidate may have an electronic presentation: this time is non-extendable.
 - b. The candidate will then move into a ten (10) minute Q&A session; extendable a maximum of three (3) times up to ten (10) minutes each.
 - c. After each candidate has given their presentation and done Q&A, the General Council will then move into ten (10) minutes of discussion; extendable by a maximum of three (3) times up to ten (10) minutes each.
 - d. During Q&A and discussion, information and points that were not in the candidate's bid, verbal presentation or electronic presentation may not be asked or discussed.
 - e. After voting, the Advisor(s), the President or the President's designee (in the case that the active President reruns), will proceed to count the votes for each candidate.
 - i. Once a count is secured, the President or designee will destroy all documented votes.

- f. If there are more than two candidates and there is no clear majority, the candidate with the least number of votes will be dropped from the election.
 - i. General Council then may move into Q&A, discussion, or another vote.
- G. Endorsements: Current and newly elected Executive Board members cannot officially endorse a candidate running for RHA Executive Board.
 - a. Endorsements shall be defined as: direct written or vocal support of a specific candidate, uneven distribution of information concerning a position to nominees, uneven questioning during Q&A sessions and general bias during discussion sessions during elections, and any other action or expression that could be interpreted as direct support of any candidate during the election process.
 - i. Executive Board members cannot raise their placards during the discussion portion of the election process.
- H. Special elections: For vacancies mid-term, nominations will be at the discretion of the Advisor(s) and the President.

Section 4. Approval Process of NRHH President

- A. Officer shall be approved by the General Council.
- B. Timeline: Approval of NRHH President will occur in the General Council meeting following the NRHH meeting in which the NRHH President was elected. Advisor(s) will verify the candidates currently hold a cumulative GPA of 2.50 prior to the elections.
 - a. Election process of NRHH President will abide by the procedures stated in the NRHH Constitution.
- C. Approval Meeting: Approval will be held in a Special Meeting, for which no minutes will be recorded. A quorum must exist of a majority of General Council.
- D. Voting Procedure: Candidate elected as NRHH President will come before the General Council and give a maximum three (3) minute presentation. This presentation will consist of a general introduction about the candidate.
 - a. The candidate will then move into a five (5) minute Q&A session; extendable a maximum of three (3) times up to five (5) minutes each.
 - b. The General Council will then move into five (5) minutes of discussion; extendable by a maximum of 3 (three) times up to five (5) minutes each.
 - c. During Q&A and discussion, information and points that were not in the verbal presentation or electronic presentation may not be asked or discussed.
 - d. After voting, the Advisor(s), the President or the President's designee will proceed to count the votes for the candidate.
 - i. Once a count is secured, the President or designee will destroy all documented votes.

Section 5. Removal of Officers

- A. The removal of officer procedure will be initiated when an officer displays gross neglect for their positional duties, willful acts against the purpose and intent of the Constitution, violation of guidelines or policies set forth by Residential Life or Student Life, or violation of their leadership contract with RHA. The approval of both the President and Advisor will determine the initiation of this process, except in the case of the removal of the President which shall be initiated by the approval of two (2) elected officers and the advisor. The removal of officer procedure will follow the following structure:
- B. A verbal warning will be issued to the officer by the President or Advisor.
 - a. If the President is the officer in question, the Advisor will issue the verbal warning.
- C. A written warning will be issued after a verbal warning if the officer continues to violate the aforementioned policies.
 - a. Warning will be signed by the officer in question, President, and Advisor.
 - i. If the President is the officer in question, they and the Advisor will be the signers.
- D. If the violation of policy by the officer continues after written warning, the officer is subject to a probation period determined by the President and Advisor or termination; depending on the severity of the violation.
 - a. If the President is the officer in question, the Advisor will decide the probation period or termination.
- E. Officers that have been removed via this procedure will have their continuation as a member of RHA determined by the RHA President and Advisor.
- F. In the case of violations of academic or legal matters, the Advisor alone will execute this process at their discretion.

Section 6. Impeachment of Officers

- A. All officers are subject to impeachment upon gross neglect of responsibilities, willful acts against the purpose and intent of the Policy Book, violation of guidelines or policies set forth by Residential Life or the Office of the Dean of Students, or violation of their leadership contract with RHA.
- B. Procedure: A written grievance statement will be presented to the Executive Board, the officer(s) in question, and the Advisor(s). The Legislative Leadership Committee will determine whether sufficient grounds exist for an impeachment hearing by the General Council.
 - a. If the Legislative Leadership Committee decides that there is grounds for impeachment the officer in question will be given the opportunity to resign or proceed with the impeachment process.
- C. Process of Impeachment: At the next General Council meeting, a Special meeting will be conducted to review and vote on the impeachment.
 - a. Impeachment Meetings: Impeachments will be held in a Special meeting, for which no minutes will be recorded. A two-thirds majority of the possible voting membership of the General Council must be present to hold an Impeachment Meeting.

- i. Impeachment Procedure: The initiator of the grievance and the accused must be physically present in order for the meeting to take place. While not presenting their case or in Q&A, the Advisor must escort the initiator or the accused to a location with no external communication.
- ii. The following procedure will be used for the Impeachment Meeting:
 1. The initiator will be given three (3) minutes to present their case, non-extendable.
 2. The accused will be given three (3) minutes to present their case, non-extendable.
 3. The initiator will be given five (5) minutes for Q&A, non-extendable.
 4. The accused will be given five (5) minutes for Q&A, non-extendable.
 5. The General Council will move into a 10 (ten) minute discussion, extendable up to two (2) times by ten (10) minutes each.
 - a. During Q&A and discussion, information that was not mentioned during the verbally spoken cases, Q&A, or in the written grievance may not be discussed.
 6. The Advisor and President (or Advisor's designee, if the President is accused) will count the votes. A two-thirds majority of the General Council is required to impeach the accused.
 - a. Once a count is secured, the advisor will destroy all documented votes.
 7. If the impeachment attempt does not pass, the accused will meet with the RHA President and Advisor within one week (if the RHA President is the accused they will meet with only the Advisor).
 - a. A mandatory meeting amongst the Executive Board and Advisor will be held to make the necessary adjustments for RHA.
 - b. During the next General Council meeting the situation will be addressed, as necessary.

ARTICLE III – REPRESENTATIVES

Section 1. Duties of RHA Representatives

- A. Each representative will serve as a liaison between their respective on-campus community or organization and RHA.
- B. Serve as the official representative of their respective on-campus community or organization at RHA and communicate campus wide opportunities and hall/organization events at RHA meetings.

- C. Serve as an RHA representative on-campus community or organization and communicate events, activities, and opportunities presented at RHA.
- D. Be knowledgeable about RHA, IACURH, and NACURH.
- E. Encourage their respective on-campus community or organization's involvement in RHA activities.

Section 2. Community Council Election Process

- A. Officers shall be approved by the respective residence hall(s).
- B. Timeline: The Community Council Elections timeline shall be created and released by the RHA President and Advisor over the summer break prior to the fall semester beginning.
- C. The elections will be chaired by the Advisor of the respective Community Council.
- D. The election process will pertain to the Community Council Chair and RHA Representative positions.
 - a. Any other positions included in the Community Council will be up to the respective Community Council's Chair and advisor.
- E. Voting Procedure: Any candidate for the position will give a maximum three (3) minute presentation. This presentation will consist of a general introduction about the candidate.
 - a. The candidate will then move into Q&A session where up to three questions can be asked. Once Q&A ends, there will be a closed ballot vote.
 - b. After voting, the RHA Executive and Advisor will proceed to count the votes for the candidate.
 - i. Once a count is secured, the President or designee will destroy all documented votes.

Section 3. Attendance

- A. Representatives are expected to attend all General Council meetings and Special meetings.
- B. Definition: A Representative may be considered present when they are in attendance, on time, and stay for the full duration of the meeting.
- C. Deviation: Any attendance variation must be provided, in writing, to the meeting Chair within one week. Variation may include absence, tardiness, or early departure from any meeting. If the variance is approved by the Executive Board, then the Representative will not be considered absent.
- D. Substitute: A Representative may elect to send a substitute representative from their community when they anticipate an absence.
- E. Probationary Status: An on-campus community will be placed on probation for the duration of the semester if they have three or more absences at General Council meetings or committee meetings per semester. Probationary status impacts hall allocations and access to RHA funds, as defined in Article IV, section 3.
 - a. Full representation for an on-campus community Representative is obtained when all voting representatives are present. One absence is

counted towards probationary status when one voting representative is absent without approval.

- b. Regaining status: An on-campus community must be fully represented in three (3) consecutive meetings or at the beginning of a new semester.

ARTICLE IV – MEETINGS

Section 1. General Council Meetings

- A. General Council meeting day, time, and location will be determined by the RHA President and Advisor on an annual basis.

ARTICLE V – COMMITTEES

Section 1. All committees

- A. RHA shall have the ability to convene committees as necessary.

Section 2. Committee Participation

- A. General Council members may volunteer to participate in committees at their own discretion.
- B. Committees may not consist of more than ten (10) General Council members.

Section 3. Ad-hoc committees

- A. Ad-hoc committees may be convened through majority passage of a General Council resolution.
- B. Chair: An Executive Council member will be appointed.
- C. Members: Membership shall be comprised of interested and appointed Community Council members.

Title 5

Finances

Article I - Finances

ARTICLE I – FINANCES

Section 1. Accounts

- A. The CAF shall oversee and manage all accounts.
- B. On-campus account: RHA will maintain an on-campus account to be administered by Residential Life.
 - a. Purpose: This money shall serve the needs of on-campus communities through educational or social activities, leadership development, merchandise, and recognition.
 - b. Merchandise is defined as tangible equipment that benefits the current or future residents of a community.
 - c. Funding source: Residential Life housing rates.
 - d. Review of Finances: Business Support Services, RHA Advisor and the RHA CAF reconcile this account quarterly.
- C. NAU Discretionary Account (Chase):
 - a. Purpose: This money shall be used as a discretionary fund for the use of RHA to fund the attendance at conferences or hosting conferences.
 - b. Funding source: On-Campus Marketing and other fundraisers.
 - c. Review of Finances: This account is audited by the university auditors and Business Support Services annually.
- D. NAU Foundation Account:
 - a. Purpose: This money shall be used as a discretionary fund for the use of RHA – either to fund a large office purchase, or a special program that cannot normally be funded through the campus account.
 - b. Funding source: Originally funded by OCM fundraised money.
 - c. Review of Finances: This account is audited by the university auditor and Business Support Services annually.
- E. NAU Foundation Account:

- a. Purpose: This money shall fund a scholarship, based on the Christopher G. Freeman Member of the Year Award.
- b. Funding source: Originally funded by the RHA Discretionary fund. It should make enough in interest every year to be self-funding.
- c. Review of Finances: This account is audited by the university auditor and Business Support Services annually.

Section 2. Budget

- A. The budget shall be updated by the CAF and submitted to the General Council for review no later than the third General Council meeting in the fall semester. Monthly reports will be presented to the General Council documenting account balances, expenditures, and General Fund status.
- B. The CAF may move up to \$1000 from a line item to another line item, as needed, without the approval of the General Council, after consulting the rest of the Executive Board, so long as the CAF updates the General Council at the next General Council meeting.

Section 3. General Fund

- A. The RHA General Fund shall be designated for use by Residence Halls, Community Councils, and other Residence Life entities for the purpose of increasing the quality of the on-campus experience. These funds may be used for educational and social programming, campus wide events, leadership development, hall supplies and recognition.
- B. The RHA General Fund will be no less than seven-thousand dollars (\$7,000.00) per academic school year, as determined by the CAF.
 - a. The General Fund will be divided evenly between the fall and spring semesters.
 - i. Any unallocated funds remaining after the last application has been voted on will be reallocated by the CAF into other line items of the budget at their discretion.
- C. In order to request use of the RHA General Fund, an organization must be either a Community Council in good standing with RHA or a Residential Life related entity.
- D. The CAF will determine and publish a timeline, no later than the fourth General Council meeting, for submission at the beginning of each year.
 - E. The final deadline for applications will be the Friday before the start of Spring Break.
- F. Funding requests will be reviewed by the General Council. For requests below \$500, the CAF can choose to bring the funding request to the Executive Board or Chair Council for approval.
 - a. Requests that are sent to the Executive Board will be brought to the next executive meeting by the CAF.
 - b. Requests that are sent to the General Council will be brought to the next regular meeting.
 - i. The organization will be given five (5) minutes to present their request, non-extendable.

- ii. The General Council will then have ten (10) minutes of Q&A on the request, extendable two (2) times by up to ten (10) minutes each.
 - iii. The General Council will then have ten (10) minutes of discussion on the request, extendable up to two (2) times by up to ten (10) minutes each.
 - iv. At the conclusion of the discussion, the General Council will vote on the request.
- G. If the General Fund request is approved, the requesting group or organization shall follow the following guidelines.
 - a. Approvals under \$500 require no further action.
 - b. Approvals between \$500-\$1000, the requesting group or organization must acknowledge RHA as a source of funding during the event.
 - c. Approvals over \$1000, the requesting group or organization must acknowledge RHA as a source of funding during the event and include RHA's logo on the event advertisements.
- H. RHA retains the ability to modify the terms of its funding to any organization if necessary.

Section 4. NRHH Fund

- a. The NRHH Fund shall be designated for use by the NRHH Dr. Neil Potter Chapter. These funds may be used for any purpose within the guidelines that RHA must follow.
- b. The NRHH Fund will be no less than three percent per academic school year (3%) and no more than four and a half (4.5%) of the entire budget, as determined by a majority vote by the General Council.
- c. Any unused funds by NRHH may be reallocated by the CAF into other line items of the budget at their discretion.

Title 6

Recognition

Article I - Recognition

ARTICLE VII – RECOGNITION

- A. Recognition includes, but is not limited to End of the Year Awards, Bronze Pins, OLS Pins, and LASI Awards.

Section 1. Award Bid Process

- A. Community Councils shall only submit one nomination for each of the following categories: Student of the Year, Chair of the Year, Resident Assistant of the Year, Advisor of the Year, Program of the Year, and Community of the Year.:
- B. The details of the Award Bidding process is outlined in the End of the Year Award Bid Guide.
- C. Nominations shall be submitted to the NCC at their discretion but shall be submitted no later than 1 week before the voting process.
- D. The Executive Board is not eligible to submit an Award Bid.

Section 2. Student of the Year

- A. Purpose: Recognize outstanding service to NAU by a current student involved in campus life.
- B. Eligibility:
 - a. Nominee must be a current student who lives on campus.
 - b. A written bid must be submitted to the NCC.
 - c. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
 - d. Only current academic year information will be considered.
- C. Selection: The RHA and NRHH Executive boards will vote on one recipient prior to the Annual Banquet.
- D. Award: All nominees will be invited to the Annual Banquet. The award winner will be presented with a plaque and inclusion on the perpetual plaque in the RHA Office.

Section 3. Chair of the Year

- A. Purpose: Recognize outstanding service to NAU by a current Community Council Chair involved in campus life.
- B. Eligibility:
 - a. Nominee must be a current student who lives on campus.
 - b. A written bid must be submitted to the NCC.
 - c. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
 - d. Only current academic year information will be considered.
- C. Selection: The RHA and NRHH Executive boards will vote on one recipient prior to the Annual Banquet.
- D. Award: All nominees will be invited to the Annual Banquet. The award winner will be presented with a plaque and inclusion on the perpetual plaque in the RHA Office.

Section 4. Resident Assistant of the Year

- A. Purpose: Recognize outstanding service to NAU by a current Resident Assistant (RA) involved in campus life.
- B. Eligibility:
 - a. Nominee must be a current RA who is employed by Residential Life.
 - b. A written bid must be submitted to the NCC.
 - c. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
 - d. Only current academic year information will be considered.
- C. Selection: The RHA and NRHH Executive boards will vote on one recipient prior to the Annual Banquet.
- D. Award: All nominees will be invited to the Annual Banquet. The award winner will be presented with a plaque and inclusion on the perpetual plaque in the RHA Office.

Section 5. Dr. Richard Payne Advisor of the Year

- A. History: Richard Payne began as RHA's co-advisor in 1994 and has served continuously since then. Working as both the Director of Residence Life and RHA Co-Advisor, he serves as a role model to thousands of student living on campus and has contributed greatly to the Residence Hall Association at Northern Arizona University.
- B. Purpose: Recognize outstanding advising at NAU by an advisor of a residence hall student leadership group.
- C. Eligibility:
 - a. A written bid must be submitted to the NCC.
 - b. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
 - c. Nominees must be current advisors of an NAU residence hall affiliated organization.
 - d. Only current academic year information will be considered.
- D. Selection: The RHA and NRHH Executive boards will vote on one recipient prior to the Annual Banquet.
- E. Award: All nominees will be invited to the Annual Banquet. The award winner will be presented with a plaque and inclusion on the perpetual plaque in the RHA Office.

Section 6. Program of the Year

- A. Purpose: Recognize the most outstanding student-implemented program/workshop for residential students.
- B. Eligibility:
 - a. The program/workshop must be a student-implemented program/workshop that benefitted residential students. A professional staff member cannot hold a main role in planning and implementing the program/workshop.
 - b. A written bid must be submitted to the NCC.

- c. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
- d. Only current academic year information will be considered.
- C. Selection: The members of General Council will vote on one recipient prior to the Annual Banquet.
- D. Award: All nominees will be invited to the Annual Banquet. The award winner will be presented with a plaque and inclusion on the perpetual plaque in the RHA Office.

Section 7. Community of the Year

- A. Purpose: To recognize outstanding achievements and efforts of an on-campus community during the academic year.
- B. Eligibility:
 - a. Nominations are limited to one per on-campus community.
 - b. A written bid must be submitted to the NCC.
 - c. The bid must be authored by a student. Professional staff members may not participate in the writing process but may contribute a letter of support.
 - d. Only academic year information will be considered.
- C. Selection: The members of General Council will vote on one recipient prior to the Annual Banquet.
- D. Award: Plaque that is retained by the winning hall and inclusion on the perpetual plaque in the RHA office.

Section 8. Christopher G. Freeman Member of the Year Award

- A. History: Christopher G. Freeman served as President of RHA from 1999-2000. Chris was also a member of Delta Tau Delta and a member of the 2002 IACURH conference staff. Chris was active within the IACURH region, serving as the Associate Director of Business Administration in fall of 1999 and Director in spring of 2000. Chris passed away of Non-Hodgkin's Lymphoma in the summer of 2003. It is in his memory and dedication to RHA, NAU, and IACURH that this award was named after him.
- B. Eligibility:
 - a. Any RHA members having served at least two consecutive semesters who have shown commitment and service to RHA during the current academic year.
- C. Selection: The RHA Executive Board will vote on one recipient prior to the Annual RHA/NRHH Spring Banquet.
 - a. Winner will be determined by a clear majority vote within the Executive Board.
- D. Award: The recipient will receive a plaque to be retained by the winner and a \$250 scholarship, which can be used for future academic expenses at Northern Arizona University. The recipient will be included on the perpetual plaque in the RHA office.

Section 9. Bronze and OLS Pin

- A. Purpose: The Bronze Pin is a campus based award to recognize individuals who have provided leadership and direction to RHA and NRHH. The OLS Pin is campus based award to recognize individuals who have shown outstanding leadership during the current academic year.
- B. Selection for Bronze Pin: The RHA President, NCC, and NRHH President will select four (4) recipients as a collective. The NCC and NRHH President will have the opportunity to select one (1) recipient of their personal choosing. The RHA President will receive two (2) recipients of their personal choosing.
 - a. All recipients must be approved by both the NRHH and RHA advisor(s).
 - b. The RHA President, NCC, and NRHH President may yield their one (1) recipient back to the collective.
- C. Selection for OLS Pin: Each member of the RHA and NRHH Executive Board receives an OLS Pin to be awarded to a person of their choosing. The RHA President does not receive an OLS Pin to award to an individual.
 - a. All recipients must be approved by both the NRHH and RHA advisor(s).
- D. Award: No more than eight recipients will be selected each academic year for each pin. The eight pins signify the eight regions of NACURH. Recipients shall receive a certificate with their Bronze or OLS Pin.

Section 10. Leadership Advancement Society of IACURH (LAS-I)

- A. Purpose: LAS-I recognizes individuals who have made outstanding contributions at a campus, regional, and national level.
- B. Selection: If sufficient funds exist, the General Council shall vote on four inductees to LAS-I per academic year. Up to two inductees may be selected in the fall semester and up to two in the spring semester.
- C. Award: Each recipient will receive a certificate from RHA and a membership plaque from IACURH.

Section 11. Additional Awards

- A. Additional awards shall be provided at the discretion of the Executive Board.

Title 7

Regional and National Involvement

Article I - Regional and National Involvement

ARTICLE I – REGIONAL AND NATIONAL INVOLVEMENT

Section 1. Hosting Regional and National Officers

A. Process to Support

- a. The regional or national officers must make a proposal of support to the RHA General Council requesting school support, which shall include:
 - i. Position(s) person is running for.
 - ii. List of positional duties.
 - iii. An outline of ways in which hosting an officer can benefit Northern Arizona University.
- b. In the case that there is no convening General Council, the Executive Board may provide contingent support until the General Council is able to hear a proposal.

B. Role of Host School

- a. The regional or national officer shall be provided with a key to the Residence Hall Association office.
- b. The regional or nation officer shall be provided with general use of office resources.
- c. Travel to and registration for regional and national conferences shall be paid for from the NAU Discretionary Account (Chase).
 - i. If there is a promise of reimbursement from the IACURH region or NACURH, and reimbursement is not given, the individual regional or national officer shall be held responsible for reimbursing the Residence Hall Association for all travel and registration costs.

C. Roles of Regional or National Officers

- a. The regional or national officer must reside as a resident in a residence hall at Northern Arizona University.
- b. In the case the officer does not hold an executive positions within RHA at Northern Arizona University; the regional or national officer shall serve as a standing representative in the General Council.
 - i. The RHA President shall have the authority to grant and remove speaking rights to the officer.
- c. The regional or national officer shall give a presentation to the General Council detailing their position in the beginning of their term.
- d. The regional or national officer shall contribute to any post-conference recap presentations to the General Council.
- e. The regional or national officer shall attend one delegate meeting per conference to get to know Northern Arizona University delegates.