



Constitution and Bylaws

Of the University of Idaho RHA

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Table of Contents

University of Idaho Residence Hall Association Constitution	4
Preamble	4
Mission Statement.....	4
Article I: Definitions and Declarations	5
Section 1:	5
Section 2:	5
Section 3:	5
Section 4:	5
Section 5:	5
Section 6:	5
Section 7:	5
Section 8:	5
Section 9:	5
Section 10:	5
Section 11:	5
Article II: Membership	5
Section 1:	5
Section 2:	5
Article III: The Board of Directors	5
Section 1: Powers and Membership.....	5
Section 2: Election of the Board of Directors.....	6
Section 3: Vacancies	6
Article IV: RHA General Assembly	6
Section 1:	6
Section 2:	7
Section 3:	7
Section 4:	7
Section 5: Powers and Duties of the GA	7
Article V: RHA Communities	7
Section 1: Definition of Areas	7
Section 2: The Community Executive Board	7
Section 3: The Community Assembly	8
Section 4: Elections.....	9

Section 5: Vacancies	9
Article VI: Community Representation Within The RHA	9
Section 1: Definition and Requirements for Membership	9
Section 2: Community Representatives	Error! Bookmark not defined.
Article VII: Repeal and Impeachment	10
Section 1: Repeal	10
Section 2: Impeachment.....	10
Article VIII: Financial Policies	11
Section 1:	11
Section 2:	11
Section 3:	11
Section 4:	11
Section 5:	11
Article IX: The Advisor	11
Section 1:	11
Section 2: Duties	11
Section 3: Authorities	11
Article X: Ratification and Amendments	12
Section 1: Ratification.....	12
Section 2: Amendments	12
Article XI: Dissolution.....	12
Section 1:	12
University of Idaho RHA Bylaws.....	13
Article I: The Oath of Office	13
Article II: The Board of Directors	13
Section 1: Body.....	13
Section 2: Eligibility Requirements for Elected RHA Board of Directors.....	13
Section 3: Election Procedures	13
Section 4: Board of Directors Authority and Duties.....	14
Section 5: Officers Authorities and Duties	14
Section 6: Ex-Officio Members	20
Section 7: Terms of Office.....	21
Article III: Community within the RHA.....	21
Section 1: Requirements for Membership	21

Section 2: Community Council Duties	21
Article IV: Financial Policies.....	23
Section 1:	23
Section 3: Compensation for Positions	23
Article IV: Standing Committees and Boards	24
Section 1: Committee Structure and Policy	24
Section 2: Standing Committees and Boards.....	25
Article V: Meetings.....	26
Section 1:	26
Section 2:	26
Section 3:	26
Article VI: Parliamentary Authority	26
Section 1:	26
Section 2:	26

University of Idaho Residence Hall Association Constitution

Preamble

The members of the Residence Hall Association, a majority of whom are citizens of the United States of America, desiring to form a non-profit organization under the Non-Profit Law of 1993, do hereby declare: The name of the organization shall be the Residence Hall Association of the University of Idaho. The principal office of the organization is to be located in the City of Moscow, Latah County, Idaho.

Mission Statement

The Residence Hall Association strives to improve the University of Idaho student experience through advocacy, involvement, and leadership.

- To advocate for Residence Hall Students, we will:
 - Prioritize the voices of students living in the residence halls.
 - Have constant communication and collaboration with the Associated Students of the University of Idaho.
 - Have constant communication and collaboration with Housing and Residence Life, dining services, and other campus organizations.
- To help Residence Hall Students be involved we will:
 - Promote community building throughout the residence halls.
 - Provide effective programming through social events.
 - Hold regular elections for the student run governing body.
- To develop student leadership, we will:
 - Provide a student run governing body for the residence halls.
 - Give mentorship for the development of leadership skills.
 - Provide opportunities to attend regional and national conferences.

Article I: Definitions and Declarations

Section 1: This organization shall be officially named “The Residence Hall Association of the University of Idaho” and hereafter referred to as “RHA.”

Section 2: Said corporation is organized exclusively for charitable purposes including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3: “Housing” refers to the department of Housing and Residence Life.

Section 4: “GA” refers to the General Assembly within RHA

Section 5: “CA” refers to the Community Assembly within RHA

Section 6: “AR” refers to the Assembly Representatives, a position within RHA

Section 7: “Golden Joes” refers to the recognition event at the end of each academic year

Section 8: “Leadership” refers to RHA training

Section 8: “OTM” refers to Of The Month

Section 9: “NRHH” refers to National Residence Hall Honorary

Section 8: “ASUI” refers to the Associated Students of the University of Idaho

Section 9: This constitution and bylaws shall be superior to all other constitution and bylaws within the RHA. All other documents must adhere to these outlined policies.

Section 10: The RHA will be a member of the Inter-Mountain Affiliate of College and University Residence Halls (IACURH) and the National Association of College and University Residence Halls (NACURH) and will complete all necessary documentation and payments required for affiliation.

Section 11: This constitution and bylaws are subservient to Housing and University policies and all laws and regulations up to and including the Constitution of the United States of America.

Article II: Membership

Section 1: A member of the RHA is defined as any person who resides in a University of Idaho Residence Hall facility and pays RHA dues.

Section 2: The University of Idaho Residence Hall Association has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or status as a protected veteran or military status.

Article III: The Board of Directors

Section 1: Powers and Membership

Clause A: The Executive powers shall be invested in the Board of Directors.

Clause B: The Board of Directors of the RHA shall be composed of the President, Director of Finance, Director of Communications, Director of Leadership, and Director of Programming.

Clause C: Each member shall represent one vote at Board of Directors meetings, except for the President, who can only vote in the case of a tie.

Clause D: Each member of the Board of Directors shall not have voting privileges at the General Assembly, except for the President, who can only vote in the case of a tie in which the President will cast the vote on behalf of the Board of Directors.

Section 2: Election of the Board of Directors

Clause A: Elections for the executive officers of the President, Director of Finance, Director of Communications, Director of Leadership, and Director of Programming shall be held at a General Assembly meeting, in accordance with Article II Section 3 of the Bylaws, at least two (2) weeks prior to the NACURH conference registration deadline.

Clause B: Inauguration of newly elected officers shall take place by the last RHA meeting of the semester. The Golden Joes event may act as the last meeting of the semester. The incoming President shall be sworn in by the outgoing President. The Oath of Office, as outlined in Article I of the Bylaws, shall then be administered to the incoming Board of Directors by the incoming President.

Clause C: Elections for new officers shall be held in a secret ballot election by the General Assembly. Each General Assembly member, with the exception of the RHA President who shall vote only in the case of a tie, shall have one (1) vote. The winner shall be determined by a plurality of votes cast for each office.

Section 3: Vacancies

Clause A: Should any elected officer of the RHA be removed from the residence halls, dismissed from office, or by any other means become unable to discharge their authorized duties of that office, the office shall be declared vacant by the Board of Directors.

Clause B: Vacancies shall be followed by an application period. The application period will extend from the notification of the vacancy for no less than two (2) weeks. The President will determine the exact date of closure. A General Assembly meeting will be scheduled and held within one (1) week of the closure. Elections are to be held as outlined in Article II Section 3 of the Bylaws.

Clause C: Should the office of President become vacant, the Director of Finance may assume the office of the President and a new Director of Finance be elected as stated in Article II Section 3 of the Bylaws. Should the Director of Finance decline the Office of the President, an open election shall be held as outlined in Article II Section 3 of the Bylaws.

Article IV: RHA General Assembly

Section 1: The legislative power of the RHA shall be vested in the Residence Hall Association General Assembly; it shall be hereafter referred to as “GA”. The composition of the GA shall be defined as follows:

Clause A: The GA shall consist of Assembly Representatives, hereafter referred to as “ARs” as designated by Article III Section 2 Clause C in the Bylaws, and elected RHA Board of Directors.

Clause B: On-campus organizations may have an Ex-Officio, non-voting member on the GA for the purpose of informing the GA of activities and opportunities for RHA members. Ex-officio non-voting membership, appointed by the President as outlined in Article II Section 5 of the Bylaws, shall be granted upon a majority vote by the GA as laid out in Article IV Section 5 of the Constitution.

Clause C: The President shall be the Chairperson of the GA.

Clause D: The Board of Directors shall have speaking rights in the GA, however shall not participate in Q&A and/or discussion and shall have no voting rights.

Section 2: Each AR has one (1) vote in the GA. In the case of a tie, the President has the deciding vote.

Section 3: Majority ($\frac{1}{2}+1$) of all GA members constitute a quorum.

Clause A: In the event an AR is unable to attend the GA they may designate one (1) elected RHA member from their community executive board to replace them.

Section 4: A majority decision of the GA upon any matter concerning the residence hall system of the welfare of the constituents shall be binding upon all members.

Section 5: Powers and Duties of the GA

Clause A: The GA is empowered to make and amend such bylaws necessary to support this Constitution.

Clause B: The GA is empowered to reverse a decision of the Board of Directors with a two-thirds ($\frac{2}{3}$) majority vote as laid out in Article VII Section 1 of the Constitution.

Clause C: The GA is empowered to pass resolutions in support or against any current issue that affects the RHA.

Clause D: The GA shall have the authority to approve Ex-Officio appointments of the President by a majority vote.

Clause E: The GA shall have the authority to dismiss Ex-Officio appointments of the President by a majority vote.

Article V: RHA Communities

Section 1: Definition of Areas

Clause A: The Residence Hall system shall be composed of six (6) assemblies. The assemblies shall be defined as: The Living Learning Community, Theophilus Tower, Wallace Residence Center East & West, North Campus Communities, and McConnell Residence Hall.

Section 2: The Community Executive Board

Clause A: The executive powers of the community shall be invested in the Community Executive Board, hereafter referred to as the “Community E-Board”

Clause B: The Community E-Boards shall be comprised as follows:

1. The Living Learning Community E-Board shall consist of one (1) President, one (1) Vice President, one (1) AR from each Community District, and two (2) Event Coordinators.
2. The Theophilus Tower E-Board shall consist of one (1) President, one (1) Vice President, one (1) AR from each Community District, and two (2) Event

- Coordinators.
3. The Wallace Residence Center East and West E-Boards (respectively) shall consist of one (1) President, one (1) Vice President, one (1) AR from each Community District, and two (2) Event Coordinators.
 4. The McConnell Residence Hall E-Board shall consist of one (1) President, one (1) Vice President, one (1) AR from the Community District, and one (1) Event Coordinator.
 5. The North Campus Communities E-Board shall consist of one (1) President, one (1) Vice President, one (1) AR from the Community District, and one (1) Event Coordinator.

Clause C: The Community Districts shall be defined as follows:

1. The Living Learning Community (LLC) shall be districted as follows:
 - a. District 1: LLC 1, LLC 2, LLC 7 and LLC 8
 - b. District 2: LLC 3, LLC 4, LLC 5 and LLC 6
2. The Theophilus Tower shall be districted as follows:
 - a. District 1: Floors one (1) through six (6)
 - b. District 2: Floors seven (7) through eleven (11)
3. The Wallace Residence Center shall be districted as follows:
 - a. District 1: West Side
 - b. District 2: East Side
4. The McConnell Residence Hall shall be districted as follows:
 - a. District 1: McConnell Residence Hall
5. The North Campus Communities shall be districted as follows:
 - a. District 1: North Campus Communities

Clause D: Community E-Board members must live in their respective communities. Additionally, ARs must live in their respective District.

1. In the event that there is no candidate for an AR from a Community District the position shall be opened to any member of the respective community.

Clause E: Each member of the Community E-Board shall have one (1) vote during Community E-Board meetings, except for the President who may only vote in case of a tie.

Clause F: With a two-thirds (2/3) vote of the Community Assembly, additional members to the Community E-Board may be added so long as the minimum members listed in Clause B of this section exist.

Section 3: The Community Assembly

Clause A: The Community Assembly, hereafter referred to as CA, shall be comprised of every member of the community and presided over by the Community E-Board.

1. Community Representatives each get one (1) vote in the CA.
2. The Community E-Board each get one (1) vote in the CA, any member of the Board of Directors shall not have a vote, the President may only vote in the case of a tie.
3. Any member of the community not outlined above does not have a vote.

Clause B: Powers and Duties of the Community Assembly

1. The CA is empowered to make and amend such constitutions and bylaws as necessary, providing it follows the RHA Constitution and Bylaws

2. The CA is empowered to pass resolutions in support or against any current issue that affects the community.
3. The CA shall have the authority to approve Ex-Officio appointments of the President by a majority vote.
4. The CA shall have the authority to dismiss Ex-Officio appointments of the President by a majority vote.
5. The CA shall have the authority to administer the community budget from their respective housing appropriation.
6. The CA shall be able to repeal any act of the Community E-Board by a two-thirds (2/3) majority vote.

Section 4: Elections

Clause A: Election of the Community E-Board

1. All members of the CA shall be elected within the first two (2) weeks of the academic year.

Clause B: Election of the Community Representatives

1. The Community Representatives will be elected within the first three (3) weeks of the academic year in an election run by their Resident Assistant.

Clause C: Elections for new positions in the CA shall be held in a secret ballot election by each community. Each residence hall student, residing in the relevant community can cast one (1) vote. Votes will be cast by secret ballot and counted by a Board of Director member and the community Resident Director or Area Coordinator.

1. Residents will vote for one (1) candidate.
2. The winner(s) shall be determined by the plurality of votes cast.

Clause D: All Community E-Board members elected at the beginning of the academic year shall be sworn in by a Board of Directors member at Leadership or GA.

Section 5: Vacancies

Clause A: Should the President position become vacant, the Community Vice President will become the President. Should they choose not to take the position, the Vice President will perform the duties of the President until open elections can be held, as outlined in Section 4 of this article.

Clause B: Should any Community E-Board position come open other than the Community President, an open election shall occur as defined by Section 4 of this article.

Clause C: Should any Community Representative position become vacant, an election shall be run by their Resident Assistant.

Article VI: Community Representation Within The RHA

Section 1: Definition and Requirements for Membership

Clause A: Individual community representatives will be assigned such that for every Resident Assistant assigned to a Resident Area there will be one (1) community representative.

1. McConnell Residence Hall shall have one (1) community representative.
2. Every year the distribution of the community representatives may be reviewed and reallocated by the President and the Advisor.

Article VII: Repeal and Impeachment

Section 1: Repeal

Clause A: Any official act of the Board of Directors may be repealed by a two-thirds (2/3) majority vote of the GA.

Section 2: Impeachment

Clause A: Any elected member of the RHA may be impeached for malfeasance, misfeasance, or nonfeasance. After a proper hearing before the respective Assembly, this officer may be removed from office by a three-fourths (3/4) majority vote of all respective Assembly members.

Clause B: Grounds for Removal

A Board of Directors member (including ex-officio) or an elected member will be subject to removal from their position by a three-fourths vote of the General Assembly for the following actions:

1. Failure to fulfill the duties, qualifications, or responsibilities of the position.
2. Suspension, expulsion, or withdrawal from University of Idaho.
3. Accumulation of two or more unexcused absences from required RHA meetings and events.
4. Abuse of power and authority.
5. Behavior offensive to the well-being of RHA.
6. Unauthorized expenditure, misuse of organization funds, or forging of documents.
7. Possession or illegal use of drugs or alcohol in the residence halls or during RHA sponsored events.
8. Felony conviction.

Clause C: Meeting Structure for Removal

1. The elected member whom the motion for removal regards will be notified by the Advisor with a list of grievances one week before the motion will come before their elected assembly. A copy of this list will be provided to the Assembly Chair.
2. The person making the motion and the person whom the motion regards may be present during each other's presentation; however, during discussion by the Assembly, the person whom the motion regards will not be present.
3. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the Assembly.
4. The person whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the Assembly.
5. The Assembly will discuss with a ten-minute time limit, which can be extended by a simple majority.
6. Note will be taken of any new grievances made during discussion. If new grievances are made, the person whom the motion regards will have five minutes to review and two minutes to address the Assembly in response. The Assembly will have three minutes to discuss any response made by the person whom the motion regards.

7. A three-fourths majority of the Assembly is required to remove an elected member.

Clause D: Process of Removal

1. Notification of removal will be done in writing
2. Upon receipt of removal compensation, including room credit and stipend, will be prorated.

Article VIII: Financial Policies

Section 1: Each member living in the Residence Halls shall pay a set fee per semester, as determined by Housing. The distribution of these living fees shall be determined by the Advisor, Director of Finance, and Director of Housing at the beginning of each semester.

Section 2: The fees shall be collected through Housing.

Section 3: An RHA budget must be passed each semester within the first five (5) GA meetings of the semester.

Section 4: Changes to the budget can be made by a two-thirds (2/3) majority vote of the GA.

Section 5: Should any elected Board of Directors member spend more than \$50 over the previously approved amount it must be reported to their respective Assembly at the following meeting.

Article IX: The Advisor

Section 1: The advisor shall be appointed by housing.

Section 2: Duties

Clause A: The Advisor shall act as the official advisor to the RHA.

Clause B: The Advisor shall be responsible for the training and professional development of the RHA Board of Directors.

Clause C: The Advisor shall present relevant housing information to the GA in a timely fashion.

Clause D: The Advisor shall be present at all Appeals Board Meetings as outlined in Article IV Section 2 of the Bylaws.

Clause E: The Advisor shall attend all relevant NACURH affiliated conferences unless otherwise designated by Housing.

Clause F: The Advisor shall complete any other duties assigned to them by Housing.

Section 3: Authorities

Clause A: The Advisor shall be authorized to withhold partial or cancel compensation as warranted. Grounds for cancelation shall include but are not limited to failure to complete duties as listed above, failure to maintain qualifications as listed in the constitution or bylaws, and failure to represent the RHA and Housing in a respectable manner.

Clause B: The Advisor shall have the authority to veto, nullify and stop any act of any entity within the RHA if the act violates Housing Policy, Local, State and Federal Law, or sound ethical principles.

Article X: Ratification and Amendments

Section 1: Ratification

Clause A: This Constitution shall be in full effect upon ratification by a two-thirds (2/3) majority vote of all GA members. Members of the GA shall vote in accordance with the consensus within their areas.

Clause B: Bylaws to this Constitution shall be ratified by a two-thirds (2/3) majority vote of all GA members after at least one (1) week in duration between the proposed changes and the vote.

Section 2: Amendments

Clause A: Proposed amendments to this Constitution or Bylaws may be initiated by written petition of ten percent (10%) of the RHA membership or by a plurality vote of the GA.

Clause B: A minimum of one (1) week but not more than four (4) weeks must elapse between proposed amendments and voting for ratification.

Clause C: A two-thirds (2/3) majority vote of all GA members is necessary to ratify an amendment. Members of the GA shall vote in accordance with member consensus within their corresponding Community Districts.

Clause D: Amendments may add new language but not remove or change existing language to the Constitution or Bylaws. The removal or change of existing language may occur with the approval of the Advisor.

Clause E: Any amendment to this Constitution or Bylaws must be documented, including the old version, new version, and a written-out reasoning for the amendment.

Article XI: Dissolution

Section 1: Upon the dissolution of the RHA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the RHA is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

University of Idaho RHA Bylaws

Article I: The Oath of Office

Section 1: Oath

I, (State your name),
Hereby agree to do my best in the office in which I was elected,
and uphold the Constitution of the University of Idaho Residence Hall Association.
I promise to serve the Residence Hall Association
and all of its members to the best of my ability
as the (state the academic year) (state your position).

Article II: The Board of Directors

Section 1: Body

As defined in Article III Section 1 of this Constitution, the Board of Directors shall be composed of the President, Director of Finance, Director of Communications, Director of Leadership, and Director of Programming. All positions shall be elected by the General Assembly.

Section 2: Eligibility Requirements for Elected RHA Board of Directors

Clause A: All Board of Directors shall reside in and be a continuous resident of the University of Idaho residence hall system.

Clause B: All Board of Directors must maintain a 2.0 minimum semester GPA during their term of office. In the event that a director fails to maintain the required minimum GPA, that director will be given the probationary period of one (1) semester to raise their GPA to an acceptable level. Compliance shall be ensured by the RHA Advisor.

Clause C: The Board of Directors must be in their second year at the University of Idaho.

Clause D: Housing Student Staff shall be ineligible to hold elected RHA offices.

Clause E: No person shall concurrently hold more than one (1) position within the RHA.

Clause F: Board of Directors shall have previously held an elected office within the RHA for at least one (1) semester within the past two (2) academic years. Any director who does not meet this requirement may instead obtain a letter of recommendation from a previous Community Assembly member, a Resident Assistant, a Resident Director, Area Coordinator, or other fulltime Housing staff member, to demonstrate active participation within the RHA.

Section 3: Election Procedures

Clause A: Elections will be scheduled as stated in Article III Section 2 of the Constitution.

1. Elections for new officers shall be held when there are open positions or before the beginning of a new academic year and completed by an appointed committee

- involving professional housing staff (including the RHA Advisor) and at least one (1) current but not returning Board of Directors member when possible.
2. Applications will be completed by each potential candidate.
 3. Interviews will be held for each qualified candidate by the elected committee mentioned above. A decision will be made by the interview committee, of the best fitting candidate for each position.

Clause B: The General Assembly will use the following format during executive elections:

1. Each candidate will give a three (3) minute proponent speech.
2. There will be a Q&A session for each candidate, not to exceed ten (10) minutes per candidate.
3. General Discussion in which all candidates must be discussed at least once, without any of the candidates present.
4. Appointed committee will present their recommendation for each position without the candidates present.
5. Members of the General Assembly will vote by secret ballot. The votes shall be counted by the RHA President and the Advisor, except in the case of conflict of interest in which case votes shall be counted by the Director of Finance and the Advisor. The winner shall be determined by a plurality of votes cast for each office.

Section 4: Board of Directors Authority and Duties

Clause A: The Board of Directors shall be responsible for exercising any other authority for the execution of any other duties so assigned by the Constitution and its Bylaws.

Clause B: The Board of Directors shall act in accordance with University and Housing policies.

Section 5: Officers Authorities and Duties

Clause A: The RHA President shall:

1. Preside at all GA, special, and executive board meetings of the RHA as a member without a vote, except in the case of a tie.
2. Set forth the dates, times, agendas, and conduct the order of business of all GA, special, and executive meetings.
3. Act as the official spokesperson and representative of the RHA.
4. Have the power to designate and appoint Ex-Officio positions of the RHA, upon approval of the GA.
5. Be responsible for the administrative and executive functions of the RHA as established by this Constitution and Bylaws.
6. Appoint members of both ad-hoc and standing committees from the GA.
7. Preside at President's Committee meetings as Chairperson.
8. Have the power to appoint the chairperson for ad-hoc or standing committees.
9. Have the power to create committees necessary for the purpose of expediting business, upon the approval of the GA.
10. Be an Ex-Officio, non-voting member of all RHA committees and boards of which they are not already a member.
11. Monitor the progress of all special and standing committees of the RHA.
12. Maintain contact with the Panhellenic, Interfraternity Council, and Multicultural

- Greek Council.
13. Oversee any RHA appointed positions.
 14. Assist the Director of Programming in the planning and facilitation of Golden Joes.
 15. Serve as a delegate for all NACURH affiliated conferences attended by University of Idaho.
 16. Collect updates from the Board of Directors and send out a monthly update to all Residence Hall students.
 17. Be responsible for purchasing RHA affiliated merchandise to be used at conference and tabling events, with the approval of at least 3/5 of the Board of Directors.
 18. Be responsible for creating detailed transitional resources, to be given to the next President.
 19. Be responsible for the effective training and transitioning of the next President to hold their respective position.
 20. Collaborate with the Board of Directors at the end of each semester and review the Constitution and Bylaws of the RHA to ensure they are being followed, are still relevant, and address any amendments that must be made.
 21. Check and respond to emails sent to the official RHA email account.
 22. Attend at least one (1) monthly forum put on by the Director of Leadership per semester.
 23. Attend at least two (2) large-scale programs put on by the Director of Programming per semester.
 24. Advertise and hold office hours each week as determined by the RHA Board of Directors and the RHA Advisor.
 25. Preside at all Appeals Board meetings as a member.
 26. Have weekly 1-1 meetings with the RHA Advisor.
 27. Assist with fundraising efforts as determined by the Director of Finance and RHA Advisor annually.
 28. Submit one (1) OTM per month during the academic year.
 29. Participate in all RHA trainings.
 30. Attend student-staff training camp.

Clause B: The Director of Finance shall:

1. At their discretion, assume the duties of the RHA President during the RHA President's absence and shall succeed to the position upon the ineligibility, resignation, disability, or death of the RHA President.
2. Take, type, and make available the minutes of the last GA meeting to each representative of the GA prior to the following meeting and keep orderly files of past minutes.
3. Take and type the minutes during Board of Directors meetings.
4. Preside at all Finance Committee meetings as Chairperson.
5. Attend all GA and executive board meetings.
6. Disperse and collect money as directed by the GA or the Board of Directors within the restrictions of this Constitution and Bylaws and keep a record of

- expenditures in the shared drive.
7. Issue financial report to the GA monthly.
 8. Ensure all RHA funds are deposited into the RHA account.
 9. Be responsible for the RHA budget and the proposal of the budget every year submitted to the GA.
 10. Be responsible for the proper execution of any fundraising event including but not limited to, third party programs (e.g. concessions, care packages).
 11. Be responsible for creating detailed transitional resources, to be given to the next Director of Finance.
 12. Maintain relationship with Idaho Eats in fundraising efforts.
 13. Be responsible for the effective training and transitioning of the next Director of Finance.
 14. Assist the Director of Programming in the planning and facilitation of Golden Joes.
 15. Ensure the proper proposal procedure is followed provided by Article IV of the Bylaws.
 16. Collaborate with the Board of Directors at the end of each semester and review the Constitution and Bylaws of the RHA to ensure they are being followed, are still relevant, and address any amendments that must be made.
 17. Check and respond to emails sent to the official RHA email account.
 18. Assume any tasks assigned by the President and complete them in a timely manner.
 19. Attend at least one (1) monthly forum put on by the Director of Leadership per semester.
 20. Attend at least two (2) large-scale programs put on by the Director of Programming per semester.
 31. Advertise and hold office hours each week as determined by the RHA Board of Directors and the RHA Advisor.
 21. Preside at all Appeals Board meetings as a member.
 22. Have a 1-1 meeting with the RHA Advisor weekly.
 23. Submit one (1) OTM per month during the academic year.
 24. Participate in all RHA trainings.
 25. Attend student-staff training camp.

Clause C: The Director of Communications shall:

1. Serve as head delegate on the Board of Delegates for the Intermountain Affiliate of College and University Residence Halls (IACURH).
2. Write at least one (1) bid for the Regional Leadership Conference and the Regional Business Conference.
3. Effectively create and execute a social media marketing plan with assistance from the Housing Outreach & Engagement Coordinator.
4. Write the monthly update and send it to all schools in the region.
5. Be responsible for arranging registration for delegates, with the consent of the Advisor, for the conferences of IACURH, Regional Business Conference, NACURH, and applying sub-regional conferences.
6. Understand parliamentary procedure on a Regional and National level.

7. Be an active member on the IACURH list-serve and submit paperwork in a timely fashion.
8. Assume any duties as defined by NACURH and/or IACURH Governing Documents.
9. Preside over the Conference Committee.
10. Collect documents from Board of Directors, Community E-Boards, and any other positions within RHA and keep on the shared drive.
11. Be responsible for creating detailed transitional resources, to be given to the next Director of Communications.
12. Be responsible for the effective training and transitioning of the next Director of Communications.
13. Assist the Director of Programming in the planning and facilitation of Golden Joes.
14. Collaborate with the Board of Directors at the end of each semester and review the Constitution and Bylaws of the RHA to ensure they are being followed, are still relevant, and address any amendments that must be made.
15. Check and respond to emails sent to the official RHA email account.
16. Assume any tasks assigned by the President and complete them in a timely manner.
17. Attend at least one (1) monthly forum put on by the Director of Leadership per semester.
18. Attend at least two (2) large-scale programs put on by the Director of Programming per semester.
19. Advertise and hold office hours each week as determined by the RHA Board of Directors and the RHA Advisor.
20. Preside at all Appeals Board meetings as a member.
21. Have a 1-1 meeting with the RHA Advisor weekly.
22. Assist with fundraising efforts as determined by the Director of Finance and RHA Advisor annually.
23. Submit one (1) OTM per month during the academic year.
24. Participate in all RHA trainings.
25. Attend student-staff training camp.

Clause D: The Director of Programming shall:

1. Participate in the following events that take place over the course of the year:
 - a. Tower Trick or Treat
 - b. Plant the Palouse
 - c. Other departmental programs as deemed beneficial to the RHA
2. Be responsible for putting on a minimum of three (3) events each semester, which must be large events including all the communities, not including the events listed above. One of which should be a campus collaboration event, for example Week of Welcome.
3. Be responsible for planning and implementation of RHA participation within University Signature Events, such as Homecoming and Parent and Family Weekend.
4. Be responsible for upholding traditions within the residence halls.
5. Update GA about upcoming events.

6. Be responsible for advertising as necessary for each event.
7. Complete a post-program report at the end of each event that fully reflects on all aspects of the event.
8. Meet with the Event Coordinators of each community at least once per month.
9. Meet with the Event Coordinators at the beginning of each semester to help plan programs.
10. Maintain a working calendar of all events happening in the RHA and the living communities.
11. Have the authority to appoint a temporary substitute to take their place in an event where the Director of Programming must be absent.
12. Be responsible for creating detailed transitional resources, to be given to the next Director of Programming and the Director of Communications.
13. Be responsible for the effective training and transitioning of the next Director of Programming to hold their respective position.
14. Plan and facilitate Golden Joes with the help of the Board of Directors.
15. Collaborate with the Board of Directors at the end of each semester and review the Constitution and Bylaws of the RHA to ensure they are being followed, are still relevant, and address any amendments that must be made.
16. Check and respond to emails sent to the official RHA email account.
17. Assume any tasks assigned by the President and complete them in a timely manner.
18. Attend at least one (1) monthly forum put on by the Director of Leadership per semester.
32. Advertise and hold office hours each week as determined by the RHA Board of Directors and the RHA Advisor.
19. Preside at all Appeals Board meetings as a member.
20. Have a 1-1 meeting with the RHA Advisor weekly.
21. Assist with fundraising efforts as determined by the Director of Finance and RHA Advisor annually.
22. Submit one (1) OTM per month during the academic year.
23. Participate in all RHA trainings.
24. Attend student-staff camp.

Clause E: The Director of Leadership shall:

1. Be responsible for recruiting in the form of tabling at events specifically including:
 - a. Aiding Housing marketing initiatives with major hosting events designed to recruit students to the University of Idaho Residence Hall system such as UIIdaho Bound.
 - b. Welcoming residents on move-in days and at Palousafest.
 - c. Any other events that the RHA Board of Directors collectively wants to either support or advertise at.
2. Facilitate a monthly forum on campus, for students to come voice concerns.
3. Rotate through every community assembly meeting once a month in order to actively receive student feedback.
4. Facilitate all rental equipment within RHA.

5. Collect feedback from students about RHA, Idaho Eats, and Housing and Residence Life and share the feedback with respective departments or individuals.
6. Be responsible for creating detailed transitional resources to be given to the next Director of Leadership and Director of Communications.
7. Be responsible for the effective training and transitioning of the next Director of Leadership.
8. Assist the Director of Programming in the planning and facilitation of Golden Joes.
9. Collaborate with the Board of Directors at the end of each semester and review the Constitution and Bylaws of the RHA to ensure they are being followed, are still relevant, and address any amendments that must be made.
10. Check and respond to emails sent to the official RHA email account.
11. Assume any tasks assigned by the President and complete them in a timely manner.
12. Attend at least two (2) large-scale programs put on by the Director of Programming per semester.
13. Advertise and hold office hours each week as determined by the RHA Board of Directors and the RHA Advisor.
14. Preside at all Appeals Board meetings as a member.
15. Have 1-1 meetings with the RHA advisor every week.
16. Assist with fundraising efforts as determined by the Director of Finance and RHA Advisor annually.
17. Submit one (1) OTM per month during the academic year.
18. Participate in all RHA trainings.
19. Attend student-staff training camp.

Section 6: Position-Elect Members

Clause A: President-Elect

1. Be an Ex-Officio, non-voting member of the Board of Directors and attend at least two (2) Board of Directors meetings
2. Meet with President at least two (2) times
3. If possible, join at least one (1) meeting with the President and a campus organization
4. Attend at least one (1) President 's Committee meeting
5. Attend two (2) General Assembly meetings
6. Attend at least one (1) large scale program put on by the Director of Programming
7. Participate in Golden Joes

Clause B: Director of Finance-Elect

1. Be an Ex-Officio, non-voting member of the Board of Directors and attend at least two (2) Board of Directors meetings
2. Meet with Director of Finance at least two (2) times
3. Attend at least one (1) Financial committee meeting
4. Attend at least one (1) Vice President meeting
5. Attend two (2) General Assembly meetings
6. Attend at least one (1) large scale program put on by the Director of Programming

7. Participate in Golden Joes

Clause C: Director of Communications-Elect

1. Be an Ex-Officio, non-voting member of the Board of Directors and attend at least two (2) Board of Directors meetings
2. Meet with Director of Communication at least two (2) times
3. If possible, attend at least one (1) regional meeting with the Director of Communications.
4. If any bids are being put forth at the NACURH conference, help the Director of Communications finalize that bid.
5. Attend two (2) General Assembly meetings
6. Attend at least one (1) large scale program put on by the Director of Programming
7. Participate in Golden Joes

Clause D: Director of Programming-Elect

1. Be an Ex-Officio, non-voting member of the Board of Directors and attend at least two (2) Board of Directors meetings
2. Meet with the Director of Programming at least two (2) times
3. Assist the Director of Programming in planning at least one (1) program
4. Attend at least one (1) meeting with the Event Coordinators.
5. Attend two (2) General Assembly meetings
6. Attend at least one (1) large scale program put on by the Director of Programming
7. Participate in Golden Joes

Clause E: Director of Leadership-Elect

1. Be an Ex-Officio, non-voting member of the Board of Directors and attend at least two (2) Board of Directors meetings
2. Meet with the Director of Leadership at least two (2) times
3. Go with the Director of Leadership to all the Community Assemblies at least one (1) time.
4. Assist Director of Leadership with equipment checkout to help learn the process
5. Attend two (2) General Assembly meetings
6. Attend at least one (1) large scale program put on by the Director of Programming
7. Participate in Golden Joes

Section 7: Ex-Officio Members

Clause A: The National Residence Hall Honorary (NRHH) President shall:

1. Serve as the liaison between NRHH and the RHA.
2. Announce the monthly OTM winners of our school, region, and nation in the RHA GA meeting.
3. Perform responsibilities assigned by their governing organization.

Clause B: The ASUI Representative shall:

1. Hold a seat in the GA.
2. Serve as the liaison between ASUI and the RHA.
3. Perform responsibilities assigned by their governing organization.

Clause C: Any IACURH Regional Executive or NACURH National Executive hosted by the University of Idaho shall:

1. Serve as a liaison between RHA and IACURH or NACURH.
2. Serve as a resource to be utilized by the GA.

Section 8: Terms of Office

Clause A: Executive Terms of Office

1. All elected RHA Board of Directors shall hold office for one (1) year. The office will be held from May of the current academic year to May of the following academic year.
2. The term of the Board of Directors elected to fill a mid-term vacancy shall end in the May following the election.

Clause B: Position-Elect Terms of Office

1. All elected RHA Board of Directors will hold their Position-Elect position from the time they are elected till they join the Board of Directors.

Clause C: RHA Non-Standing Ex-Officio Terms of Office

1. All Ex-Officio members shall hold office for one (1) year. The office will be held from May of the current academic year to May of the following academic year unless otherwise specified by the GA.
2. The term of appointed positions filled mid-term shall end in the May following the appointment.

Article III: Community within the RHA

Section 1: Requirements for Membership

Clause A: Communities shall be defined in Article V of the Constitution.

Clause B: A Community must have a written constitution recognized by the RHA and Housing that adheres to the Constitution and Bylaws.

Clause C: Any constitution and bylaws must be readily available.

Clause D: The community must have an operating budget and have it on file with the Director of Finance and Director of Communications.

Clause E: Failure to complete the policies outlined in this section will result in the suspension of community funds and loss of representation on the GA until said policies have been met.

Section 2: Community Assembly Duties

Clause A: Duties of the Community President

1. Serve as chair for the Community Assembly without a vote except in the case of a tie.
2. Serve as chair of the Community E-Board without a vote except in the case of a tie.
3. Perform roll call at CA and keep an updated contact list of everyone in the Assembly.
4. Meet with the Community Assembly Advisor biweekly.
5. Serve on the Presidents Committee under the RHA President.
6. Put on monthly recognition projects.
7. Create agendas for every meeting.
8. Assist with Event Coordinator(s) to put on events.
9. Attend all RHA trainings.
10. Be responsible for creating detailed transitional resources to be given to the next

President. Send these resources to the Board of Directors at the end of the their term.

Clause B: Duties of the Community Vice President

1. Take minutes and attendance at Community E-Board Meetings and Community Assembly.
2. Keep an updated budget for the community as well as a record of transactions.
3. Use the standard budget template as provided by the Director of Finance.
4. Provide copies of budget to Director of Finance at the beginning and end of each semester.
5. Provide a monthly budget report to the CA and Director of Finance.
6. Take over President's role if necessary.
7. Take photos of the recipients of any recognition projects and send to the Board of Directors.
8. Attend Community Assembly Meetings.
9. Attend Community E-Board Meetings.
10. Provide meeting minutes to all CA members, the Advisor and the Board of Directors.
11. Meet with the Community Assembly Advisor biweekly.
12. Assist with Event Coordinator(s) to put on events.
13. Attend all RHA trainings.
14. Be responsible for creating detailed transitional resources to be given to the next Vice President. Send these resources to the Board of Directors at the end of the their term.

Clause C: Duties of the Assembly Representative

1. Serve as a voting member on the GA.
2. Vote in accordance with your community for all General Assembly votes.
3. Provide community updates at every GA meeting.
4. Serve in GA Ad-Hoc Committee as needed.
5. Attend Community Assembly Meetings.
6. Attend Community E-Board Meetings.
7. Give GA reports at every Community Assembly.
 - a. Discuss upcoming programs.
 - b. Give updates from the Board of Director Reports
 - c. Present and discuss any necessary proposals from GA.
8. Attend General Assembly. Being absent from more than two (2) GA meetings without a valid excuse filed with the Director of Finance will result in the forfeiture of the AR's vote. The vote may be returned at the discretion of the RHA Advisor. If absent from the GA, the AR is responsible for finding a replacement from their Community E-Board.
9. Meet with the Community Assembly advisor biweekly.
10. Attend all RHA trainings.
11. Assist with Event Coordinator(s) to put on events.
12. Split responsibilities evenly should there be multiple ARs.
13. Be responsible for creating detailed transitional resources to be given to the next ARs. Send these resources to the Board of Directors at the end of their term.

Clause D: Duties of the Event Coordinators

1. Organize at least four (4) community wide social events with the assistance of other Community Assembly members.
2. Attend Community Assembly.
3. Attend Community E-Board meetings.
4. Serve as chair of the Community Programming Committee.
5. Meet with the Community Assembly Advisor biweekly.
6. Meet with the Director of Programming at least once per month and reflect on events.
7. Attend all RHA trainings.
8. Be responsible for creating detailed transitional resources to be given to the next Programming Chairs. Send these resources to the Board of Directors at the end of their term.

Clause E: Duties of the Community Representative

1. Make Resident Area related announcements at CA meetings.
2. Be responsible for communicating with Resident Assistant about programming and CA updates in the Resident Area.
3. Host a monthly event for the Resident Area.
4. Advocate for Resident Area concerns/issues at CA meetings.
5. Attend CA meetings. Being absent from more than two (2) CA meetings without a valid excuse filed with the Community Vice President will result in the forfeiture of the Community Representative's vote. The vote may be returned at the discretion of the CA Advisor. If absent from the CA, the Community Representative is responsible for finding a replacement.
6. Assist with Event Coordinator(s) to put on events.
7. Adhere to the financial and spending policies in Article IV of the Bylaws.

Article IV: Financial Policies

Section 1: Proposals

Clause A: Proper Procedure

1. The student requesting funds shall fill out and submit a proposal form to the Director of Finance at least two (2) weeks prior to the date needed.
2. Should the proposal be less than \$500, the student shall bring the proposal to the GA at the approval of the Director of Finance.
3. Should the proposal exceed \$500, the student shall bring the proposal to the GA at the approval of the Director of Finance. The ARs will then bring the proposal to their CAs where the opinion will be heard and brought back to the GA for final approval.

Section 3: Compensation for Positions

Clause A: Housing shall pay for the room of the President, Director of Finance, Director of Communications, Director of Leadership, and Director of Programming up to the amount equivalent to the price of a standard Wallace double room as compensation for duties done.

1. Housing shall pay for a Student Staff meal plan as part of the compensation.

Clause B: Board of Directors members will be subject to evaluation at the RHA advisor's discretion to ensure they have completed all their duties in order to receive compensation.

Clause C: The compensation for executives shall be revised annually by the President, the Advisor, and Director of Housing during the spring semester. At any point throughout the year, a change may be made at the discretion of the Advisor and Director of Housing.

Clause D: No part of the net earnings of the corporation shall be used for the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the RHA shall be authorized and empowered to pay reasonable compensation for the services rendered.

Section 4: Payment Evaluation

Clause A: The Board of Director compensation shall be evaluated by the RHA Advisor.

Section 5: Compensation Dispute

Clause A: Shall there be a compensation dispute between a Board of Directors member and the Advisor, the student will be able to refute it with the Associate Director of Residence Life.

Section 6: Spending Policy

Clause A: Each elected member of RHA must spend 30% of their semester budget by end of week 10 each semester and follow the spending plan provided by the Director of Finance at the beginning of each semester.

Clause B: Should 30% of the budget not be spent, the money will be transferred to the General Fund of the respective community following approval by the Advisor.

Clause C: The Vice-President/Director of Finance and the Advisor of each community will track the spending of each elected member in their respective community.

Clause D: If a Community Representative position is unable to be filled by a resident, written permission from the Resident Director and a majority vote from the CA will allow the Student Staff person from that community to spend that community's budget.

Article V: Standing Committees and Boards

Section 1: Committee Structure and Policy

Clause A: Structure

1. Each committee chairperson shall be responsible for the proper function of each respective committee.
2. The chairperson of each committee shall:
 - a. Have the power to call, preside over, and conduct the business of regularly scheduled committee meetings.
 - b. Have the power to structure the committee in whatever manner deemed necessary to optimize the committee's proper functioning.
 - c. Have the power to make all administrative policy decisions within the scope of the committee not in conflict with the RHA Constitution and Bylaws or the Board of Directors.

- d. Have the power to assign or remove committee appointees to positions within the committee organization.
 - e. Have the power to make an affiliation with any outside entity for the purpose of enhancing that committee's proper functioning, subject to the review of the Board of Directors and the GA.
 - f. Submit to the GA details of necessary expenses at timely intervals.
3. All GA Committees, excluding the Appeals Board and President's Committee, are open to any Residence Hall member as an Ex-Officio, non-voting member.

Section 2: Standing Committees and Boards

Clause A: The Appeals Board

1. Housing allows for an RHA Appeals Board to settle monetary housing contract disputes in accordance with the Housing License Agreement. The membership of this committee shall consist of all members of the RHA Board of Directors with the chairperson being the RHA President.
2. The Appeals board will be valid only if all members of the Board of Directors are in attendance.
3. The RHA Advisor must be present at every Appeals Board meeting.
4. Any member of the Appeals Board must recuse themselves if a conflict of interest exists.
5. In case of a board member's absence, the RHA President may appoint a Community President to serve on the appeals board.

Clause B: Presidents Committee

1. The President shall preside over the committee as chairperson.
2. The Presidents Committee shall meet once per month or at the discretion of the chairperson.
3. The committee shall serve to advise the Presidents should any questions arise regarding their positions.
4. The committee shall evaluate award nominations for Golden Joes at the end of the year.

Clause C: Finance Committee

1. The Director of Finance shall preside over the committee as chairperson.
2. The Finance Committee shall meet monthly or at the discretion of the Chairperson.
3. Membership will be comprised of all CA Vice Presidents, and any additional volunteer members within RHA.
4. The Finance committee shall serve as a resource for CA Vice Presidents should any questions arise regarding budgets.

Clause D: Programming Committee

1. The Director of Programming shall preside over the committee as chairperson.
2. The Programming Committee shall meet monthly or at the discretion of the Chairperson.
3. Membership will be comprised of all CA Event Coordinators, and any additional volunteer members within RHA.
4. The Programming Committee shall serve as a resource for CA Event Coordinators, should any questions arise regarding programming.

Clause E: Conference Committee

1. The Director of Communications shall preside over the committee as chairperson.
2. The Conference Committee shall meet monthly, or at the discretion of the Chairperson.
3. Membership will be comprised of all CA Representatives, and any additional volunteer members within RHA.
4. The Conference committee shall serve as a resource for CA Representatives should any questions arise regarding regional issues.

Article VI: Meetings

Section 1: Regular meetings of the GA shall be held weekly during the academic year, unless a conflict arises.

Section 2: Special meetings may be called by the President, but forty-eight (48) hour notice must be given to all GA and Board of Directors members.

Section 3: Community Assembly meetings will be held each week a RHA GA meeting is held.

Section 4: The first GA meeting shall be the following Monday after all community elections are complete. The last GA meeting shall be the week prior to Dead Week as outlined in the University academic calendar.

Article VII: Parliamentary Authority

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the RHA in all cases to which they are applicable and to which they are not inconsistent with this Constitution and Bylaws and any special rules of order the GA may choose to adopt.

Section 2: As stated in the above articles the Advisor shall act as the parliamentarian for all of the RHA.