

Governing Documents  
Residence Hall Association  
Utah State University

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# THE CONSTITUTION OF THE RESIDENCE HALL ASSOCIATION AT UTAH STATE UNIVERSITY

THE CONSTITUTION OF THE RESIDENCE HALL ASSOCIATION AT UTAH STATE  
UNIVERSITY

## PREAMBLE

In order to enhance the quality of residence life and to effectively provide a professional voice for the residents, we, the members of the Residence Hall Association Executive Council at Utah State University, do so through four principles: Programming, Leadership, Advocacy and Networking; and do hereby establish and uphold this constitution for this purpose.

## **ARTICLE I Name and Affiliation**

### Section 1: Name

A: The name of the organization shall be the Residence Hall Association of Utah State University (hereafter referred to as RHA).

### Section 2: Affiliation

A: The RHA at Utah State University shall be affiliated with the National Association of College and University Residence Halls, Inc. (hereafter referred to as NACURH, Inc.) and also affiliated with the Intermountain Affiliate of College and University Residence Halls region (hereafter referred to as IACURH).

## **ARTICLE II Purpose**

### **Section 1: Vision and Mission statement**

A: (Vision Statement) We, the Residence Hall Association (RHA) at Utah State University, will serve residents in conjunction with Housing and Residence Life by fostering resident leadership opportunities to enhance communities through councils, programming, conferences, and community development on a campus, regional, and national level.

B: (Mission Statement) Making housing more than just a place to live.

## **ARTICLE III Membership**

### **Section 1: Membership**

A: All residents living in on-campus residence halls are represented by RHA and are eligible to participate in RHA sponsored events and leadership opportunities, namely RHA Council.

### **Section 2: Representation**

A: Members are represented in their respective areas by RHA Councils.

B: Members are also represented campus wide, regionally, and nationally by the RHA Executive Council.

## **ARTICLE IV RHA Executive Council**

### **Section 1: Positions**

A: The positions on the RHA Executive Council at Utah State University are the following: President, Director of Leadership, National Communications Coordinator, Director of Advocacy, Director of Programming, and National Residence Hall Honorary President.

### **Section 2: Addition Clause**

A: There must be at least one (1) executive council member for each housing area represented by RHA as stated in the Policy Code (Article I, Section 1.A). There may be more executive council member positions if the budget and Director of Residence Life permits. If positions are added or

dissolved on the RHA Executive Council, these changes may be made to the constitution and bylaws without approval from the general council, but must be presented.

## **ARTICLE V Advisor**

### **Section 1: Advisor Position**

A: The RHA Executive Council of Utah State University will be advised and mentored by an advisor. The advisor must have previous RHA experience and meet the qualifications set forth by the Director of Residence Life. In as much as RHA Executive Council members receive monetary compensation for their positions, the RHA advisor will act as a supervisor to the Executive Council to work with the president to ensure quality performance and accountability of the Executive council.

## **ARTICLE VI RHA Area Councils**

### **Section 1: Purpose**

A: The purpose of the RHA Councils is to create governing bodies in each housing area through which RHA can fulfill its purpose as outlined in its vision statement in Article II, Section 1 of the constitution.

### **Section 2: Officers**

A: The officers in each of the RHA Councils shall be the following: President, Administrative Vice President, Public Relations and Advocacy Chair, Programming Chair, Campus Communications Chair, and NRHH Liaison. More positions may be added to fulfill the needs of the area at the discretion of each RHA Council advisor.

### **Section 3: General Membership**

A: The General Membership of the respective RHA Councils will consist of all other council members not serving in an officer position.

### **Section 4: RHA Council Advisors**

A: The RHA Councils shall be advised and mentored by an advisor. This advisor will be a member of the RHA Executive Council, excluding the NRHH President.

## **ARTICLE VII The National Residence Hall Honorary**

### **Section 1: Purpose**

A: We are a leadership based honorary that exemplifies service and recognition in the residence halls, and strives to help and inspire others to develop similar qualities.

### **Section 2: Budget**

A: RHA sponsors NRHH by providing a budget for it to operate for the academic year, as well as affiliation dues. NRHH may bid for more money using the sponsorship pool.

B: Each academic school year, NRHH will automatically be allocated 9% of the overall RHA budget provided by student fees to function as their own organization.

### **Section 3: Constitution**

A: NRHH will operate under its own constitution, bylaws, and policy code, as well as abide by the governing documents of RHA at Utah State University, IACURH, and NACURH Inc.

## **ARTICLE VIII Compliance with University Rules and Regulations**

### **Section 1: Compliance**

A: All RHA activities, conduct, rights, and responsibilities shall be in compliance with the policies and procedures established by Utah State University and Housing and Residence Life.

## **ARTICLE IX Amendments to the Constitution**

### **Section 1: Amendments**

A: Amendments must be submitted to the RHA President by the first sunday of the month in which they would like the amendment to be presented to the general council. Special arrangements for official voting will be made at the next general council meeting following submission of any proposed amendments.

B: Amendments must receive full RHA Executive Council support before being presented to the RHA General Council. Amendments to this constitution may be adopted or amended by a 2/3 majority vote of the members present at the RHA General Council Meeting.

C: The Director of Leadership will publish a revised constitution no later than one (1) week after the amendment has passed.

D: The Director of Advocacy will publish a revised constitution and the piece of legislation to our RHA Website within one (1) week after the amendment has passed.

E: The most recent version of the constitution will be found in the President's Transition binder in a folder labeled Constitution. This folder is located in the RHA Master folder in the RHA Google drive.

### **Section 2: Voting**

A: To complete agenda items during General Council meetings where a vote must be held, a full quorum must be present. A full quorum is defined as a representation of one (1) elected officer or at least two (2) individuals from all required voting bodies, namely: NRHH and the area councils of South, the West, Richards and Bullen, Mountain View Tower, Central Suites, Family Housing Communities, the

Student Living Center, and Blue Square.

B. The bodies with voting rights in General Council are the bodies currently represented by RHA as stated by the Policy Code (Article I, section 1.A), as well as Blue Square Area Council.

#### **ARTICLE X Constitution**

Section 1: The ratification of this constitution done on September 21, 2011 shall be sufficient for the establishment of this constitution henceforth.

Section 2: The constitution will be presented to the RHA General Council at the first RHA General Council meeting of every academic year. Any changes wanting to be made will follow the amendment process as outlined in Article IX of the constitution.

BYLAWS OF THE  
RESIDENCE HALL  
ASSOCIATION



# **THE BYLAWS OF THE RESIDENCE HALL ASSOCIATION AT UTAH STATE UNIVERSITY**

## **ARTICLE I Executive Council**

### **Section 1: Qualifications**

A: RHA Executive Council members should live in their respective areas over which they are an advisor of an area council if at all possible, according to housing availability and unless circumstances outside of said RHA Executive Council Member's control make such a placement impossible.

1. The area of campus in which an RHA Executive will be placed will be under the discretion of the RHA Advisor and Director of Residence Life.

B: RHA Executive Council members shall remain in good academic standing with Utah State University. Each semester, a transcript and schedule will be turned into the RHA Advisor for review.

C: Each RHA Executive Council member must be a full time student with a minimum of 12 undergraduate/6 graduate credit hours per semester. The exception being the Family and Single Area Representative, who is strongly encouraged to be a student, but with the approval of the RHA Advisor, can be a spouse of a student.

D: All RHA Executive Council members are required to maintain a semester and cumulative Grade Point Average of 2.5.

E: RHA Executive Council members shall abide by all University and Housing policies, the Utah State University Student Association (USUSA) Code of Conduct, the Housing and Residence Life Employee Handbook, and the Residence Life Handbook.

F: An RHA executive council member may not hold another housing or significant USU position while he/she is on the RHA Executive Council such as Resident Assistant, Peer Mentor, Student Body Officer, etc.

G: RHA executive council members must receive approval from the RHA advisor to hold an additional part-time job requiring excess of 20 hours per week

### **Section 2: Succession of Officers**

A: In the event that the RHA President must be absent, the Director of Leadership will assume the responsibilities of the President.

B: The following shall be the order of succession of the RHA Executive Council: RHA President, Director of Leadership, National Communications Coordinator, Director of Advocacy, Director of Programming, NRHH President.

### **Section 3: General Duties and Responsibilities**

A: RHA Executive Council members will be expected to work approximately 20 hours per week.

B: Attend all Residence Life training.

C: Collaborate in the planning and implementation of all events hosted by the RHA executive council.

D: Participate in planning and implementation of all fundraising events.

E: Improve RHA interaction with other campus clubs by including RHA in University sponsored activities.

F: Maintain and update transition materials for respective position and assigned area.

G: Serve as a liaison to an area staff and attend staff meetings and other meetings in accordance with the expectations created in conjunction with the Professional Staff member.

H: Attend all events put on by the RHA Executive Council and by the Executive Council Member's respective area. Be there at least a half hour before and after the event (or longer if so specified).

I: Transition new RHA Executive Council Members into positions by providing a detailed electronic binder of all initiatives and goals from the previous year and by being a resource to answer any questions they have.

J: Maintain & clean RHA affiliated spaces, offices, storage, and other spaces that are used for programs, meetings, and more.

K: Write and submit one quality "Of the Month" (OTM) per month. With a word count of 350.

L: Post and maintain all advertising for RHA in the area assigned.

M: Apply to Regional and National conferences as necessary or otherwise stipulated.

N: Maintain and upkeep at least one bulletin board in the assigned area in collaboration with the council you advise.

O: Be active & engaged in the campus community by attending Residence Life sponsored activities, including those outside of your assigned area, when possible.

P: Submit a program or presentation to IACURH or NACURH if attending each respective conference if required by NCC and Advisor.

Q: Meet at least monthly for a one-on-one with the RHA advisor.

R: Meet with the Area Professional Staff member in accordance with the expectations created in conjunction with the Professional Staff member.

S: Identify areas in which the RHA organization can be improved and developed within the Residence Life program.

T: Support each RHA executive council member in their responsibilities.

U: Prepare and monitor assigned portions of the RHA budget with the RHA Advisor

V: Maintain, review, and enforce the organization's governing documents. Participate in writing legislation when necessary.

W: Collaborate with the Executive council to plan and direct leadership retreats & campus wide initiatives.

X: Collect & store photos from events, initiatives, bulletin boards, and more.

- These will be saved for transition and historical purposes in the google drive.

Y: Participate in writing award bids for conferences.

Z: Other duties as assigned at the discretion of the RHA Advisor.

#### Section 4: Additional Clause

A: Each duty and responsibility stated in Article I, Section 3 will be under the discretion of the RHA Advisor.

#### Section 5: Specific Job Responsibilities

##### **A: RHA President**

1. Advise a Leadership Council/Chapter
2. When there is a tie on a voting matter, serve as the deciding vote.
3. Direct, Collaborate, & delegate the following responsibilities:
  - All RHA meetings and functions
  - RHA Executive Council retreat
  - RHA Executive Council training

##### **B: Director of Leadership**

1. Advise a Leadership Council/Chapter
2. Direct, Collaborate, & delegate the following responsibilities:
  - Prepare and distribute minutes for General and Executive Council Meetings
  - Assume the Responsibilities of the RHA president in the President's absence.
  - Oversee Pcard Paperwork & Present the budget to the general council
  - Maintain and Create resources available for our leaders (constitution, council resources, and more, etc.)

##### **C: National Communications Coordinator (NCC)**

1. Advise a Leadership Council/Chapter
2. Direct, Collaborate, & delegate the following responsibilities
  - Serve as a communications liaison between regional and national RHA levels by attending NCC monthly chats and completing regional assignments.
  - Organize USU's involvement in regional and national conferences.
  - Collaborate with delegations to present the reports about conference involvement in the general council proceeding each conference. Things to include: Delegation, Budget, Award Bids, Programs Presented, Recognition & Awards received, and future conferences if the information is available.

##### **D: Director of Advocacy**

1. Advise a Leadership Council/Chapter
2. Direct, Collaborate, & delegate the following responsibilities:

- Sponsorship Bid Pool
- Maintain RHA website & Social Media
- Prepare Feedback & Assessments
- OCM Care Package Program in collaboration with the RHA Advisor

#### **E: Director of Programming**

1. Advise a Leadership Council/Chapter
2. Direct, Collaborate, & delegate the following responsibilities:
  - Maintain inventory for programming related materials
  - RHA Advertisements, Marketing, and Swag
  - Support & Collaborate with ZAO: Zombie Aggie Organization (Humans vs. Zombies)

#### **F: National Residence Hall Honorary President**

1. Advise a Leadership Council/Chapter
2. Serve as a full member of the RHA Executive Council with voting rights and participation in the planning and implementation of things listed in the general responsibilities section of this constitution.
3. Refer to NRHH Bylaws Article II, Section 3.A for additional NRHH President Responsibilities.

#### **Section 6: Advisor**

##### **A: Job Responsibilities**

- 1: Attend all General and Executive Council meetings.
- 2: Ensure the continued development of the RHA Executive Council members using the position descriptions already developed.
- 3: Attend all RHA programs, providing advice and support when needed. Example: but not limited too. Leadership Retreats, FHC Carnival, Ski the Beav, ResLife Week, WOW BBQ, etc.
- 4: Represent RHA as a Professional Staff member to provide updates, feedback recommendations for improving working relationships etc.
- 5: Post and complete at least 10 to 15 hours per week in your office.
- 6: Attend and advise delegation to all conferences, if budget allows.
- 7: Ensure RHA representation on Housing, Residence Life, Facilities and Dining related discussions/committees. (Ex. approval of rent rates, policy changes, dining committee etc.)
- 8: Conduct one-on-one meetings with each Executive Council member on a regular basis, weekly for the RHA and NRHH Presidents, making expectations for job performance clear and assisting with goal-setting for improvements as needed.
- 9: Hold each Executive Council member accountable for completion of basic job responsibilities and address inappropriate attitude and/or behaviors promptly.
- 10: Address staff discipline issues with the RHA Executive Council members as needed.

11: Identify areas in which RHA and Residence Life can be improved and developed.

12: Serve as a mentor and role model for the RHA Executive Council members challenging them to improve in all aspects of their leadership positions.

13: Work with RHA on the continued development of a public relations campaign including development of the RHA website. Establish a strong working relationship with Housing marketing personnel in accomplishing this task.

## **ARTICLE II RHA Executive Council Selection Process**

A. All candidates, whether new hires, rehires, or midyear hires, must go through the hiring process as outlined by Housing and Residence Life. As part of this hiring process, RHA Executive(s) and Area Council members must be given an opportunity or opportunities to voice their opinion about the candidates.

## **ARTICLE III RHA Executive Council Dismissal Procedure**

### **Section 1: Discipline**

A: In the event that an RHA Executive Council member must be disciplined, the RHA advisor and the director of Residence Life will see to the appropriate actions on the following grounds:

1: Abuse of power and/or delegation of authority.

2: Actions considered offensive or detrimental to the well-being of RHA, Residence Life and Utah State University.

### **Section 2: Dismissal will be automatic for the following reasons:**

A: A member moves out of the Residence Halls.

B: A member is suspended or expelled from school.

C: A member withdraws from all classes.

D: A member is convicted of a felony.

E: A member fails to maintain required student status set by the RHA advisor.

F: A member is caught or found guilty of an alcohol violation in the Residence Halls; to be determined by the RHA Advisor and Residence Life Director.

G: A member is found guilty of possession and/or use of illegal drugs.

H: Not fulfilling job requirements after a semester of probation.

### **Section 3: Probation**

A: After one semester of failing to reach a 2.5 overall GPA RHA Executive Council members will be placed on job probation. Two consecutive semesters of failing to meet academic performance standards will affect continued employability and/or rehire status.

B: Failure to adhere to requirements outlined by the constitution.

## **ARTICLE IV Meetings**

## Section 1: RHA General Council

A: The RHA General Council shall meet once a month to report and coordinate events when classes are in session.

B: The RHA General Council shall act as a voting legislative body for RHA.

C: All legislation, sponsorship proposals, and advocacy updates will take place during the RHA General Council meeting.

D: Any resident, student, faculty, and staff are welcome to attend the RHA General Council meetings.

### E. Sponsorship Pool

1: At RHA General Council Meetings set aside by the RHA Executive Council, members will have the opportunity to bid for money set aside in a “sponsorship pool” fund in support of Residence Life initiatives inside their housing area.

2: Members will be required to submit a Bid Proposal form to the RHA Director of Advocacy by the first Sunday of the month they would like the proposal to be heard.

3: The Requested RHA Contribution cannot exceed \$500 nor can it exceed the Bidding Party’s Contribution to the initiative unless the initiative meets the requirements outlined in Article IV, Section 1, Subsection E, Line 5 of the Bylaws.

a: The bidding party must notify the RHA President, Advisor, and CRC immediately if any additional funding is acquired for the initiative after the General Council’s vote of approval.

b: If additional financial aid or funding is acquired for the initiative following the General Council’s vote of approval such that the above requirements are no longer met, then the approved amount will be reduced to be in line with the RHA Governing Documents.

c: Any initiative requesting 350 dollars or over in RHA contributions must advertise to all areas of USU Housing if they are advertising.

4: The RHA General Council will have the power to allow or deny the allotment of any amount of money that is bid for by its members by a majority vote.

5: Any initiative costing under \$400 is eligible to receive a donation amount equaling up to \$200. This amount may be greater than half of the total cost of the initiative, provided:

a: The sponsorship application explicitly illustrates the source of financial need.

b: The organization seeking sponsorship must give full disclaimer they are not receiving financial aid or funding from any other source.

c: They accept the obligation of discussing their budget results in a post-General Council report.

d: The application must receive a majority vote from the RHA General Council.

e: If anything related to the bid or initiative changes after the RHA General Council's vote of approval such that any of these requirements are no longer met, then the approved amount will be reduced to be in line with the RHA Governing Documents.

6. If granted sponsorship, all advertisements for the program must have the RHA logo featured. Advertisements must be sent to the Director of Advocacy for confirmation.

#### Section 2: RHA Executive Council

A: The RHA Executive Council shall meet weekly to report and coordinate the events happening in each of the four principles of RHA: Programming, Leadership, Advocacy, and Networking.

B: The RHA Executive Council meetings are closed meetings.

C: Any member of RHA may request a private audience with the RHA Executive Council provided they submit their request one week prior to the date they wish to meet. If the request is approved by the RHA Executive Council, then they may be present at the requested meeting.

### **ARTICLE V Budget**

#### Section 1: Budget Guidelines

A: The RHA President and Advisor will put together a suggested budget after the end of each academic year, which must be finalized by the Executive Council by the first week of the following academic year.

B: The budget will be formatted based on the principles of PLAN. (Programming, Leadership, Advocacy and Networking)

C: There will also be a section for office supplies and NRHH.

D: The budget must be presented to the General Council for approval within the first six weeks of the academic year at the first RHA General Council meeting.

1: The budget must also be presented to the RHA General Council if money is transferred from one area to another.

E: It is the responsibility of the RHA advisor to keep the budget current and to keep the RHA President and Executive Council informed on the budget's status.

F: The RHA Advisor is to either update an online version of the budget each month or send out an updated version to the Residence Life Professional Staff.

G: The money in the RHA budget does roll over each academic year.

1: It is up to the discretion of the incoming RHA Executive Council how roll-over money will be used.

### **ARTICLE VI Endorsement of Regional and National Positions**

#### Section 1: Bidding for a Regional Position

A: A Person seeking a regional position must have had previous RHA involvement and be

qualified for the position he/she seeks.

1: RHA involvement does not have to be directly on the RHA Executive Council.

B: The person must meet several times with the RHA advisor to talk about his/her intentions and which positions would be best suited for the individual and the region.

C: The person must seek approval and school support by presenting a bid to the Director of Residence Life no later than two weeks before the bid is due to the region.

D: The person must also submit a bid to the RHA Executive Council no later than two weeks before the bid is due to the region for RHA support.

1: In order for a person to receive RHA support they must agree to the following:

a: Attend the RHA General Council Meeting each month

b: Attend Executive Council meetings each month as requested by the RHA Executive Council.

c: Continue to be a student in good standing with the university.

## Section 2: Running from the floor for a regional position

A: A Person seeking a regional position must have had previous RHA involvement and be qualified for the position he/she seeks.

1: RHA involvement does not have to be directly on the RHA Executive Council.

B: In the event that a person has the opportunity to run from the floor, the individual must receive approval from the RHA advisor and the RHA RBR.

1: RHA President, NRHH President and NCC will hereafter be referred to as the RBR.

2: In order for a person to receive RHA support they must agree to the following:

a: Attend the RHA General Council Meeting each month.

b: Attend Executive Council Meetings each month as requested by the RHA Executive Council.

c: Continue to be a student in good standing with the university.

C: Reasonable efforts must be made to get a hold of the Director of Residence Life for school approval.

## Section 3: Bidding for a National Position

A: A Person seeking a national position must have had previous elected regional experience.

B: The person must meet several times with the RHA advisor to talk about his/her intentions and which positions would be best suited for the individual and the nation.

C: The person must seek approval and school support by presenting a bid to the Director of Residence Life no later than two weeks before the bid is due to the region.

D: The person must also submit a bid to the RHA Executive Council no later than two weeks



before the bid is due to the region for RHA support.

1: In order for a person to receive RHA support they must agree to the following:

a: Attend the RHA General Council Meeting each month.

b: Attend RHA Executive Council Meetings each month as requested by the RHA Executive Council.

c: Continue to be a student in good standing with the university.

## **ARTICLE VII Parliamentary Authority**

### **Section 1: Rules**

A: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the governing documents of the RHA, IACURH, and NACURH, or any special rules of order RHA may adopt.

## **ARTICLE VIII Affiliation**

### **Section 1: Affiliation**

A: RHA is a university affiliate of NACURH Inc. and the IACURH region.

B: In order for RHA to remain a member of NACURH Inc. and IACURH in good standing, RHA must follow the governing rules of the NACURH Inc. and IACURH. RHA must also affiliate annually, including paying any and all national dues at the national conference.

C: The President and NCC of RHA shall be responsible to ensure annual affiliation is completed according to these guidelines.

## **ARTICLE IX Non-Discrimination Clause**

### **Section 1: Clause**

A: The RHA at Utah State University shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, religion, handicap, or sexual orientation in the selection of its members or in its programs.

## **ARTICLE X Amendments to the Bylaws**

### **Section 1: Amendments**

A: Amendments must be submitted to the RHA President in writing by the first Sunday of the month in which they would like the amendment to be presented to the general council. Special arrangements for official voting will be made at the next general meeting following submission of any proposed amendments. Amendments to these bylaws may be adopted or amended by a majority vote (50% + 1) of the members present at the General Council Meeting.

### **Section 2: Voting**

A: To complete agenda items during General Council meetings where a vote must be held, a full quorum must be present. A full quorum is defined in the Amendments of the Residence Hall Association

at Utah State University Article IX, Section 2, Subsection A.

**ARTICLE XI Ratification**

**Section 1: Ratification**

A: The ratification of the bylaws done on October 21, 2015 shall be sufficient for the establishment of the bylaws of the constitution henceforth.

# POLICY CODE OF THE RESIDENCE HALL ASSOCIATION AT UTAH STATE UNIVERSITY

THE POLICY CODE OF THE RESIDENCE HALL ASSOCIATION AT UTAH STATE UNIVERSITY

## ARTICLE I RHA Councils

### Section 1: Definition of Areas

A: The following are the different areas represented by the RHA Councils: Richards and Bullen (R & B), Mountain View Tower (MVT), Central Suites (CS), West, Family Housing Communities (FHC), South, Student Living Center (SLC), and Blue Square.

### Section 2: Qualifications for an RHA Council Officer position

A: The resident must live in the respective area of the council in which they wish to be an officer.

B: Encouraged to Attend the Leadership Retreat(s).

C: Be a student in good standing with the University.

1. This may be waived in the family housing communities, when applicable, because non student spouses are encouraged and invited to participate.

D: Help out with RHA fundraisers and events

E: Each officer position may be filled by one person only. A person cannot serve in multiple officer positions consecutively.

### Section 3: Succession of Officers

A: In the event that the RHA Area Council President must be absent, the RHA Council Administrative Vice President will assume the responsibilities of the President.

B: The following shall be the order of succession of the RHA Area Council Officers: RHA Council President, RHA Council Administrative Vice President, Public Relations and Advocacy Chair, Programming Chair, Campus Communications Chair, Recognition & Leadership Development Chair.

### Section 4: RHA Council Officer Positions and Responsibilities

A: RHA Council President

- 1: Makes agendas and oversees RHA Council functions, including meetings for their area.
- 2: Has voting and speaking rights at General Council and is encouraged to attend when possible or find someone to attend when unable.
- 3: Encouraged to attend the President's Chalk Talks or find someone to attend when unable.
- 4: Work with the RHA President on campus wide initiatives.

5. Work to collaborate and communicate with Reslife staff members. Provide council updates at staff meetings where requested.

6: Work with the Recognition & Leadership Development Chair to create leadership development programs for the council.

**B: RHA Council Administrative Vice President**

1: Takes attendance at meetings

2: Takes meeting notes

3: Keeps track of individual council expenses.

4: Oversees paperwork (program approvals, reports, advertising, etc.)

5. Work with the Director of Leadership on campus wide initiatives and training.

**C: Public Relations and Advocacy Chair**

1: Oversee council advocacy initiatives.

2: Maintain the RHA Area Council's Social Media Presence.

3: Work with the Director of Advocacy on campus wide initiatives.

4: Oversee Monthly Council Bulletin Board(s).

**D: Programming Chair**

1: Coordinate the planning and execution of events hosted by the RHA Area Council.

2: Oversee the publicity for events hosted by the RHA Area Council.

3: Collaborate with the RHA Director of Programming on campus wide initiatives

**E: Campus Communications Chair**

1: Serve as communications liaison between other RHA Area Councils.

2: Work with the National Communications Coordinator on campus, regional, and national initiatives.

3: Oversees collaboration between RHA Area Councils.

4. Oversees collaboration with other campus and community resources.

**F: Recognition & Leadership Development Chair**

1: Attend weekly NRHH meetings or connect with the NRHH President to provide updates about NRHH in your council meetings.

2. Help the President to create and plan leadership development ideas for council members.

3: Encourage people to attend NRHH meetings.

4: Recognize council members.

5: Work with council members in writing quality OTMs.

### Section 5: RHA Council Budget

A: Each RHA Council shall be given a budget from RHA. The amount of each RHA Area Council's budget shall be determined by the RHA Executive Council and shall be presented at the first General Council meeting each year with the rest of the RHA budget.

### Section 6: RHA Council Programs and Meetings

A: Each RHA Council is to plan a minimum of two (2) programs/activities per semester.

B: Each RHA Council is to advertise and hold meetings at least twice a month at a regularly scheduled time.

### Section 7: RHA/NRHH Liaison

A: Purpose

1: Support RHA and NRHH by acting as a liaison between his/her respective area staff and both the RHA Councils and NRHH chapter at USU.

B: Duties and Responsibilities

1: Attend all RHA General Council meetings sitting with the other RHA Council Liaisons.

2: Attend weekly RHA Area Council meetings and be a part of RHA Area Council programs in his/her respective area.

3: Attend at least one (1) NRHH meeting each month or meet with the NRHH President each month to get NRHH updates.

4: Relay information in staff meetings about the RHA Area Council and in RHA Area Council meetings about the area staff.

5: Update the area Professional Staff in one-on-one meetings and in his/her weekly log.

6: Act as a support to the RHA Council Advisor.

7: Discuss with the RHA Council Advisor the needs of the RHA Area Council and its members.

8: Help with the development and implementation of RHA Area Council training under the direction of the RHA Council Advisor.

## **ARTICLE II RHA Functions**

### Section 1: Regional and National Conferences

A: The RHA Regional Board of Directors, (RHA President, NCC, and NRHH President), hereafter referred to as the RBR, and Advisor will attend the IACURH Regional Leadership Conference & Regional Business Conference, as well as the NACURH Annual Conference.

B: When funding permits, the RHA RBR will open application processes for any resident or residence life staff member interested in attending the aforementioned conferences, excluding No Frills.

1: Conference delegations will be selected by the Utah State University RHA RBR and

Advisor. Preference will be given to residents during this selection since RHA should be focused on the residents.

2: The selection of applicants will be based on the quality of their application answers and their level of involvement in RHA and NRHH.

C: The conference delegation will participate in all spirit items offered at the conference.

## Section 2: Leadership

A: RHA will fulfill its leadership principle through the RHA Councils.

B: RHA will invite residents to gain leadership experience through committees as needed.

C: RHA will host one (1) Leadership Retreat per semester.

1: Participants of said retreat will be selected by the RHA Executive Council.

2: This retreat will be headed by the Director of Leadership

## Section 3: Advocacy

A: Under the direction of the RHA Director of Advocacy, the RHA Executive Council will work to ensure that any advocacy issues brought forth are taken care of in a timely manner by the people who can direct the necessary change.

B: Any issues brought forth must be documented on a Continuous Improvement form.

C: A monthly report on current advocacy issues will be presented at General Council meetings.

## Section 4: Programming

A: Under the direction of the RHA Director of Programming, the RHA Executive Council will implement large scale programs for all residents on campus, as well as invite the general student body to participate in the programs.

B: The following are the annual programs RHA sponsors. These are subject to change:

1: Week of Welcome (WOW) BBQ

2: Ski the Beav

C: The RHA Director of Programming will give a monthly report at General Council meetings on upcoming campus events.

D: Programming initiatives will also be carried out by the RHA Area Councils under the direction of the council's Programming Chair.

## Section 5: Fundraising

A: RHA will participate in the following annual fundraisers:

1: OCM Care Packages

a: All coordinating and purchasing is now under OCM's rule. The Director of Advocacy and RHA Advisor only coordinate the distribution of packages throughout each semester.

2: On Campus Marketing (OCM) Linens Program.

a: The RHA Advisor will work with the Housing Administration to mail letters to parents. OCM handles all other transactions.

B: The RHA Executive Council will develop fundraising initiatives collaboratively.

### **ARTICLE III RHA Awards**

Section 1: RHA will give out various awards at the closing banquet at the end of the Spring Semester. The awards are as follows:

A: Bronze Pins: Certificate and Pin

#### **1: PURPOSE**

a: NACURH Policy Book: Bronze Pin Award

i. The Bronze Pin Award is a school award given by the RHA or NRHH President. The pin shall be awarded to individuals who have provided leadership and direction to their campus organizations. The pins may be purchased from the NCO at a price determined by the NAF. The maximum number of pins that may be given out in a year is equal to the number of regional affiliates in NACURH.

b: The purpose of this award is to recognize individuals who have provided leadership and direction to the RHA and/or NRHH organizations at USU. This award is the highest award one can receive at the campus-level.

#### **2: SUGGESTED CRITERIA:**

a: Dedicated at least 1 year of service to the RHA and/or NRHH at USU. This may include first-year students as long as they have served throughout the entirety of their first school year.

b: Major participation in the planning and implementation of large-scale RHA and/or NRHH programs, leadership retreats and training, advocacy and recognition initiatives, and networking with other USU organizations.

c: Attendance and participation at General Council meetings, RHA Council meetings, and/or NRHH Chapter meetings.

d: Recipients may also be RHA Executive Council members, NRHH Directors, Professional Staff members and any others who have made contributions to the leadership and direction of USU's RHA and NRHH organizations.

#### **3: SUGGESTED SELECTION:**

a: It will be up to the discretion of the current RHA President and Advisor if the pins will be split between the RHA President and NRHH President.

b: Each year the RHA President and NRHH President may select up to four (4) individuals each who have demonstrated the above criteria.

c: The RHA President and NRHH President have four (4) pins each to give through their

entire presidency, symbolizing the 8 different regions in NACURH.

d: The selected individuals will then be approved by the RHA/NRHH Advisor as recipients. 4: Once an individual has been awarded a Bronze Pin, they are no longer eligible to receive the award again.

#### **RHA Area Council Member of the Year: Small Plaques**

1: Each member of the RHA Executive Council, with the help of their respective President and Vice President, will each select the one council member they feel best represents USU Housing and Residence Life, the guiding principles, and the area within which they serve.

a: The selected council member must have, at at least one point during the current academic year, been an active council member for their area.

b: The current President and Vice President are ineligible for this award.

c: This award is not meant to go to the most decorated council member.

#### **Presidential Award: Certificate**

##### **1: PURPOSE**

a: The purpose for the Presidential Award is to recognize individuals who have given significant support to the RHA President and NRHH President in their roles, as well as being an integral part in promoting the ideals of RHA, NRHH, IACURH, and NACURH.

##### **2: SUGGESTED CRITERIA**

a: Dedicated an entire year of service to USU's RHA and/or NRHH organizations.

b: Supported the RHA and/or NRHH President with any of their job responsibilities listed in the bylaws of the Residence Hall Association at Utah State University.

c: Promoted the mission of USU's RHA and NRHH organizations, IACURH and NACURH throughout the school year in which the award is being given.

d: Participation in writing and presenting legislation.

e: Helped the RHA and/or NRHH President in any other capacity that is deserving of recognition.

##### **3: SELECTION**

a: The RHA President and NRHH President will each select one (1) individual who has met the above criteria.

b: Individuals who have received this award are eligible to receive this award again.

#### **Leadership Advancement Society of IACURH: Certificate**

##### **1: Leadership Advancement Society of IACURH purpose**

a: The Leadership Advancement Society of IACURH (LASI) is an association of outstanding alumni of the Intermountain Affiliate of NACURH. Induction into the society is an honor bestowed upon alumni of the IACURH region who have made outstanding contributions at



the campus and regional levels. These individuals have made an impact on their campus and on the regional level that has left a positive mark on the university, affiliate and corporation. The purpose of the association is to connect IACURH alumni together and keep them involved in IACURH, even after their time as an undergraduate or graduate student

b: LASI Induction Minimum Criteria:

i: Must have provided 2 years of service to IACURH

ii: Must have attended one (1) IACURH Regional Leadership or Regional Business Conference

iii: Must have presented one (1) program at a regional or NACURH conference

iv: An inductee must meet 2 of the 3 minimum criteria above

c: Suggested Criteria

i. Committee Involvement

ii: IACURH Executive Positions

iii: Participation in regional services.

**G: Eric Anderson Resident of the Year Award: Award Plaque**

1: Purpose

a: The purpose of the Eric Anderson Resident of the Year Award is to recognize an on-campus resident who has dedicated time and efforts to improving their community through involvement in their community's programs and initiatives, RHA Area Councils, and other organizational efforts with a positive and supportive attitude.

2: Selection

a: Each RHA Executive Council Member will nominate up to two (2) individuals residing in any area on campus.

b: RHA Executive Council Members will discuss each nominated individual.

c: RHA Executive Council Members will vote on the nominees. If a simple majority is not reached in the first vote, a second vote will be held after eliminating the

individuals with the least amount of votes. The number of individuals to remain in the second vote is to be determined by the RHA Executive Council during discussion.

3: Awarding

a: The award will be presented at the RHA Awards and Closing Banquet.

4: History

a: The award is named after Eric Scott Anderson, a USU student, Aggie Marching band member and two year on-campus resident who was known widely for his energetic involvement in on-campus events, shining countenance and personal credo that “not being happy is a waste of time” teaching those around him that there is never a wrong time to make the world better and happier. Eric passed away in August 2013 in an unfortunate accident on the USU campus and left a legacy at our university of doing more, being better and making your life the best it can possibly be.

b: The Anderson family was presented with an honorary plaque during the inaugural year to commemorate the event.

**The Whitney Milligan Professional Staff Contribution Award: Award**

1: PURPOSE

a: The purpose of this award is to recognize a Professional Staff member who has dedicated their time and resources in an effort to further the Residence Hall Association, and promote its mission.

2: CRITERIA

a: Attendance and/or participation at RHA events and programs.

b: Support and promote RHA Councils and any RHA leadership opportunities in their respective areas.

c: Attendance and/or participation in RHA Council meetings, General Council meetings, Leadership Retreats, and RHA fundraising.

d: Given continual support of RHA and Resident Assistant/Academic Mentor relations.

e: Helped plan and/or implement an RHA and/or NRHH initiative.

f: Attendance and/or participation in IACURH and/or NACURH conferences.

### 3: SELECTION

a: Any RHA Executive may, but is not required to, nominate a Professional Staff member each year based on the above criteria.

b: In the event that no Professional Staff are nominated the award will not be awarded for that year.

c: Once nominations are finalized, there will be a two (2) minute speech on each nominee, followed by a period of Q&A for each nominee.

d: A period of discussion where each nominee must be mentioned will follow Q&A.

e: Voting will be done by ballot. ALL RHA Executives including the President will participate in voting.

i: In order for a nominee to win, there must be a 50% + 1 majority in favor of that nominee.

ii: If a majority is not met, the group will go back into discussion and then another round of voting will take place.

### **Advisor Pins/Recognition**

#### 1: A Pin

a: An A pin will be given to all new incoming RHA Executive Council members. It serves as a recognition for the dedication and effort that they have put in to better the Housing and ResLife program here at Utah State University.

#### 2: Silver Pin

a: A Silver Pin will be awarded to all outgoing RHA Execs who have demonstrated unwavering commitment to the Residence Hall Association. It serves as recognition for all that they have given to this organization and as a thank you for their contributions

#### 3: Gold Pin

a: A Gold Pin will be awarded to all outgoing RHA Execs who have gone above and beyond in every aspect of their individual Executive Capacities. They have changed the organization for the better. It also serves as a thank you for all of the many contributions that they have given to the organization

### **NRHH: Honor Cords**

1: Refer to NRHH Constitution Article II Section III

### **Outstanding Leadership Pins**

1: Refer to NRHH Constitution Article III Section III Subsection V

## **Outstanding Chapter Member of the Year: Plaque**

1: Refer to the NRHH Constitution

## **RHA Leadership Scholarship Recipients by RHA Executives: Certificate**

### **ARTICLE IV RHA Meetings**

#### **Section 1: Procedure**

A: The RHA President is responsible for creating the agendas for General and Executive Council meetings.

1: All items that need to be on the agenda must be submitted at least twenty four (24) hours prior to the start of RHA Executive Council meetings.

2. All items that need to be on the agenda must be submitted by the first Sunday of the month in which they would like the amendment to be presented to the general council.

B: The RHA President will conduct the meeting and will give permission for others to speak.

1: The RHA President will announce each item on the agenda in the order it appears and give each person time to speak on his/her respective topic.

2: If needed, the meetings will be run following Parliamentary Procedure.

C: If someone is presenting an idea and someone else has a question, the RHA President will take a speakers list and give each person a chance to speak.

1: If the RHA President is the person presenting, the Director of Leadership will make the speakers list, the executive council member sitting next to the Vice President will take notes.

2: A person may have speaking rights evoked for the remainder of the meeting for speaking out of turn or out of respect for the presenter.

D: General Council Quorum

1: The General Council Quorum is the collection of all voting bodies in attendance. A full quorum is defined in Article IX, Section 2, Subsection A of the constitution.

#### **Section 2: Meeting Attire**

A: The RHA Executive Council represents all residents on campus to the rest of the student body, regionally and nationally. Therefore the RHA Executive Council should be dressed in a professional manner.

B: The exact dress standard is up to the discretion of the RHA President and RHA Advisor.

#### **Section 3: Specific Meetings**

A: Each year there will be at least three (3) specific RHA General Council meetings.

1: Budget and Constitution Approval

a: During the first six (6) weeks of the academic year, the RHA President must present or appoint someone to present the RHA Constitution to the General Council for approval.

b: During the first six (6) weeks of the academic year, the RHA President must present or appoint someone to present the yearly budget to the General Council for vote of approval.

#### 2: New RHA Executive Council Introductory Meeting

- a. After the selection process has occurred (see Article II of the Bylaws), each newly appointed member of the RHA Executive Council must stand before the RHA General Council for a (5) minute introductory presentation.
- b. Presentations will be given in the order selected by the Advisor & current Executive Council members.
- c. After each presentation, there may be a five (5) minute Q&A session at the discretion of the RHA Executive Council where the General Council may have the opportunity to ask the new RHA Executive(s) questions pertaining to his/her presentation. Time may be extended through parliamentary procedure.

#### 3: Residence Hall Town Hall

- a: Once a year, the USUSA candidates for the upcoming year will be able to present their platforms and answer questions from the RHA General Council before the USUSA elections take place.
- b: USUSA candidates running for the same positions will be presented at the same time and will answer questions in succession as directed by the RHA President.

#### Section 4: RHA Awards and Closing Banquet

A: At the end of the academic year, there will be an awards and closing banquet. This banquet will be planned by the RHA Executive Council and highlight the accomplishments of RHA and its councils throughout the past year.

B: This banquet may be in conjunction with the NRHH closing banquet at the discretion of the RHA and NRHH Presidents.

#### **ARTICLE VI RHA Forms**

Section 1: All forms used in communication and interests of RHA must be included in the policy code following the articles.

Section 2: It is the responsibility of the RHA President to oversee the maintenance and upkeep of the information on the forms.

#### ARTICLE VII Additions to the Policy Code

Section 1: Additions may be made to the policy code at the discretion of the RHA President and Advisor. Any additions or changes to the policy code must be made known to the general council at the next RHA General Council meeting following the changes.

Section 2: Should a member of the RHA Executive Council like to make additions or changes they must do so under the direction of the RHA President. Any additions must be made known to the general membership at the next RHA General Council meeting following the changes.

Section 3: Should a general member of the RHA like to make additions or changes they must submit their additions or changes to the RHA President by the first sunday of the month in which they would like the amendment to be presented to the general council.

FORMS AND COMMUNICATIONS OF  
THE RESIDENCE HALL ASSOCIATION  
AT UTAH STATE UNIVERSITY

**Intermountain Affiliate of College and University Residence Halls, Inc. Utah State  
University General Council Proposal Form**

Please type your proposal in the space provided below. Be sure to double-space your writing.

**MM - [Title of Legislation]**

Whereas, [reasons for legislation. The author may add more "Whereas" lines as needed]

Be it resolved, [state exactly what is being changed and where it is in the constitution, bylaws, or policy code. BE SPECIFIC! To add more changes, add another line starting with "Be it further resolved,"]

Authored by



# RHA Sponsorship Bid Application

*Please be as detailed as possible in every part of this application*

**Name(s) of ALL involved planners:**

**Area(s):**

**Program Title:**

**Program Date and Time:**

**Program Location:**

*Detailed Program Description (Including advertisements and possible resident involvement):*

**Description of community need/interest for proposed program:**

**Will there be advertising in other areas of campus? If so, where?**

**Is the program available to any resident on campus? If not, why?**

**How will you advertise RHA at this event?**

**DO NOT WRITE IN THIS SPACE**

**Motion** \_\_\_\_\_ **Yes** \_\_\_\_\_ **Date** \_\_\_\_\_

**No** \_\_\_\_\_

**Amendment** \_\_\_\_\_ **Abs.** \_\_\_\_\_ **Time** \_\_\_\_\_

*Detailed plan and layout of the incident command structure used (If you have any questions or concerns about Incident Command, please put it in the submission email):*

**If awarded funds from RHA, will you agree to assist in RHA fundraisers and RHA events?**

**Please complete the following table according to the following rules and definitions:**

Bidding Party's Contribution: How much money is coming out of your budget

o This includes contributions from the budget of the respective area Professional Staff

Requested RHA Contribution: How much money you are bidding for from RHA

o This amount must not exceed \$500

o This amount must not exceed the Area Contribution unless it meets ALL the following requirements:

Total cost is less than \$400

Requested RHA Contribution does not exceed \$200

Other Contributions is \$0

Other Contributions: The total amount of monetary contributions from all other sources other than the Bidding Party's Contribution and RHA Sponsorship Pool.

Total: This is the total cost of the program. It should be a sum of the Area Contribution, Requested RHA Contribution, and Other Contribution.

## **Source of Funding Amount of Money**

Bidding Party's Contribution

Requested RHA Contribution

Other Contributions

**Total**

**List ALL sources of sponsorship included under “Other Contributions” above (Include the amounts, manner of contribution, and organization names):**

**Breakdown and description of total estimated cost:**

**Proposed vendors and what will be purchased (all items listed):**

**Detailed breakdown and description of where amount requested will be spent:**

*If any of the above information is inaccurate or misrepresented, RHA reserves the right to withhold the requested funds.*

*Any changes that occur after submission of this application that affect the budget of the program must be reported to the RHA Advisor, RHA President, and the Director of Advocacy.*

Following is a guide to help walk you through the bidding process:

Before RHA General Council

- o Turn in a completed RHA Sponsorship Bid Application by the first sunday of the month prior to RHA General Council to the Director of Advocacy so it can be reviewed by the RHA Executive Council.
- o Make any changes to the application after receiving feedback from the CRC and before RHA General Council.

During RHA General Council

- o Prepare a digital copy of your bid to be shared at General Council so all voting bodies can review it.
- o Give a 5 minute formal bid presentation at RHA General Council and take part in a 3 minute question and answer session.
- o Leave the room during discussion and voting.

o The RHA General Council will decide how much money will be awarded, and it may not be the amount requested.

If awarded money

o Immediately inform the CRC about any budget changes regarding the initiative.

o If the Area Contribution amount decreases at any time, the RHA Contribution will be decreased as needed to be in line with the RHA Constitution. The RHA Contribution will not be increased after it is awarded.

o If you are awarded \$350 or more, you must advertise to all areas of Housing and Residence Life.

o Give a 3 minute presentation at the following month's RHA General Council.

o Money not used will be put back into the sponsorship pool.

I, \_\_\_\_\_, attest that I have read the above application in its entirety and have accurately included all information that is relevant to the sponsorship process in this application. I hereby understand that if any information in this application is incorrect or misrepresented, the RHA Executive Council reserves the right to withhold any and all funds from the initiative for which funds are being requested.

\_\_\_\_\_ Signature Date