

University of Oregon Residence Hall Association - Bylaws
Last Amended: Spring 2015

Residence Hall Association Bylaws

ARTICLE I. RESIDENCE HALL ASSOCIATION MEETINGS

Section 1. Meeting Procedures.

- A. The general meeting of the Residence Hall Association (RHA) shall be held every Wednesday night of the school year with the exception of summer term, days off, and finals week, and/or at the discretion of the President. All RHA general meetings will begin at 6:00 PM, unless announced otherwise by the RHA President at least one week in advance and all representatives must be notified. The RHA President shall set the agenda for the general meeting.
- B. RHA shall meet weekly, at least six times fall term, and at least eight times winter and spring terms
- C. The RHA Finance meeting will begin at 5:00PM, unless otherwise announced by the Administration Coordinator.
- D. An emergency RHA Finance meeting may occur at any time as necessitated by the Administration Coordinator.
- E. RHA may cancel or change the time of any and all meetings by a 2/3 majority vote.
- F. Special meetings of the RHA may be called upon at the discretion of the RHA President. Notice of special meetings shall be sent to all Hall Governments no less than 48 hours in advance. The notice of a special meeting shall specify business to be conducted, and no other business shall be conducted at this meeting.
- G. All meetings of the RHA, or any committee, shall be open to the public unless specifically deemed a closed session.
- H. RHA shall conduct business in an orderly and fair manner in order to carry out the provisions of their mission statement.
- I. General Council and all committees shall follow the most recent addition of "Robert's Rules of Order" during all meetings. The President shall enforce these rules and shall rule on all questions regarding parliamentary procedure.
 1. Robert's Rules of Order may be suspended by a 2/3rds vote of the seated body. The duration of the suspension shall be voted upon by the body, but shall last no longer than the duration of the meeting.
 2. Standing Rules may be adopted to supersede Robert's Rules of Order by a 2/3 vote of the seated body. Standing rules shall expire at the end of the current academic year, and may be suspended, amended, or rescinded by a 2/3rds vote.

ARTICLE II. CREATION OF BYLAWS

Section 1. Bylaw Procedures.

- A. Each amended section of the bylaws must pertain to a single issue and must be approved separately.

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- B. Bylaws shall be created or amended by a 2/3rds vote of the entire voting membership of the RHA (as stated in Article VIII, Section 3 of the RHA Constitution).
 - 1. Bylaws shall be numbered appropriately by topic using the format: Article. Section. Subparagraph.

ARTICLE III. YEARLY BUDGET LINE ITEMS

Section 1. The Capital Improvement Fund.

- A. The Capital Improvement Fund shall be used for capital expenditures that will directly improve the lives of residence hall students for more than one year, unless determined otherwise by a 2/3rds vote of General Council. No more than one-half of the fund may be used in an academic year, calculated after all line items have been subtracted.
- B. During the summer term, the contents of the General Fund for the RHA as well as each Hall Government shall be deposited into the Capital Improvement Fund. Should any Hall Government be in debt, that debt shall be paid from the Capital Improvement Fund.
- C. The first \$2,000 dollars deposited into the Capital Improvement Fund shall be under a line item specifically for the repair and replacement of televisions in the residence halls. This line item will accumulate up to the amount of \$16,000 at which point all moneys deposited into the Capital Improvement Budget will be used for general purposes. More funds than what is under this specific line item may be used for the repair and replacement for televisions in any given year, but this line item shall not be used for anything other than this purpose.

Section 2. The Leadership Fund.

- A. The Leadership Fund shall be used to foster and promote leadership and recognize outstanding efforts within the residence halls.
- B. Social fees, linen commissions, and possibly other sources of income shall be designated for the Leadership Fund.
- C. The Leadership Fund may be used for expenses related to the participation of RHA members in events and responsibilities related to the NACURH and its affiliated groups, NRHH and PACURH.
- D. The Executive Board shall oversee the Leadership Fund. They are responsible for ensuring the allocation of these funds to programs, activities, recognition, conferences, etc. that promote leadership.
- E. Any executive board member wishing to use these funds must seek the approval of the RHA Executive Board, and funding must pass with at least 50% of the board members voting in favor.

Section 3. Line-item Budgets.

- A. Shall be approved by the Executive Board and be proposed to the General Council within the first six weeks of fall term.

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- B. Line items may not be added or removed after the first six weeks of Fall Term.
- C. The amount allocated to each line-item may be changed within the year.
- D. Budgets must be tabled for one week, and shall require a 2/3^{rds} majority to pass. At any point in time the General Council may amend the budget with a 2/3^{rds} vote.

ARTICLE IV. MEMBERSHIP OF THE GENERAL COUNCIL

Section 1. Personnel and Membership.

- A. Should a Hall Government or student staff choose to remove their representative from office, they must give General Council and the representative notice. They must also select a new representative, unless it is a student staff member, and then they can choose to select a new representative or vote out their voting rights.
- B. Impeachment of officers or representatives requires a 2/3^{rds} majority of all representatives. Impeachment takes effect immediately after the vote. If impeached a member is stripped of their title and responsibilities.
- C. Should a member of General Council break an RHA contract while participating in a RHA sponsored activity, the member is liable for their entire cost of the activity, and may have sanctions placed upon them by the Council, including but not limited to impeachment.
- D. All behavioral complaints related to the conduct of General Council members or their proxies shall be sent to the RHA Advisor who may address the concerns as they see fit. Should the need arise the RHA Advisor has the right to bring behavioral complaints about Executive Board Members to the RHA General Council in seeking repercussions, including, but not limited to, impeachment.

Section 2. Transition of Officers.

- A. Each officer shall complete an end-of-the-year report detailing their job, its duties, general advice on the successes and failures of the year, and other helpful items for future officers to hold that position.
- B. Each end-of-the-year report shall be filed with the RHA President Elect by the third week of May. The President Elect shall cause all end-of-the-year reports to be available to all RHA members in perpetuity.

ARTICLE V. ELECTION PROCEDURES

Section 1. General Elections.

- A. General Elections shall take place on or before the third week of Spring term in order to prepare the incoming President, National Communications Coordinator (NCC), Leadership Coordinator(LC), Events and Activities

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Coordinator(EAC), and Administration Coordinator (ADC) for NACURH and their positions, barring a 2/3rds vote of the RHA General Council.

- B. Voting shall consist of 6 members from each Hall Government, decided within Hall Government the week prior to elections. RHA Executive Board members and Cabinet Members will have individual votes. Any individual who is running for a position would not be able to vote and a proxy will need to be determined if those members are associated with RHA or Hall Governments.
- C. Each candidate shall submit an election platform, in the form of a bid that will be made available to those who attend the election.
- D. The time, date, and location of the election shall clearly be advertised throughout the halls.
- E. Bids shall be between 4 and 6 pages in length, including a title page. Every page shall include page numbers, and the bid shall include at least one letter of recommendation. Bids will be submitted in a PDF format to the President and Advisor of RHA, unless the President is bidding, then only the Advisor should receive the bids.
- F. A person can write multiple bids, but they must accept the first position they are elected into. The order of elections shall be, President, National Communications Coordinator, Leadership Coordinator, Events and Activities Coordinator, Administration Coordinator.
- G. The President will facilitate elections unless they choose to rerun for a position, in which case the RHA Advisor shall facilitate elections. Nominations will open at least two week before elections and will close 1 week before the elections begin.
- H. Those candidates who have submitted a bid, but have lost the election have the right to bid down, only in the case that there are no candidates bidding for a position. Anyone has the right to run for a position, even if they have not submitted a bid, if the position has no candidate running for the position at the time of election.
- I. Each candidate shall have an opportunity to give a speech of up to ten minutes during the election with an option to extend once. A question and answer period shall follow each speech that is also up to five minutes long with an option to extend once. All questions must be relevant to the candidate and the position, and directed at the facilitator. The facilitator has final say over what questions will be accepted or rejected.
- J. There are three ways to vote in this election: for a candidate(s), no confidence, or to abstain. Elections will use a single transferrable ballot system.
- K. If elected, students may maintain their Hall Government Position, but may not vote in General Council, except to abstain. Student Representatives who hold a position requiring a vote in General Council are encouraged to find a replacement as soon as possible.

Section 2. Appointment Process Guidelines

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- A. The Appointment Process is required to replace a member of the Executive Board that has resigned, has been impeached or otherwise remains unfilled.
- B. The Appointment Process shall be determined by the President of the RHA. In the event that the President position is the open position, the NCC shall oversee the process, unless the NCC is bidding for the position, at which point the Advisor will oversee the process. Any person running an appointment process must follow all guidelines for the President as listed below. It may include applications or interviews of candidates, but is not limited to these.
- C. Bidding down to lower positions does not apply to these processes
- D. The President must discuss all applicants with the RHA Advisor before making a conclusion.
- E. Should a position need filling during the summer, or an Executive Board Member resign before the first General Council Meeting of Fall Term, the President, upon receiving and reviewing the applications shall present their candidate to the Executive Board for approval.
- F. Should a position need filling during the year, once General Council has convened, the President shall present their candidate to General Council, and only upon their approval offer the position to the candidate.
- G. In order for the individual to take office at least 50% of the voting body (Either General Council, or the Executive Board) must approve of the candidate.
- H. The President may not vote, but the Advisor of the RHA may in the case of Executive Board approval. This vote shall be done by written ballot to ensure fairness.
- I. Should the candidate not be approved of, the President must present their next candidate for approval within 2 weeks.
- J. Should an Executive Board member apply for the open position they may not vote and may not be present during the time of discussion of the candidates.
- K. Should a person hold a Hall Government or other position inside RHA, upon appointment, they must immediately resign from that role and void their voting rights as a representative.

ARTICLE VI. MINUTES OF RESIDENCE HALL ASSOCIATION PROCEEDINGS

Section 1. Minutes.

- A. The Administration Coordinator shall take the minutes of the proceedings of RHA. The minutes shall include:
 - 1. The rough text of all comments made during the meeting.
 - 2. The results of all votes.
 - 3. A rough text of all updates given at General Council Meetings.
- B. A copy of the recorded minutes of the most recent RHA meeting shall be posted on the RHA Website by the Friday following the meeting.