I. The Board of Directors Responsibilities (this section is to be updated every year based on the current Board of Directors guidelines/contract document)
   a. Must be a full-time student and live in the residence halls in starting and maintaining this position.
   b. Must complete at least 20 hours in the RHA Office per week during regular business hours (Monday through Friday, 8:00am-5:00pm). These hours can include 1:1 meetings and other structured meetings. Additional meetings, programs, events, and other initiatives taking place outside normal business hours will be determined on a case-by-case basis as to how they fit within this 20 hour per week requirement.
   c. Must return for position by designated time set forth by RHA Advisor(s) and must complete positional expectations through the last day of the semester for both Fall and Spring Semesters (including final exam weeks and residence hall move-in/move-out dates). Absences other than for University vacation periods must be approved by the RHA Executive Director and/or RHA Advisor(s).
   d. Must receive advance approval from RHA Executive Director and/or RHA Advisor(s) regarding extracurricular activities and employment on or off-campus.
   e. Must attend all RHA Board of Directors Fall and Spring training sessions. Must attend other trainings as needed.
   f. Must be available to work and/or support Stampeade Camp.
   g. Must be available to work Residence Hall Move-In and Move-Out during August, December, January, and May.
   h. Must attend weekly RHA Board of Directors meetings (Mondays, 3:00pm-5:00pm) and RHA Senate meetings (Mondays, 5:00pm) for the entirety of these meetings.
   i. Must attend every scheduled weekly 1:1 with the RHA Executive Director.
   j. Must attend every scheduled weekly 1:1 with the RHA Advisor(s).
   k. Must submit reports every 5th of the month to the RHA Executive Director and RHA Advisor(s) to be compiled into the overall RHA Monthly Report.
   l. Must create and complete a positional transition manual to be saved in the RHA network folders. Must also meet requirements set forth by RHA Executive Director and RHA Advisor(s) regarding transitioning process meetings.
   m. Must assist Hall Directors in training, recruitment, and retention of Hall Council Presidents, and hall council representatives from the residence halls.
   n. Must attend RHA Fall and Spring Retreats and Hall Council President Summits/trainings as deemed appropriate by the Director of Leadership Development.
   o. Must attend campus and RHA events as deemed appropriate by the Director of Campus Programming and Director of Student Advocacy.
   p. Must effectively and productively lead RHA in a professional manner within Board of Directors meetings, RHA Senate meetings, committee meetings, campus events/programs, professional staff/residence hall environments, all RHA office spaces, and in the Center for Community/other areas on and off campus.
   q. Must be in good academic standing in starting and maintaining this position (2.5 cumulative GPA and passing 67% of semester classes).
   r. Must comply with all University policies and procedures including, but not limited to: Student Code of Conduct, Residence Hall Operations Policies, Honor Code, Academic Alert/Probation/Suspension Policies, and Discrimination and Harassment Policy. If an RHA Director is placed on any type of conduct sanction or university academic probation during their time as a Director, they may be terminated from their role. RHA Directors may be reassigned to a different community or be removed from office for violating any of these policies.
   s. All purchases made by the Board of Directors must be submitted to the Director of Business Administration within 48 hours.
   t. The Board of Directors will be allocated the power to elect someone within itself to fill a vacancy when the Senate is not in session.

II. Board of Directors
   a. The Board of Directors shall meet on a weekly basis to clarify and discuss any pertinent issues regarding any aspect of RHA.
   b. The Executive Director will schedule Board of Directors meetings at a time that is convenient to all Directors, Representatives, and Liaisons’ class schedules.
c. Board of Directors meetings shall be closed to any person that is not a member of the Board of Directors or is not a guest speaker on the agenda.
d. The length of employment, the duties of the position(s), and the grounds for termination of such position(s) will be determined at the discretion of the Board of Directors and Advisor(s) if not otherwise stipulated explicitly.

Appointed Positions
a. As the need arises, the RHA Board of Directors and the RHA Advisor(s) retain the right to create temporary and/or ad-hoc positions and officers to fulfill a specific role(s) for the RHA organization.
b. The length of employment, the duties of the position(s), and the grounds for termination of such position(s) will be determined at the discretion of the Board of Directors and the Advisor(s).

Elected Positions
a. Executive Director
The Executive Director duties shall be and not be limited to:
   i. The Executive Director shall preside over the meetings of the RHA Senate.
   ii. The Executive Director shall not have a vote in the RHA Senate, except in the case of a tie.
   iii. The Executive Director shall have the power to veto any legislation passed by the RHA Senate.
      a. The Executive Director must announce the veto within 72 hours of the legislation's passage.
      b. The RHA Senate shall have the power to override the Executive Director's veto with a 2/3 affirmative vote no later than the next RHA Senate meeting after the veto was announced.
      c. The Executive Director shall have the authority to set a new date of discussion for the vetoed piece of legislation within the same semester.
      d. In the event that the vetoed piece of legislation is not considered by the last business meeting of the semester, then that vetoed piece will be tabled until the first business meeting of the following semester.
   iv. The Executive Director shall be required to attend the annual IACURH Regional Leadership Conference, IACURH Regional Business Conference, and NACURH Annual Conference.
   v. The Executive Director shall meet weekly with the Advisor(s).
   vi. The Executive Director shall meet weekly with each Elected Director and as needed with each Appointed Director.
   vii. The Executive Director shall live on campus and begin their term starting in May and ending in the following May.
   viii. The Executive Director shall be responsible for overseeing fall and spring training for the RHA Board of Directors and work closely with the Director of Leadership Development to train the Hall Council Presidents and other Hall Council executive board positions.
   ix. The Executive Director shall be responsible for working with and contacting On Campus Marketing (OCM) over summer and throughout the school year as the representative for the university.
   x. The Executive Director shall be responsible for training the Executive Director-elect in between the elections and the last RHA Senate meeting.
   xi. The Executive Director shall attend all meetings that Residence Life and other organizations request RHA attendance at, or send someone in Executive Director’s stead.
   xii. The Executive Director shall attend monthly meetings with the Director of Residence Life and the Senior Director of Residential Experience and Services.
   xiii. The Executive Director shall continuously facilitate goal setting for the future of RHA and Residence Life to further the direction of RHA.
   xiv. The Executive Director shall contact CUSG as needed to keep informed of campus-wide initiatives.
   xv. The Executive Director shall be responsible for creating the agendas for the RHA Senate.
   xvi. The Executive Director shall update the RHA Bylaws and Constitution as required.
   xvii. The Executive Director shall be responsible for creating a monthly report and organizing monthly report process for the rest of the Board of Directors.
   xviii. The Executive Director is required to apply to sit on one IACURH regional task force.
   xix. The Executive Director shall be required to serve as the Stampede Coordinator.
xx. The Executive Director shall be compensated with two semester’s room and board based on a rate set yearly by the Director of Residence Life for fulfilling a required twenty hours per week engaged in RHA office hours and RHA related activities.

b. Director of Leadership Development
The Director of Leadership Development duties shall be and not be limited to:

i. The Director of Leadership Development shall be a speaking but non-voting member of the RHA Senate.

ii. In the event that the Executive Director is unable to finish their term in office for any reason, the Director of Leadership Development shall assume all Executive Director Duties until a new Executive Director can be elected.

iii. The Director of Leadership Development shall coordinate and preside over Presidents Council.

iv. The Director of Leadership Development shall coordinate and preside over the Hall Council President and Hall Council Executive Training.

v. The Director of Leadership Development will be responsible for holding a summit between the Hall Council Presidents at least once at some point during the fall semester.

vi. The Director of Leadership Development is responsible for planning and implementing a spring and fall RHA retreat/leadership development event.

vii. The Director of Leadership Development shall be responsible for creating/compiling the annual State of the Halls Report each spring.

viii. The Director of Leadership Development shall meet weekly with the Advisor(s) and Executive Director.

ix. The Director of Leadership Development shall be compensated with two semester’s room and board based on a rate set yearly by the Director of Residence Life for fulfilling a required twenty hours per week engaged in RHA office hours and RHA related activities.

c. Director of NACURH Communications
The Director of NACURH Communications’ duties shall be and not be limited to:

i. The Director of NACURH Communications shall be a speaking but non-voting member of the RHA Senate.

ii. The Director of NACURH Communications shall act as the Parliamentarian.

iii. The Director of NACURH Communications shall communicate with state, regional, and NACURH Inc.-affiliated organizations about RHA and the University of Colorado Boulder.

iv. The Director of NACURH Communications shall file the annual Affiliation Report as well as affiliate RHA with the collaboration of the National Residence Hall Honorary President (NRHH) with NACURH before the start of the fall semester.

v. The Director of NACURH Communications shall be the chairperson of any University of Colorado Boulder delegations attending any international, regional or state conferences associated with NACURH Inc.

vi. The Director of NACURH Communications, in conjunction with the NRHH President, shall facilitate the creation and presentation of all bids for awards or conferences to the Regional and NACURH Board of Directors.

1. The Director of NACURH Communications is required to submit a minimum of 2 bids per year.

vii. The Director of NACURH Communications shall vote for the University of Colorado Boulder at any state, regional, and NACURH conferences affiliated with NACURH Inc.

viii. The Director of NACURH Communications shall be responsible for writing (2) OTMs per semester.

ix. The Director of NACURH Communications shall be responsible for maintaining and tracking a budget for each IACURH Regional Leadership Conference, IACURH Regional Business Conference, and NACURH Annual Conference.

x. The Director of NACURH Communications shall be required to apply to sit on at least one IACURH regional and one NACURH committee or taskforce.

xi. The Director of NACURH Communications, in conjunction with NRHH, shall organize the National Residence Hall Month (NRHM).

xii. The Director of NACURH Communications shall organize the End of the Year award processes.

xiii. The Director of NACURH Communications shall meet weekly with the advisor(s) and RHA Executive Director.
xiv. The Director of NACURH Communications shall be compensated with two semester’s room and board based on a rate set yearly by the Director of Residence Life for fulfilling a required twenty hours per week engaged in RHA office hours and RHA related activities.

e. Director of Business Administration

Director of Business Administration duties shall be and not be limited to:

i. The Director of Business Administration shall be a speaking but non-voting member of the RHA Senate.

ii. The Director of Business Administration shall maintain a file of all the minutes from each RHA Senate meeting, and have them available on the website after conclusion of RHA Senate for inspection by any member of RHA.

iii. The Director of Business Administration shall maintain the RHA website and all other forms of social media.

iv. The Director of Business Administration shall maintain all financial records for RHA.

v. The Director of Business Administration shall coordinate Admitted Student Day marketing/communication strategic plan.

vi. The Director of Business Administration shall communicate weekly with the Director of Campus Programming to stay informed of all financial matters of the Board of Activities and Events.

vii. The Director of Business Administration shall inform the offending hall’s Hall Council President, Hall Director Advisor, and RHA Advisor(s) of any attendance policy violations.

viii. The Director of Business Administration shall meet with the advisor(s) and Executive Director weekly.

ix. The Director of Business Administration shall be the chair of the Funding Board and shall not vote except in the case of a tie.

x. The Director of Business Administration shall keep the budget on the website updated.

xi. The Director of Business Administration shall create and distribute a newsletter as seen fit.

xii. The Director of Business Administration shall be compensated with two semester’s room and board based on a rate set yearly by the Director of Residence Life for fulfilling a required twenty hours per week engaged in RHA office hours and RHA related activities.

f. The Director of Campus Programming

Director of Campus Programming duties shall be and not be limited to:

i. The Director of Campus Programming shall be a speaking but non-voting member of the RHA Senate.

ii. The Director of Campus Programming shall be responsible for creating a Board of Activities and Events.

iii. The Director of Campus Programming shall serve as the chair for the Board of Activities and Events.

iv. The Director of Campus Programming shall report to the RHA Senate weekly with all programming matters in order to support communication within RHA.

v. The Director of Campus Programming shall be responsible for organizing a minimum of three programs per semester, including Haunted Halls.
   a. At least one program shall be programmed in each Williams Village and Kittredge, other than Haunted Halls.
   b. At least two programs shall be programmed on Central Campus.
   c. At least one program shall be planned in an area deemed appropriate by the Director of Campus Programming.
   d. All weather alternatives shall be planned within the same campus region, to the best of the Director of Campus Programming’s ability.

vi. The Director of Campus Programming shall collaborate with a minimum of two campus or student organizations to sponsor or plan programs.

vii. The Director of Campus Programming shall communicate weekly with the Director of Business Administration in order to keep them informed of all financial matters of RHA or RHA-related programs.

viii. The Director of Campus Programming shall meet weekly with the advisor(s) and Executive Director.

ix. The Director of Campus Programming shall be responsible for the publication and distribution of advertisements for their specific RHA events.
x. The Director of Campus Programming shall be responsible for all summer programming responsibilities including, but not limited to Fall Welcome Week.

xi. The Director of Campus Programming shall be compensated with two semester's room and board in exchange for fulfilling a required twenty hours/week engaged in RHA related activities.

g. The Director of Student Advocacy

Director of Student Advocacy duties shall be and not be limited to:

i. The Director of Student Advocacy shall be a speaking but non-voting member of the RHA Senate.

ii. The Director of Student Advocacy shall be responsible for creating and chairing the Advocacy Committee.

iii. The Director of Student Advocacy shall report to the RHA Senate weekly with all current and future advocacy initiatives.

iv. The Director of Student Advocacy shall be responsible for organizing a minimum of three programs per semester focused on cultural competency.

v. The Director of Student Advocacy shall coordinate at least one panel discussion per month in Senate to hear and collect new initiatives and gather feedback.

vi. The Director of Student Advocacy shall apply to sit on at least one IACURH or NACURH taskforce or committee pertaining to advocacy or topics involving campus climate and culture.

vii. The Director of Student Advocacy shall apply to sit on at least one on-campus board or committee to encourage collaboration on advocacy initiatives.

viii. The Director of Student Advocacy shall meet at least once a semester with the Director of Residence Life to discuss all current and future advocacy initiatives of RHA.

ix. The Director of Student Advocacy shall communicate weekly with the advisor(s) and Executive Director.

x. The Director of Student Advocacy shall be responsible for the publication and distribution of advertisements for their specific RHA advocacy events.

xi. The Director of Student Advocacy shall be compensated with two semester's room and board on a super single room in exchange for fulfilling a required twenty hours/week engaged in RHA related activities.

h. National Residence Hall Honorary (NRHH) President

NRHH President's duties shall be and not be limited to:

i. The NRHH President shall be a speaking but non-voting member of the RHA Senate.

ii. The NRHH President shall facilitate communication between RHA and NRHH.

iii. The NRHH President shall encourage RHA members to act on the values of NRHH.

iv. The NRHH President shall be elected by NRHH.

v. The NRHH President shall meet as needed with the Executive Director and advisor(s).

vi. The NRHH President may be removed from the RHA Board of Directors by the Senate after a vote of no confidence that may be vetoed and overridden with 2/3 of voting members.

vii. Upon the vacancy or removal of the NRHH President, the RHA Senate shall request that the NRHH submit a nominee for the position.

viii. The NRHH President shall be required to attend weekly Board of Directors and RHA Senate meetings.

i. University of Colorado Boulder Student Government Liaison (CUSG Chief of Staff)

CUSG Liaison's duties shall be and not be limited to:

i. The CUSG Liaison shall be a speaking but non-voting member of the RHA Senate.

ii. The CUSG Liaison shall be appointed by CUSG.

iii. The CUSG Liaison shall attend weekly Board of Directors and RHA Senate meetings.

iv. The CUSG Liaison shall facilitate communication between the CUSG Proper and the RHA General Body.

v. The CUSG Liaison may be removed from the RHA Board of Directors by the Senate after a vote of no confidence that may be vetoed and overridden with 2/3 of voting members.

vi. Upon the vacancy or removal of the CUSG Chief of Staff, the RHA Senate shall request that CUSG submit a replacement for this position.

vii. The CUSG Liaison shall meet as needed with the RHA Executive Director.
j. IACURH/NACURH Elected Official
   IACURH/NACURH Elected Official’s duties shall be and not limited to:
   i. The IACURH/NACURH Elected Official shall be a speaking but non-voting member of the RHA Senate.
   ii. The IACURH/NACURH Elected Official shall only be filled when the University of Colorado Boulder is hosting a IACURH/NACURH Director
      a. In the event that the IACURH/NACURH Elected Official holds another position on the Board of Directors, the Director will not hold two positions on the board of Directors, but will still be bound to these duties.
   iii. The IACURH/NACURH Elected Official will serve on the Board of Directors after support is given to a candidate, the candidate is elected, and the official has started their term.
   iv. The IACURH/NACURH Elected Official shall attend at least two delegation meetings per conference.
   v. The IACURH/NACURH Elected Official shall present to the RHA Senate at the beginning of the year detailing their position.
   vi. The IACURH/NACURH Elected Official shall present a budget at the beginning of the year detailing all costs of hosting the executive.
   vii. The IACURH/NACURH Elected Official shall present after every conference on applicable material.
   viii. The IACURH/NACURH Elected Official shall meet bi-monthly with the Executive Director and Advisor(s).
   ix. The IACURH/NACURH Elected Official may be removed from the RHA Board of Directors by the Senate after a vote of no confidence that may be vetoed and overridden with 2/3 of voting members.
   x. Upon the revocation of support, the IACURH/NACURH Elected Official will be removed from their executive and liaison position.
   xi. The IACURH/NACURH Elected Official shall be required to attend weekly Board of Directors Meetings and RHA Senate Meetings.

k. Regional/Business/NACURH Conference Chair
   The Regional/Business/NACURH Conference Chair’s duties shall be and not be limited to:
   i. The Regional/Business/NACURH Conference Chair shall be a speaking but non-voting member of the RHA Senate.
   ii. The Regional/Business/NACURH Conference Chair shall only be filled when the University of Colorado Boulder is hosting either the IACURH Regional Conference, the IACURH Regional Business Conference, or the NACURH Annual Conference.
   iii. In the event that the Regional/Business/NACURH Conference Chair holds another position on the Board of Directors, the executive will not hold two positions on the board of Directors, but will still be bound to these duties.
   iv. The Regional/Business/NACURH Conference Chair shall serve on the Board of Directors in any manner deemed appropriate by the RHA Executive Director. The Regional/Business/NACURH Conference Chair shall be required to attend weekly RHA Senate Meetings.
   v. The Regional/Business/NACURH Conference Chair shall be required to present to the RHA Senate in any manner deemed appropriate by the RHA Executive Director.
   vi. The Regional/Business/NACURH Conference Chair may be removed from the RHA Board of Directors by the Senate after a vote of no confidence that may be vetoed and overridden with 2/3 of voting members.
   vii. The Regional/Business/NACURH Conference Chair will remain on the RHA Board of Directors until the conclusion of the conference or until the Board of Directors deems appropriate.

l. Advisor(s)
   Advisor(s) duties shall be and not limited to:
   i. The RHA Advisor(s) shall advise RHA on any matter, as needed (i.e. Department of Residence Life policies, procedures, past RHA actions, etc.).
   ii. The RHA Advisor(s) shall attend all RHA Board of Directors meetings and all RHA meetings as appropriate.
   iii. The RHA Advisor(s) shall attend all RHA events, promotions, programs, and conferences as needed.
   iv. The RHA Advisor(s) shall meet weekly with each RHA Director.
v. The RHA Advisor(s) shall advise the Director of Business Administration on all financial matters and make sure that the RHA account is balanced.
vi. Upon the vacancy of the RHA Advisor, the Board of Directors shall submit a recommendation of whom they would like to serve as RHA Advisor(s) to the Director of Residence Life.

III. RHA Councils
a. The RHA Senate
   i. The RHA Senate shall be the primary legislative body of RHA.
   ii. All RHA Senate meetings will be run according to the most current Rules of Order guide established by the RHA Senate body.
   iii. In the event that a situation arises which is not covered in the RHA Rules of Order guide, the Senate will revert to Roberts Rules of Order.
   iv. Each Hall Council shall have a certain number of votes as distinguished by Article III, Section II of the RHA Constitution.
   v. All persons in attendance at RHA Senate retain speaking rights.
   vi. Regular meetings shall be held on a weekly basis. All meetings shall be open to the public unless otherwise stated.
   vii. Quorum for the conduct of RHA Senate meetings will be at least 40% of the voting membership.
   viii. Emergency meetings may be called at the discretion of the RHA Executive Directors with 48 hours advance notice given to all members of the body.
ix. Attendance Policy:
   a. All hall councils are required to have no more than two consecutive unexcused absences per RHA Senate seat before that seat becomes inactive.
   b. Legitimate excuses for absences shall be determined by the RHA Executive Director and Director of Leadership Development, and may include situations such as sudden illness, family concerns, or other such emergencies.
   c. A residence hall with no active seats may not bring legislation before the RHA Senate, but members maintain speaking privileges.
   d. To reinstate a seat, a Hall Council must fill that seat for two consecutive RHA Senate meetings. At the first of these meetings, the representative sitting in the inactive seat shall have no voting privileges. Upon the second consecutive attendance, the seat shall have full motion making and voting privileges restored.
   e. It is the responsibility of the Director of Business Administration to inform the offending residence hall’s Hall Council President, RHA Executive Director, Hall Council Advisor(s) and RHA Advisor(s) of the attendance policy violations.

b. RHA Committees
   i. Ad-Hoc or standing committees may be formed during any regular business meeting by a majority vote of the RHA Senate and approval by the Executive Director.
   ii. Committee Chairpersons shall be appointed by the Executive Director.
   iii. Each committee shall exceed no more than two chairpersons.
   iv. Committee membership shall be determined by a method deemed appropriate by the Executive Director and the committee chairperson.
   v. The process for reporting shall be as follows:
      a. Standing committees shall report on their progress to the general body at the request of the Executive Director.
      b. Ad-Hoc committees shall update the general body on their progress at the request of the Executive Director.
      c. At the conclusion of the convening of the committee, members will present a report of their activities pursuing the specific purpose and to recommend changes, either informally or through legislation.

c. Legislation Committee
   i. Legislation committees are ad hoc committees created, if need be, after the passage of legislation by the RHA senate seeking to implement the changes of the legislation.
   ii. Committee will be chaired by the author(s) of the passed legislation
      a. Committee chairs are responsible for research and development of an action plan to implement changes.
   iii. The Executive Director shall act as the main contact for the committee.
iv. The Executive Director shall act as the liaison for professional staff who are relevant to the actions of the legislation.

v. The committee shall meet at a set time weekly during RHA office hours.

vi. The committee shall present updates as they occur to the RHA Senate.

d. Board of Activities and Events

i. The Board of Activities and Events shall be a group of students that meet weekly to serve the Residence Hall community through planning and putting on RHA programs.

ii. The Board of Activities and Events meetings shall be facilitated by the Director of Campus Programming.

iii. Members of the Board of Activities and Events, ranging from three to six at the discretion of Director of Campus Programming, shall be selected via application process.

iv. Members of the Board of Activities and Events shall be required to attend all required trainings, meetings, and programs as deemed necessary by the Director of Campus Programming.

v. If a Board of Activities and Events member is/are consistently not performing in the best interest of RHA, CU residents, and/or the Board of Activities and Events, they will be subject to a meeting with the Director of Campus Programming. If further improvement does not occur, the individual member is subject to removal by the Director of Campus Programming and RHA Advisor(s). After which, a new member will be selected by the Director of Campus Programming given there is a sufficient amount of time in the year to conduct an appropriate election and facilitate training.

vi. The Board of Activities and Events shall receive an annual allocation of funds to be used at its own discretion.

vii. The Board of Activities and Events does not have the power to allocate funds to events that it is not directly participating in unless unanimously deemed acceptable by all RHA Directors, Programming Boards, and the RHA Advisor(s).

e. Funding Board

i. This committee will review and approve financial proposals from student groups around the University of Colorado Boulder campus that in some way improve the quality of life of all or some of the individuals living in the Residence Halls.

ii. The Director of Business Administration shall be the tie-breaking chair.

iii. All Student Organizations registered with the Center for Student Involvement (CSI) and groups that are not directly associated with Residence Life must provide the following:

   a. A description of how the program went after the program occurs and all receipts from the program.

   b. An approved advertisement to be posted in the Residence Halls must be submitted at the time of their request.

   c. Electronic copies of the advertisement must be submitted to the Director of Business Administration at least one week before the program.

iv. Any organization that does not meet these requirements will be unable to make requests for the next two years or until the issue is corrected. In special circumstances the requirements can be waived by the Director of Business Administration.

v. All meetings of the Funding Board shall be open to the public.

vi. The Funding Board shall meet on a weekly basis unless deemed otherwise by the Director of Business Administration.

vii. The Funding Board’s procedure will be run by the rules of order as established by the Director of Business Administration.

viii. Financial proposals must be submitted through the online proposal form before being considered by the Funding Board.

ix. All requests made in one voting period must be heard before discussion and voting begins.

x. The Funding Board will have the power to grant money out of the Funding Board’s Programming Line items without the approval of the RHA Senate in amounts up to $750.00 per program involving Hall Councils, Resident Advisors, Residence Life Staff, or CU student organizations.

xi. No student organization or Residence Hall shall be granted more than $1,500.00 in total for the academic year.

xii. Quorum for the conduct of Funding Board meetings shall be at least 4 members.

xiii. The Funding Board will consist of 7 members (allowing up to 1 RA) to be selected via application by the Director of Business Administration.
xiv. The Funding Board will be open to all students living in the residence halls. However, no more than two representatives from a building may be selected.

xv. Representatives will be allowed two proxy votes a semester unless deemed otherwise by the chair.

f. The Advocacy Committee
   i. The Advocacy Committee shall be a group of residents that service the residence hall community through gathering, creating, and pursuing advocacy initiatives that improve the overall residential experience.
   ii. The Director of Student Advocacy shall chair the Advocacy Committee.
   iii. Members of the Advocacy Committee, consisting of at least 4 students, shall be selected via application and interview process facilitated by the Director of Student Advocacy
   iv. Members shall attend weekly Advocacy Committee meetings unless approved otherwise by the Director of Student Advocacy
   v. Members shall help plan and attend all programs sponsored by the Advocacy Committee.
   vi. If a member of the Advocacy Committee is consistently not performing in the best interest of RHA, CU residents, and or the Advocacy Committee, they will be subject to removal by the Director of Student Advocacy and the RHA Advisor(s).
   vii. The Advocacy Committee shall report on their progress to the general body at the request of the Executive Director.

g. Committee on Hall (COI) Infrastructure
   i. The Committee on Hall Infrastructure shall oversee the advancement, implementation, and development of pieces of legislation regarding residence hall facilities changes.
   ii. The Executive Director shall appoint a committee chair at the beginning of each academic year. This appointment must be approved by the RHA Senate during the first RHA Senate Meeting of the fall semester.
   iii. The Committee on Hall Infrastructure shall give weekly updates to the RHA Senate regarding the progress of the legislation they are working on.
   iv. Members of the Committee on Hall Infrastructure shall be appointed by the RHA Senate during the second RHA Senate Meeting of the fall semester.

h. Hall Councils
   i. Each residence hall or complex shall have a hall council.
   ii. Membership of hall council shall be open to all students registered in the University of Colorado Boulder who are currently living in that respective hall/complex.
   iii. Each hall council is an affiliate of RHA and is subject to its constitution and bylaws, and is entitled to all privileges and duties thereof.
   iv. Each hall council shall be required to have: Senators to the RHA Senate, a Hall Council President and an executive board, the structure of which shall be determined by the Hall Director Advisor.
   v. Every residence hall council shall receive an amount of funding based on its average capacity in the previous year.
   vi. Each Hall Council, whether by nomination or election, shall select their own Senators to the RHA Senate.
   vii. The number of Senators shall be determined in the RHA Constitution, Article III, Section II.
   viii. The Senators shall serve as the liaison between RHA and their hall council.
   ix. All professional staff members involved in Hall Council Elections must abide by the election rules set forth by the Director of Leadership Development, in conjunction with the Hall Directors, at the start of the academic year.
   x. Hall Director Advisors must be present for all vote counts pertaining to the elections of all elected Hall Councils.

i. Hall Council Presidents (section to be updated every year based on current Hall Council President guidelines/contract document)
   i. Each hall shall elect their Hall Council President in a manner designated by their individual constitution.
   ii. Each hall shall elect only one Hall Council President.
   iii. Duties:
       a. Must be a full-time student living in the residence hall of which they are serving as President.
b. Must attend and facilitate weekly Hall Council meetings.

c. Must create a Hall Council meeting agenda in conjunction with Hall Council Advisor

d. Must take lead on overall Hall Council member recruitment/retention from specific residence hall (with support from Hall Director Advisor).

e. Must meet weekly one-on-one with the Hall Director Advisor.

f. Must attend regularly scheduled RHA one-on-ones to be facilitated by the RHA Director of Leadership Development.

g. Must attend RHA Senate meetings for the full length of the meeting. Exceptions to this expectation must be discussed with and permitted by RHA Director of Leadership Development, RHA Executive Director, and Hall Council Advisor (ex. class commitments).

h. Must attend Hall Council Presidents’ training sessions/summits. The Fall Hall Council President Summit will take place September 8, 2018, 12:00pm. Another Hall Council President Summit will take place during the spring. The Executive Social will take place September 19, 2018, 7pm.

i. Must attend RHA Fall and Spring Retreats. The Fall Retreat will take place October 5-6, 2018. The Spring Retreat will take place in March.

j. Must attend and participate in bi-semester President Council Meetings.

k. Must hold at least 2 office hours per week. 1 hour must be held in the Willard or Stearns Central RHA Offices and 1 hour can be held in a location at the discretion of the Hall Council President. This requirement may change during busier times of the year or when other duties are assigned.

l. Must take lead to plan, execute, and assess a minimum of 3 social programs per semester in their residence hall in conjunction with Hall Council members and residents.

m. Must coordinate participation by residence hall for at minimum 4 RHA programs per year, as determined by RHA Directors of Programming.

n. Must advertise and support all RHA Board of Activities and Events, the Advocacy Committee, and National Residence Hall Honorary (NRHH) programs/events deemed appropriate by the RHA Board of Directors and NRHH Executive Board.

o. Must submit State of the Halls end-of-the-year report to the RHA Director of Leadership Development and Hall Council Advisor.

p. Must encourage the submission of 1-2 quality National Residence Hall Honorary (NRHH) Of-The-Months (OTMs) per month to the website otms.nrhh.org.

q. Must attend and participate at RHA Board of Directors Elections and RHA/NRHH End of the Year Student Leadership Banquet.

r. Must abide by and uphold the standards and guidelines outlined in the Hall Council Constitution, RHA Constitution, RHA Bylaws, and Hall Council President Guidelines.

s. Must remain in good academic standing each semester (2.0 cumulative GPA and passing 67% of semester classes). Must be in good academic standing at the time of elections and when positional responsibilities begin. The Hall Director Advisor and/or RHA Advisor(s) will perform grade checks every semester.

T. Must not be on university conduct probation, university academic probation, Housing & Dining Services employment probation, or higher, at the time of election and when positional responsibilities begin. If placed on conduct or academic probation, or higher, during time as a President, they may be removed from their role.

u. Must comply with all University policies and procedures including, but not limited to: Student Code of Conduct, Residence Hall Operations Policies, Honor Code, Academic Alert/Probation/Suspension Policies, and Discrimination and Harassment Policy. Presidents may be reassigned to a different community or be removed from office for violating any of these policies.

IV. Elections

a. General

i. All formal elections will be announced at least one (1) week in advance.

ii. All applications are due two (2) weeks prior to the first official election.

iii. All voting shall be done by secret ballot.

iv. Nominees who are voting members of the RHA Senate may vote.

v. “Hosting halls” (the halls in which candidates live) are not allowed to speak about the candidate from their hall during the discussion portion of elections.
vi. Current executives are not allowed to speak in the discussion portion of the election for their replacement.

vii. Voting will continue with the candidate receiving the least number of votes being eliminated after each ballot until one candidate receives votes equaling greater than half the number of individuals voting in that particular election.

viii. The RHA Executive Director and RHA Advisor(s) shall count votes, except in cases where the RHA Executive Director is running for re-election.

ix. The RHA Senate shall have the power to provide any further election procedures it deems necessary.

x. All elected executives shall be in good academic and conduct standing, as defined in Article 1., and shall be verified by the RHA Advisor(s) prior to the election and at the beginning of each subsequent semester. Executives who violate the good academic standing requirement are subject to removal from office by the RHA Advisor(s) and the RHA Executive Director.

xi. During Discussion and Question and Answer sessions, the following time limits will be enforced:
   a. Each speaker will have two (2) minutes to ask a question, answer a question, or make a point of discussion
   b. The first session of Question and Answer or Discussion shall be limited to ten (10) initial minutes, extendable twice for up to a total of twenty (20) minutes
   c. Any following sessions will be limited to five (5) initial minutes, extendable twice for up to a total of fifteen (15) minutes.

xii. The RHA Executive Director shall determine election dates for Board of Directors positions in the fall semester and in the spring semester.

xiii. Any member of RHA who is an elected or appointed official of a Hall Council is eligible to speak and vote, while still respecting the number of seats given to each particular hall. Any resident who currently lives on campus may speak during elections. Each voting member must submit at least two (2) questions, one (1) pro and one (1) con, for each application on a timeline as determined by the Executive Director and RHA Advisor(s).

xiv. Those who wish to come to RHA elections, but are ineligible for voting rights (ex. professional staff, off-campus student), will have no speaking rights during any of the candidate elections for RHA.
   a. Exceptions can be made for Hall Council Presidents upon review by the Director of Leadership Development and the Executive Director.

b. Election of the RHA Executive Director
   i. Individuals interested in the position of Executive Director shall submit an application.
   ii. The following timeline shall be recommended:
      a. Notification shall be sent to Hall Council Presidents, Hall Directors, RHA Listserv and RHA members announcing the beginning of the application process during the first week of spring semester.
      b. During the time prior to election, all interested individuals will be encouraged to attend RHA meetings to confirm their interest.
      c. Intents shall be due to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running for reelection) no later than two weeks before the election date.
      d. Applications shall be returned to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running for reelection) no later than one week before the election date.
      e. Applications will be published on the RHA website so that all members of RHA Senate are able to familiarize themselves with the candidates applying.
      f. After a formal election process as outlined in section 4.a has occurred, the RHA Senate members shall vote by secret ballot to elect the Executive Director for the following year. The Executive Director shall take office at the Awards Banquet.

c. Election of the Director of Leadership Development
   i. Individuals interested in the position of Director of Leadership Development shall submit an application.
   ii. The following timeline shall be recommended:
a. Notification shall be sent to Hall Council Presidents, Hall Directors, RHA Listserv and RHA members announcing the beginning of the application process during the first week of spring semester.

b. During the time prior to election, all interested individuals will be encouraged to attend RHA meetings to confirm their interest.

c. Intents shall be due to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than two weeks before the election date.

d. Applications shall be returned to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than one week before the election date.

e. Applications will be published on the RHA website so that all members of RHA Senate are able to familiarize themselves with the candidates applying.

f. After a formal election process as outlined in section 4.a has occurred, the RHA Senate members shall vote by secret ballot to elect the Director of Leadership Development for the following year. The Director of Leadership Development shall take office at the Awards Banquet.

ii. In the event that no one runs for the position in March, the Director of Leadership Development shall be elected in the fall.

d. Elections of the Director of NACURH Communications
   i. Individuals interested in the position of Director of NACURH Communications shall submit an application.
   ii. The following timeline shall be recommended:
      a. The Director of NACURH Communications must have attended a NACURH affiliated conference
         i. If no one meets the requirements, anyone is able to run for the Director of NACURH Communications
      b. Notification shall be sent to Hall Council Presidents, Hall Directors, and RHA members announcing the beginning of the application process during the first week of spring semester.
      c. During the time prior to election, all interested individuals will be encouraged to attend RHA meetings to confirm their interest.
      d. Intents shall be due to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than two weeks before the election date.
      e. Applications shall be returned to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than one week before the election date.
      f. Applications will be published on the RHA website so that all members of RHA Senate are able to familiarize themselves with the candidates applying.
      g. After a formal election process as outlined in section 4.a has occurred, the RHA Senate members shall vote by secret ballot to elect the Director of NACURH Communications for the following year. The Director of NACURH Communications shall take office at the end of the Annual Conference.

ii. In the event that no one runs for the position the Director of NACURH Communications shall be elected in the fall.

iii. In the event that no one runs for the position in, the Director of NACURH Communications shall be elected in the fall.

e. Election of the Director of Business Administration
   i. Individuals interested in the position of Director of Business Administration shall submit an application.
   ii. The following timeline shall be recommended:
      a. Notification shall be sent to Hall Council Presidents, Hall Directors, RHA Listserv and RHA members announcing the beginning of the application process during the first week of spring semester.
      b. During the time prior to election, all interested individuals will be encouraged to attend RHA meetings to confirm their interest.
c. Intents shall be due to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than two weeks before the election date.

d. Applications shall be returned to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than one week before the election date.

e. Applications will be published on the RHA website so that all members of RHA Senate are able to familiarize themselves with the candidates applying.

f. After a formal election process as outlined in section 4.a has occurred, the RHA Senate members shall vote by secret ballot to elect the Director of Business Administration for the following year. The Director of Business Administration shall take office at the Awards Banquet.

ii. In the event that no one runs for the position in, the Director of Business Administration shall be elected in the fall.

f. Election of the Director of Campus Programming

i. Individuals interested in the position of Director of Campus Programming shall submit an application.

ii. The following timeline shall be recommended:

a. Notification shall be sent to Hall Council Presidents, Hall Directors, RHA Listserv and RHA members announcing the beginning of the application process during the first week of spring semester.

b. During the time prior to election, all interested individuals will be encouraged to attend RHA meetings to confirm their interest.

c. Intents shall be due to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than two weeks before the election date.

d. Applications shall be returned to the RHA Advisor(s) and Executive Director (except in instances of the Executive Director running in the election) no later than one week before the election date.

e. Applications will be published on the RHA website so that all members of RHA Senate are able to familiarize themselves with the candidates applying.

f. After a formal election process as outlined in section 4.a has occurred, the RHA Senate members shall vote by secret ballot to elect the Director of Campus Programming for the following year. The Director of Campus Programming shall take office at the Awards Banquet.

ii. In the event that no one runs for the position in, the Director of Campus Programming shall be elected in the fall.

V. Executive Replacement Process

a. In the event that a position on the Board of Directors becomes open due to resignation or termination, the following process will be followed:

i. If there is more than a semester left in the term, an election will be held to fill the vacant position. If less than a semester is left, the position will remain open and the responsibilities will be divided between the remaining directors as they see fit.

ii. The open position will first be offered to the current Board of Directors. The Board of Directors will have one week from the date of resignation or termination to submit their intents.

iii. If no current member of the Board of Directors submits an intent, the position will be open to the general body, which will also have one week to submit their intents.

iv. Following intent submission, interested individuals will have one week to complete a revised application to reflect the time remaining in the position, as determined by the RHA Advisor(s).

v. After application materials have been submitted, copies of the applications will be made available to all members of the RHA Senate to familiarize themselves with the candidates. Members will have one week to review applications.

vi. The same process that is followed during general elections will be followed in the replacement of a resigned or terminated executive.

b. The Board of Directors shall have the ability to alter the above timeline to reflect the best interests of RHA at the time.
c. If a member of the current Board of Directors fills the open position, an election will take place to fill this new positional opening.

VI. Transition
   a. Board of Directors Transition
      i. Members of the Board of Directors will begin transitioning the Director-elect immediately following the election of that position, up until the last day of the Spring semester.
      ii. These transition meetings will take place weekly for at least one hour per session.
      iii. All RHA Board of Directors members must create a transition manual specific to their position. The Executive Director and Advisor(s) will provide specific guidelines and requirements related to due dates and structure of transition manual.

VII. Hosting a Regional/NACURH Executive
   a. Process of Support
      i. The potential IACURH regional or NACURH officer must come before the RHA Senate to request school support prior to their election. The legislation must include:
         a. Position(s) the candidate is running for.
         b. List of positional duties.
         c. List of relevant qualifications the candidate possesses.
         d. An outline detailing how the University of Colorado Boulder can benefit from hosting this position.
      ii. In the case that there are no RHA Senate meetings before elections, the RHA Board of Directors can provide contingent support until the RHA Senate can vote on the legislation.
      iii. The candidate must then ask for support from the Director of Residence Life.
      iv. If elected, the individual must follow all duties of the IACURH/NACURH Elected Official to maintain school support.
   b. Role of Host School
      i. The Regional/NACURH Liaison will be provided a key to the RHA office.
      ii. The Regional/NACURH Liaison will be allowed to use general office supplies including computers and printers to carry out their duties.

VIII. Conferences
   a. The University of Colorado Boulder shall send delegations to the annual IACURH Regional Leadership Conference, IACURH Regional Business Conference, CO/WY, and NACURH conferences, headed by the Director of NACURH Communications.
   b. Prior to the bid of a conference, the Board of Directors shall discuss the potential of the event before seeking approval of the host institution.

IX. Sustainability
   a. All events held by RHA, including but not limited to events hosted by boards, programming directors, or hall councils, will be zero waste, or as close to zero waste as possible.
      i. Zero waste is defined as having no byproducts that shall be sent to landfill, and any byproducts will be compostable, recyclable or reusable
      ii. Events which have food shall be required to use compostable or reusable cutlery and dishes.
   b. The Director of Business Administration, Director of Campus Programming shall be responsible for keeping ample stock of compostable cutlery and dishes for use in programs involving food, and shall communicate with outside organizations, if necessary, to maintain stock of materials and ensure the fulfillment of this bylaw
   c. All Elected Directors shall be comprehensively trained by the Residence Life Sustainability Coordinator on sustainability practices and zero waste programming during their fall and spring training.
   d. All Hall Council Presidents shall be comprehensively trained by the Residence Life Sustainability Coordinator on sustainability practices and zero waste programming during RHA Fall retreat, and other Hall Council members shall be encouraged to take part in the training as well.
   e. Those coordinating programs are encouraged to reach out to the EcoReps Program, Residence Life, the Environmental Center, and any other sustainability organization on campus to best achieve zero waste in programming.

X. Amendments and Ratification
   a. Any member of RHA may present amendments to the RHA Senate.
   b. Any updates such as name changes, structural changes, or semantic corrections that do not alter any standing policy shall be made by the RHA Executive Director without need of approval by the RHA Senate or any Hall Council.
c. A 2/3 affirmative vote of all members of the RHA Senate shall be required for passage of any amendment to this Bylaws.
d. A 2/3 affirmative vote of the RHA Senate is required for passage of this Bylaws.