



Governing Documents of the Residence Hall Association at Arizona State University - Tempe

RHA Governing Documents

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The Table of Contents will be updated following any changes to policy sections or page numbers; accordingly, changes to the Table of Contents do not require legislative enactment or approval.

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Constitution

ARTICLE I: (Name)

- a. The official name of the organization shall be the Residence Hall Association (RHA) at Arizona State University – Tempe.

ARTICLE II: (Purpose)

- a. The purpose of the organization is to enhance the quality of residence hall life and provide a cohesive voice for the residents by:
 - i. Addressing the concerns of the on-campus population to university administrators and other campus organizations.
 - ii. Providing cultural/diversity, community service, educational, and social programming.
 - iii. Establishing and working with individual residential councils.
- a. This purpose does not contradict the Arizona State University Housing's mission.

ARTICLE III: (Inclusivity Statement + Non-Discrimination Statement)

- a. The Residence Hall Association at Arizona State University – Tempe is composed of students of diverse races; ethnicities; sexual orientations; gender expressions or identities; socio- economic statuses; ages; physical, intellectual and learning abilities; religious beliefs; political beliefs; and institutional identities. The Residence Hall Association at Arizona State University – Tempe strives to appreciate additional identities not specified previously, and all identities born of the intersectionality of both aforementioned and unspecified identities and affiliations.
- b. The Residence Hall Association at Arizona State University – Tempe shall not discriminate based on any aforementioned and unspecified identities.
- c. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

ARTICLE IV: (Membership)

- a. Every resident of the residence halls at Arizona State University - Tempe is a member of RHA.
- b. Membership in the Residence Hall Association at Arizona State University - Tempe is open to all students enrolled in at least three (3) semester hours of University credit at ASU.

ARTICLE V: (University Compliance)

- a. All RHA members and their activities shall be in compliance with the policies and procedures established by Residential Life, Arizona State University, and the Arizona Board of Regents.

ARTICLE VI: (Funding)

- a. RHA is funded by its members. Each member pays a fee every semester established by RHA and Residential Life.

ARTICLE VII: (RHA Leaders)

a. Qualifications

- i. RHA Leaders must live on-campus.
- ii. RHA Leaders must be a full-time student, with a minimum of 12 credit hours as an Undergraduate student and 6 credit hours as a Graduate student.
- iii. RHA Leaders must be in good standing with the University Conduct Office.
- iv. RHA Leaders must have and maintain a minimum of 2.75 cumulative and semester grade point average (GPA) each semester, if a GPA exists at ASU.
- v. At the end of the semester, if the cumulative GPA drops below the 2.75 minimum and remains above 2.50, then RHA Leaders will be placed on a one-semester academic review period. However, if the cumulative GPA drops below a 2.50, then RHA Leaders will be subject for removal.
- vi. RHA Leaders within their first semester at ASU, who do not have an established GPA, must achieve a 2.75 semester GPA. If the semester GPA requirement is not met, RHA Leaders within their first semester will be placed on one-semester academic review period, as long as their first semester GPA is between 2.50 and 2.75 or be subject to removal.
- vii. RHA Leaders placed on an academic review must meet the semester GPA requirement (2.75) by the end of their academic review period or be subject to removal.
- viii. RHA Leaders may not be placed on academic review for failure to have and maintain the minimum GPA requirement for more than one (1) semester for the duration of their enrollment at Arizona State University.
- ix. RHA Leaders cannot be placed on academic review for failure to have and maintain the minimum GPA requirement until they have completed one (1) semester in a compensated RHA Leaders position.
- x. RHA Leaders cannot act as Community Assistants or any other live-in compensated leader positions with Residential Life or its affiliates.

b. General Responsibilities

- i. RHA Leaders must return to campus early each semester for training and assistance setting up new Residential Councils.
- ii. RHA Leaders must fill out their tracking sheets to provide the Executive Director, RHA Advisor and council advisors with details of their work/tasks each week.

- iii. RHA Leaders must attend weekly RHA meetings and events as outlined in the RHA Leaders Attendance Policy, agreed upon by the Executive Director and RHA Leaders.
- iv. RHA Leaders must provide end-of-year written reports in accordance with the timeline set by the Director of Leadership Development, Executive Director and RHA Advisor.
- v. RHA Leaders must adhere to the General Expectations Agreement.
 - 1. General expectations must be set by the Executive Director and RHA advisor and additional general expectations may be added based on positional relevance.

c. Tiers

i. Executive Board

- 1. The RHA Executive Board will include the Executive Director, Director of Operations, Director of Business Administration, Director of Leadership Development, Director of Campus Advocacy, Director of Programming, Director of Marketing, NACURH Communications Coordinator, and the NRHH Chancellor, whose terms begin at the close of the prior spring semester and end at the close of the spring semester the following year. All RHA Executive Board members are elected by the RHA General Council, with the exception of the NRHH Chancellor, who is selected by the Chapter of the Maroon and Gold.

2. Qualifications

- a. Must have completed one semester living on campus.
- b. Candidates in the running for Executive Director must have served as President or on the Executive Board for at least one semester.
 - i. If no candidates with previous President or Executive Board experience are interested in running for Executive Director, it will be opened to all.

3. General Responsibilities

- a. RHA Executive Board members must serve six (6) office hours each week, excluding finals week.
- b. RHA Executive Board members must provide end-of-year written reports by the deadline set by the Executive Director.

4. Positions and Duties

- a. **Executive Director** - The duties of the Executive Director include, but are not limited to: developing organizational direction; presiding over all general council, RHA Leaders, and executive board meetings; casting the deciding vote in the case of a tie; serving as a liaison to university administration; serving as a liaison to residential council

- advisors; representing the Residence Hall Association on campus; overseeing the activities of the Executive Board; supervising the leaders of the Residence Hall Association; hiring up to three (3) Special Event Assistants; overseeing the summer operations of the organization; and executing and enforcing organizational policy and practices.
- b. **Director of Operations** - The duties of the Director of Operations include, but are not limited to: acting as the chief parliamentarian; overseeing the legislative process; serving as the elections commissioner (under the supervision of the Executive Director); coordinating the General Council experiences (with the Executive Director); overseeing and developing the General Council Representatives; handling equipment services, inventory, restocking office supplies, and the organization thereof; and serving as a liaison to university boards and committees.
 - c. **Director of Business Administration** - The duties of the Director of Business Administration include, but are not limited to: serving as the chief financial officer for the organization; coordinating the expenditures of the Residence Hall Association; preparing the organization budget each semester; executing and enforcing financial policies and practices; reconciling RHA accounts; recording meeting minutes; and overseeing and coordinating conference fundraising efforts.
 - d. **Director of Leadership Development** - The duties of the Director of Leadership Development include, but are not limited to: acting as the chief liaison to residential councils; overseeing the Council President and Council Vice Presidentboards.; organizing fall and spring RHA Leader trainings; tracking completion of responsibilities for RHA Leaders; and coordinating the planning of Fall Leadership Camp. \
 - e. **Director of Campus Advocacy** - The duties of the Director of Campus Advocacy include, but are not limited to: serving as the Chief Advocacy Officer for the organization; providing at least six (6) Advocacy events each year covering topics like community service, culture/diversity, sustainability, civic engagement, awareness, etc.; ; maintaining engagement with on-campus student organizations; and spearheading the organization's participation in university initiatives.
 - f. **Director of Programming** - The duties of the Director of Programming include, but are not limited to: serving as the chief programming officer for the organization; providing at least six (6) programs each year covering community

service, cultural/diversity, educational, and social areas;; developing and implementing the programmatic components of Fall Leadership Camp; acting as a liaison to other programming organizations in collaborative ventures; and overseeing university/departmental initiatives (such as Homecoming, sport tailgates, etc.)

- g. **Director of Marketing** - The duties of the Director of Marketing include, but are not limited to: serving as the chief promotional officer of the organization; increasing awareness of Residence Hall Association on- and off-campus; promoting the principles of the organization; surveying resident opinions and feedback; coordinating promotion and advertising for all campus-wide organization events, activities, and initiatives; and approving the marketing that residential councils generate for their communities.
- h. **NACURH Communications Coordinator** - The duties of the NACURH Communications Coordinator include, but are not limited to: serving as the chief liaison to the regional and national affiliates of the organization; overseeing participation in state, regional, NACURH conferences, and any other conferences deemed beneficial to the organization; communicating on a regional and international level; and coordinating all regional and NACURH bid writing with the assistance of the Executive Board.
- i. **NRHH Chancellor** - The duties of the National Residence Hall Honorary (NRHH) Chancellor include, but are not limited to: serving as the chief liaison to the Residence Hall Association from the Chapter of the Maroon and Gold; actively promoting the principles of NRHH within RHA; spearheading collaborative efforts between the organizations; promoting Of-the-Months (OTMs) in RHA; coordinating campus efforts for National Residence Hall Month; coordinating organizational involvement in campus awards and recognition programs; and overseeing components of the RHA & NRHH Banquet.

5. Compensation

- a. Each Executive Board member will receive a room credit in an amount agreed upon by University Housing.
- b. Each Executive Board member will receive a stipend provided by the RHA budget.
 - i. Stipends are pro-rated and may be challenged. A two-thirds vote of the General Council is needed to withhold any portion of a stipend.

- ii. Compensation will be determined prior to elections for Executive Board positions.
- iii. Compensation will be based on hours worked
 - 1. Executive Director Position is based on 25 hours a week.
 - 2. The Executive Board positions, excluding the Executive Director, are based on 20 hours a week.
- iv. RHA Leaders who go over the total amount of hours set by the University may be terminated from their contract by University Housing.

ii. Council Presidents

1. Qualifications

- a. If representing a residential college community, council presidents must be pursuing a major within that residential college at the time of election.

2. Duties

- a. The duties of the council presidents will include, but are not limited to: overseeing all community expenditures and financial paperwork; serving as a liaison between residential councils and residential college or upperclassmen experience partners; acting as a resource to council vice president(s); attending and supporting residential council forums; facilitating elections of vice president(s) in partnership with council advisor(s); training vice president(s) with the help of council advisor(s); implementing programming and advocacy initiatives specific to the residential college or the upperclassmen experience.

3. Compensation

- a. Each president will receive a room credit within the community they serve in based on an amount agreed upon by University Housing.
- b. Each Council President will receive a stipend provided by the RHA budget.
 - i. Stipends are pro-rated and may be challenged. A two-thirds vote of the General Council is needed to withhold any portion of a stipend.
- c. Compensation will be based on hours worked
 - i. The Council President position is based on 15 hours a week.

- d. RHA Leaders who go over the total amount of hours set by the University may be terminated from their contract by University Housing.

iii. Council Vice Presidents

1. Qualifications

- a. Council Vice presidents must be a resident in the community in which they serve.

2. Duties

- a. The duties of the Council Vice Presidents will include, but are not limited to: providing social, cultural/diversity, and educational programming; hosting residential council meetings; oversee forums; facilitating advocacy efforts of the community; filling and developing a residential council; supporting initiatives spearheaded by the residential college or upperclassmen experience.

3. Compensation

- a. Each Council Vice President member will receive a stipend provided by the RHA budget.
 - i. Stipends are pro-rated and may be challenged. A two-thirds vote of the General Council is needed to withhold any portion of a stipend.
- b. The number of vice presidents and stipend will be approved by a two-thirds vote of the General Council before the close of the previous spring semester.
- c. Compensation will be based on hours worked
 - i. The Council Vice President position is based on 10 hours a week.
- d. RHA Leaders who go over the total amount of hours set by the University may be terminated from their contract by University Housing.

iv. Special Event Assistants

1. Qualifications

- a. Must be an ASU student during the semester in which they would be serving in their position.

2. Duties

- a. To plan and spearhead RHA's Fall Flagship Welcome Event, and assist the Director of Programming in planning and executing all summer operations/events.

3. Compensation

- a. Special Event Assistants shall receive a compensation package agreed upon by University Housing and RHA.

ARTICLE VIII: (General Council)

- a. The General Council shall be the Residence Hall Association's main forum for all RHA Leaders to hear and address matters pertaining to the organization.
- b. **Meetings**
 - i. General Council meetings shall take place weekly at a time set by the Executive Director for each semester.
 - ii. The Executive Director shall determine the agenda for each meeting.
- c. **Composition**
 - i. The General Council shall be composed of all RHA Leaders and residents. The executive board will facilitate all General Council meetings. The residential council members and RHA Council Advisor(s) may also be present.
 - ii. All fee-paying residents will be given speaking rights with their respective community.
 - iii. Representatives from other on-campus Student Organizations may attend and request to be a guest speaker at the discretion of the Executive Director.
 - 1. The Executive Director shall have the authority to extend speaking rights to outside organizations.
- d. **Voting**
 - i. Each council will be given three votes when a question is called. The council president or their designee will cast the council's votes.

ARTICLE IX: (Residential Council Meeting)

- a. **Purpose**
 - i. The residential council meetings serve all fee-paying residents of the community with which they are affiliated.
- b. **Composition**
 - i. Every resident in a community can be a member of the residential council affiliated with that community.
- c. **Meetings**
 - i. Meetings shall be held weekly at a time set by the Council President in conjunction with the Council Vice President and Council Advisor(S) unless otherwise communicated with the Executive Director and RHA Advisor.
 - ii. Meetings shall facilitate funds proposals.

ARTICLE X: (Advisors)

a. RHA Advisor(s)

i. Selection

1. The RHA Advisor(s) shall be selected by University Housing.

ii. Duties

1. The duties of the RHA Advisor(s) include, but are not limited to: serving as a liaison between RHA and University Housing; serving as the chief liaison to On-Campus Marketing and other third-party fundraising partners; facilitating fundraising efforts, no less than a linens program and at least one (1) care package program each semester; providing guidance to residential council advisors; providing guidance to the RHA Executive Board; serving as a liaison to residential council advisors, including attending advisor-related activities and coordinating consistent communication; and maintaining a presence at RHA events.

b. Council Advisors

i. Selection

1. Council Advisors shall be appointed by University Housing.

ii. Duties

1. The expected Council Advisor duties will be determined by and agreed upon by University Housing, RHA Advisor(s), Executive Director, Director of Leadership Development, and Council Presidents.

ARTICLE XI: (Elections and Appointments)

a. Executive Board Elections

- i. All Executive Board members (with the exception of the NRHH Chancellor) must be elected in the spring semester each year by the General Council.

1. All voting shall be conducted by secret ballot.

b. President Elections

- i. All Council Presidents, after an application process, must be elected in the spring semester each year by the general council with a minimum of 1 voting member(s) from the residence halls for the council for which they are running.

1. All voting shall be conducted by secret ballot.

c. Vice President Elections

- i. Each Council Vice President will be elected by the residents of their community as determined by the ED and RHA Advisor.

- ii. In the case of a vacancy, the position will be filled by an appointment or election process facilitated by the president and community advisor.
- iii. Council Vice presidents will serve from elections until the close of the spring semester.

d. Special Elections

- i. Special elections will take place if an Executive Board or Council President position is vacated during the year, or if no eligible candidate runs for a position during regular elections. A committee composed of the Executive Director, RHA Advisor, Director of Operations and a minimum of one Executive Board member retain the right to appoint a member of RHA to a vacant position based on the time and situation in which the vacancy occurs.
- ii. The special election structure shall occur as a regular election with the exception of bid requirements. Candidates may choose to submit a 1-2-page resume or bid of their experience and qualifications.

e. Appointments

- i. Appointments can be made by the Executive Director, RHA Advisor, Director of Operations and a minimum of one Executive Board member after a general election and a special election have occurred.
- ii. The appointment process and timeline shall be set by the Executive Director and Director of Operations.

ARTICLE XII: (Probation, Academic Review, and Dismissal)

a. Probation

- i. If any compensated RHA Leader fails to meet the non-academic qualifications, expectations, or duties described in the Constitution, the Executive Director may place them on probation for one semester.
 - 1. The Executive Director and RHA Advisor will determine necessary action toward any member placed on probation.

b. Academic Review

- i. If any compensated RHA Leader fails to meet the GPA qualifications described in the Constitution, the Executive Director may place them on academic review for one semester.
 - 1. The Executive Director and RHA Advisor will determine necessary action toward any member placed on academic review.
- ii. An academic review period should only be used for GPA requirements.

c. Grounds for Removal

- i. A compensated RHA leader will be subject to removal from their position by the Executive Director and RHA Advisor the following actions:
 - 1. Failure to fulfill the duties, qualifications or responsibilities of the position.

2. Suspension, expulsion, or withdrawal from ASU.
3. Accumulation of more than four unexcused absences from required RHA meetings and events in the year.
4. Abuse of power and authority.
5. Behavior offensive to the well-being of RHA.
6. Unauthorized expenditure, misuse of organization funds or forging of documents.
7. Possession or illegal use of drugs or alcohol in the residence halls or during RHA sponsored events.
8. Felony conviction.

d. Meeting Structure for Removal by General Council

- i. The compensated Leader whom the motion for removal regards will be notified with a list of grievances one week before the motion will come before the General Council. A copy of this list will be provided to the Executive Director and Council Advisor(s).
- ii. The person making the motion and the person whom the motion regards may be present during each other's presentation; however, during discussion by the General Council, the person whom the motion regards will not be present.
- iii. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Council.
- iv. The person whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Council.
- v. The General Council will discuss with a ten-minute time limit, which can be extended by a simple majority.
- vi. Note will be taken of any new grievances made during discussion. If new grievances are made, the person whom the motion regards will have five minutes to review and two minutes to address the General Council in response.
- vii. The General Council will have three minutes to discuss any response made by the person whom the motion regards.
- viii. A two-thirds majority of the General Council is required to remove a compensated.

e. Process of Removal

- i. Notification of removal will be done in writing.
- ii. Upon receipt of removal, compensation (including room credit and stipend) will be prorated.
- iii. All Executive Board members, Council Presidents, Council Vice Presidents, and other compensated Leader who have been removed from their position by the Executive Director have the opportunity to appeal before the General Council or Executive Board.

f. Appeals Process for Removal

- i. An appeal is possible through the General Council. It requires two-thirds majority approval of the General Council to reverse the decision of the Executive Director or Executive Board.
- ii. An appeal through the Executive Board will require a two-thirds majority decision of elected members in order to reverse the decision of the Executive Director.
- iii. Any removal involving a violation of the Student Code of Conduct or University Housing policy may be appealed to the Executive Board, but may not be appealed to the General Council.
- iv. The General Council Appeals Process will follow the same procedure as the meeting structure for the General Council Removal Process.

g. Succession

- i. Any compensated Leader should provide the Executive Director, RHA advisor and residential council advisor with a letter of notification, two weeks prior to their resignation.
 1. A two weeks' notice allows a jump start in the process of hiring an individual to fill the vacancy.
 2. Upon receiving this notice, an exit interview will be scheduled by the Executive Director, RHA Advisor and the Executive Board Buddy, if permitted by the individual.
- ii. The Executive Director may appoint a member of RHA to hold a vacant position until Special Elections can be held. If the position of Executive Director is vacant, the Director of Operations may hold the position until Special Elections can be held.
- iii. No compensated Leader may hold another position in RHA for one year except those removed for failure to meet GPA requirements.

ARTICLE XIII: (Appendix)

- a. The Appendix will serve as a supplementary document to the constitution permitting that any of its components do not contradict the statutes of the RHA Constitution or ASU policy.
- b. The contents of the appendices shall be as follows:
 - i. **Section A – By-Laws**
 1. The RHA General Council shall retain the authority to establish by-laws to further define the powers and scope of the Residence Hall Association.
 - a. By-laws can include, but are not limited to: initiatives, organizational stances and policies.
 2. By-laws can be introduced, changed, and removed through a formal legislative proposal to the General Council. By-law revisions require a simple majority vote to pass.

ii. Section B – Financial Policy

1. The RHA General Council shall retain the authority to establish long term financial policies and stances that extend beyond the scope of a single academic year.
2. The introduction, alteration, or removal of any legislation to the Financial Policy in the Appendix requires a 2/3 majority to pass.

ARTICLE XIV: (Amendments)

- a. Amendments to the Constitution of RHA must be ratified by a two-thirds majority of the General Council.
- b. Any changes to the constitutional terms of an RHA Leader position take effect during the following academic year.
 - i. The General Council can override this clause with a two-thirds vote.

ARTICLE XV: (Interpretation)

- a. Interpretation of this document is at the discretion of the Executive Director but may be overturned by a two-thirds majority of the General Council.

This constitution was ratified by the General Council on February 3, 2005.



By-Laws



Section I – RHA Leaders

SECTION I: (RHA Leader)

a. General Requirements

- i. Attend all General Council meetings.
- ii. Maintain and update transition materials and facilitate an effective transition with the position-elect.
- iii. Create, maintain, update, and distribute position-related resource materials to the organization.
- iv. Submit positional reports/updates as outlined by the Executive Director.
- v. Notify the Executive Director, Director of Operations, and RHA Advisor about any absences at least 48 hours in advance with the exception of emergency situations
 1. Any leader with more than three (3) unexcused absences throughout the year will be placed on probation by the Executive Director and RHA Council Advisor.
 2. These absences entail not attending General Council, RHA mandated/required events, training, and elections.
- vi. Submit at least one (1) OTM nomination each semester.

b. RHA Executive Board

- i. Common Duties of all Executive Board members
 1. Attend weekly Executive Board meetings.
 2. Attend scheduled one-on-one meetings with the Executive Director.
 3. Attend scheduled one-on-one meetings with the RHA Advisor.
 4. Fulfill all goals and obligations set forth by the General Council and/or the Executive Director.
 5. Work with residential councils to enhance advocacy, leadership development, programming, regional involvement, and the overall RHA experience.
 6. Regularly attend RHA programs and advocacy forums.
 7. Develop and implement training sessions for RHA Leader training and Fall Leadership Camp as directed by the Director of Leadership Development.
 8. Serve as an Executive Board Buddy to one or more councils as outlined by the Executive Director.
 9. Contribute to the completion of at least one (1) regional/national award bid each year as directed by the NACURH Communications Coordinator.
 10. Submit at least one (1) OTM nomination each month.
 11. Adhere to and assist in the enforcement of organizational financial policies and practices as developed by the Director of Business Administration.
 12. Communicate with positions of equal value at the respective RHA ASU locations, if one exists.
 - a. Act as a liaison between ASU-Tempe and the other locations with regards to the respective position.

- b. Promote pan-location involvement and collaboration.

ii. **Executive Director**

1. Develop and provide, with the assistance of the Executive Board, a vision, direction, and goals for the organization as a whole, and provide guidance and direction in the pursuit of these aims.
2. Chair all RHA General Council meetings.
 - a. Coordinate, in conjunction with the Director of Operations, all RHA General Council meetings.
 - b. Set all agendas for the RHA General Council meetings.
 - c. Create the General Council parliamentary procedure, which must be adopted by the General Council prior to business at the first meeting.
 - d. Appoint a taker of the speaker's list.
3. Oversee the RHA Executive Board, including:
 - a. Coordinating and implementing regular Executive Board meetings.
 - b. Coordinating Executive Board training at the beginning of each semester and as needed.
 - c. Developing and implementing the RHA Executive Board Buddy system for relations with residential councils.
 - i. If the number of residential councils and Executive Board members are not equal, it is at the discretion of the Executive Director the amount of buddy councils that each Executive Board member will have.
 - d. Tracking completion of Executive Board positional duties and responsibilities.
4. Oversee the development of all transition materials for the organization.
 - a. Assist the Director of Leadership Development in the coordination of transition materials for Council Presidents and Council Vice Presidents.
5. Represent the Residence Hall Association to University Housing, Educational Outreach and Student Services, and Arizona State University Administration.
6. Represent the Residence Hall Association at Sun Devil Leadership Council.
7. Serve as the organization's representative to ASU student media outlets in all matters (with discretion of the RHA Advisor), unless delegated to other RHA members.
8. Provide supervision to all RHA Leader including the Executive Board, Council Presidents, and Council Vice Presidents.
 - a. Draft, with the Director of Leadership Development and RHA Advisor year-specific RHA Leader expectations and policies.

- b. Coordinate and conduct regular evaluations of the organization and RHA Leader.
 - c. Hold one-on-one meetings with RHA Executive Board members.
 - d. Serve, in conjunction with the Director of Leadership Development, as the final approver of each residential council model.
- 9. Appoint all committee chairs and committee members not appointed by the RHA General Council.
- 10. Appoint members of the Residence Hall Association to serve on university committees and boards.
- 11. Be responsible for the execution of operating and financial policies as established by a majority vote of the RHA General Council.
- 12. Oversee the selection and operating practices of the Residence Hall Association over the summer including:
 - a. Overseeing the selection of the Special Event Assistants.
 - b. Supervising and assisting the Director of Programming, Director of Marketing, and the three Special Event Assistants.
 - c. Having regular meetings with the Special Event Assistants.
 - d. Deciding a date when Special Event Assistants will be selected in the spring semester.
- 13. Maintain communication with IACURH and NACURH, Inc. as expected of RHA Presidents, including the attendance of chats, submission of requested reports, participation in processes, and consistent interaction with member schools and regional/NACURH officers/committees.
- 14. Coordinate appointment process of all RHA Leader positions when necessary.
- 15. Oversee and regulate, in conjunction with the Director of Business Administration, the use of all RHA funds including, but not limited to, acting as a signatory on all executive board expenditures.
- 16. Serve as the chief liaison to the Residence Hall Associations at the Downtown Phoenix, Polytechnic, and West Valley campuses.
 - a. Create a pan-campus contact sheet to promote executive board pan-campus connections.

iii. **Director of Operations**

- 1. Serve as the chief parliamentarian, including:
 - a. Enforcing all parliamentary procedures.
 - b. Acting as a reference when regarding parliamentary procedures.
 - c. Coordinating parliamentary procedure workshops for the General Council.
 - d. Facilitate a Parli Pro Board for RHA Leaders.
- 2. Serve as the chief legislative officer of the organization, including:

- a. Receiving all legislative amendment submissions.
 - i. Create the process in which legislation is received.
 - b. Ensuring that all legislative proposals are thorough and address all intended changes to the constitution.
 - c. Implement a legislative proposal workshop.
3. Serve as the elections commissioner (under the supervision of the Executive Director) during General Council election process.
 - a. The Elections Commissioner must adhere to Article XI of the RHA Constitution, Section II of the RHA By-Laws, and all RHA Governing Documents.
4. Coordinate, with the Executive Director, the General Council experience including, but not limited to the following:
 - a. Implementing all General Council materials.
5. Oversee and develop the General Council Representatives.
 - a. Create breakout sessions, and host meetings for General Council Representatives when necessary.
 - b. Implement a parliamentary procedures workshop specifically for the General Council Representatives.
6. Serve as a liaison to university boards and committees.
 - a. Attend meetings of the Undergraduate Student Government Senate to provide updates on behalf of the organization.
 - b. Apply to at least one university board and committee and must serve as a representative of RHA if selected.
7. Act as an RHA representative to NRHH.
 - a. Attending NRHH General Body meetings.
 - b. Coordinate the campus participation efforts in the NACURH Residence Hall Month in conjunction with the NRHH Chancellor.
8. Track RHA Leader attendance at all required or mandatory events.
9. Maintain the usability of the RHA Office space, including:
 - a. Conducting checks for office supply inventory and purchasing supplies accordingly.
 - b. Conducting checks on office equipment and reporting noted issues to appropriate individuals.
10. Coordinate the checkout and distribution of all RHA equipment.
 - a. Manage all RHA equipment and assets by providing a central equipment checkout system.
 - b. Ensure that equipment is being properly accounted for and Leader is being held responsible for proper checkout procedures.
 - i. Proper checkout procedures for Leader include but are not limited to the following: reserving equipment, picking-up equipment, cleaning equipment, and returning equipment.

- c. Provide a report on the status of equipment and offer suggestions per semester.

iv. **Director of Business Administration**

1. Be responsible for the execution of financial policies as established by a majority vote of the RHA General Council.
2. Oversee and regulate, in conjunction with the Executive Director and RHA Advisor, the use of all RHA funds including, but not limited to, acting as a signatory on all executive expenditures.
3. Prepare a standing budget for the organization for each semester within the first 30 days of the semester. This requirement may be waived by the Executive Director if budgetary amounts are not made available in sufficient time. This preparation must include all items in Section 1 of the Financial Structure.
4. Prepare a preliminary budget for the following academic year within 30 days of getting the standing budget approved. This preparation must include all of the items outlined in section I of the Financial Structure.
5. Present both the standing budget and the preliminary budget to the General Council within their perspective time frames to be approved by a two-thirds majority vote.
6. Communicate with Council Presidents, Council Vice Presidents, and Council Advisors regarding residential council budgets twice a semester.
7. Coordinate the funds proposal process through:
 - a. Reviewing all funds proposals prior to presentation for policy and/or feasibility concerns.
 - b. Communicating with proposers regarding funds proposals and coordinating the use of approved funds.
8. Reconcile all RHA accounts monthly, including auditing all expenses in the RHA general account and all residential council accounts.
9. Develop and implement financial policies for the organization as needed for procedural purposes, including but not limited to, purchasing card check out procedures and receipt copy procedures.
10. Record detailed minutes of all official meetings including, but not limited to, General Council meetings.
11. Serve as a knowledgeable expert regarding financial policies, including:
 - a. Conducting financial training for all RHA Leader members as needed.
 - b. Providing consistent follow-up and feedback regarding expenditures in the organization to address inconsistencies and problems that arise.

12. Serve as a liaison to the Residential Life Business Office through weekly meetings.
13. Serve as a liaison to the National Residence Hall Honorary Chapter of the Maroon and Gold as it pertains to the financial components of the organization, including:
 - a. Consistently meeting with the designated NRHH financial officer.
14. Serve as the designated proxy signature for all organizational expenditures in the absence of signatories.
15. Collaborating and communicating consistently with the NACURH Communications Coordinator regarding conference funding.

v. Director of Leadership Development

1. Oversee the Council Presidents and Council Vice Presidents Boards including:
 - a. Coordinating and implementing regular meetings with a frequency of no less than one (1) per month.
 - b. Serving as a resource for Council Presidents and Council Vice Presidents in implementing duties, responsibilities and residential council development.
 - c. Developing and directing the creation of transition materials for Council Presidents and Council Vice Presidents.
 - d. Tracking completion of Council Presidents and Council Vice Presidents positional duties and responsibilities.
2. Address, in conjunction with the Executive Director, the development of residential councils and the relations between Council Presidents and Council Vice Presidents.
 - a. Serve, in conjunction with the Executive Director, as the final approver of each residential council model.
3. Coordinate RHA Leader training at the beginning of each semester and as needed.
4. Coordinate and implement training for residential council members in collaboration with Council Presidents each semester and as needed.
5. Coordinate and implement, in conjunction with the Director of Programming and the NRHH Chancellor, RHA & NRHH Fall Leadership Camp.
 - a. Develop and facilitate the leadership development components of Fall Leadership Camp.
 - b. Organize the logistical components of Fall Leadership Camp, including date, venue, food, invitations, and other tasks.
6. Coordinate and implement, in conjunction with the NRHH Chancellor, RHA & NRHH Spring Leadership Lock In.

- a. Develop and facilitate the leadership development components of Spring Leadership Lock In.

vi. **Director of Campus Advocacy**

1. Serve as the chief liaison to other student organizations regarding advocacy matters.
2. Coordinate and implement all Residence Hall Association campus-wide advocacy initiatives as needed.
 - a. Providing at least six (6) Advocacy events each year covering topics like community service, culture/diversity, sustainability, civic engagement, awareness, etc.;
 - i. These events may be in collaboration with the Director of Programming or the NRHH Director of Service, at the discretion of the Executive Director and RHA Advisor
 - b. ;
 - c. Developing and implementing a large scale advocacy event;
 - d. Maintaining engagement with on-campus student organizations; and spearheading the organization's participation in university initiatives.
3. Serve as a resource for Council Presidents and Council Vice Presidents in implementing duties, responsibilities and advocacies in their respective communities.
4. Coordinate in conjunction with the NRHH Chancellor the efforts of the Residence Hall Association in university initiatives, including, but not limited to: ASU Dance Marathon, Sun Devils Unite, and Devils in Disguise.
5. Organize and coordinate RHA and council participation at Change The World through an advocacy lens.
6. Promote sustainable endeavors within RHA and councils, including but not limited to: programs, events, forums, meetings, and General Council.
7. Create advocacy evaluation reports, documenting current advocacy efforts and initiatives by the Residence Hall Association and each residential council.
 - a. Evaluation reports should contain (i) an evaluation of current advocacy efforts to-date (ii) recommended steps to further develop the advocacy efforts and initiatives.
 - b. Reports for councils will be developed at the end of each semester.
 - c. Reports for the Residence Hall Association's overall advocacy progress will be developed twice (2 times) per semester, at the end of each quarter.
8. Implement campus-wide surveys.

vii. Director of Programming

- 1.
2. Serve as the chief liaison to other student organizations regarding programming collaboration matters.
3. Serve as a resource for Council Presidents and Council Vice Presidents in implementing duties, responsibilities and programs in their respective communities.
4. Coordinate and implement no fewer than six (6) campus-wide programs each year in community service, cultural/diversity, educational, and social areas.
 - a. These events may be in collaboration with the Director of Programming, at the discretion of the Executive Director and RHA Advisor
5. Coordinate the Homecoming efforts of the organization including:
 - a. Coordinating truck and flatbed rental and delivery, along with all other logistical tasks as needed, in conjunction with the RHA Advisor
 - b. Overseeing the development and production of the Homecoming float, programs, and initiatives.
 - c. Coordinating collaboration with the Programming and Activities Board for Homecoming participation.
6. Coordinate and implement, in conjunction with the Director of Leadership Development, RHA & NRHH Fall Leadership Camp.
 - a. Develop and facilitate the programmatic components of Fall Leadership Camp.
7. Coordinate and development logistics for the Fall Welcome Event, in conjunction with the Executive Director and RHA Advisor
 - a. Manage event budget and promotional and marketing materials.
 - b. Serve as the main point of contact of the Fall Welcome Event for other departmental units/staff, in conjunction with the Executive Director and RHA Advisor.
 - c. Supervise and assist the Special Event Assistants with the planning of the Fall Welcome Event.
 - d. Participate in any transitional meetings with the Special Event Assistants.
 - e. Participate in the hiring process of the Special Event Assistants.
 - f. Host regularly scheduled meetings with the Special Event Assistants
- 8.

viii. Director of Marketing

1. Develop, in conjunction with the RHA Special Event Assistants, promotional materials for the Fall Welcome Event.

- a. Assist the Special Event Assistants with the marketing and RHA branding for the Fall Welcome Event.
 - b. Participate in any transitional meetings with the Special Event Assistants.
2. Develop promotional items and materials for all campus-wide RHA events including, but not limited to, Fall Leadership Camp, programs, conferences, and advocacy initiatives.
3. .
4. Serve as the chief liaison to other student organizations regarding promotional matters.
5. Coordinate promotional efforts of the organization, including:
 - a. Coordinating the use of and regularly marketing on social media outlets.
 - b. Creating and managing campus-wide and community-specific listservs.
6. Oversee use of the RHA and council logos, including:
 - a. Authorizing use as outlined in RHA Marketing Guidelines.
 - b. Acting as a signatory in approving all designs of t-shirts and promotional materials that will include the RHA and council logos.
7. Maintain and update the RHA website, including:
 - a. Updating all website contents over the summer to reflect Leader and other organizational changes.
 - b. Ensuring the upkeep of any technological subscriptions necessary for the continued use of the website.
 - c. Posting regular website updates each week during the course of the academic year as needed.
 - d. Archiving, in conjunction with the Executive Director's directive regarding transition materials, Executive Board and residential council materials.
8. Provide training to RHA Leader regarding advertising, promotion, and technology as needed.

ix. **NACURH Communications Coordinator**

1. Serve as the organization's representative to other Arizona schools, IACURH Regional Board of Directors and NACURH Corporate Boardroom as defined by regional and NACURH policies, including holding the placard and all associated rights in all regional and NACURH boardrooms.
2. Oversee the selection, development, and operation of all conference delegations, including but not limited to:
 - a. Appointing, in conjunction with the Executive Director and NRHH Chancellor, conference delegates through an application and interview process, if time permits. Delegates

must be selected no later than four (4) weeks prior to each conference.

- b. Coordinating, in conjunction with the National Residence Hall Honorary Chapter of the Maroon and Gold, the inclusion of one (1) NRHH Representative for each conference delegation.
 - c. Coordinating and implementing regular delegation meetings.
 - d. Serving as a resource for delegates in conference-related experiences and responsibilities.
 - e. Holding regular delegation meetings with conference attendees.
 - f. Ensuring that conference attendance benefits the Arizona State University-Tempe campus and residential community through mandatory campus implementation of conference-learned ideas by all delegates.
- 3. Maintain communication with Arizona schools, IACURH, and NACURH, Inc. as expected of NACURH Communications Coordinators, including the attendance of chats, submission of requested reports, participation in processes, and consistent interaction with member schools and regional/NACURH officers/committees.
 - 4. Actively participate in at least one (1) regional or national committee.
 - 5. Be responsible for the execution of support for regional/NACURH officers or offices as established by a majority vote of the RHA General Council.
 - 6. Oversee the selection and completion of regional/NACURH award bids, submitting no fewer than one (1) award bid each for the IACURH Regional Conference and IACURH Regional Business Conference each year.

x. **NRHH Chancellor**

- 1. Serve as the chief liaison to the Residence Hall Association from the National Residence Hall Honorary Chapter of the Maroon & Gold and provide updates on happenings to the respective organizations.
- 2. Serve as the NRHH organization representative to the RHA Executive Board and General Council in all matters.
- 3. Provide training, promotion, and resources on OTM submissions in the Residence Hall Association.
- 4. Provide consistent recognition training to RHA Leader as needed.
- 5. Coordinate the campus participation efforts in the NACURH Residence Hall Month in conjunction with the Director of Operations.

6. Coordinate organizational involvement in campus awards and recognition programs, including:
 - a. Coordinating nomination efforts for ASU Pitchfork Awards.
 - b. Developing an annual recognition initiative to involve all of the Residential Councils.
7. Delegating responsibilities and aspects of the RHA and NRHH awards banquet in conjunction with the Executive Director.
8. Assist the NACURH Communications Coordinator in the selection and completion of regional/national award bids.
9. Maintain communication with IACURH and NACURH, Inc. as expected of NRHH Presidents, including the attendance of chats, submission of requested reports, participation in processes, and consistent interaction with member schools and regional/NACURH officers/committees.

c. Council Presidents

- i. Act as the liaison to the residential college or upperclassmen experience.
- ii. Facilitate Council Vice President elections and residential council recruitment at the directive of the Executive Director
 1. Council Vice Presidents
 - a. Recruit Council Vice President candidates.
 - b. Determine and implement a pre-screening application process for candidates in conjunction with the Council Advisor(s). The process can include the following:
 - i. Work with the Council Advisor to interview Council Vice President candidates and determine understanding and competency regarding the position.
 - ii. Other options as the Council President and Council Advisor see fit.
 - c. The Council President shall retain the right to remove a candidate from the ballot with the approval of the Council Advisor and Executive Board Buddy.
 - d. Oversee campaigning and voting processes, in conjunction with the Council Advisor.
 2. Residential Council Positions
 - a. Create and collect applications to be reviewed by the Council Vice President and Council Advisor, if applicable.
- iii. Train and mentor the Council Vice Presidents.
 1. Hold one-on-ones with the Council Vice Presidents regularly.
- iv. Facilitate advocacy efforts within the community..
 1. Implement at least one advocacy initiative to address concerns identified by the Council Vice Presidents, the residential council(s), and residents of the community.

2. Meet with the Director of Campus Advocacy to discuss the content and sensitivity of an advocacy initiative, if necessary, to complete this requirement.
- v. Implement at least one residential college or upperclassmen experience recruitment program and/or related program per semester.
 1. Advertise effectively for each program (e.g., social media, posters, flyers) at least two weeks in advance.
 2. Programming requirements will be at the discretion of the Executive Director.
- vi. Provide leadership for the residential council.
 1. Facilitate weekly residential council meetings, including but not limited to: hearing funds proposals, planning engagement opportunities, planning of monthly forums, planning of programs, and providing updates.
 2. Delegate responsibilities to the residential council.
- vii. Complete a transition report as required by the Director of Leadership Development at the end of the term they serve.
- viii. Attend Council Presidents Board facilitated by the Director of Leadership Development.
- ix. Complete weekly hourly tracking sheets, as arranged by the Executive Director.
- x. Ensure the completion of financial paperwork and processes, as directed by the Director of Business Administration
 1. Complete RFFs and other financial forms at least twenty-one (21) businessdays in advance, as directed by the Business & Finance Office
 2. Accurately ensure all council expenditures are tracked on budget tracking sheets
 - 3.
- xi. Spearhead involvement in the creation of the RHA float and participation in the parade, as directed by the Director of Programming
- xii. May create, oversee or participate in committees to address topics that fall outside the scope of residential councils.
- xiii. Lead in the implementation of at least one capital improvement per year per council (e.g. equipment for checkout, supplies for lounges, facilities-related items, etc.).

d. Council Vice Presidents

- i. Act as a representative of the community.
 1. Attend General Council meetings as a liaison for the community.
 2. Meet regularly with the Council President.
 3. Meet bi-weekly, at a minimum, with the Council Advisor.
- ii. Implement at least one residential college or upperclassmen experience recruitment program and/or related program per semester.

1. Advertise effectively for each program (e.g., social media, posters, flyers) at least two weeks in advance.
 2. Programming requirements will be at the discretion of the Executive Director.
- iii. Ensure the completion of financial paperwork and processes, as directed by the Director of Business Administration.
 1. Complete RFFs and other financial forms at least twenty-one (21) business days in advance, as directed by the Business & Finance Office.
 - 2.
 3. Accurately track all expenditures on budget tracking sheets.
- iv. Attend a Council Vice Presidents Board facilitated by the Director of Leadership Development.
- v.
- vi. Facilitate advocacy efforts within the community.
 1. Implement at least one advocacy initiative per semester.
 - a. This initiative must have an educational, or informative, and empowering impact on the community.
 - b. Advocacy event collaborations may only count for the advocacy requirement at the discretion of the Director of Campus Advocacy.
 2. Meet with the Director of Campus Advocacy to discuss the content and sensitivity of an advocacy initiative, if necessary, to complete this requirement.
 3. If advocacy requirements are not fulfilled, RHA Leader will meet with the Director of Campus Advocacy and Executive Director to determine possible consequences and to create a plan of action to guarantee future fulfillment of advocacy requirements.
- vii. Assist in the implementation of at least one capital improvement per year per council (e.g. equipment for checkout, supplies for lounges, facilities-related items, etc.).

e. Special Event Assistants

- i. Required to attend and participate in RHA Leader training, including Fall Leadership training.
- ii. Required to attend regularly scheduled meetings with the Director of Programming.
- iii. Plan a fall welcome event in collaboration with the other Special Event Assistant.
- iv. Duties for planning of the fall welcome event will include, but are not limited to:
 1. Meeting with Tempe and ASU officials.
 2. Obtaining vendors.
 3. Securing location and equipment.
 4. Gaining donations.

5. Implementing and upholding RHA programming rules and regulations.
6. Coordinating with RHA Leaders day-of event.
- v. Required to hold at least two (2) office hours each week.
- vi. Hold transitional meeting(s) with the outgoing Director of Programming, Director of Marketing, and Special Event Assistants and incoming Special Event Assistants, Director of Programming, Director of Marketing, and Executive Director.
- vii. Meet with the other Special Event Assistant frequently to maintain consistency.
- viii. Adhere to a budget set by the Director of Business Administration.
- ix. Work with the Director of Marketing to create designs and ordering marketing materials for the Fall Welcome event.
- x. Follow up with all vendors, entertainment, facilities, and security halfway through the planning process:
 1. Utilize the summer to confirm all plans for the Fall Welcome event.
 2. Provide updates to the General Council and present before the end of the spring semester on the Fall welcome event.
 3. Create in-depth transitional material for their positions by the end of spring semester.
- xi. Outgoing Special Event Assistants are required to return to campus in the fall.
 1. Present at fall Leadership training.
 2. Must reach out to all vendors.
 3. Finalize all plans for the fall welcome event.
 4. Put in place a volunteer schedule for all Residence Hall Association Leaders to help day-of events.



Section II – Elections

SECTION II: (Elections)

a. Elections Overview

- i. Per the RHA Constitution Article XI, all Executive Board Members shall be elected by a majority vote of the General Council.
- ii. Per the RHA Constitution Article XI, all Council Presidents will be elected by a majority vote of their residential council.
- iii. Per the RHA Constitution Article XI, all Council Vice Presidents will be elected by their community.

b. Elections Commissioner

- i. The Director of Operations shall serve as the Elections Commissioner facilitating the elections process under the supervision of the Executive Director. At the discretion of the Executive Director, the Executive Director may direct another Executive Board member to serve as the Elections Commissioner.

c. General Council Elections

- i. General Policies
 1. All positions will be ran for separately. There shall be no slates or tickets.
 2. Any eligible candidate may run for any number of different positions during RHA elections.
 - a. Candidates must meet all positional and elections criteria, and must submit all required documentation in order to run for any position.
- ii. Candidate Eligibility
 1. Any student at Arizona State University – Tempe shall be eligible to run in RHA elections at the Tempe campus.
 2. The following may result in the disqualification of a candidate at the discretion of the Executive Director and RHA Advisor:
 - a. Failure to submit an intent in accordance with the policy requirements.
 - b. Failure to submit a bid in accordance with the policy requirements.
 - c. The removal of the candidate from an RHA position in the past calendar year, with the exception of those removed due to failure to meet GPA requirements.
 - d. Failure to adhere to any policy outlined in Section II of the RHA By-Laws.
- iii. Timeline
 1. The timeline for elections shall be determined by the Executive Director.
 - a. For spring elections, this timeline shall be communicated by no later than 30 days prior to the first election.

- b. For special elections, this timeline shall be communicated by no later than 7 days prior to the election.
 - iv. Declaration of Intent
 - 1. Intent-to-Run
 - a. Each candidate for an elected position must submit an intent-to-run form to the Executive Director by the deadline prescribed.
 - b. Only candidates who submit an intent-to-run form by the deadline shall be eligible to run in elections.
 - v. Campaigning
 - 1. There shall be no internal or external campaigning for any election.
 - a. Internal campaigning is soliciting or otherwise encouraging votes for or against a particular candidate during the elections meeting and during a designated discussion period including, but not limited to, requests made during a caucus or recess, bargains, and pacts.
 - b. External campaigning is soliciting or otherwise encouraging votes for or against a particular candidate outside and prior to the elections meeting including, but not limited to, posters, word-of-mouth campaigning, and social media.
 - 2. Candidate Violation
 - a. A candidate in violation of the campaigning policy shall be removed from the ballot at the discretion of the Executive Director.
 - 3. General Council Member Violation
 - a. A member of the General Council in violation of the campaigning policy shall forfeit voting rights during the election in question.
 - vi. Personal Bids
 - 1. Every candidate for every position must submit a bid for review by the General Council prior to and during the election process. The suggested content for a bid includes general background information, relevant experience, qualifications, and goals for the upcoming year.
 - 2. Bid Requirements
 - a. All bids must be submitted in electronic format.
 - b. Page Limits
 - i. Bids for an Executive Board position may not exceed six (6) pages, not including the cover page.
 - ii. Bids for a Council President position may not exceed two (2) pages, not including the cover page.
 - iii. To be considered a cover page, the page may only contain the candidate's name, position being bid for, non-content visuals, and other theme-related supporting text and visuals.

3. Submission

- a. All candidates must submit an electronic copy of their bid to the Executive Director by the deadline prescribed, through the method determined by the Executive Director.
- b. All bids will be reviewed and approved by the Executive Director and RHA Advisor prior to the release of bids, with interpretation of qualifications and requirements at their discretion.

4. Distribution

- a. Bids shall be distributed in digital format prior to the elections meeting per the timeline prescribed by the Executive Director.

5. Council Evaluation Forms

- a. Each council must complete one evaluation form per bid for each position.
- b. Failure to complete one evaluation form for each bid for a position will result in a loss of voting rights for the election.
- c. The Executive Director or their designee shall create and update the bid evaluation forms prior to each election.
- d. Evaluation forms will be made available to the General Council and due in accordance with the timeline prescribed by the Executive Director or their designee.
- e. Evaluation forms will be reviewed by the Director of Operations, Executive Director and/or RHA Advisor prior to each election, with completion determined at the discretion of the three of them.

vii. Election

1. Candidates

- a. The elections order shall adhere to the following:
 - i. Elections for Executive Board positions shall occur in the order of positions outlined in Article VII(c)(i)(4) of the Constitution.
 - ii. Elections for Council President positions will occur as one election.
 - iii. Candidates shall be ordered alphabetically by last name.
- b. Candidates must exit the room for the entire election and may only enter to provide their presentation and answer questions.

2. Rights

a. General Council

- i. The General Council shall maintain full speaking and voting rights during elections proceedings pursuant to meeting requirements outlined in the RHA Constitution and By-Laws.

- b. Executive Board
 - i. Executive Board members shall not have speaking rights during processes that require a vote.
 - ii. Executive Board members may only answer questions specifically yielded to them by the General Council, but may not indicate bias.
 - c. Advisors
 - i. Advisors and other Residential Life Professional Staff members shall not have speaking rights during elections.
 - ii. Advisors may only answer questions specifically yielded to them by the General Council regarding a candidate with which they have had verifiable experience.
 - d. Community Assistants
 - i. Community Assistants shall not have speaking rights during processes that require a vote, unless given permission on behalf of the chair.
 - ii. Community Assistants may only answer questions specifically yielded to them by the General Council, but may not indicate bias.
3. Presentation
- a. Time
 - i. Each candidate for the Executive Director position shall have six (6) minutes to present to the General Council.
 - ii. Each candidate for an Executive Board position shall have five (5) minutes to present to the General Council.
 - iii. Each candidate for a Council President position shall have four (4) minutes to present to their respective Residential Council.
 - iv. Presentation time is not extendable.
 - b. Props
 - i. Candidates are permitted the use of props during an election presentation.
 - ii. All props must remain outside of the elections room until the candidate's presentation time.
 - iii. After the candidate's presentation, all props must be removed from the elections room.
 - c. Handouts
 - i. Candidates shall not be permitted to distribute any physical materials or items to members of the General Council during their presentation.

- ii. Any digital presentation supplements (i.e. Prezi, PowerPoint, etc.) must be submitted to the Executive Director or their designee at the time prescribed, and may only be presented as originally submitted.
- 4. Question & Answer
 - a. Time
 - i. Each candidate shall receive a ten (10) minute question and answer period for questions clarifying a candidate's presentation and/or bid.
 - ii. Time may not be extended after this limit is reached.
 - iii. Candidates shall have one (1) minute to answer each question.
 - b. Participation
 - i. Any member of the General Council may ask a question to a candidate during Question & Answer.
- 5. Pro/Con
 - a. Pro/Con shall take place after each candidate has presented and answered questions as outlined in sections 3 and 4 above.
 - b. Each session of Pro/Con shall not begin until the candidate has left the room.
 - c. Pro/Con will be run according to the following guidelines:
 - i. The Executive Director will call for a pro relevant to the candidate according to the General Council.
 - ii. The Executive Director will call for a con relevant to the candidate according to the General Council.
 - iii. The session of Pro/Con will end after there have been three total unanswered Pros or Cons.
 - d. After the session of Pro/Con is concluded, the next candidate shall be invited to present.
- 6. Discussion
 - a. Discussion shall take place after all candidates have presented, answered questions, and have received a session of Pro/Con as outlined in sections 3-5 above.
 - b. Prior to commencing discussion, the Executive Director shall read the lists of Pro/Con for each candidate as scribed by the Director of Business Administration or their designee.
 - i. In the event that there is only one candidate, the general council may waive the reading of Pro/Con.
 - c. Time
 - i. The General Council shall have a five (5) minute general discussion period to discuss any candidates for the position.
 - ii. Time shall be extendable by 10 minutes up to forty (40) minutes, resulting in a total of forty-five (45)

maximum allowable minutes of discussion. Time may not be extended after this limit is reached.

d. Behavior

- i. Comments degrading a candidate's character will not be permitted in discussion and may result in a loss of speaking rights at the discretion of the Executive Director.

e. Record

- i. All discussion shall be recorded in the elections minutes and accurately and publicly attributed to each council.

viii. Voting

1. Process

- a. Voting will be done by secret ballot in accordance with Article XI of the Constitution.
- b. Votes shall be counted by the Executive Director and the RHA Advisor.

2. Options

- a. The ballot shall include a "No Confidence" option, defined as not having confidence in any of the candidates' ability to hold the position.

3. Decision

- a. A candidate must receive a simple majority of votes from members present and voting in order to win the election.
- b. If a simple majority is not reached, the candidate or candidates with the lowest number of votes is dropped from the ballot and the process returns to a second discussion period.

4. Announcement

- a. The Executive Director shall inform candidates of the election results immediately following the conclusive vote, and announcement to the General Council shall immediately follow.
- b. The Executive Director shall announce the final vote counts for each candidate when announcing the election results to the General Council. These counts shall be included in the elections minutes.

ix. Positional Acceptance

1. The Executive Director shall verbally offer positions to candidates who receive a simple majority immediately following the announcement of election results.
2. Candidates have twenty-four (24) hours to respond to the offer. If a candidate does not respond within twenty-four (24) hours, the position is declared vacant.

- a. Candidates running for multiple positions must immediately respond by rejecting the offer or withdrawing their candidacy for any other positions. A candidate may only have an active offer for one position following elections.

d. Council Elections

- i. General Policies
 1. All elections must be fair and representative of the community.
 2. Each Council President, under the guidance of Community Advisor(s), will have the authority to set the election policies for their community so long as they are in accordance with the governing documents of RHA.
- ii. Candidate Eligibility
 1. Candidates must live in the community they wish to serve.
 2. Candidates must meet all qualifications of RHA Leaders listed in the RHA Constitution Article VII(a).
- iii. Timeline
 1. Elections for Council Vice Presidents will occur prior to fall break.
- iv. Intents and Pre-Screening
 1. Applications and/or intents must be collected before the date of elections at a time set by the Council President.
 2. A pre-screening process must be conducted by the Council President, under the guidance of the Council Advisor(s).
 3. The pre-screening process must include an application review, a conduct check and academic good-standing.
- v. Campaigning
 1. Campaigning will be allowed but must be regulated by the Council President, under the guidance of the Council Advisor(s), to ensure that elections are fair and accessible to all candidates.
 2. All campaigning materials must be approved by the Community Advisor(s).
 3. Bribing will not be permitted.
- vi. Election
 1. Elections may be conducted in any format with the following stipulations:
 - a. Candidates must present their qualifications, experience, and goals.
 - b. Residents of the community may ask questions.
 - c. All fee-paying residents have the option to participate.
- vii. Voting
 1. Voting may be conducted in any format with the following stipulations:
 - a. Voting must allow for an inclusive and fair representation of the community.
 - b. Voting members are given a no confidence option.

viii. Results

1. The candidate with the most votes will be considered the winner.
2. In the case of a tie, a run-off vote must be held within one week of the initial vote.
3. The winner must be announced to the community.



Section III – Operating Policies

SECTION III: (Operating Policies)

a. General Council

- i. Representation
 - 1. General Council Representatives will vote on behalf of their residential communities in General Council Meetings.
 - a. A General Council Representative is any fee-paying resident living in the respective residential college, including Council Presidents and Council Vice Presidents.
- ii. Authority
 - 1. The General Council shall have the option to approve changes to the Constitution and Financial Policy by a two-thirds vote.
 - 2. The General Council shall have the option to approve changes to the By-Laws by a majority vote.
 - 3. The General Council shall have the option to approve the RHA Budget each semester by a two-thirds vote.
 - a. The General Council may modify the allocation of funds so long as the modification does not conflict with the Financial Policy.
 - b. The General Council shall not have direct authority over any funds that do not originate from the Resident Fee.
 - 4. The General Council may approve any funds proposals that request funds from the General Fund with a simple majority vote.
 - 5. The General Council may ask to extend authority to an individual to act on behalf of the organization where support, discontent, or requests need to be expressed.
 - 6. The General Council shall retain the authority to override the decision made by an Executive Board member by a two-thirds vote.
- iii. Quorum
 - 1. The minimum quorum to conduct business will be two-thirds of possible voting members, with at least one voting member from each residential college or upperclassmen experience community.
- iv. Proceedings
 - 1. Meetings will be conducted in accordance with a parliamentary procedure chosen by the Executive Director, Director of Operations and by a two-thirds vote of the General Council.

b. Homecoming Policies

- i. Each Residential Council shall participate in building a residence council float, in groups as pre determined by the RHA Executive Director and RHA Advisor
- ii. The Director of Programming shall coordinate Homecoming logistical aspects including:
 - 1. Trucks, flatbeds, and equipment rental
 - 2. Construction location

3. Registration of the floats for entry into the Homecoming Parade
 4. Coordination of the design of the RHA Executive board float, purchase of materials, and construction of the RHA Homecoming float
 5. The creation of a homecoming Committee that will assist in decorative and financial aspects of the Float.
- iii. Each Residential Council student Leader shall coordinate the Residential Council involvement in the construction of the RHA float and in the Homecoming Parade.



Section IV – Marketing Guidelines

SECTION IV: (Marketing Guidelines)

a. Official Logo

- i. The official logo of the Residence Hall Association at Arizona State University -Tempe is as outlined below.



b. Policies for Logo Usage

- i. Alterations to the RHA logo must be approved by the Director of Marketing.
- ii. The RHA logo must visibly appear on all items for advertising and promotions purposes paid for by the Residence Hall Association.

c. Policies for Logo Availability

- i. The official RHA logo shall be made publicly available through access designated by the Director of Marketing.
- ii. The official RHA logo shall be made available in various image formats, including, but not limited to: .ai, .eps, .png, .jpg, and .pdf formats.

d. Policies for Logo Change

- i. Any changes to the official logo will take effect the summer following its approval.
- ii. The official logo shall be unchangeable for four calendar years following its approval (The RHA Logo cannot be changed until April 2015).
- iii. Any change in the official logo will be preserved in any of its proposed foundation colors on all media for one calendar year following its approval.
- iv. Following any change in the official logo, promotional items with the former logo will be distributed by the last academic school day of the spring semester of the current academic year.



Section V – Awards

SECTION V: (Awards)

a. Awards Policies

- i. Nomination
 - 1. Shall be made by any resident or professional Leader in a manner outlined by the NRHH Chancellor.
- ii. Selection
 - 1. The recipient of the below awards shall be selected by the RHA Executive Board.
- iii. Award
 - 1. The award recipient shall be announced and receive an award at the RHA & NRHH Banquet.

b. Annual Awards

- i. Advocacy Initiative of the Year Award
 - 1. **Purpose:** As advocacy is one of the four pillars of the Residence Hall Association of Arizona State University – Tempe, it is important we recognize efforts put forward to advocate for the residents.
 - 2. **Eligibility:** Any advocacy initiative that directly impacted the residents of Arizona State University – Tempe.
 - 3. **Criteria:**
 - a. Must have taken place during the academic year during which the awards banquet is held.
- ii. Advisor Multi-Year Commitment Award
 - 1. **Purpose:** To recognize the efforts put forth by an advisor to enhance the residential experience during a multiple year period.
 - 2. **Eligibility:** Any advisor of a student group or organization that directly contributes to the residential experience.
 - 3. **Criteria:**
 - a. Multiple years of services in the advisor capacity and held an advisor role during the academic year during which the awards banquet is held.
 - b. Contribution to the on-campus community through the advising role.
 - c. Commitment to the success and development of the students they advise.
- iii. Commitment to the Region Award
 - 1. **Purpose:** As regional involvement is one of the four pillars of the Residence Hall Association at Arizona State University – Tempe; it is important we recognize efforts put forward to connect with the region and to promote continuous involvement.
 - 2. **Eligibility:** Any resident who has attended a conference the academic year during which the award banquet is held or the summer immediately preceding it and who has shown commitment to the IACURH region.
 - 3. **Criteria:**

- a. Demonstration of commitment to the IACURH region through involvement outside of the conference experience.
- iv. Commitment to Sustainability Award
 - 1. **Purpose:** As sustainability is one of the key goals of Arizona State University, it is important to recognize the efforts put forward by residential councils to promote and practice sustainability within their communities while supporting the endeavors of the University.
 - 2. **Eligibility:** This award shall be determined by a point tracking system, implemented and tracked by the Director of Campus Advocacy. The residential council with the most points by banquet shall receive the commitment to sustainability award.
 - 3. **Criteria:**
 - a. Must be a residential council at Arizona State University – Tempe.
- v. Community Assistant of the Year Award
 - 1. **Purpose:** To recognize the efforts put forth by a Community Assistant within the residence halls.
 - 2. **Eligibility:** Any student who held the Community Assistant position during the academic year during which the awards banquet is held.
 - 3. **Criteria:**
 - a. Demonstration of commitment to the residential experience.
- vi. Community of the Year Award
 - 1. **Purpose:** To recognize a residential community that has left a lasting mark on the Arizona State University – Tempe greater community.
 - 2. **Eligibility:** Any residential community at Arizona State University-Tempe.
- vii. Dr. Cory A. Shapiro Advisor of the Year Award
 - 1. **Purpose:** Dr. Cory A. Shapiro served as the Advisor of the Residence Hall Association from 2007-2012, and was the IACURH Regional Advisor from 2013 to 2015. Cory completed his thesis in Advising, working to improve the National Advisor Recognition Training and guided all ASU Hall Council Advisors during his time at ASU-Tempe. The Dr. Cory A. Shapiro Advisor of the Year Award recognizes outstanding service to the on-campus community by an advisor of a residence hall student leadership group within a year.
 - 2. **Eligibility:** Any advisor of a student group or organization that directly contributes to the residential experience, with the exception of the RHA Advisor(s), is eligible for this award.
 - 3. **Criteria:**
 - a. Contribution to the on-campus community through advising role.
 - b. Commitment to the success and development of students they advise.
 - c. Support of student-driven initiatives.

- d. If the advisor is a professional staff member, how they have exceeded positional responsibilities in their advising role.
- viii. First Year Experience Award
 - 1. **Purpose:** To recognize a student who is within their first year living on campus and has made contributions to the residential experience.
 - 2. **Eligibility:** Any student within their first year living on the Arizona State University – Tempe campus.
 - 3. **Criteria:**
 - a. Must have been a first-year student living on the Arizona State University-Tempe campus the academic year during which the awards banquet is held.
- ix. Hall Council Member of the Year Award
 - 1. **Purpose:** To recognize a student who was actively engaged in the Hall Council experience at Arizona State University – Tempe.
 - 2. **Eligibility:** Any non-compensated member of the Residence Hall Association.
 - 3. **Criteria:**
 - a. Must be a student living at the Arizona State University – Tempe campus during the academic year during which the awards banquet is held.
 - b. Demonstration of commitment to the residential experience.
- x. Hall Council of the Year Award
 - 1. **Purpose:** To recognize the efforts of a Residence Hall Association Hall Council.
 - 2. **Eligibility:** Any Hall Council at Arizona State University – Tempe.
 - 3. **Criteria:**
 - a. Demonstrated how the Hall Council has gone above and beyond in creating a residential experience.
- xi. Kyle Fray Award
 - 1. **Purpose:** To recognize a student who has gone above and beyond in their roles as an active member of the Residence Hall Association for a multi-year period.
 - 2. **Eligibility:** Any student who has been an active member of the Residence Hall Association for a period of time longer than one year.
 - 3. **Criteria:**
 - a. Must be a student who has been an active member of the Residence Hall Association for a period of time longer than one year.
 - b. Demonstrated commitment to the Residence Hall Association and the residential experience.
- xii. Leadership Development Award
 - 1. **Purpose:** As leadership development is one of the four pillars of the Residence Hall Association at Arizona State University –

Tempe, it is important we recognize efforts put forward to develop residents as leaders.

2. **Eligibility:** Any student who has developed leaders who have directly impacted the residents at Arizona State University – Tempe.

3. **Criteria:**

- a. Must be an active member of the Arizona State University-Tempe Residence Hall Association.
- b. Demonstrated capacity to develop leaders within the residential community space.

xiii. Pamela Pramhus University Official of the Year Award

1. **Purpose:** To recognize the efforts put forth by a university official who have impacted the residential experience, outside of an advisor capacity.

2. **Eligibility:** Any university staff member that directly contributes to the residential experience, who is currently not advising a residential group of students.

3. **Criteria:**

- a. Multiple years of services to the Arizona State University – Tempe community.
- b. Contribution to the on-campus community through their work.
- c. Commitment to the success and development of students they work with.

xiv. Paraprofessional of the Year

1. **Purpose:** To recognize the efforts put forth by paraprofessional student staff within the residential experience.

2. **Eligibility:** Any student who held any student paraprofessional position within the current academic year the award banquet is held.

3. **Criteria:**

- a. Demonstration of commitment to the residential experience.

xv. Council President of the Year Award

1. **Purpose:** As being a -Council President is one of the two pivotal positions within a Hall Council. This award is to recognize a Hall Council President who has gone above and beyond their job responsibilities.

2. **Eligibility:** Any student who has held the position of Council President within the academic year during which the awards banquet is held.

3. **Criteria:**

- a. Demonstrated how they went above and beyond their job expectations.

xvi. Program of the Year Award

1. **Purpose:** As Programming is one of the four pillars of Arizona State University – Tempe, it is important we recognize efforts put forward to improve the residential experience
 2. **Eligibility:** Any program put on during the academic year during which the awards banquet is held.
 3. **Criteria:**
 - a. The program must demonstrate how it impacted residents.
- xvii. Rising Star Award
1. **Purpose:** To recognize a Residence Hall Association Leader that did not serve in their position for the full academic year.
 2. **Eligibility:** Any compensated member of Residence Hall Association that has not served a full term in a single position.
 3. **Criteria:**
 - a. Must be a current Leader of Residence Hall Association.
 - b. Must be residing on campus at Arizona State University - Tempe.
- xviii. Senior Resident of the Year Award
1. **Purpose:** As graduating students who have contributed all four years to enhancing the residential experience. This award is to recognize a graduating senior who has gone above and beyond in leading students.
 2. **Eligibility:** Any student who is a graduating senior within the academic year during which the awards banquet is held. This includes the Spring semester during which the banquet is held and the Fall semester preceding the banquet.
 3. **Criteria:**
 - a. Demonstrated how they went above and beyond in leading their residential community.
 - b. Must have lived on campus as a student for three or more years.
- xix. Student of the Year Award
1. **Purpose:** To recognize a student who is actively engaged within the Residence Hall Association, while also maintaining balance with their academic pursuits.
 2. **Eligibility:** Must be a student who is an active member within the Residence Hall Association within the academic year during which the awards banquet is held.
 3. **Criteria:**
 - a. Commitment to balance working with the Residence Hall Association and academic pursuits.
- xx. Vice President of the Year Award
1. **Purpose:** As being a Hall Council Vice President is one of the two pivotal positions within a Hall Council. This award is to recognize a Hall Council Vice President who has gone above and beyond their job responsibilities.

2. **Eligibility:** Any student who has held the position of Hall Council Vice President within the academic year during which the awards banquet is held.
3. **Criteria:**
 - a. Demonstrated how they went above and beyond their job expectations.

xxi. Well Devil of the Year Award

1. **Purpose:** As being a Well Devil is a pivotal position within a residential community. This award is to recognize a Well Devil who has gone above and beyond their job responsibilities.
2. **Eligibility:** Any student who has held a Well Devil position within the academic year during which the awards banquet is held.
3. **Criteria:**
 - a. Demonstrated how they went above and beyond their job expectations.

c. Executive Board Awards

i. Distinguished Executive Board Member of the Year Award

1. **Purpose:** To recognize an executive board member who went above and beyond in their positional duties as a member of the Residence Hall Association for a multi-year period.
2. **Eligibility:** Any executive board member who held a position and is an active member within the Residence Hall Association within the academic year during which the awards banquet is held.
3. **Nomination:** No nominations will be accepted for this award.
4. **Selection:** The recipient of the Distinguished Executive Board Member of the Year Award shall be selected by the RHA Executive Director.
5. **Award:** Award recipient shall be announced and receive award at the NRHH & RHA Banquet.

ii. Outstanding Executive Board Member of the Year Award

1. **Purpose:** To recognize an executive board member who went above and beyond in their positional duties as a member of the Residence Hall Association.
2. **Eligibility:** Any executive board member who held a position and is an active member within the Residence Hall Association within the academic year during which the awards banquet is held.
3. **Nomination:** No nominations will be accepted for this award.
4. **Selection:** The recipient of the Outstanding Executive Board Member of the Year Award shall be selected by the RHA Executive Director.
5. **Award:** Award recipient shall be announced and receive award at the NRHH & RHA Banquet.

d. Pin Awards

i. Bronze Pin

1. **Purpose:** To recognize those who have greatly impacted the residential experience during the current academic year.
2. **Eligibility:** Any person is eligible for this pin.
3. **Nomination:** Nominations can be asked for from the General Board, however, not required.
4. **Selection:** All recipients will be selected by the Chancellor of the National Residence Hall Honorary and the Executive Director of the Residence Hall Association.
5. **Award:** Award recipients shall be announced at any time, but receive their pin at the NRHH & RHA Banquet.
6. **Criteria:**
 - a. Contribution to the on-campus community through their work.
 - b. Commitment to the success and development of the residential community.

ii. Service Pins

1. **2-Year Service Pin:** Shall be given to any active member of the Residence Hall Association that has been active for two years.
2. **3-Year Service Pin:** Shall be given to any active member of the Residence Hall Association that has been active for three years.
3. **4-Year Service Pin:** Shall be given to any active member of the Residence Hall Association that has been active for four years



Section VI – Regional Involvement

SECTION VI: (Regional Involvement)

a. Hosting Regional and NACURH Officers

- i. Process for Support
 1. The regional or NACURH officer must come before the RHA General Council to request school support prior to their election. Their proposal shall include:
 - a. Position(s) for which the candidate is running.
 - b. List of positional duties.
 - c. List of relevant qualifications the candidate possesses.
 - d. An outline of ways in which hosting said officer can benefit Arizona State University-Tempe.
 2. In the case that there is no convening General Council, the Executive Board may provide contingent support until General Council is able to hear a proposal.
- ii. Role of Host School
 1. The regional or NACURH officer shall be provided a key to the Residence Hall Association office.
 2. The regional or NACURH officer shall be provided with general use of office resources, including computers and printers, to complete regional or NACURH positional duties.
 3. The NACURH Communications Coordinator travel account shall cover the expenses of travel and registration for regional and NACURH conferences.
 - a. If there is a promise of reimbursement from the IACURH region or NACURH, and reimbursement is not given, the individual regional or NACURH officer shall be held responsible for reimbursing the Residence Hall Association for all travel and registration costs.
 - b. No per diem shall be given to a regional or NACURH officer.
- iii. Roles of Regional or NACURH Officers
 1. The regional or NACURH officer must reside as a resident in a residence hall at Arizona State University – Tempe.
 2. The regional or NACURH officer shall give a presentation to the General Council detailing their position in the beginning of their term.
 3. The regional or NACURH officer shall contribute to any post-conference recap presentations to the General Council.
 4. The regional or NACURH officer shall attend one delegate meeting per conference to get to know Arizona State University- Tempe delegates.

b. Hosting State, Regional, and NACURH-Related Conferences

- i. Host-school Support

1. Host school support shall be defined as ASU-Tempe RHA supporting the endeavors of the Conference Committee and understanding any financial obligation to hosting a conference.
 - a. "Financial obligation" shall be defined by the Conference Committee.
 2. Host school support includes hosting the Conference Chair as an ex-officio Executive Board member of IACURH if hosting a regional or NACURH affiliated conference.
 3. Host school support must be established by the General Council. Two-thirds vote must be established to receive host school support.
- ii. Conference Committee
1. A Conference Committee shall be formed to assess the feasibility of hosting the conference of interest.
 2. A Conference Committee shall be considered a Standing Committee once the bid has been won.
 3. The Conference Committee shall be chaired by no less than one (1) Conference Chair.
 4. The Conference Chair must be a student at Arizona State University and must live on-campus at the Tempe location.
 5. The Conference Committee shall be advised by no less than one (1) Conference Advisor.
 - a. The Conference Advisor must be a professional staff member within University Housing and Residential Life.
 6. The Conference Committee shall be responsible for writing and designing the bid as well as acquiring host-school support, and letters of support by University officials.
- c. Conference Chair(s)
- i. A Conference Chair shall be defined as an individual that oversees the entire Conference Committee and sole responsibility is planning the conference. The Conference Chair shall serve as an ex-officio member of the RHA Executive Board, only if it is a regionally or NACURH-affiliated conference. The Conference Chair is the main point of contact for the entire conference, and shall serve on the IACURH Executive Board, per IACURH policy.
 1. The Conference Chair shall only serve as an ex-officio Executive Board member after the bid has been won.
 - ii. Qualifications
 1. Must be a student at Arizona State University.
 2. Must maintain all GPA requirements set by the RHA Constitution.
 3. Must live on-campus at the Tempe location.
 4. Must have attended at least one state, regional, or NACURH-affiliated conference.
 - iii. Duties and Responsibilities

1. Maintain all duties and responsibilities of an RHA Executive Board outlined in the RHA Governing Documents.
 2. Submit weekly updates to the General Council with regards to conference activity.
 3. Be responsible for creating Conference Committee chair positions, selecting the chair positions, overseeing the chair positions, and holding the chair positions responsible.
 4. Ensure financial responsibility of conference expenditures by providing monthly expenditure reports to the General Council.
 5. Host weekly Conference Committee meetings, or as needed.
- iv. Compensation
1. The Conference Chair shall receive compensation in the amount agreed upon by University Housing and RHA.



Section VII – Resolutions

Section IX.

SECTION VII: (Resolutions)

a. Definition of Resolution

- i. A resolution is defined in this section as a written document expressing the views of RHA.
- ii. Resolutions can be issued by the General Council to express the Residence Hall Association at Arizona State University – Tempe's position on a given topic or issue.

b. Qualifications

- i. Resolutions must impact residents, Residential life, or University Housing.
- ii. Resolution Proposals are the formal proposal to request support of the General Council.
 1. Resolution Proposals must be submitted to the Director of Operations.

c. Voting

- i. Resolutions shall be approved by the General Council by a two-thirds vote.
 1. A two-thirds vote in favor is required in order to support the resolution.
 2. A two-thirds vote not in favor is required in order to oppose the resolution.
 3. When a two-thirds vote in support or opposition is not found, the vote becomes inconclusive and no revote will be taken.
- ii. Voting on a resolution will be done by a roll call or secret ballot. Voting by acclamation on a resolution is not allowed.

d. Implementation

- i. The Executive Director shall sign on behalf of the organization on all resolutions.
- ii. Resolutions must be made available to the public and must be published, but not limited to the following: the RHA website and RHA social media.
 1. The Director of Marketing shall oversee the implementation of a resolutions' publishing and publicity.



Financial Documents



Section I – Financial Structure

SECTION I: (Financial Structure)

a. RHA Funds

- i. The Residence Hall Association will be principally funded by a per resident fee of \$25 charged each semester.
 1. The National Residence Hall Honorary (NRHH) Chapter of the Maroon and Gold, will be allocated 5% of funds received from fee-paying residents.
 2. RHA residential councils will each be allocated 32% of funds received by their community's fee-paying residents, plus an additional \$1200.
 - a. Funds will be organized by separate sub-accounts for each council's allocation.

b. Standing & Preliminary Budgets

- i. The standing budget will be approved 30 days after the semester begins and the preliminary budget 30 days after that.
 1. In addition to the above, there must also be a line item for each of the following in both the standing and preliminary budgets:
 - a. Stipends and Compensation
 - i. All Executive Board Stipends
 - ii. All President Stipends
 - iii. All Vice President Stipends
 - iv. All Special Event Assistant stipends
 - b. Mandatory Expenses, including, but not limited to:
 - i. Any contract related fees and expenditures
 - ii. Any required Housing fees and expenditures
 - c. Pre-Expenses, including, but not limited to:
 - i. Any expenditures made before the budget is presented to General Council for approval
 - d. All Executive Board positional allocations
 - e. All Residential Hall allocations
 - f. RHA Leader Training
 - g. Any events/programs that are allocated funds outside of positional budgets

c. RHA General Fund

- i. Any funds not allocated to a specific line item in the semester budget (any remaining funds) will be appropriated to the RHA General Fund.



Section II – Financial Stipulations

SECTION II: (Financial Stipulations)

a. Budget Approval

- i. The RHA standing budget must be approved by a two-thirds majority of the General Council in the first 30 days of each semester.
- ii. A preliminary budget for the following academic year must be approved by a two-thirds majority of the General Council 30 days after the General Council approves the standing budget.
- iii. The approved budgets must be distributed to the Residential Life Business Office and appropriate administrators in University Housing.
- iv. The Director of Business Administration, with approval from the Executive Director, maintains the right to make changes to the approved budget.

b. Administrative Policies

- i. A two-thirds majority of the General Council must be made to amend or repeal the Financial Documents and/or its contents.
- ii. Any changes made to the Financial Documents won't take effect until the next semester.
- iii. Allocation processes will be monitored and implemented by the Residential Life business office.
- iv. The Director of Business Administration in association with the Executive Director and RHA Advisor will assume responsibility for internal implementation and development.
- v. The RHA Advisor, Executive Director and Director of Business Administration shall have the authority to adjust account numbers, create and remove sub-org accounts, and organize account structure in partnership with the Residential Life business office.

c. Stipends

- i. All positional stipends must be approved by a two-thirds majority of the General Council prior to Executive Board and President elections in the fall semester and remain unchangeable for the following year.

d. National Residence Hall Honorary (NRHH)

- i. Funds shall be provided to NRHH, but remain as RHA funds and as such are reviewed in a joint effort by the NRHH Director of Administration and the RHA Director of Business Administration.
- ii. NRHH shall be ineligible for receiving any additional funds as a line item; however, NRHH may still request funding from the General Fund.
- iii. No NRHH funds may be used for compensation.
- iv. NRHH shall be responsible for funding any and all residence hall scholarships.
- v. The account shall be subject to all the same policies and procedures as the council accounts, including semester rollover, as assigned by the Director of Business Administration and Residential Life Business Office.

e. Conference and Regional Involvement

- i. NACURH Communication Coordinator (NCC)
 - 1. Funds provided to the NACURH Conference Coordinator's account are RHA funds comprised of resident fees and as such are reviewed in a joint effort by the NACURH Communication Coordinator and the RHA Director of Business Administration.
- ii. Hosting a Conference
 - 1. The conference must operate financially independent (through registration fees, sponsors, etc.) and is therefore ineligible from receiving any funds from ASU-Tempe's RHA and its fee-paying residents.
 - 2. If and only if the conference budget falls into a deficit, the following actions can be taken:
 - a. Report the bankruptcy to the partnering organization(s) (NACURH, IACURH, etc.) and work with them in following any deficit options and policies they may have in place.
 - b. Subsidize the conference through the RHA Savings account
 - c. Ask ASU Housing to help subsidize the conference.
- iii. Host School Support
 - 1. Any financial commitments agreed to through host school support must be paid from the remaining fundraising funds.
 - 2. Any additional financial commitments must be worked out through the requester, the NACURH Communications Coordinator, and the Director of Business Administration for approval.

f. Council Budgeting

- i. Allocated funds will be tracked under separate council-specific Expenditure Tracking Sheets overseen by the Director of Business Administration.
- ii. The residential council funds shall be utilized by the Presidents and Vice Presidents to perform the following tasks:
 - 1. Programming including, but not limited to, supplies, venues, entertainers, and other event-related items.
 - 2. Council development including, but no limited to, recruitment, leadership trainings, bonding activities, and recognition.
 - 3. Advocacy including, but not limited to, printed materials, promotional items, and electronic promotion.
 - 4. Proposals for additional expenditures brought forth by the community.
 - a. The Council President, Director of Business Administration, and Executive Director has the right to veto proposals at any time.
 - 5. Additional purchases needed to fulfill and perform positional duties as outlined in the RHA Constitution and By-Laws.

- iii. All expenditures made by each council's fund must be approved by the council's president, council's advisor and the community's Assistant Director.

g. Expenditures

- i. Expenditures that violate ASU or Residential Life financial policy may not be approved.
- ii. Expenditures that are intended for any conference or other regional involvement may only be approved through the NACURH Communications Coordinator's budget.
- iii. Any marketing material or t-shirts being made/printed with any portion of its cost being paid for or reimbursed by RHA funds must have the RHA logo on it.
- iv. When purchasing t-shirts, RHA monies shall only buy t-shirts that adhere to any one of the following conditions:
 - 1. The t-shirt is advertised as "environmentally friendly," or equivalent.
 - 2. The t-shirt is made from recycled materials.
 - 3. The t-shirt uses soy-based inks or water-based inks.
 - 4. The t-shirt is sourced from sweatshop-free factories.
 - 5. The t-shirt is made in the United States.
 - 6. The t-shirt is "Fair Trade Certified."
- v. The cost of food expenditures may not exceed \$25 per person per event.
- vi. If a RHA Leaderf member is not meeting proper tracking (of expenditures) expectations, the Director of Business Administration may revoke their ability to use the Purchasing-Card and/or their right to make expenditures entirely.
- vii. The following are ineligible for funding through any RHA funding source:
 - 1. Funding for a political campaign or legislative lobby efforts.
 - 2. Funding for grants, scholarships, cash rewards, tolls or charges, and gift cards.
 - 3. Funding for donations for charitable events.
 - 4. Funding for alcoholic beverages.
 - 5. Funding for hotel lodging.
 - 6. Funding for airfare.
 - 7. Funding for expenditures that are not in compliance with the policies of Arizona State University, University Housing, and Residential Life.

h. Purchasing

- i. Only RHA Leaders with proper financial and purchasing training may have the right to check-out and use the Purchasing-Card.
- ii. Newly elected RHA Leaders over summer may start making expenditures starting the new fiscal year with approval from the Director of Business Administration and with the help of a properly financially trained staff member.

- iii. RHA Leaders, before receiving official bed counts and their semester budget total, may only spend up to an amount of 30% of the previous semester's budget total.

i. University Relations

- i. University Housing and ASU may not take any existing funds or withhold allocated funds from any accounts and/or sub-accounts of RHA.

j. General Fund

- i. The General Fund will act as a resource of extra funds available for request in order to:
 - 1. Promote effective spending within RHA and relieve council budgeting restrictions.
 - 2. Purchase additional resources, equipment and otherwise.
 - 3. Fund unallocated projects which show a clear benefit and impact to the residents.
- ii. With oversight from the Executive Director, the Director of Business Administration will develop and organize a platform for processing and accepting requests.
- iii. The Executive Director, along with the Director of Business Administration, has the ability to veto funds requests.
- iv. Funds Requests will be approved in one of the following ways:
 - 1. Funds proposals requested by staff members for the purpose of promoting effective spending within RHA and relieving council budgeting restrictions may be approved solely by the Director of Business Administration in collaboration with the Executive Director and RHA Advisor.
 - 2. All other funds requests will be proposed to the General Council by the proponent and approved by a:
 - a. Simple majority if the proposed amount is less than 10% of the General Fund total.
 - b. Two-thirds majority if the proposed amount is 10% or more of the General Fund total.

Signed and Dated by Officers

Officer 1: Sofia Valencia
Date: 08/13/25

Officer 2: Patrick Lopez
Date: 08/13/25

Officer 3: Olivia Patchin
Date: 08/13/25