CONSTITUTION
UNIVERSITY OF NEW MEXICO RESIDENCE HALL ASSOCIATION

PREAMBLE

We, the residents of the University of New Mexico on campus housing, according to the provisions herein stated, establish a representative form of government for the purpose of promoting our common welfare and interest, on this date the twenty-fifth of April 1994.

ARTICLE I  Name and Mission

Section 1 The Name of this organization shall be the Residence Hall Association, hereafter referred to as RHA only in this constitution.

Section 2 RHA will always strive to serve as a beacon of leadership and facilitators of community values among the student in on campus housing and UNM. As an organization we will strive to always represent ourselves and the University of New Mexico in a professional and unbiased manner in all respects. We will strive to be the catalyst of change that best serves the need of our community by assessing the expressed issues and moving forward in a proactive manner. We will strive to provide opportunity for community-based experiences that facilitate personal development.

ARTICLE II  Membership

Section 1 Any resident of on-campus housing at the University of New Mexico shall be eligible for RHA membership. Membership in or participation in the services provided by RHA will not be denied to anyone on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, ancestry, medical condition, or physical or mental disability.

Section 2 There shall be four types of membership in RHA: Executive Board; RHA Representatives; On-Campus Housing Organization (OHO) Representatives; At Large Membership

a. The RHA Executive Board shall consist of the elected positions of RHA President, Vice President/ Director of Business Administration, National Communications Coordinator, Director of Community Issues, two (2) Directors of Programming, and National Communications Coordinator-In Training (NCC-IT).

b. RHA Representatives shall be any two (2) duly elected or delegated representatives of each Community Association. The election process for RHA Representatives shall be conducted and overseen by the Community Associations.

c. On-Campus Housing Organization (OHO) Representatives should be elected or appointed by their respective organizations and attend all RHA Meetings. OHO’s consist of Eco Representatives, Social Justice Advocates, and other official organizations within On-Campus Housing.

d. At Large Membership shall extend to any University of New Mexico resident who is interested in RHA. All members at large have equal rights and entitlements to attend and participate in RHA meetings, except the right to vote within the General Board (as defined in Article II, Section 3)

Section 3 The RHA General Board is comprised of the Executive Board, RHA Representatives, and OHO Representatives. The General Board members are the only eligible voting members of RHA.
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Section 4
The term of any member of the General Board is for a full academic year. Elections shall be held in the spring of the preceding academic year for Executive Board positions and in the fall for RHA and OHO Representatives.

ARTICLE III
Elections

Section 1
Elections of Executive Board members will be in accordance with the RHA Elections Code.

ARTICLE IV
Expectations, Responsibilities, and Duties

Section 1
General Board members of RHA shall be held to the following:
   a. Meet weekly to fulfill the obligations outlined in this constitution and the RHA By-Laws.
   b. To exercise the power to override a Presidential veto by a two-thirds (2/3) affirmation vote of the Board.
   c. To allocate funding and direct the activities of the General Board and RHA committees in accordance with this constitution and the RHA By-Laws.
   d. Be a good role model for RHA, Community Associations, and On-Campus Housing Organizations by following UNM and Residence Hall policies and procedures.

Section 2
RHA Executive Board member individual duties are outlined in the By-Laws Article II. However, each Executive Board member shall be held to the following:
   a. Become thoroughly acquainted with the responsibilities of the office and the methods for accomplishing them, through reading reports from former officers and through conferring and transitioning with the outgoing officer.
   b. Upon election of new/incoming officers, shall transition the officer for their own respective position.
      1. Schedule meetings with the new/incoming officer to do the following:
         i. Go over position requirements.
         ii. Review any and all written materials for that position.
         iii. Focus on what to expect for early fall, and any duties that will be required of them at that time.
         iv. Discuss any suggestions for future programs and policies.
         v. For the RHA President, National Communications Coordinator, and NCC-IT subscribe to the IACURH listserv.
   c. Work in close coordination with the RHA Advisor(s).
   d. Attend all RHA meetings, which includes General Board, Executive Board and Committee meetings
   e. Receive and relay to the Vice President/Director of Business Administration who desires to be on the agenda for RHA meetings.
   f. Attend the required amount of RHA programs and functions (i.e. workshops, retreats, banquets, etc.)
   g. Attend the meetings of one Community Association regularly.
   h. Attend each Community Association meeting two (2) weeks before elections to explain each Executive Board position and encourage candidates for elections.
   i. Hold the minimum working hours per week.
   j. Write a minimum of 3 Of The Months (OTMs) per semester.
   k. Ensure that fellow executives, RHA Representatives, Housing staff, UNM residents, and special membership members are respected for themselves,
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regardless of their race, ethnicity, religion, origin, age, sex, sexual orientation, ancestry, medical condition, physical or mental disability.

l. Act as student leaders by doing the following:
   1. Encourage scholarship through your own attitudes and study habits, and promote conditions conducive to study; included but not limited to, maintaining a 2.5 semester and cumulative GPA and maintaining full time student status for the entirety of the semester.
   2. Encourage teamwork throughout the General Board.

m. Attend 1 ASUNM Full Senate or Board of Regents meeting per semester

n. Make a welcome newsletter at the beginning of each semester which is to be distributed to every resident.

Section 3

RHA Representatives shall be held to the following

a. Attendance at all RHA meetings, including General Board and Committee Meetings
   1. RHA Representatives may not miss more than three RHA meetings, and three Community Association meetings.
      i. A designated substitute must be sent if a meeting will be missed.
   2. In the case of an emergency, notification should be given to the RHA Advisor(s) or the RHA President in the case of an RHA meeting or Community Director in the case of a Community Association meeting.

b. Assist with at least four (4) RHA programs per month provided that there are sufficient programs.
   1. In the event that a representative is unable to meet the number or required programs, representatives must compensate with another form of program assistance i.e. planning, shopping advertising, etc.

c. Represent their community association at public events.

d. Present a summary of RHA business at their respective CA meetings and act as a liaison between CA and RHA and report the following to RHA:
   1. Amount of residents at the Community Association meeting.
   2. Events and individuals worthy of recognition in the community.
   3. Community Issues within each hall.

e. Be as active and participatory as possible (fundraisers, programs, workshops, banquetes, retreats, conferences, and forums).

f. Write 1 Of The Month (OTM) a semester

Section 4

OHO Representatives shall be held to the following:

a. Attendance at all RHA meetings, including General Board and Committee Meetings
   1. OHO Representatives may not miss more than three RHA meetings, and three meetings within their organization.
      i. A designated substitute must be sent if a meeting will be missed.
      ii. In the case of an emergency, notification should be given to the RHA Advisor(s) or the RHA President in the case of an RHA meeting or the Head of their Organization in the case of an Organization meeting.

b. Assist with at least one (1) RHA program per month provided that there are sufficient programs.
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1. In the event that a representative is unable to meet the number or required programs, representatives must compensate with another form of program assistance i.e. planning, shopping, advertising, etc.

c. Represent their organization at public events.
d. Present a summary of RHA business at their respective organization meetings and act as a liaison between their organization and RHA and report the following to RHA:
   1. Amount of residents at their organization’s meeting.
   2. A list of what their organization is working on.
e. Be as active and participatory as possible (fundraisers, programs, workshops, banquets, retreats, conferences, and forums).
f. Write 1 Of The Month (OTM) a semester.

Section 5
Removal
Any RHA Board Member shall be subject to removal from their respective RHA position by the following provisions:

a. RHA Representative may be removed immediately by the President from the General Board if they miss a combination of 6 RHA &/or CA meetings in a school year.
b. RHA Executive Members may lose compensation for their position and have the potential to be removed immediately by the President from the General Board if they miss 3 meetings per semester as specified by/at the discretion of the RHA Advisor(s) and President.
c. RHA member may be removed immediately if a member surpasses 3 demerits. Demerits shall be determined by the RHA Advisor(s) and President, be unbiased and what is considered as a demerit shall be stated at the beginning of every semester and stay consistent through the school year.
d. RHA member may be removed and/or lose compensation immediately for misusage of RHA funds and/or in extreme cases of breaking on campus housing policies.
e. The removed member may request an appeal one to two weeks after removal and has to send request electronically to RHA President.
f. The following General Board meeting after the appeal has been received is when the appeal process will take place.
g. The removed member will be able to give a 10-minute speech against the removal.
h. The removed member shall sit outside during deliberation and voting.
i. Voting shall be conducted as a closed ballot vote.
j. The removed member must receive simple majority in order for the removal to be reversed.

ARTICLE V Advisor(s)

Section 1 The Office of Residence Life and Student Housing (RLSH) of the University of New Mexico shall designate the primary Advisor of RHA. RLSH, in conjunction with ACC, shall designate a secondary advisor to RHA, whose responsibilities will be determined by the executive board and the primary advisor.

Section 2 The RLSH RHA Advisor shall provide professional assistance to RHA through
a. Giving non-partisan advice on RHA decisions.
b. Providing professional feedback on RHA activities and procedures.
c. Ensuring compliance with UNM and RLSH policies as necessary
d. Aiding the Budget Committee in creating semester budget.
e. Aiding in the forming of auxiliary committees as necessary.

ARTICLE VI  Procedure

Section 1  General Meetings: The RHA General Board shall hold weekly meetings during the academic year with additional meetings being called when needed. All committees shall hold meetings during the academic year at the discretion of the committee director.
a. All general meetings will be conducted under Robert’s Rules of Order Revised. The rules may be suspended at the discretion and appropriate motioning of the General Board. Additional Parliamentarian Authority is outlined in the By-Laws Article V.
b. b. Should Robert’s Rules of Order conflict with this Constitution, this constitution takes priority.

Section 2  Executive Meetings: The RHA Executive Board and Advisor(s) shall meet weekly during an agreed upon time by all the Executive Board members to discuss potential changes in RHA policy, procedures, correction of problems, and discussion of future events.

Section 3  Quorum is at least two-thirds (2/3) of the RHA General Board members during board meetings. Quorum is calculated by total number of allocated positions including 2 (two) representatives from each Community Association and the members of the Executive Board. Quorum must be met to allow voting upon an Action Item being presented. Committee quorum is made up of at least two-thirds (2/3) of the voting committee members. Quorum must be met to hold a committee meeting in which an Action Item is to be voted upon.

ARTICLE VII  By-Laws

Section 1  This Constitution shall provide for subsidiary and subordinate By-Laws to be enacted as required by or at the discretion of the RHA General Board.

ARTICLE VIII  Amendments and Ratification

Section 1  This Constitution shall be subject to amendments and ratification by three-fourths (3/4) majority vote of the entire RHA General Board, or a petition bearing the actual signatures of affiliated residents totaling at least one-half (1/2) the number of casted votes in the last general election.

Section 2  Any amendment may be sent to a vote by the general election of residents of UNM upon decision of RHA, pending relevance to the entire residence body.

Current revision: February 6th, 2017

Old revisions: April 20th, 2015, February 23rd, 2015; November 17th, 2014; October 6th, 2014; April 28th, 2014; February 10th, 2014; March 7th, 2013; April 2012; September 30, 2011; April 25, 2011; April 26, 2010; March 3, 2009; October 29 2007; April 17, 2006; April 21, 1999; April 1996
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Original: April 1994

This Revision of the RHA Constitution was approved by:

RHA President: Sabrina Moore
NCC: Alaska Williams
RHA Advisor: Jessica Carlton, Moe Copeland, Letha Parrott
ARTICLE I  Fees

Section 1  A student activities fee in the amount of twenty dollars will be levied upon all current RLSH residence hall students. This fee will be divided upon RHA, the Community Associations, Resident Advisors, and Residence Life and Student Housing.

a. RHA’s budget will be acquired from a seven dollar and fifty cents fee portion per current resident per semester.
b. All Community Associations will receive a fee portion in the amount of seven dollars and fifty cents per current resident living in their respective residence halls.
c. All Resident Advisors (RAs) will receive a fee portion in the amount of three dollars per current resident living in their respective building(s) or floor(s).
d. RLSH shall receive ten percent of the current total student activities fee.

Section 2  Entities seeking to affiliate with RHA must pay an activities fee of seven dollars and fifty cents per resident.

ARTICLE II  Executive Member Duties and Responsibilities

Section 1  President

a. Will preside over the RHA General Board and to perform as the student leader of the organization on University level functions.
b. Will be responsible for overseeing any special committees as needed.
c. Shall act as a liaison between RHA and ASUNM, and any other UNM student organizations.
d. At the IACURH, No-Frills, and NACURH conferences shall sit on the IACURH Regional Board of Directors [RBD] performing the following duties:
   1. Attend all RBD sessions.
   2. Attend all Presidential and/or RHA-related breakout sessions.
   3. Assist the National Communications Coordinator in decision-making as is appropriate.
e. Shall sit on an IACURH regional committee.
f. Shall complete forms and attend chats created by the IACURH CO-PRRHA
g. Will act as Chair and oversee the activities of the Recognition Committee. Duties of the Recognition Committee are described in the By-Laws, Article IV, Section 1.
h. Shall assist Directors in all sub-committees.
i. May veto any bill passed by the RHA General Board.
j. Attend and aid in RHA programs when necessary and all programs done in collaboration with other student organizations.
k. Shall hold a meeting with any executive or member not performing required tasks and/or duties.
l. Shall hold a minimum of 20 working hours per week.
   1. 10 hours are required office hours while the other 10 hours are used to fulfill all other duties, per week.
m. Advertise for open positions when necessary
n. Shall plan leadership and/or team-building retreats for the RHA Executive Board members, Community Association Officers, and the RHA Board members in conjunction with the RHA Advisor(s).
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o. Shall organize the New Mexico Housing Leadership Summit (NMHLDS) and/or seminars for all residents in conjunction with the NRHH President; Presidents may request assistance from the NRHH Executive Board and RHA Executive Board.

p. Fulfill any duties as assigned by the RHA Advisor(s).

Section 2  Vice President/Director of Business Administration

a. Keep concise records of the attendance of both executives and representatives at all RHA meetings and to report excessive absences to the RHA Advisor(s) and Executive Board.

b. Keep accurate financial records of all monetary transactions of RHA and to report the status of these records to the Board.

c. Shall be responsible for the disbursement of all funds in accordance with all RLSH, ASUNM, ACC, and University of New Mexico accounting policies.

d. Shall be responsible for the preparation and presentation of the RHA budget requests for the following year. The budget is subject to review by the RHA Board.

e. At the end of each month, a complete report will be compiled of money spent and companies used.

f. Keep a detailed record of the minutes at every RHA meeting and provide a copy of the agenda before every RHA meeting.

1. After each meeting, minutes should be sent via RHA listserv and posted on the RHA website for records.

g. Shall hold a minimum of at least 15 working hours per week.

1. 5 hours are required office hours while the other 10 are used to fulfill all other duties, per week.

h. At the beginning of each semester, work with the rest of the Budget Committee members to establish a budget for that semester, as outlined in the By-Laws, Article IV, Section 3.

i. Shall be responsible for creating and executing marketing techniques to promote RHA which includes but is not limited to;

1. Keeping the RHA bulletin board updated.

2. Ensuring the RHA logo is on everything pertaining to RHA.

3. Keeping the RHA website updated.

j. Fulfill any duties as assigned by the RHA President and RHA Advisor(s).

k. Shall maintain an accurate account and upkeep of the constitution and governing documents for RHA including the RHA Constitution.

Section 3  National Communications Coordinator (NCC)

a. Shall serve as the NCC the two semesters following their semester term of NCC-IT.

1. The NCC terms begins after their fulfilled term of NCC-IT.

i. The role shall not be occupied by anyone other than the NCC-IT unless the NCC-IT vacates their position before the completion of their term.

b. Act as the principal liaison between NACURH, IACURH, and the University of New Mexico

1. Ensure information is brought back from conferences through delegates.

2. Request and submit information, including a monthly report of UNM Residence Hall activity at the designated time of each month to the
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Regional Communications Coordinator of NCC Training and Development (CO-NCTD).

3. At the IACURH, No-Frills, and NACURH conferences shall sit on the IACURH Regional Board of Directors (RBD) performing the following duties:
   i. Attend all RBD sessions.
   ii. Attend all NCC and/or RHA-related breakout sessions.
   iii. Work in conjunction with the President(s) to vote on regional issues in representation of UNM.

c. Work in conjunction with the President to fulfill the mission of RHA.
d. Ensure that UNM’s RHA is affiliated with NACURH by the time of the IACURH conference. This includes paying dues and submitting the RFI report.
e. Act as Chair of the Conference Committee and oversee the duties of the Conference Committee as outlined in the By-Laws, Article IV, Section 2.
f. Shall act as RHA Parliamentarian.
g. Shall hold a minimum of 15 working hours per week.
  1. 5 hours are required office hours while the other 10 are used to fulfill all other duties, per week.
h. Fulfill any duties as assigned by the RHA President and RHA Advisor(s).
i. Act as a liaison between RHA and NRHH
   1. Give a report of RHA as a whole at NRHH meetings
   2. Report what NRHH is doing as a whole at RHA
   3. Act as an Ex-Officio member of the NRHH Executive Board
   4. Attend NRHH General Board Meetings on a monthly basis
   5. Meeting with NRHH President on a monthly basis

Section 4    Director of Community Issues
a. Prepare a semester newsletter summarizing all of RHA’s activity for the semester and disburse it to all UNM residents and housing staff.
b. Plan and execute programs and fundraisers that create awareness on both a campus and global level.
c. Provide sufficient hall-wide advertisement for all Community Issues programs within a timely manner.
d. Work as a liaison between RLSH, Dining Services, the Dean of Students, ASUNM, ACC, and any other on campus entity to ensure all pertinent resident issues are addressed with the proper source.
e. Shall hold a minimum of 15 working hours per week.
  1. 5 hours are required office hours while the other 10 are used to fulfill all other duties, per week.
f. Will act as Chair and oversee the activities of the Community Issues Committee. Duties of the Community Issues Committee are described in the By-Laws, Article IV, Section 4.
g. Fulfill any duties as assigned by the RHA President and RHA Advisor(s).

Section 5    Director of Programming (2)
a. Plan monthly RHA programs.
b. Provide details of monthly programs for the RHA Events Calendar by the appropriate date.
c. Ensure all proper paper work is filled out.
d. Obtain supplies and materials for all events.
e. Provide sufficient hall wide advertisement for all RHA programs within a timely manner.
f. Shall hold a minimum of 15 working hours per week.
   1. 5 hours are required office hours while the other 10 are used to fulfill all other duties, per week.

g. Will act as Chair and oversee the activities of the Programming Committee and execute all above duties with the assistance of the Committee. Duties of the Programming Committee are described in the By-Laws, Article IV, Section 5.

h. Fulfill any duties as assigned by the RHA President and RHA Advisor(s).

Section 6 National Communications Coordinator-In Training (NCC-IT)

a. Shall serve as the NCC-IT the spring semester before their two-semester term as NCC.
   1. The following academic school year shall be served as the NCC

b. Assist the National Communications Coordinator in preparation for No Frills and NACURH conference in the following ways:
   1. Assist in writing the RFI file each year
   2. Ensure that RHA is Affiliated with the IACURH region
   3. Ensure that conference registration/delegation information is sent in a timely manner.
   4. Assist in fundraisers
   5. Sit on election committee for NACURH

c. c. Attend the NACURH conference
   1. Attend all RBD sessions
   2. Attend all NCC and/or RHA-related breakout sessions
   3. Work with the President, NRHH President and NCC to vote on regional issues in representation of UNM

d. Act as a liaison between RHA and NRHH
   1. Give a report of RHA as a whole at NRHH meetings
   2. Report what NRHH is doing as a whole at RHA

e. Become NCC when current NCC leaves office

f. Serve a three-semester term, receiving compensation in the form of travel to conferences in the first semester as the NCC-IT and Executive Board compensation in the second year as NCC.

g. Fulfill any duties as assigned by the RHA President and RHA Advisor(s).

Section 7 Gavel Order is as follows:

a. President

b. Vice President/Director of Business Administration

c. National Communications Coordinator

d. Director of Community Issues

e. Two (2) Directors of Programming

f. National Communications Coordinator - In Training

Section 8 RHA executives will be sworn in with the following statement:
I, (state your name), do solemnly swear, or affirm, to uphold the Constitution and By- Laws of the Residence Hall Association of the University of New Mexico and to maintain the best in conduct in representing all residents on campus. During my term, I will faithfully and impartially discharge the responsibilities of the office of (state your office) to the best of my ability.

ARTICLE III Committees
Section 1  Recognition  
  a. Work in conjunction with the RHA President and the RHA Advisor(s) in fulfilling the duties of the Recognition Committee.  
  b. Recognize outstanding residents in the residence halls.  
  c. Organize the RHA Banquet at the close of each semester.

Section 2  Conference  
  a. Shall assist the NCC in the application process of delegates for IACURH and NACURH conferences.  
     1. Allocate monetary help from the RHA Conference fund to each delegate.  
     2. Ensure that conference registration/delegation information is sent in a timely manner.  
     3. Secure transportation for all conferences.  
  b. Help in any preparations for a conference (roll call, display, banner, philanthropy project, etc.).  
  c. If UNM bids for a conference, be as active and participatory as possible to successfully execute the bid.  
  d. Look over bids for conferences with the NCC to see what school best fits the expectations of the region or the nation.

Section 3  Budget  
  a. Shall be responsible for creating a budget for RHA by the second meeting of each semester, or as soon as possible after the semester budget allocation.  
  b. The RHA Budget Committee shall allocate a budget for all Committees at the beginning of each semester.  
  c. The Budget Committee shall be responsible for a monthly Budget newsletter. The newsletter must contain the following:  
     1. Money spent by each committee.  
     2. Programs funded by RHA in which the budget was used  
     3. Money passed for Resident Advisors (RAs)  
  d. The committee must comprise of Director of Business Administration and one RHA Advisor.

Section 4  Community Issues  
  a. Discuss pertinent issues relating to the UNM residents.  
  b. Compile surveys regarding pertinent community issues of the Residence Hall Population.  
  c. Administer the Community Issues Budget as allocated from the RHA General Fund with the approval of the RHA Advisor(s).  
  d. The Community Issues Committee shall give detailed updates of the committee at each RHA General Board meeting, and present critical issues to the RHA Board and all UNM residents.  
  e. Shall be responsible for addressing all resident needs and/or concerns, including current campus problems as they relate to residents, and any structural problems within the Residence Halls, hall improvements, food service changes, and parking.  
  f. Shall organize Community Service projects for all residents.  
  g. Shall be responsible for enhancing the leadership and community service efforts.  
  h. Contain RHA and residents’ relationships throughout the Residence Halls.  
  i. Shall help tabulate and summarize any surveys distributed by RHA Board.
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Section 5 Programming
a. Shall be responsible for assisting in planning and providing programming opportunities for students, throughout the Residence Halls, under the direction of one of the two (2) of the Co-Directors of Programming.
b. Administer the Programming budget for RHA as allocated from the RHA General Fund with the approval of the Director of Programming.
c. Plan and execute all system-wide educational and social programming efforts.
d. Work in conjunction with other university organizations to co-sponsor activities.
e. Shall be responsible for the planning of traditional Residence Hall programs and activities:
   1. Rez-Hall-A-Daze
   2. Hanging of the Greens
f. Shall give detailed updates of the committee at each RHA General Board meeting
g. The Programming Committee will be made up of the following:
   1. The two (2) Directors of Programming shall oversee the committee and ensure all of the responsibilities of the committee are carried out.
   2. The Committee shall be open to any and all students or staff members residing on-campus.

Section 6 Other
a. Committees may be formed at the discretion of the Board and should be formed when specific issues need investigation, discussion, and action.
b. Committees shall meet after each Board meeting unless otherwise decided by that committee.
c. The President will be responsible for overseeing, or in conjunction with the executive board, appointing a chair for, any other committees deemed necessary by the RHA Board.

ARTICLE IV Parliamentary Authority

Section 1 All Action Items must be accompanied by the appropriate and required paperwork
Section 2 Second: An item is not open for discussion until it has been seconded at which time members of the gallery may partake in the discussion as the President or presiding board member calls upon them.
Section 3 Each voting member of the Board is entitled to one (1) vote per item on the floor.
a. Voting bodies include: VP/Director of Business Administration, NCC, Director of Community Issues, two (2) Directors of Programming, NCC-IT and two (2) representatives from each Community Association.
Section 4 In order to pass a motion, there must be a majority vote in favor of the motion. The President or presiding board member is not entitled to a vote except in the case of a tie.
Section 5 Any UNM resident or housing staff member is allowed to participate in Q & A, Pro and Con, and Discussion.

ARTICLE V Conference Policies
Section 1  
Fund will be based upon the availability of Conference/Contingency account funds, and these guidelines apply:

a. A minimum balance of no less than the amount of five hundred dollars must remain in the Contingency account at all times.

b. The NCC, RHA President, NRHH President and at least one Advisor from the University of New Mexico shall attend the conferences (IACURH, NO-FRILLS, and NACURH). The NCC, RHA President, NRHH President, NCC-IT (when applicable) and the Advisor will have their registration and travel fees paid. Preference for monetary help from RHA will then be determined based on a procedure set by the current NCC and the Conference Committee.

Section 2  
IACURH

a. IACURH is attended by the NCC, RHA President, NRHH President, an advisor and any other selected delegates.

b. Delegations may be chose by the NCC, RHA President, NRHH President, and Advisor(s)

Section 3  
No Frills

a. No Frills is a business conference that is attended by the NCC, RHA President, NRHH President, NCC-IT, an advisor, and any other selected delegates at the discretion of the Advisor

Section 4  
NACURH

a. NACURH is attended by the new RHA President, the outgoing NCC, outgoing NCC-IT, incoming NCC-IT, NRHH President, an Advisor and any other selected delegates.

b. Delegations may be chose by the NCC, RHA President, NRHH President, and Advisor(s)

ARTICLE VI  
Amendment of By-Laws

Section 1  
These By-laws may be amended at any regular meeting of the RHA Board by a two-thirds (2/3) vote by the RHA Board.

Current revision: April 4, 2018

Old revisions: March 26, 2018, February 6th, 2017, February 22nd, 2016, April 20th, 2015; November 17th, 2014; October 27th, 2014; September 22nd, 2014; April 28th, 2014; February 25th, 2013; September 30, 2011; April 25, 2011; April 26, 2010; March 3, 2009; October 29, 2007; April 17, 2006; April 21, 1999; April 1996

Original: April 1994

This Revision of the RHA Constitution was approved by:

RHA President: Jorge Rios

DoCI: Mikayla Marshall

RHA Advisor: Jessica Carlton and Letha Parrott
Article I  Income Source

Section 1  A student activities fee in the amount of twenty-two dollars and fifty cents will be levied upon all current Residence Life and Student Housing residents. The Residence Hall Association, herein referred to as RHA, will receive a portion of this fee, in the amount of ten dollars, to be used as their budget source.

a. Any entity wishing to affiliate with RHA must pay a social fee of ten dollars ($10) per resident, per semester.
b. NRHH shall receive a portion of the RHA fee, in the amount of fifty cents.

Section 2  RHA shall receive all profits generated from On Campus Marketing, herein referred to as OCM, fundraisers that they choose to engage in. This shall not be used as the primary budget source but shall be used as a supplementary source to fund conferences.

a. RHA must participate in the OCM Linens program and the OCM Finals Care Package program. It is the responsibility of the Director of Business Administration and the primary Advisor to ensure that RHA participates in these fundraisers.
b. RHA may engage in other OCM fundraisers at their discretion.

Section 3  RHA may choose to generate other sources of income as they please, as long as the income they generate is in accordance with all university, local, state, and federal rules.

Article II  Budget Breakdown

Section 1  At the beginning of each semester, the Primary Advisor, Director of Business Administration, and President shall meet to determine the semester budget of each Executive.

a. This meeting shall occur by the end of the first week of each semester.
   1. If this meeting occurs before the census date, the advisor(s) should modestly estimate their respective housing occupancy numbers in order to reasonably estimate the budget.

b. Each executive shall be notified of their semester budget no later than the first general board meeting.

Section 2  Every semester, two thousand five hundred dollars ($2,500) shall be set aside for costs associated with Mid-Week Movie.

a. At the end of the semester, any excess from the Mid-Week Movie fund shall be spent at the discretion of the Director of Business Administration, the RHA President, and the Advisor(s), with priority going towards replenishing the programming fund.
b. Should the Mid-Week Movie program be discontinued mid-semester or before this finance code can be amended, the Director of Business Administration, President, and Advisor(s) will meet to determine how to divide the remaining money.

Section 3  Every semester, at least eight percent (8%) of monies collected from the resident social fee or one thousand, five hundred dollars ($1,500), whichever is more, shall be allocated towards a general fund.
Section 4  Five hundred dollars ($500) will be set aside each semester in case of a contingency.
   a. This money shall only be spent as outlined in this finance code and/or with approval of the Advisor(s).

Article III  Executive Budget Approvals
Section 1  The budgets mentioned in Article 2 of this finance code need not be approved by the general board.

Section 2  At the first general board meeting of each month, Executives will present their monthly budget to the general board for approval. At the very minimum, these budgets must be itemized by program.
   a. Each executive will submit their budget to the Director of Business Administration by the Thursday before the first general board meeting of the month.
      1. The Director of Business Administration will compile this information into a single spreadsheet and send it out with the agenda for that week.
   b. The Director of Business Administration may assist in the Executive’s monthly budget presentation but will stay in the room during discussion of the budget to answer any financial questions.
   c. The RHA General Board has the ability to deny the Executives monthly budget and to deny singular programs within the monthly budget.

Section 3  In the case that an Executive’s monthly budget is denied, the Director of Business Administration will provide them with the reason within 24 hours of the decision. The Executive will then have the opportunity to present their budget again at the next general board meeting.
   a. The Executive must work to fix the issues brought up by the general board before presenting their budget again.
   b. The Executive ceases purchasing privileges as soon as their budget is denied.
      1. If the Executive must spend money, they may do so out of the contingency fund, only with the approval of the Advisor(s).
         i. The Executive must request to replenish the money they spent from the contingency fund in their next monthly budget request.

Article IV  Co-Sponsorships
Section 1  Any individual associated with Residence Life and Student Housing or Casas Del Rio and any chartered student organization may successfully request funding from the RHA General Fund once per semester.
   a. Resident Advisors and Community Development Assistants may successfully request funding up to two times per a semester, once individually and once as a group.
   b. A chartered student organization is one that has gone through the Student Activities Center charter process and is in good standing with the Student Activities Center.
   c. The Director of Business Administration is responsible for maintaining records of persons who have requested funding.
   d. No individual, group, or organization can request more than $500 per semester.
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Section 2
The process for requesting funds from RHA is as follows:

a. The requesting party must fill out a Funds Request Form, also known as a Co-Sponsorship form, and turn it in, along with any requested supporting documents, by Friday at 5pm before the business meeting they wish to present at.
   1. If the request is over two hundred dollars ($200), the requesting party must meet with the Director of Business Administration before submitting their request.

b. The requesting party, or a representative from the requesting party, must be present at the regularly scheduled RHA meeting to present the request to the RHA General Board.
   1. The requesting party will be given 5 minutes to present and 5 minutes question and answer, and there will be 5 minutes of discussion following the exit of the requesting party from the room.
      i. The above time limits can be extended up to two times by up to 5 minutes each.
   2. RHA must meet quorum to vote on any funding requests.
   3. A two thirds (⅔) vote of RHA General Board members present is needed to approve a funding request.

c. If the Co-Sponsorship is denied, the requesting party will be provided with a written explanation for denial within twenty four hours.

d. If the Co-Sponsorship is approved, it is the responsibility of the requesting party to reach out to the Director of Business Administration within forty-eight hours to arrange the distribution of monies.
   1. If the requesting party fails to reach out to the Director of Business Administration within forty-eight hours of the approval of funds, the approval of funds will be overturned.

Section 3
The Director of Business Administration may not vote on a Co-Sponsorship request if the amount of the request is more than two hundred dollars. In this case, the President may vote on the request.

a. If the request was prepared with the help of an Executive, excluding the Director of Business Administration, the Executive must present with the requestors.

Article V  Use of the University Purchasing Card

Section 1  For primary spending purposes, the RHA Executive board shall utilize the purchasing card, herein referred to as the p-card, belonging to the primary RHA advisor.

a. At any time, the owner of the p-card may revoke p-card privileges from any executive due to misuse of the p-card; including, but not limited to, violating university purchasing regulations.

b. Unless otherwise approved by the Director of Business Administration and the primary Advisor, only RHA Executives shall be permitted to check out the p-card for RHA purchases.

Section 2  RHA Executives shall schedule times with the primary Advisor to check out and check in the p-card.
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a. The p-card shall not be checked out until a p-card request form has been filled out.
b. The primary Advisor will determine the appropriate hours to check out/in the p-card and it is the executive’s responsibility to schedule times during those hours.
c. The p-card will not be checked out more than 24 hours before the purchase is to be made.
d. The p-card will be checked in no more than 24 hours after the purchase has been made.
e. A signed receipt, with program name, will be turned in upon checking in the p-card.

Section 3
In the event of an anticipated absence of the primary advisor during a time when the p-card will be used, including weekends, the p-card will be stored with the Director of Business Administration.

a. The rules outlined in Article 4, Section 2, subsections a, c, d, and e, must still be followed.
b. If an executive needs to use the p-card on the weekend, they must notify the Director of Business Administration by Wednesday at 5pm so there is ample time for the Director of Business Administration to obtain the p-card from the advisor.
c. The Director of Business Administration shall always store the p-card in place of the Advisor prior to the Advisor being out of the office for a reason that is not the regularly scheduled weekend, such as a conference.
d. Executives must schedule a time with the Director of Business Administration to check out/in the p-card.

Section 4
There shall be no passing of the p-card between Executives without the prior approval of the primary Advisor.

Article VI
In Case of Overspending

Section 1
No Executive shall spend more than what they request in their monthly budget presentation, barring extreme circumstances.

a. Extreme circumstances shall be determined by the RHA Advisor(s).

Section 2
If an Executive spends more than twenty dollars ($20) over what they request, they will be personally liable for repaying the monies.

a. It is the responsibility of the Director of Business Administration to notify the primary Advisor that an Executive has overspent.
b. It is the responsibility of the primary Advisor to notify the Executive in Question and determine if they will be charged.
c. It is the responsibility of the Executive in Question to schedule a meeting with the Advisor(s) to defend their overspending, if they so choose.

Section 3
Any monies owed to RHA due to overspending must be paid in full to the primary Advisor or a payment plan must be set up with the primary Advisor within 30 days of the notification of overspending.

a. If the Executive in Question does not follow these terms, a hold will be placed on their Bursar’s Account.
b. If, after sixty days, the Executive in Question has still not followed the above terms, they will be removed from office.
Article VII  Acknowledgement of Possible Conflicts of Interest

Section 1  If, in any of the above circumstances, there is a conflict of interest with the Director of Business Administration, the RHA President shall assume the specific duty until the conflict of interest is resolved.

a. A conflict of interest can be identified by any member of RHA but must be legitimized by the RHA Advisor(s).

Article VIII  Amendment and Ratification

Section 1  This Finance Code may be amended at any regular meeting of the RHA General Board by a two-thirds (⅔) vote by the RHA Board.

Current Revision:  February 9th, 2015

Old Revisions:  N/A

Original:  February 9th, 2015

This revision of the RHA Finance Code was approved by:

RHA President:  Brittany Jeffery

NCC:  William Forrister

RHA Advisor:  DeAnna Padilla
Article I  Candidate Requirements

Section 1  Each potential candidate must meet all the following requirements:
   a. Have on-campus housing involvement
   b. Complete at least 24 credit hours at UNM by the start of the following academic year
   c. Hold a 2.5 semester and cumulative GPA
   d. Maintain Full-time student status throughout the following academic year
   e. Live on campus for the following academic year

Section 2  All potential candidates shall be given an application packet after the required information sessions and must complete one (1) application in order to be admitted into the candidate pool, regardless of how many positions they wishes to bid for. Applicants must submit the following documents:
   a. A completed RHA Executive Board Application Packet
   b. 25 Signatures of Support from current UNM residents
   c. An unofficial UNM transcript
      1. Academic transcripts are only to be sent to the appropriate RHA Advisor

Section 3  Any candidate who is not running for the position of President may be a current or future RA. All current and future RAs must receive signed approval from their supervisor before submitting their application for office.

Section 4  The executive board may not be made up of more than 3 RAs. If more than three RAs are elected to the executive board, the order of taking office will be determined by the number of votes received by each candidate in the general election.

Article II  Elections Committee

Section 1  The Elections Committee General Council shall consist of one (1) Elections Committee Chair and at least two (2) committee members.
   a. All General Council members must meet the following requirements. They must:
      1. Be an on-campus resident of UNM.
      2. Not be a potential candidate for the RHA Executive Board
   b. During the elections, all committee members shall have voting rights.
      1. The elections committee chair shall not have voting rights unless their vote will affect the outcome of the election.
   c. All general council members shall retain their powers and responsibilities until the final result of the election is announced.

Section 2  The National Communications Chair - In Training (NCC-IT) shall serve as the Elections Committee Chair, overseeing the entirety of the elections process and determining how the responsibilities of the General Council will be assigned and fulfilled.
   a. Committee member duties shall be delegated under the discretion of the Elections Committee Chair.
   b. The Elections Committee Chair will be responsible for presiding over the elections process in accordance to Article V of this Elections Code.
c. In the event that the NCC-IT cannot serve as chair, the position will be assigned to the executive board member of highest gavel order who is not a potential candidate in the election.

Section 3 All members of the Elections Committee General Council shall fulfill the following duties:

a. Conduct a notice of elections in accordance to Article III of this Elections Code.
b. Draft and send out written explanations of application and bid requirements at least one (1) week prior to deadlines.
c. Screen each potential candidate after applications are submitted.
   1. Whether an applicant is approved or denied the opportunity to run, notification must be given to each candidate within forty-eight (48) hours after all applications are reviewed by the Election Committee.
d. Review bids to determine if any policy violations exist.
   1. If a bid is determined to contain a policy violation, the candidate must be notified within twenty-four (24) hours.
   2. The candidate shall be given twenty-four (24) hours to resolve policy violations and resubmit their bid to the Elections Committee Chair.
e. To maintain the integrity of the committee, General Council members shall decline any requests to review bids before they have been submitted.

Article III Notice of Elections

Section 1 The Election Committee shall notify all residents of election information sessions within the first week of March by the following means:

a. Hanging large posters located in La Posada Dining Hall, the RHA Office door, and all customer service desks within on-campus housing
b. Attending the Community Association of every residence hall to explain the Executive Board positions and any information regarding the election.

Section 2 The General Council shall host information sessions within the month prior to elections to inform all eligible residents of the upcoming election.

a. After information sessions, all interested applicants must be provided with an RHA Executive Board Application Packet that contains information regarding the positions available, general candidate requirements, an elections timeline, required documents, bid requirements, election day procedures, and positional acceptance.

Article IV Pre-Elections

Section 1 Once applications are reviewed and approved, each candidate shall submit one (1) bid per position they are running for to be presented during the election presentation. Bids shall be submitted electronically in PDF format and must meet the following requirements:

a. Bids must be turned in for approval by the Elections Committee one (1) week before the official election meeting.
b. The bid may be no longer than five (5) pages, including a cover page and a letter of support.
   1. The cover page shall include the candidate’s name and a declaration of the position they are running for.
c. The body text must contain information pertaining to the position the candidate is running for, including:
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1. Candidate qualifications and experiences
2. Goals for office

Section 2
Candidates may not campaign prior to the election; however they will have an opportunity to present to each Community Association and On-Campus Housing Organization (OHO) Meeting with permission of each Community Association President, OHO President, or Advisor.

a. The Community Association/OHO Members will have the opportunity to voice their opinions about Official Candidates to their RHA Representatives during the last Community Association Meeting/OHO Meeting before the Official RHA Election Meeting.

1. In the event that the candidate cannot attend a meeting, they may choose to submit a short, written announcement to be read by a RHA Representative attending the meeting.

Article V
Elections Procedure

Section 1
Elections shall be held during RHA General Board meeting times and must occur no later than two (2) weeks prior to the last General Board meeting.

Section 2
The Elections Committee Chair shall preside over the election of the RHA Executive Board members. The process for electing a candidate into a specific position is as follows:

a. Elections will occur in gavel order. Within each position, candidates will present in alphabetic order by last name.

b. Each candidate will be given five (5) minutes, non-extendable, to present their bid for election. All other candidates for the position must exit the room during this time.

1. Candidates may use props or have an electronic presentation. Props must stay outside of the room until it is time for a candidate to present, and any electronic presentation must be submitted to the Elections Chair and Advisor(s) at least twenty-four (24) hours in advance.

2. Candidates are not permitted to distribute any physical materials or items to members of the general board during their presentation.

c. After each presentation, the candidate will be given five (5) minutes of Question and Answer time, extendable once by up to five (5) minutes, in which all residents and staff members present at the Election Meeting may ask questions clarifying a candidate’s presentation and/or bid.

d. Following Question and Answer, the candidate will leave the room and there will be a five (5) minute, non-extendable, pro/con session on that candidate.

1. In order for pro/con to be ended, there must be a motion on the floor.

e. After the last pro/con session, there will be a ten (10) minute discussion on all of the candidates, extendable up to two (2) times by up to five (5) minutes each time.

1. All candidates must exit the room during discussion.

f. Voting will be done by secret ballot after the discussion period has ended for each intended position.

1. RHA must meet quorum in order to vote for an Executive Board member.
2. The Election Committee Chair and RHA Advisor(s) will collect and count ballots. The winner will be announced at the end of the election process when all voting has finished.

3. A candidate must receive a simple majority of votes to win the election. If no simple majority is reached, the lowest candidate is dropped from the ballot and discussion and voting occur again until a majority is reached.

4. In the event that a conclusive majority is not reached three times in a row, the Elections Committee Chair will vote.

Section 3  
Candidates who submit multiple bids will be evaluated under the bidding down system.
  a. As voting occurs in gavel order, if a candidate is not appointed to their highest gavel-order position, they will present their next highest bid.

Section 4  
In the event that all candidates have presented their bid for an Executive Board position and open positions remains, the Elections Committee chair may then ask for bids from the floor.
  a. Candidates who bid from the floor must be nominated by a RHA general board member with voting rights.
    1. Any potential candidate who fulfills the eligibility requirements outlined in Article I, Section 1 may be nominated.

Article VI  
Emergency Elections

Section 1  
In case of an Emergency Election, the Elections Committee shall consist of the remaining Executive Board members and the Chair shall be the Executive Board member in highest gavel order.

Section 2  
Announcements
  a. Announcements must be made the day after a resignation in the form of word of mouth and flyers around the residence halls.
    1. In the case of a position not being filled in the Spring Executive Election, announcements must be made by the second official day of classes in the fall semester.
  b. Announcements must include the name of the vacant position, the time, date, and place of any info sessions to be held, and any contact information for questions and concerns.
  c. Announcements must be placed in a common area for every hall, LaPosada, and on the RHA bulletin board.

Section 3  
At least three (3) information sessions must be held after announcements have been posted.
  a. If a potential candidate cannot make an information session but would still like to run, they must schedule a meeting with a member of the Elections Committee to go over information about Elections.

Section 4  
Applications and Bids
  a. The requirements for the application packet and candidate bids shall be set by the Elections Committee.
  b. Applications and Bids for the vacant position are due no later than one week after the last information session.
Section 5 Elections Procedure
a. The election will take place at the RHA General Board meeting following the date that applications and bids are due.
b. The election shall be conducted as an Action Item on the normally scheduled agenda.
c. The procedure shall follow that outlined in Article V, Section 2 of this Elections Code.
d. The winner will have two (2) days to accept the position and will be sworn into office at the following RHA General Board meeting.
   1. The newly elected Executive Board member will receive compensation prorated to start on the day they fill the Executive Board position.

Article VII Violations of the Elections Code
Section 1 Violations shall be overseen by the Election Committee and consequences will be determined by the Elections Committee in conjunction with the RHA Advisor(s).

Section 2 Any candidate violating the Election Code may be:
a. Prohibited from having their name appear on the official ballot.
b. Disqualified as an official candidate.
c. Disqualified from assuming office.

Article VIII Assumption of Office
Section 1 Upon appointment, all elected and current Executive Board members must adhere to the following guidelines:
a. The elected Executive Board officers shall have two (2) working days to officially accept their position.
   1. Before accepting the position, the President-elect must withdraw their name from the RA candidacy pool. The President-elect may not serve as an RA at any time during their Presidential term.
b. Position-elects shall attend all RHA meetings following the election.
c. Sitting Executive Board members shall make a full-faith effort to transition position-elects into their respective position by completing the following:
   1. Going over position requirements.
   2. Reviewing any and all written materials for that position.
   3. Focusing on what to expect for early fall, and any duties that will be required of them at that time.
   4. Discussing any suggestions for future programs and policies.

Section 2 Inauguration
a. Winning candidates shall officially be sworn in by the current RHA President at the end of the year RHA Banquet.
b. The assumption of office of newly elected Executive Officers will take place the day after the RHA Banquet.
Article IX  Amendment of Elections Code

Section 1  This election code may be amended at any regular meeting of the RHA General Board by a two-thirds (2/3) vote by the RHA Board.

Current Revision: January 25th, 2016


This revision of the RHA Finance Code was approved by:

RHA President: James Walker
NCC: William Forrister
RHA Advisor: Megan Chibanga