

BY LAWS

UNIVERSITY OF NEW MEXICO RESIDENCE HALL ASSOCIATION

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-NCCTD).

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.

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- 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. 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

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- 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**

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- 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