

CONSTITUTION

UNIVERSITY OF NEW MEXICO RESIDENCE HALL ASSOCIATION

PREAMBLE

According to the provisions herein stated, 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-fourth of April two thousand twenty-three.

ARTICLE I Name and Mission

Section 1 Name

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

Section 2 Mission

RHA will always strive to serve as a beacon of leadership and facilitators of community values among the students 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 Equity and Inclusion Statement

Any resident of on-campus housing at the University of New Mexico shall be a member of RHA. Membership in or participation in the services provided by RHA will not be denied to anyone on the basis of race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity (including gender expression), ancestry, medical condition, political beliefs, or physical or mental disability.

Section 2 Types of Membership

There shall be three types of membership in RHA: Executive Board, RHA Representatives and At Large Membership

- a. The RHA Executive Board shall consist of the elected positions of Executive Director (ED), Director of Communications (DoC), National Communications Coordinator (NCC), Director of Advocacy (DoA), one to three (1-3) Directors of Programming (DoP), and National Communications Coordinator in Training (NCC-IT).
- b. RHA Representatives shall be any three (3) duly elected or delegated representatives of each Community Association. The election process for RHA Representatives shall be conducted and overseen by the Community Associations and shall be in accordance with the Community Association Elections Code outlined in the Community Association Constitution.
- c. At Large Membership shall include all University of New Mexico residents and University of New Mexico Housing Staff. All members at large have equal rights and entitlements to attend and participate in RHA meetings (including speaking rights), except the right to vote within the General Board (as defined in Article II, Section 3).

Section 3 The General Board

The RHA General Board is comprised of the Executive Board, and RHA Representatives. The General Board members are the only eligible voting members of RHA.

Section 4 Terms

The term of any member of the General Board is for a full academic year.

ARTICLE III Finance Code

Section 1 Fees which RHA collects shall be outlined and in accordance with the RHA Finance Code. Other financial practices shall also be outlined in the Finance Code.

ARTICLE IV Elections

Section 1 Executive Board

Elections of Executive Board members will be in accordance with the RHA Elections Code and shall be in accordance with the Community Association Elections Code outlined in the Community Associations Constitution.

Section 2 RHA Representatives

Elections of RHA Representatives will be held and overseen by each Community Association and shall be in accordance with the Community Association Elections Code outlined in the Community Association Constitution.

ARTICLE V Expectations, Responsibilities, and Duties

Section 1 General Board Expectations

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 an Executive Director veto by a two-thirds (2/3) affirmation vote of the Board.
- c. The Executive Director may not chair or participate in the vote to override a veto. The vote will be chaired by and ties will be broken by the DoC or other chairperson proceeding down gavel order (Article I, Section 7 of the RHA By-Laws).
- d. To allocate funding and direct the activities of the General Board and RHA committees in accordance with this constitution and the RHA By-Laws.
- e. 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 Executive Board Expectations

RHA Executive Board member individual duties are outlined in the By-Laws

(Article II). However, all Executive Board members 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 (or equivalent position(s) as determined by the Executive Director).
 1. Schedule meetings with the new/incoming officer to do the following:
 - i. Go over positional requirements.
 - ii. Review all written materials for that position.
 - iii. Outline expectations and duties for summer and early fall.
 - iv. Explain any ongoing initiatives and projects.
 - v. Discuss any suggestions for future programs and policies.
 - vi. For the Executive Director, NCC, 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, assigned Community Association, and assigned Committee meetings.
- e. Receive and relay requests to be on or add business to the agenda to the DoC.
- f. Attend the required amount of RHA programs and functions (i.e. workshops, retreats, banquets, etc.)

- g. Attend each Community Association meeting in addition to the first meeting, two (2) weeks before elections to explain each Executive Board position and encourage candidates for elections for Community Association elections.
- h. Hold the minimum working hours per week.
- i. Write a minimum of two (2) Of The Months (OTMs) per semester.
 - 1. If the Executive Board Member is also a Member of the National Residence Hall Honorary, they may count their OTMs for both organizations.
- j. Ensure that fellow executives, RHA Representatives, Housing Staff, UNM residents, and others are respected and not discriminated against, consistent with the Equity and Inclusion Statement (Article II, Section 1).
- k. Act as student leaders by:
 - 1. Encouraging scholarship through attitudes and study habits and promoting conditions conducive to study; included but not limited to, maintaining a 2.5 semester and cumulative GPA and maintaining full time student status for their entire.
 - 2. Encouraging teamwork throughout the General Board.
- l. Attend 1 ASUNM Full Senate or Board of Regents meeting per semester.

Section 3 RHA Representative Expectations

RHA Representatives shall be held to the following:

- a. Attendance at all RHA meetings, including General Board, Community Association, and assigned Committee Meetings.
 - 1. RHA Representatives may not miss more than three (3) RHA meetings, or three (3) Community Association meetings, per semester.
 - 2. A designated substitute must be sent if a meeting will be missed.
- b. In the case of an emergency, notification should be given to the RHA Advisor(s) and/or the Executive Director for RHA meetings or Hall Coordinator and/or CA President in the case of a Community Association meeting.
- c. Assist with at least four (4) RHA programs per month if there are sufficient programs.
 - 1. In the event that a representative is unable to meet the number of required programs, representatives must compensate with another form of program assistance i.e. planning, shopping advertising, etc.
- d. Represent their Community Association at public events.
- e. 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.
- f. Be as active and participatory as possible (fundraisers, programs, workshops, banquets, retreats, conferences, and forums).
- g. Write 1 Of The Month (OTM), per term.

Section 4 Removal

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

- a. RHA Representatives may be removed immediately by the Executive Director from the General Board if they miss three (3) or more General Board meetings or three (3) or more CA meetings, per semester.
- b. RHA Executive Members may lose compensation for their position and have the potential to be removed immediately by the Executive Director from the General Board and Executive Board if they miss three (3) meetings per semester at the discretion of the RHA Advisor(s) and Executive Director.
 - A petition bearing the actual signatures of two-thirds (2/3) of the elected General Board may be brought against the Executive Director to be reviewed by the Advisor(s) for removal.
- c. RHA members may be removed immediately if a member surpasses 3 demerits. Demerits shall be determined by the RHA Advisor(s) and Executive Director. Demerits shall be unbiased and what is considered as a demerit shall be stated at the beginning of every semester and stay consistent through that semester.
- d. RHA members may be removed and/or lose compensation immediately by the Advisor(s) for misuse of RHA funds and/or in extreme cases of breaking on campus housing policies.
- e. Removed members may request an appeal one to two (1-2) weeks, no later than ten (10) business days, after removal by sending a request electronically to Executive Director.
 - In the event that the Executive Director is requesting an appeal, the request must be sent electronically to the Advisor(s).

Section 5 Removal Appeals

- a. The following General Board meeting after the appeal has been received is when the appeal process will take place.
- b. The Executive Director and/or Advisor(s) will have ten (10) minutes to present the reason(s) the member was removed.
- c. The removed member will then have ten (10) minutes to speak against the removal.
- d. The removed member shall sit outside during deliberation and voting.

- e. Voting shall be conducted as a closed ballot vote.
- f. The removed member must receive simple majority for the removal to be reversed.

ARTICLE VI Advisor(s)

Section 1 Designation of Advisors

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 American Campus Communities (ACC), shall designate a secondary advisor to RHA, whose responsibilities will be determined by the executive board and the primary advisor.

Section 2 Advisor Duties

The RLSH RHA Advisor shall provide professional assistance to RHA through: a. Giving non-partisan advice on RHA decisions.

- a. Providing professional feedback on RHA activities and procedures.
- b. Ensuring compliance with UNM and RLSH policies as necessary
- c. Aiding the Budget Committee in creating semester budget.
- d. Aiding in the forming of auxiliary committees as necessary.

ARTICLE VII 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 chair.

- a. All general meetings will be conducted under *Robert's Rules of Order Revised* and follow consensus decision-making.
- 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

Quorum is at least the simple majority, meaning 50% plus one, of the RHA General Board members during board meetings. Quorum is calculated by the total number of allocated positions including three (3) representatives from each Community Association and the members of the Executive Board, excluding the Executive Director or other presiding Board Member. Quorum must be met to allow voting upon an Action Item being presented. Committee quorum is made up of at least the simple majority of the voting committee members. Quorum must be met to hold a committee meeting in which an Action Item is to be voted upon.

Quorum may be suspended at a three-fourths (3/4) vote of the Executive board and

ARTICLE VIII 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 IX Amendments and Ratification

Section 1 This Constitution shall be subject to amendments and ratification by one-half (1/2) 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. In order to amend by petition, the edits must also be approved by the Advisor(s).

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: April 24th 2023,

Old revisions: February 6th, 2017; 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, December 7th, 2022

Original: April 1994

This Revision of the RHA Constitution was approved by:

Director of Communication: Laika Darling

Director of Programming: Hannah Li

Director of Programming: Debora Peters

Director of Programming: Dustyn Garcia

Director of Advocacy: Caroline Abeyta

National Communications Coordinator (NCC): Madison Lawing

National Communications Coordinator in Training (NCC-IT): Hunter Trieu

RHA Advisor: Dan Murray

ARTICLE I Executive Member Duties and Responsibilities

Section 1 Executive Director

- a. Will preside over the RHA General Board and perform as the student leader of the organization on University level functions.
- b. Will be responsible for overseeing any special committees as needed.
- c. 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.
- d. At the start of each semester, shall be responsible for creating:
 1. A demerit contract including demerit worthy offenses and reevaluation/discipline procedures for demerits.
 2. A guide for weekly/monthly due dates including but not limited to executive council reports, programming responsibilities, etc.
 3. Other guides for RHA expectations.
- e. At the IACURH, RBC, and NACURH conferences shall sit on the IACURH Regional Board of Representatives (RBR) performing the following duties:
- f. Attend all RBR sessions.
- g. Attend all Presidential and/or RHA-related breakout sessions.
- h. Assist the National Communications Coordinator in decision-making as is appropriate.
- i. Shall sit on an IACURH regional committee.
- j. Shall complete forms and attend chats created by the IACURH CO-PRRHA
- k. Shall assist committee chairs in all sub-committees.
- l. May veto any bill passed by the RHA General Board.
- m. Attend and aid in RHA programs when necessary and all programs done in collaboration with other student organizations.
- n. Shall hold a meeting with any executive or member not performing required tasks and/or duties.
- o. Shall hold a minimum of 20 working hours per week.
 1. 10 hours are required office hours and one on one (1:1) meetings with the Executive Board Members while the other 10 hours are used to fulfill all other duties, per week.
- p. 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).
- q. Shall organize the New Mexico Housing Leadership Summit (NMHLDS) and/or seminars for all residents in conjunction with the NRHH President; may request assistance from the NRHH Executive Board and RHA Executive Board.
- r. Shall collaborate with the Director of Communications to make a yearly constitutional review. This should involve updating to include common practices, grammar and accuracy checks, and new amendments.
- s. Fulfill any duties as assigned by the RHA Advisor(s).

Section 2 Director of Communications

- a. Will keep a detailed record of the minutes at every RHA meeting and provide a copy of the agenda before every RHA meeting.
- b. Keep concise records of the attendance at all RHA meetings and report excessive (three (3) or more) absences to the RHA Advisor(s) and Executive Director.
 1. After each meeting, minutes should be uploaded to the RHA OneDrive and posted on the RHA website for records.
- c. Shall be responsible for creating and executing marketing materials in a timely manner to promote RHA which includes but is not limited to:
 1. Creating fliers and graphics for all RHA programs, initiatives, elections and returning them to those responsible for hanging them up.
 2. Posting graphics on social media platforms and maintaining the RHA accounts on those platforms.
 3. Keeping the RHA bulletin board updated.

4. Keeping the RHA website updated.
 5. Ensuring the RHA logo is on everything pertaining to RHA.
- d. Organizing RHA merchandise orders with the Executive Director and Advisor(s).
 - e. Advertise for open positions when necessary.
 - f. Make a welcome newsletter at the beginning of each year which is to be distributed to every resident.
 - g. Shall maintain an accurate account and upkeep of the constitution and governing documents for RHA including the RHA Constitution.
 1. Collaborate with the Executive Director to make a yearly constitutional review. This should involve updating to include common practices, grammar and accuracy checks, and new amendments.
 - h. 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.
 - i. Fulfill any duties as assigned by the Executive Director and RHA Advisor(s).

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 term begins during the summer after their fulfilled NCC-IT term.
 - i. The NACURH Conference will be planned by the NCC-IT with help from the outgoing NCC.
 2. 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 or the NCC vacates their position before the completion of their term with no NCC-IT elected.
- 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 Regional Communications Coordinator of NCC Training and Development (CO-NCCTD).
- c. At the IACURH, RBC, and NACURH conferences shall sit on the IACURH Regional Board of Representatives (RBR) performing the following duties:
 1. Attend all RBR sessions.
 2. Attend all NCC and/or RHA-related breakout sessions.
 3. Work in conjunction with the President(s) to vote on regional issues in representation of UNM.
- d. Work in conjunction with the Executive Director to fulfill the mission of RHA.
- e. 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.
- 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. Act as a liaison between RHA and NRHH:
 1. Give an RHA update at NRHH meetings.
 2. Give an NRHH update at RHA meetings.
 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.
- i. Fulfill any duties as assigned by the Executive Director and RHA Advisor(s).

Section 4 Director of Advocacy

- a. Chair and oversee the Diversity and Social Justice (DSJ) and Eco Committees. Responsibilities include:
 1. Chairing bi-monthly meetings for each committee.
 2. Overseeing the planning for one (1) event per committee per month.
 3. Overseeing and executing one (1) advocacy initiative per semester.
 4. The Director of Advocacy will be responsible for physically hanging up the fliers provided to them by the Director of Communications.
- b. Ensure all proper paperwork is filled out.
- c. Obtain supplies and materials for relevant events.
- d. Provide details of monthly programs to the Director of Communications for the RHA Events Calendar by the appropriate date as defined by the Executive Director each semester (Article I, Section 1d).
- e. Plan and execute programs and fundraisers that create awareness on both a campus and global level.
- 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. Fulfill any duties as assigned by the Executive Director and RHA Advisor(s).

Section 5 Director of Programming (1-3)

- a. Plan monthly RHA programs.
 1. Each Director of Programming will be responsible for two individual programs per month and two collaborative programs between all DOPs.
 2. Provide details of monthly programs to the Director of Communications for the RHA Events Calendar by the appropriate date as defined by the Executive Director each semester (Article I, Section 1d).
 3. Directors of Programming will be responsible for physically hanging up the fliers provided to them by the Director of Communications.
 4. Participate in and oversee RHA's role in Midweek Movie.
- b. Ensure all proper paperwork is filled out.
- c. Obtain supplies and materials for relevant events.
- d. 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.
- e. Fulfill any duties as assigned by the Executive Director 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 RBC and the 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 Executive Director, 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 Executive Director and RHA Advisor(s).

Section 7 Gavel Order is as follows:

- a. Executive Director
- b. Director of Communications
- c. National Communications Coordinator
- d. Director of Advocacy
- e. Director(s) of Programming
- f. National Communications Coordinator-In Training

Section 8 Oath of Office

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 Conference

- a. Shall be created at the discretion of the NCC prior to any conference and shall be chaired by the NCC or other designated chairperson.
- b. 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.
- c. Help in any preparations for a conference (roll call, display, banner, philanthropy project, etc.).
- d. If UNM bids for a conference, be as active and participatory as possible to successfully execute the bid.
- e. Look over bids for conferences with the NCC to see what school best fits the expectations of the region or the nation.

Section 2 Budget

- a. Shall be created prior to the second meeting of each semester and shall be chaired by the Executive Director.
- b. 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.
- c. The RHA Budget Committee shall allocate a budget for all Committees at the beginning of each semester.
- d. 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)
- e. The committee must comprise of the Executive Director and one RHA Advisor. Other members may be appointed by the Executive Director.

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 Executive Director 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 Paperwork

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 Executive Director or presiding board member calls upon them.

Section 3 Voting

Each voting member of the General Board (as defined in Article II, Section 3 of the RHA Constitution) is entitled to one (1) vote per item on the floor.

Section 4 In order to pass a motion, there must be a simple majority vote in favor of the motion. The Executive Director or presiding board member is not entitled to a vote except in the case of a tie.

Section 5 Any At Large Members (as defined by Article II, Section 2 of the RHA Constitution) may 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, Executive Director, NRHH President and at least one Advisor from the University of New Mexico shall attend the conferences (IACURH, NO-FRILLS, and NACURH). The NCC, Executive Director, 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, Executive Director, NRHH President, an advisor and any other selected delegates.
- b. Delegations may be chosen by the NCC Executive Director, NRHH President, and Advisor(s)

Section 3 RBC

- a. RBC is a business conference that is attended by the NCC, Executive Director, 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 incoming Executive Director, outgoing NCC, NCC-IT, NRHH President, an Advisor, and any other selected delegates.

- b. Delegations may be chosen by the NCC, Executive Director, 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: December 7th,2022,

Old revisions: April 4, 2018, March 26, 2018; February 6, 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: Executive Director:

Raquel Barcena

Director of Communication: Laika Darling

Director of Programming: Hannah Li

Director of Programming: Debora Peters

Director of Programming: Dustyn Garcia

Director of Advocacy: Caroline Abeyta

RHA Advisor: Dan Murray

Article I Income Source

Section 1 Student Activities Fee

A student activities fee in the amount of ten dollars (\$10) 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 (\$0.50).

Section 2 OCM

RHA shall receive all profits generated from On Campus Marketing (OCM) and 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 NCC and the primary Advisor to ensure that RHA participates in these fundraisers.

- a. RHA may engage in other OCM fundraisers at their discretion.

Section 3 Self-Generated Funding

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

Article II Budget Breakdown

Section 1 Semesterly Budget Meeting

At the beginning of each semester, the Primary Advisor, Director of Advocacy, and Executive Director shall meet to determine the semester budget of each Executive Board Member.

- 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 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 Mid-Week Movie

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 Executive Director, 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 Budget Committee will meet to determine how to divide the remaining money.

Section 3 General Fund

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 Contingency

One thousand dollars (\$1000) 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 Exemptions

The budgets mentioned in Article 2 of this finance code need not be approved by the general board.

Section 2 Monthly Budget Presentations and Approvals

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 Communications by the Thursday before the first general board meeting of the month.
 1. The Director of Communications compile this information into a single spreadsheet and send it out with the agenda for that week.
- b. The Executive Director 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 may deny the monthly in whole or may deny singular programs within the monthly budget at their discession.
- d. The RHA General Board may add, amend, or remove specific line items in the monthly budget at their discession.

Section 3 Budget Denial and Revisions

In the case that an Executive's monthly budget is denied, Executive Director or chairperson presiding at the budget meeting will provide them with an explanation by the end of or immediately following the meeting. 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 Eligibility and Requirements

Any individual associated with Residence Life and Student Housing or Casas Del Rio and any chartered student organization may 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 Communications is responsible for maintaining records of persons who have requested funding.
- d. No individual, group, or organization can request more than \$500 per semester.
- e. This rule may be suspended in certain circumstances with the approval of the Director of Communications, Executive Director, and Advisor(s).

Section 2 Requesting, Approving, and Distributing Funds

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 Executive Director before submitting their request.
- b. The requesting party, or a representative from the requesting party, must be present at the regularly scheduled General Board meeting to present their request.
 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 ($\frac{2}{3}$) vote of RHA General Board members present is needed to approve a funding request.
- c. If the Co-Sponsorship is denied, the Executive Director will provide the requesting party with a written explanation for denial within twenty-four (24) hours of the meeting in which they presented.
- d. If the Co-Sponsorship is approved, it is the responsibility of the requesting party to reach out to the Executive Director within forty-eight (48) hours to arrange the distribution of monies.
 1. If the requesting party fails to reach out to the Executive Director within forty-eight hours of the approval of funds, the approval of funds may be overturned at the discussion of the Executive Director and Advisor(s).

Section 3 Executives and Co-Sponsorships

If the request was prepared with the help of an Executive Board member, the Executive must present with the requestors. In such a case, the Executive may not vote on the request (except in the case where the Executive Director must break a tie).

Article V Use of the University Purchasing Card

Section 1 Purchasing Card Privileges

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 Executive Director and the primary Advisor, only RHA Executives shall be permitted to check out the p- card for RHA purchases.

Section 2 Checking out the P-Card

RHA Executives shall schedule times with the primary Advisor to check out and check in the p-card.

- 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 Exceptions to Checkout Procedure

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 Executive Director.

- 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 Executive Director by Wednesday at 5pm so there is ample time for the Executive Director to obtain the p-card from the advisor.
- c. The Executive Director 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 Executive Director 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 Overspending

Section 1 Overspending

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 Liability

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 Executive Director 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 Repercussions

Any monies owed to RHA due to overspending must be paid in full to the primary Advisor or payment plan must be set up with the primary Advisor within thirty (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 (60) 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 Executive Director, the next Executive in gavel order shall assume the specific duty until the conflict of interest is resolved.

- 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 ($\frac{2}{3}$) vote by the RHA Board.

Current Revision: December 7th, 2022

Old Revisions: February 9th, 2015

Original: February 9th, 2015

This revision of the RHA Finance Code was approved by:

Executive Director: Raquel Barcena

Director of Communication: Laika Darling

Director of Programming: Hannah Li

Director of Programming: Debora Peters

Director of Programming: Dustyn Garcia

Director of Advocacy: Caroline Abeyta

RHA Advisor: Dan Murray

Article I Candidate Requirements

Section 1 Basic Requirements

Each potential candidate must meet all the following requirements: a. Have on-campus housing involvement.

- a. Complete at least 24 credit hours at UNM by the start of the following academic year.
- b. Hold a 2.5 semester and cumulative GPA.
- c. Maintain Full-time student status throughout the following academic year.
- d. Live on campus for the following academic year.

Section 2 Applications

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 wish to bid for.

Applicants must submit the following documents:

- a. A completed RHA Executive Board Application Packet.
- b. An unofficial UNM transcript.
 1. Academic transcripts are only to be sent to the appropriate RHA Advisor.

Section 3 RA Requirements

- a. Any candidate who is not running for the position of Executive Director 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.
- b. 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 Committee Members

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 affects 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 Committee Chair

The National Communications Coordinator 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.
- d. In the event that all executive board members cannot serve as chair, the position will be assigned to a general board member by the Advisor(s).

Section 3 Elections Committee Responsibilities

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

- a. Conduct a notice of elections in accordance with 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 Notification of Election

The Election Committee shall notify all residents of election information sessions

the 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 Information Sessions

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 Applications and Bids

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:

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

Section 2 Campaigning

Candidates may not campaign prior to the election; however they will have an opportunity to present to each Community Association meeting with permission of each Community Association President or Advisor.

- a. 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 Timeframe

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 Procedure

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:

- p. Elections will occur in gavel order. Within each position, candidates will present in alphabetic order by last name.
- q. 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.
 - 5. 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.
 - 6. Candidates are not permitted to distribute any physical materials or items to members of the general board during their presentation.
- r. 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.
- s. Voting will be done by secret ballot after the Questions and Answer period has ended for each intended position.
 - 7. RHA must meet quorum in order to vote for an Executive Board member.
 - 8. 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.

9. 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.
10. In the event that a conclusive majority is not reached three times in a row, the Elections Committee Chair will vote.

Section 3 Rolling Procedure

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 Vacancies

In the event that all candidates have presented their bid for an Executive Board position and open positions remain, 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 Emergency Membership

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 Emergency Information Sessions

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.
- c. After the Elections Committee reviews the applications and bids, an email will be sent out to all official candidates explaining the procedure for Elections night.

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

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 Disciplinary Measures

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 Guidelines

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 Executive Director-elect must withdraw their name from the RA candidacy pool. The Executive Director- elect may not serve as an RA at any time during their 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 Executive Director 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: April 24th, 2023

Old Revisions: December 7th, 2022; January 25th, 2016; April 20th, 2015; April 28th, 2014; March 3rd, 2014.

Original: April 25th, 1994

This revision of the RHA Finance Code was approved by:

Executive Director:

Director of Communication: Laika Darling

Director of Programming: Hannah Li

Director of Programming: Debora Peters

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