

University of Michigan
Residence Halls Association
Bylaws

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1. RHA Bylaws

- 1.1. Purpose.** The Bylaws of The Residence Halls Association, hereinafter RHA, shall supplement and give additional governance for the organization beyond the Constitution. The Constitution shall supersede the Bylaws in case of conflict.
- 1.2. Amendment.** These Bylaws may be amended only through the prescribed manner by which the RHA Constitution may be amended.
- 1.3. Suspension.** These Bylaws are a governing document and cannot be suspended.

2. RHA Executive Board

- 2.1. President.** The President is the elected chief executive officer of RHA and President of the student body in the residence halls. The President speaks with the authority of the organization and all residents of the residence halls. The President is head of the RHA Executive Board and supervises all Executive Officers and employees. The President serves as chair of the RHA Assembly. The President shall have the power to set the agenda for all meetings of the RHA Assembly and Executive Board. The President shall sign all legislation, resolutions, acts, contracts, credentials, and other official items on behalf of the Assembly and organization. The President shall have responsibility for the office and all property of RHA, except that of Hall Council or Conjoined Hall and Multicultural Councils, hereinafter referred to synonymously. The President shall meet regularly with senior officials of University Housing, the Division of Student Affairs, and the University of Michigan. The President shall have the power to make appointments on behalf of the organization, subject to review by the Assembly. The President shall serve as the external liaison to campus. The President has the power to create and terminate special committees and like groups. The President shall be a signatory on all RHA accounts. The President may serve as or may make arrangements for a webmaster. The President shall serve as Chair of the Rates Special Committee Ex-Officio when it is formed. The President shall fulfill any other duties assigned by the Assembly.
- 2.2. Executive Vice President.** The Executive Vice President is the elected chief operating officer of RHA. The EVP shall oversee the operation of the RHA Assembly including overseeing all Assembly Representatives by maintaining their credentials, responsibilities, and attendance. The EVP shall serve as parliamentarian of the RHA Assembly and Executive Board. The EVP shall fulfill the duties of the President in the absence of the President. The EVP shall make and advise the organization on constitutional interpretations and make grammatical and inconsequential changes to the Constitution with Assembly approval. The EVP shall maintain and enforce the governing documents of the organization to be reviewed in their entirety yearly by the EVP. The EVP supervises and oversees the operations of all RHA Committees, Taskforces, and other similar groups. The EVP has the power to appoint and remove all committee leadership, subject to the applicable Bylaws. The EVP has the power to create and terminate special committees and like groups, subject to the applicable Bylaws. The EVP

shall serve as chair ex-officio of the Board of Committee Chairs. The EVP shall assist the President in oversight of the Executive Board. The EVP shall be a signatory on all RHA accounts. The EVP shall fulfill any other duties assigned by the President of Assembly.

2.3. Vice President for Finance. The Vice President for Finance is the elected financial officer of RHA. The VPF shall, with the President and Executive Vice President, develop a balanced budget for RHA to present to the Assembly. The VPF shall maintain the budget and accounts of the RHA Assembly, Executive Board, and Committees. The VPF shall present the general budget of RHA to the RHA Assembly monthly. The VPF shall process expenditures for the RHA Assembly, Executive Board, and Committees. The VPF shall keep accurate and detailed records of all financial transactions of RHA. The VPF shall coordinate the collection of resident dues. The VPF shall coordinate the disbursement of funds to Hall and Multicultural Councils through resident dues, allocations, and the CCF. The VPF shall manage rentals. The VPF shall be a signatory on all RHA accounts. The VPF shall serve as chair ex-officio of the Allocations and Budget Committee. The VPF shall have the authority to temporarily reject and return funding requests that are incomplete or do not fulfill the funding guidelines. The VPF shall follow all bylaws relating to the finances of RHA. The VPF shall fulfill any other duties assigned by the President, Executive Vice President, or Assembly.

2.4. Vice President for Internal Relations. The Vice President for Internal Relations (VPIR) serves as the internal communications officer of the Residence Halls Association (RHA), ensuring clear lines of communication and information sharing among all components of the organization. As the official liaison to councils, the VPIR facilitates communication between the RHA and its councils, fostering collaboration and cooperation. Additionally, the VPIR coordinates and executes a method of communication to regularly check in on hall councils throughout the academic year, promoting engagement and involvement. Serving as chair ex-officio on the Programming and Service Committee, the VPIR is responsible for planning and executing all RHA events, ensuring they align with the organization's objectives and priorities. Beyond these responsibilities, the VPIR remains flexible and ready to fulfill any other duties assigned by the President, Executive Vice President, or Assembly, contributing to the overall effectiveness and cohesion of the organization.

2.5. Vice President of Outreach Initiatives. The Vice President for Outreach Initiatives (VPOI) plays a crucial role in the organization's external communications and marketing efforts. In addition to developing and approving external communications and overseeing marketing projects, the VPOI serves as the chair ex-officio on the Marketing Committee, ensuring effective coordination and implementation of marketing strategies. Moreover, the VPOI is responsible for collecting and managing council interest, producing council marketing materials (such as interest forms and Festifall outreach), and coordinating council formation at the beginning of the year. Collaborating closely with the Executive

Vice President, the VPOI also assists in coordinating council registration, particularly in the creation of elections marketing materials. Furthermore, the VPOI handles all media relations for the organization, actively maintaining the RHA's social media accounts and website to ensure effective communication with members and stakeholders. Beyond these responsibilities, the VPOI remains flexible and ready to fulfill any additional duties assigned by the President, Executive Vice President, or Assembly, contributing to the overall success and growth of the organization.

2.6. Vice President for National Relations. The Vice President for National Relations is the elected national relations officer of the RHA. The VPNR shall represent the University of Michigan RHA to all local, state, regional, and national residence hall affiliates, including but not limited to, the Great Lakes Affiliate of College and University Residence Halls (GLACURH), and the National Association of College and University Residence Halls (NACURH) and other affiliated conferences that RHA may be affiliated with. The VPNR shall attend all meetings and conferences of affiliates. The VPNR leads delegations to any conference, along with the Executive Board. The VPNR shall fill the role of National Communications Coordinator (NCC) either by themselves or by appointment. In the case of an emergency, the VPNR shall submit reasoning to the executive board in justification of his or her absence at a meeting or conference. If the President and EVP approve, the VPNR shall send an executive board member in his or her place to lead the delegation, but may still maintain the power to prepare attendees for the conference or business meeting in his or her absence, if he or she so desires. The VPNR will be informed of the philanthropic sponsorships of any conference and disseminate information to RHA. The VPNR shall submit 'Of The Months.' The VPNR shall keep RHA updated on all business and actions of the local, state, regional, and national affiliates to which the VPNR serves as an official representative. The VPNR shall serve as the Chair ex-officio of the Conferences, Advocacy, Recognition, and Bidding Committee (CRAB). . The VPNR serves as the elected record keeper, historian, and clerical officer of RHA. The VPNR shall take records of all proceedings of the RHA Assembly and the Executive Board and shall maintain them in electronic format, including all legislation in an accessible electronic format. The VPNR serves as or appoints a webmaster and social media manager. The VPNR shall fulfill any other duties assigned by the President, Executive Vice President, or Assembly.

2.7. Executive Assistant.

2.7.1. Duties. The Executive Assistant is a hired employee of the RHA Executive Board. The EA is hired under contract to perform specific duties for the Executive Board and other duties as assigned. The EA exercises the privileges of other Executive Board members, except those specified elsewhere in the Constitution and Bylaws. The EA does not have any voting rights at Executive Board elections or re-elections. The EA shall serve as office manager, ensuring

the RHA office is kept clean, organized, and stocked. The EA shall perform other duties as assigned by members of the RHA Executive Board. The EA reports to the RHA President and EVP.

2.7.2. Term. The Executive Assistant is hired by the Executive Board for a session. Employment ends with the close of the session, but an EA may be re-hired by the Executive Board. Employment is at will and the Executive Assistant may be released from employment by agreement of the President and Executive Vice President.

2.7.3. Payment. The amount and frequency of payment of the Executive Assistant shall be decided by the Executive Board before hiring the Executive Assistant.

2.8. Administrative Advisor(s).

2.8.1. Duties. The Administrative Advisor(s) shall act as a liaison between Housing Administration and RHA. Advisor(s) shall advise the Executive Board and Assembly as they see fit. The advisor(s) shall attend all Assembly and Executive Board meetings. The advisor(s) shall provide general support for the organization and assist with programming and other aspects of the organization.

2.8.2. Term. The Administrative Advisor(s) are selected by University Housing and/or the Division of Student Affairs. The advisor(s) serve an indefinite term, determined by University Housing and/or the Division of Student Affairs.

2.9. Election of Executive Officers.

2.9.1. Timeline. Elections for the offices of President, EVP, and VPF for the succeeding session shall be held no later than the third-to-last meeting of the RHA Assembly in the session. Elections for all other elected offices shall be held at the following meeting of the Assembly. Nominations for all offices shall begin at the meeting of the RHA Assembly within two meetings before the meeting of elections for that office and shall conclude with the commencement of the elections.

2.9.2. Nomination. All candidates must be nominated by a credentialed member of the RHA Assembly or by an elected Executive Board officer to be considered in the election and afforded the rights of a candidate, as enumerated in the following clause. A nominated individual may refuse the nomination if the individual does not wish to be considered for candidacy.

2.9.3. Procedure. Each candidate shall be afforded time to address the Assembly (ten minutes for elections of the President and EVP, five minutes for all others), non-extendable, after which the Assembly shall be allocated ten minutes, extendable by 2/3 majority vote, for Assembly Representatives and Executive Board members to ask questions of the candidate. Once all candidates for a given position have had the opportunity to present before the Assembly, there shall be a debate on the candidates. This debate shall be closed to the candidates as well as

all non-assembly or executive board members.

- 2.9.4. Voting.** Upon a majority vote to end the debate by the assessment of the Executive Board, each credentialed RHA Assembly Representative and current elected officers of the Executive Board except for the member acting as chair shall cast their vote through secret ballot. Members may vote no confidence if they do not support any one of the candidates. To win, the number of votes a candidate receives must be strictly greater than one-half of the total votes cast (which, within this context, shall be referred to as a majority).
- 2.9.5. Exceptions.** In the case that a vote does not yield a candidate with a majority of votes, the two candidates receiving the highest number of votes will move to a run-off election. In the case of a tie while determining which candidates to drop, any candidates tied for first or second place shall remain in the runoff election. There shall be a debate on those two candidates, and upon a motion to close debate, another vote by secret ballot shall be taken. If in this run-off election a candidate still fails to achieve a majority of votes, there are two possible courses of action. If there are still more than two candidates remaining because of a previous tie, the top two candidates in the revote shall move to another run-off. If only two candidates are remaining, a revote shall be needed. This process shall be repeated until a majority of ballots are in favor of a candidate. In the case that no-confidence receives a majority of votes, the position shall remain vacant. This vacancy shall not require an election within two weeks as stipulated in section 2.15 of the Bylaws. Instead, nominations may be held at any time by a motion to open elections including leaving the seat open past the end of the current session. This motion must be passed by two-thirds of the Assembly. An election must follow within two weeks of the passage of such a motion.
- 2.9.6. Certification.** The chair and Administrative Advisors shall verify ballots and certify the election of each Executive Board officer.
- 2.10. Term.** The elected Executive Board members shall serve a term of one session beginning at the start of the session for which they are elected. Executive Board members elected to fill vacancies during a session shall serve until the close of that session. Executive Board members may be re-elected to serve subsequent terms.
- 2.11. Oath of RHA Executive Officers.** The elected Executive Board members shall be sworn into office immediately before the beginning of the session for which they are elected. Elected members shall be sworn in according to reverse accession order, with the Vice President for National Relations being first and the President being last. After being sworn in, the new President shall close the old session, thereby beginning the session for which they have been elected to serve. The oath taken by the elected RHA Executive Officers shall be as follows: "I, (state name) do solemnly swear to uphold the Constitution and Bylaws of the Residence Halls Association in my role as (position title)

for the (session number) session to the best of my knowledge and ability.”

2.12. Removal of Executive Officers.

2.12.1. Grounds. An elected Executive Officer may be removed for a loss of confidence, for injuring the good name of the organization, disturbing its well being or hampering it in its work, or failure to perform the duties, requirements, and, responsibilities of their office as defined in the RHA Constitution and Bylaws.

2.12.2. Impeachment. A motion to impeach shall be in order during the allocated time for motions under the Special Business section of the agenda of a meeting of the RHA Assembly or a petition signed by 2/3 of Hall Council Presidents may be submitted to the RHA President or Executive Vice President. An Executive Officer must be impeached by either 2/3 vote of the RHA Assembly present or by 3/4 vote of all Hall Council Presidents.

2.12.3. Removal. If impeached by the motion of the Assembly, the Executive Board member has the right to read a statement to the Assembly. The Executive Board Member will have until the next general assembly meeting to prepare the aforementioned statement. At this next general assembly meeting, a motion for removal is then in order and a vote for removal of the officer will be held, with a 2/3 vote of voting members present removing the officer. If impeached by petition of Hall Councils, the impeached has one week to draft a written statement that will be provided to all Hall Council before they are asked to vote on the removal of the officer. A 3/4 vote is necessary for removal.

2.12.4. Voting Procedures. For both impeachment and removal voting shall be done by secret ballot submitted to the RHA Administrative Advisors. The chair and Administrative Advisors shall verify ballots and certify the impeachment or removal of the Executive Board officer.

2.13. Resignation. Executive Board members may resign by moving a formal request for resignation. The resignation is effective upon the passage of the motion by a majority unless specified otherwise.

2.14. Vacancy of Office. In the case of a vacancy in the office of President, the EVP is sworn in as President of RHA for the duration of the session and the office of the EVP becomes vacant. In the case of a vacancy of any other office, including EVP, an election shall be held following procedures outlined in the Bylaws. Said election must occur within two meetings of the RHA Assembly once the office is vacated.

2.15. Employees. The Executive Board shall have the power to hire additional employees to support the organization. Any additional paid employees must have their payroll approved by the RHA Assembly before employment. All employees are employed at will and may be released by agreement of the President and Executive Vice President. All employment ends with the end of the session, but employees may be re-hired by the

incoming Executive Board. All employees are paid by presidential approval. All employees report to the RHA President.

3. RHA Assembly Representatives

3.1. Responsibilities of Assembly Representatives. The main responsibility of an Assembly Representative is to represent all residents of their building(s) to the RHA Assembly and to represent the RHA Assembly to their councils.

3.2. Requirements of Assembly Representatives.

3.2.1. Attendance. Assembly Representatives are required to attend all meetings of the RHA Assembly. If for health, academic, family or other acceptable reasons a Representative is unable to attend a meeting of the RHA Assembly the Representative may, under the policy set by the Bylaws and Executive Vice President, have an acceptable proxy stand in their place and fulfill their duties temporarily. The EVP shall develop an attendance policy at the beginning of each session and inform Assembly Representatives of the policy.

3.2.2. Committee Requirement. Assembly Representatives are required to actively serve on a minimum of one standing committee.

3.2.3. Liaison Role. Assembly Representatives serve as a liaison between residence halls (including residents, councils, student groups, etc.) and the RHA Assembly. Representatives must be knowledgeable of the happenings of their residence halls/councils and be prepared to pass information about the happenings of their residence halls to the RHA Assembly as well as pass information about the happenings of the RHA Assembly back to their residence halls.

3.2.4. Active Role. Assembly Representatives are expected to take an active role in the discussion of business that comes before the RHA Assembly and support any events held by the RHA Assembly and RHA Committees.

3.3. Credentials and Certification. All Assembly Representatives are required to submit credentials to the EVP before taking a seat on the RHA Assembly. Credentials must be submitted on the form provided by the RHA President or EVP and bear all required signatures, at the discretion of the EVP and the VPIR. A properly completed and signed credential form is the only acceptable form authorizing an individual to fill a seat on the RHA Assembly representing a residence hall. Credentials are revoked upon removal of an RHA Assembly Representative.

3.4. Election of Assembly Representatives. RHA Assembly Representatives are elected by the residence halls that they are elected to serve, except for returning representatives elected through the process outlined in Bylaws 3.4.1. Representatives must live in the building(s) in which they represent. The election of Hall Council Representatives, Presidents, and Treasurers shall be facilitated by the EVP within a month from the first day of classes. The residents of each residence hall may set an alternative procedure for the elections of their representatives to the RHA Assembly in the constitution of their hall

council. Upon election, a credential form must be completed and submitted for the representative per the applicable bylaws.

3.4.1. Returning Representatives. Undergraduate students will be granted the opportunity to apply for a representative position for the upcoming year. For each residence hall one representative, one-half of the representative positions, will be open for returning representatives. The timing of this election will be determined by the current Executive Board but it shall be no later than the Housing application process. The style of the election shall be similar to that of the Executive Board with one exception: Each candidate is granted a non-extendable 3 minute period to address the assembly followed by 5 minutes of questions, extendable by 2/3 majority. The resident's applications to be a representative for the following year must be first screened by a selection committee, outlined in 3.4.2, before they may be considered in an election. Under exceptional circumstances, the selection committee previously mentioned has the power to directly select the returning representatives.

3.4.2. "Returning Representatives Selection Committee. The selection committee for Returning Representatives should consist of five members in order: The RHA President, EVP, Advisor, VPIR, and one more member of the RHA Executive Board. If one of these members is not able to participate in the committee, another RHA Executive Board member should fill in the vacancy. If there are no more available members, then the selection committee should be reduced to three, in the order given above.

3.5. Oath of Assembly Representatives. The Chair of the RHA Assembly shall swear in the RHA Assembly Representatives when a majority of the representatives have submitted the necessary credentials, or at the first meeting at which an individual representative is present. Representatives may not be sworn in before any and all necessary credentials have been submitted to the RHA President, EVP, or designee. An official proxy need not be sworn in but maybe at the discretion of the RHA President, Executive Vice President, or by a majority vote of the Assembly. The official RHA Assembly Representative oath shall be as follows: "I, (state name) being a democratically elected representative for (state residence hall) do swear to represent and advocate for my constituents, and to protect the interests of residents at large to the best of my knowledge and ability."

3.6. Removal of Assembly Representatives.

3.6.1. Written Notice. A credentialed Assembly Representative may be removed by written and signed notice from the President of the Representative's Hall Council to the RHA President or RHA EVP if the representative fails to meet the constitutional requirements of their Hall Council.

3.6.2. Recall. A credentialed Assembly Representative may be removed by a petition recalling the representative signed by a majority of the residents in the Assembly

Representative's residence hall presented to the RHA President or RHA Executive Vice President.

- 3.6.3. Failure to Satisfy Requirements.** A credentialed Assembly Representative may be removed by the President or EVP of RHA for failure to satisfy any of the requirements of an RHA Assembly Representative as established in the Bylaws. If an Assembly Representative is removed in this fashion, their Presidents of the Hall Council will be notified.
- 3.6.4. Reappointment.** If a credentialed Assembly Representative is removed from office, the residence hall of the removed Representative shall elect and credential a new Assembly Representative pursuant to the guidelines of their constitution.
- 3.7. Distribution of Representatives.** A residence hall's seats on the RHA Assembly shall be evenly distributed between the Hall councils with two seats per hall.
- 3.8. Procedure for Filling Representative Vacancies**
 - 3.8.1. Cause for Consultation.** If, after two consecutive meetings of the RHA session, the Hall Council of an affiliated hall has a vacancy in one or more of their allotted seats, the EVP shall inform the Council in the question of their responsibility to fill the aforementioned vacancy within two meetings of the RHA session after being consulted.
 - 3.8.2. Failure to Fill Vacancy.** If the Council in question fails to fill their vacancy within two meetings of the RHA session after being consulted, the Executive Board shall provide to the Council a statement defining the role of an RHA representative, which is to be sent throughout the Residence Hall in its entirety to promptly fill the vacancy.
 - 3.8.3. Appointment.** The statement shall direct any interested candidates to the Council lacking full representation. Interested candidates must join the above-mentioned Council so that they may be elected as an RHA representative, as outlined in the Constitution.
 - 3.8.4. Membership in Assembly.** Once elected, the representative(s) must present a credentials form bearing the necessary signatures (at the discretion of the EVP) before they may be seated in the Assembly. Once seated, a representative will exercise the rights and powers due to being a member of the Assembly.

4. RHA Committees

4.1. Power of Committees.

- 4.1.1. Authority.** Committees have the authority to act as agents of RHA, specifically the RHA Assembly. However, committees do not have authority to speak on behalf of, nor authorize anything without the full power of, the RHA Assembly.
- 4.1.2. Lobbying.** Committees shall lobby on behalf of residents.
- 4.1.3. Projects.** Committees shall undertake projects of concern to the organization or residents.

shall be a credentialed RHA member.

4.4.3. Membership. Membership of CRAB shall consist of credentialed RHA Assembly Representatives.

4.5. Marketing Committee

4.5.1. Purpose. The Marketing Committee shall be in charge of publicity for RHA. They will support the assembly and other committees by creating and distributing marketing materials; including, but not limited to, flyers, posters, and emails. The committee will develop a promotional plan for all RHA assembly events. The Marketing Committee will also assist the VPNR in maintaining the RHA website and social media.

4.5.2. Chair and. An Executive Board Member shall serve as the Chair Ex-Officio of the Marketing Committee. The Chair of the Marketing Committee may be any member or constituent of RHA.

4.5.3. Membership. Membership of the Marketing Committee shall be open to any residents of University-owned housing.

4.6. Sustainability, Housing Advocacy, and Dining Efforts Committee

4.6.1. Purpose. The Sustainability, Housing Advocacy, and Dining Efforts Committee (SHADE) shall be charged with addressing issues of concern to residents relating to their interactions with University Housing and its affiliates. Areas of responsibility for this committee include but are not limited to: dining services, facilities, transportation, information technology, ResComp, housing application, housing sign-up, and ResStaff, as well as addressing issues and concerns regarding safety, security, and environmental sustainability in the residence halls. The committee shall keep student opinion at the forefront of their concerns when determining what to advocate the Housing Department. The agenda shall be set to address the concerns of the residents by the President and EVP, in conjunction with the Chair of SHADE. All meetings of SHADE shall be open to any resident of University-owned housing to voice their concerns.

4.6.2. Chair An Executive Board Member shall serve as the Chair Ex-Officio of the committee. The chair of SHADE may be any member or constituent of RHA.

4.6.3. Membership. Membership to SHADE shall be open to any resident of University-owned Housing.

4.7. Programming and Services Committee.

4.7.1. Purpose. The Programming and Services Committee shall be charged with the development and implementation of all large programming held by the RHA Assembly, management of the RHA rentals, and oversight of any other services provided by the RHA Assembly to the constituents of the RHA.

4.7.2. Chair and Co-Chairs. The Chair of the Programming and Services Committee shall be An Executive Board Member. The Chair of Programming and Services

may be any member or constituent of RHA.

4.7.3. Membership. Membership of the Programming and Services Committee shall be open to any residents of University-owned housing.

4.8. Special Committees.

4.8.1. Purpose. Special committees may be convened by a majority vote of the RHA Assembly or by executive appointment from the President or EVP. Special committees shall have a defined objective.

4.8.2. Chair. The Chair of a special committee shall be any member or constituent of RHA and shall be appointed by the authority convening the committee.

4.8.3. Membership. Membership shall be defined by the convening authority establishing the committee.

4.8.4. Rates Special Committee.

4.8.4.1. Creation & Dissolution. Every session, if the Housing Department is to determine a change in rates and dues, a special committee must be formed that is appointed by the Executive Board to work with the Housing Department on the issue. The Rates Special Committee will be dissolved for that session after the RHA Assembly has voted on whether to support the rates and dues change and any other matters pertaining to the Rates Special Committee's purpose are resolved.

4.8.4.2. Purpose. The Rates Special Committee shall work with the Housing Department to determine acceptable rates change for the upcoming school year. The Rates Special Committee must keep residents' opinions at the forefront of their concerns for determining a fair rate. The Rates Special Committee must also present the proposed change in rates at an open meeting hosted for any residents of University-owned housing to attend. It will also present the proposed change to the RHA Assembly for the Assembly to vote if RHA will support or will not support the proposed change. All proceedings of the meetings of the Rates Special Committee must remain confidential until it is deemed appropriate for the committee to present the rates change at the open meeting.

4.8.4.3. Chair. The President shall serve as the Chair of the Rates Special Committee Ex-Officio. The Chair must be a credentialed RHA member.

4.8.4.4. Membership. The Rates Special Committee shall consist only of credentialed RHA representatives.

4.9. Committee Chairs.

4.9.1. Expectations of Committee Chairs.

4.9.1.1. Leadership. To provide strong leadership for the committee.

4.9.1.2. Integrity. To exercise integrity and discretion in the pursuits of the committee and the expenditures of any funds allocated to the committee.

- 4.9.1.3. **Accountability.** To provide regular updates of committee activities to the RHA EVP and the RHA Assembly.
- 4.9.1.4. **Inclusion.** To give all members of the committee a sense of ownership and inclusion in the committee and its activities.
- 4.9.1.5. **Action.** To pursue the goals of the committee with enthusiasm and efficiency.
- 4.9.1.6. **Good Faith.** To maintain the good faith of the RHA Assembly, RHA Executive Board, and the members of the committee.
- 4.9.1.7. **Other.** To satisfy any other responsibilities delegated by the President, EVP, or the RHA Assembly.
- 4.9.2. **Selection of Committee Chairs.**
 - 4.9.2.1. **Standing Committees.** The chairs of standing committee shall be appointed through a process established at the beginning of each session by the serving President and EVP.
 - 4.9.2.2. **Special Committees.** The chairs of special committees shall be appointed by the authority that convenes the special committee.
- 4.9.3. **Removal of Committee Chairs and.**
 - 4.9.3.1. **Standing Committees.** The chair of a standing committee may be removed by the RHA President or EVP for failure to fulfill all expectations of a committee chair or if their RHA Assembly credentials are voided. The chair of standing committee may also be removed by majority vote of the RHA Assembly.
 - 4.9.3.2. **Special Committees.** The chair of a special committee may be removed by the authority that convened the committee, by the RHA President or EVP for failure to fulfill the duties of a committee chair, or by majority vote of the RHA Assembly.

5. Hall Councils

- 5.1. **Sovereignty and Jurisdiction.** Each residence hall shall have one Hall Council or Conjoined Hall and (or by mutual agreement multiple residence halls) (or board, governing assembly, etc.) that shall be recognized as the sovereign student government in that residence hall. The jurisdiction of a Hall Council or Conjoined Hall is limited to affairs pertaining to their particular residence hall(s). Jurisdiction on affairs larger than an individual residence hall is reserved to the RHA Assembly with the VPIR's consultation. Each Hall Council or Conjoined Hall shall be governed by its own constitution and shall elect its own executive board. The RHA Assembly shall not impede on the jurisdiction of any one Hall Council or Conjoined Hall. All Hall Councils or Conjoined Hall are subject to the actions of the RHA Assembly and shall make no actions contrary to the actions, rules, or legislation of the RHA Assembly.
- 5.2. **Registration.** The elected Hall Council or Conjoined Hall and of each residence hall

must register annually with the RHA Assembly. A Hall Council or Conjoined Hall and shall receive no funding and limited access to RHA resources until they have completed registration with the RHA Assembly via a means provided for by the RHA Executive Board. Registration shall include, but is not limited to, the submission of the council's constitution, providing information on the membership of the council, and a signed agreement of responsibility. Registration may also include mandatory attendance at a retreat or training session.

- 5.3. Meetings.** A Hall Council or Conjoined Hall and shall not schedule meeting so that the conclusion of the Council Meeting is within two hours of the RHA General Assembly Meeting.
- 5.4. Recognition.** Upon successful completion of registration, a Hall Council shall be fully recognized by the RHA Assembly for the duration of the session and shall have all rights afforded to it. These rights include respect of jurisdiction, access to funds, representation on the RHA Assembly, etc.
- 5.5. Arbitration.** A Hall Council with a dispute about registration, jurisdiction, representation to other components of RHA, or any other matter may file a formal dispute to the RHA President and the matter shall be arbitrated by the full RHA Executive Board. The RHA Executive Board shall hear no dispute that directly conflicts a formal action of the RHA Assembly. The RHA Executive Board shall also review/arbitrate any elections or impeachments of a council that suggests possible fraud or lack of integrity, as VPIR oversees.
- 5.6. Special Cases.** Conjoined councils may be formed through the following process. Before the first day of classes, as specified by the Office of the Registrar, Hall Directors must notify the RHA Executive Board about their plan to establish a conjoined council. Approval by the Executive Board shall be based upon the councils' ability to give equal attention to hall and multicultural affairs, and to provide explanations that these standards are upheld.
- 5.7. Hall Council Role Creation.** New positions on individual hall councils may be formed through the following process. No earlier than a month following the date of the hall council's first official meeting, a hall council can apply to form a new position on their hall council through a unanimous vote and approval by their Hall Director(s). This application will be through an online form regularly monitored by the Executive Vice President and will include justification for the need for this new position. The RHA Executive Board will evaluate this application and must vote unanimously to approve the formation of the role.
 - 5.7.1.** The hall council President will be responsible for the creation of the position description for the hall council's constitution. This description will be approved by the Executive Vice President and added to the hall council's constitution.

- 5.7.2. The responsibility to hold elections for a newly created position will be the responsibility of the hall council. The hall council President will be responsible for deciding the format of the special election and determining a timeline for this special election, both needing to be approved by the Hall Director. The hall council President will be expected to communicate with the Executive Vice President when a candidate is elected.
- 5.7.3. Following the creation of this position, the position will roll over into the following four semesters within the Fall/Winter academic year. Following these four semesters, the created position will be dissolved at the end of the school year during which the position expires.
- 5.7.4. There will be no restrictions on application or reapplication for live or retired positions. This being said, the Hall Council cannot apply for a live position to be reapproved until, at the earliest, one semester before the position's expiration.
- 5.7.5. For a hall council to apply for a position creation, the hall council must have all other positions filled.

6. Procedures of the RHA Assembly

- 6.1. **Agenda.** The agenda for each meeting of the RHA Assembly shall be set by the President, designee, or the person acting as chair in the absence of the RHA President. The agenda must allow time for reports from each residence hall, Committee, and Executive Board Member. The agenda must allow time for constituents to address the Assembly and for any credentialed Assembly Representatives to address the Assembly as a resident.
- 6.2. **Quorum.** No motion shall be in order for the RHA Assembly except a motion to adjourn when Quorum is not present. Quorum shall be defined as a majority of credentialed Assembly Representatives present, as well as a majority of member residence halls represented.
- 6.3. **Chair.**
 - 6.3.1. **Service as Chair.** The RHA President shall serve as chair of the RHA Assembly. In the absence or at the leisure of the RHA President, the RHA EVP shall serve as chair pro tempore. In the absence of the RHA Executive Vice President, the following shall be the progression of the chair pro tempore of the RHA Assembly: VPF, VPIR, VPNR,. Should none of those officers be present the Assembly shall elect one of its own, a credentialed Assembly Representative, to serve as chair pro tempore.
 - 6.3.2. **Responsibilities of the Chair.** The chair shall guide debate of the Assembly utilizing the proper rules of discussion and debate. The chair shall enforce any rules for discussion and shall maintain order at all times. The chair shall rule on any questions of order. The chair shall exercise any other duties of the chair as stated in these Bylaws or in Robert's Rules of Order.

6.4. Parliamentarian.

6.4.1. Service as Parliamentarian. The RHA EVP shall serve as parliamentarian of the RHA Assembly. In the absence or inability of the EVP, the VPF shall serve as parliamentarian pro tempore. In the absence of the VPF, the following shall be the progression of the parliamentarian pro tempore: VPIR, VPNR,. Should none of those officers be present, the Assembly shall elect one of its own, a credentialed Assembly Representative, to serve as parliamentarian pro tempore. In no circumstance shall the person serving as parliamentarian act as chair.

6.4.2. Responsibilities of the Parliamentarian. The parliamentarian shall be responsible for keeping a list of those representatives wishing to speak in a discussion, as well as a list of those whose speaking terms have been exhausted. The parliamentarian shall, with the chair, rule on any questions of parliamentary procedure. The Parliamentarian shall conduct all appeals of the decision of the chair.

6.5. Open Meetings. All meetings of the RHA Assembly shall be open to the public and there shall be a means of allowing constituents to address the Assembly provided for. By the decision of the chair or majority vote of the Assembly, a meeting may be closed to everyone except Assembly Representatives, Executive Board members, and others as determined by the chair or majority vote of the Assembly.

6.6. Notice of Meetings. Notice of the location and time of meetings shall be made public a minimum of two days prior to a meeting of the Assembly by the VPNR, except under special circumstances as determined by the RHA President or RHA Executive Vice President. The meetings are to be held regularly.

6.7. Legislation. The RHA Assembly shall have power to pass legislation. Legislation must be sponsored by a minimum of one credentialed RHA Assembly Representative or RHA Executive Board member. The RHA EVP or President shall review all proposed legislation for lawfulness and any violations of the compiled code of RHA. Legislation must be submitted in an acceptable format as provided for by the RHA Executive Vice President.

6.8. Sessions. The RHA Assembly shall meet in sessions. Each session shall run from last Thursday of the classes of Winter Semester to the second to last Thursday of the successive Winter Semester. Each session shall be identified with an increasing session number. The appointments of all members of the RHA Executive Board, RHA Assembly, and any employees of the organization, excluding advisors, conclude with the close of a session, subject to their re-election/re-appointment/re-hire.

7. RHA Assembly Rules of Order

7.1. Robert's Rules of Order. The RHA Assembly shall observe the latest version of Robert's Rules of Order as its guiding rules of order except where a conflict exists with the constitution or bylaws of RHA. The Constitution or Bylaws of RHA shall always

prevail in case of conflict with Robert's Rules of Order.

7.2. Decorum and Debate. The following guidelines shall be followed by the RHA Assembly in debate.

7.2.1. Gaining the Floor. When a representative with speaking rights desires to speak, the representative shall indicate such to the chair and shall not proceed to speak until such a time as the representative is recognized by the chair and given the floor. The chair shall recognize speakers in the order in which they indicate a desire to speak. It is out of order for anyone other than the chair or parliamentarian to interrupt a speaker except as provided for under Robert's Rules of Order.

7.2.2. Speaking Limits. No representative shall be able to address the Assembly more than twice in any one particular motion, subject to suspension of the rule by the Assembly. Representatives shall be limited to three minutes of speaking time each time they are recognized by the chair, unless specified otherwise.

7.2.3. Offensive Language. No speaker before the Assembly shall speak inappropriately or refer offensively to any residence hall or resident. Repeated violations are grounds for loss of credentials, as determined by the RHA President and EVP.

7.2.4. Disorder. The chair is responsible for maintaining order in the Assembly chambers. Should a disturbance or disruption occur, the chair shall take steps to restore order to the chambers and shall have power to call a recess without possible appeal by the Assembly.

7.3. The Proceedings.

7.3.1. Purpose. A formal record shall be kept of all proceedings of the RHA Assembly by the VPNR. The record shall briefly and accurately note the proceedings. The record shall include all messages from the chair, the titles of all legislation that appear before the Assembly, any amendments to legislation or motions, the exact results of every vote, specific descriptions of any financial transactions, and the contents of any documents presented to the Assembly.

7.3.2. Access . The VPNR shall coordinate the records RHA. The VPNR shall make the records available to any member or constituent of RHA in a timely manner. The VPNR shall upload appropriate documents to the RHA website

7.3.3. Archival. All records shall be kept archived indefinitely.

7.4. Suspension of the Rules.

7.4.1. General. The Rules of Order may be suspended by a majority vote for collaborative assembly activities and may be amended, modified, or added to by a two-thirds vote of the RHA Assembly. The motion shall clearly state the exact rule in question and the desired effect on that rule.

7.4.2. Duration. A suspension of the rules shall only have duration of the current piece

of business before the Assembly. Upon conclusion of a piece of business, all rules are restored again.

7.5. Voting.

7.5.1. Eligibility. Only credentialed RHA Assembly Representatives shall have power to vote on any business before the Assembly. The elected Executive Board, with the exclusion of the member acting as chair, shall have power to vote in elections and in cases of removal. The chair shall have the power to cast a tie-breaking vote in all votes.

7.5.2. Majority vote and abstentions. A motion must receive a majority vote in order to pass unless otherwise stated. Abstentions shall not be included in the number of ballots cast in the vote.

7.5.3. Conflict of Interest. No member with speaking rights with a known personal conflict of interest on a piece of business shall cast a vote on that particular piece of business and shall excuse themselves from the Assembly chambers for the duration of the discussion and vote on that piece of business.

7.6. Special Rules Governing Debate.

7.6.1. Allocations. During motions regarding the allocation of RHA funds each allocation request should be considered individually based on its own merits and those requests shall not be compared to any other allocation request which has already come or will come before the Assembly. References may be made of previous allocations, however the quantity of funds allocated prior to the motion at hand is not a valid discussion point.

7.7. Reconsideration. A motion to reconsider a previous motion of the Assembly may be acknowledged from a representative who voted with the majority on the previous motion. The motion to reconsider must be made before the adjournment of the meeting to be in order.

8. Affiliations

8.1. Power to Affiliate and Jurisdiction. RHA shall have power to affiliate with any other organizations that it so chooses. Sole official affiliation power resides with the RHA Assembly.

8.2. Payment of Affiliations. Payment for affiliations shall be budgeted for in the annual budget. It shall be the responsibility of the designated coordinator to ensure all affiliation dues are paid by the VPF.

8.3. Affiliation Legislation and Actions. Final approval of all affiliate legislation and actions as they affect the University of Michigan RHA rests with the RHA Assembly.

8.4. Affiliate Conferences. The University of Michigan RHA shall maintain affiliations with The National Association of College and University Residence Halls (NACURH), the Great Lakes Affiliate of College and University Residence Halls (GLACURH) unless voted otherwise by the assembly.

8.5. Delegations. In such conferences and business meetings as shall accept a delegation of representatives:

8.5.1. Selection. Delegations for NACURCH and GLACURH conferences and business meetings, with the added possibility of other conferences and business meetings of other affiliates, will be chosen by the VPNR along with the Executive Board.

8.5.2. Eligibility. All constituents and members of RHA are eligible to attend NACURH and GLACURH conferences and business meetings, with the added possibility of other conferences and business meetings of other affiliates.

8.5.3. Composition. Each delegation shall include the RHA Executive Board member representing MRHA in the boardroom, at least one other Executive Board member, an RHA Advisor or designate, and a balance of first-time/returning delegates.

9. RHA Budget

9.1. Revenues. RHA shall account for all sources of revenue including, but not limited to, student residence hall government dues and fundraising in the budget.

9.2. Dues. The RHA Assembly has the authority to set a universal amount for resident dues to be determined by the RHA Assembly the year before they shall be collected.

9.3. Balanced Budget. The VPF shall be charged with developing and maintaining a balanced line-item budget for the RHA to be created with the President and EVP.

9.4. Division of Funds. The process for deciding the amounts and division of resident dues shall be reviewed annually by ABC. A resolution detailing the amount and division of funds for the next academic year shall be presented to the RHA Assembly no later than the last assembly meeting of the session. The baseline division of internal RHA expenses shall be split 55%-45% of the total annual revenue costs respectively to CCF and internal operating expenses. These percentages shall be amenable by up to 5% from the baseline, defined above, in either direction at the discretion of the RHA VPF with the consent of the RHA Assembly, signified by a majority vote. This process, if it shall be required, shall take place during discussion of the RHA Budget.

9.5. Accountability. The RHA VPF shall be continually accountable for the RHA Budget to be reconciled with all Student Organization Account Services (SOAS) accounts. The RHA VPF shall also be accountable for the proper execution of all reimbursements and distributions of funds from RHA accounts.

9.6. Review and Amendment of the Budget. The budget, previously reviewed by ABC, shall be presented to the RHA Assembly no less frequently than once a month for approval and review. The RHA Assembly shall review the budget in full and has the power to make any and all changes to the budget as they see fit, but these changes must support and maintain the balanced budget.

9.7. Audit. The RHA Assembly may request a full audit of the budget at any time by a simple

majority vote of credentialed RHA Assembly representatives. The treasurers of Hall Councils may also request a full audit at any time by a 2/3 vote. The requesting parties may give the RHA VPF a designated timeline of no less than one week to prepare and complete an audit to be reported back to the requesting parties. The VPF may also conduct an audit of their own volition.

9.8. Rollover. Any and all funds not spent during a session of the RHA shall “rollover” into the next year and shall be represented by a separate income line item.

10. RHA Expenditures

10.1. Council Allocations. Once a Hall Council or has fulfilled the registration requirements according to the procedure developed by the EVP in conjunction with the President of RHA, the funds owed to them based on the process approved by the previous year’s RHA Assembly shall be transferred from RHA’s accounts into the accounts of the councils in a timely fashion.

10.2. Community Council Fund. The RHA VPF shall include a line item in the RHA Budget titled “Community Council Fund” hereinafter CCF which shall be a fund from which Hall and Multicultural Councils may request additional funding. The RHA VPF, in conjunction with the rest of the RHA Executive Board and the advice of the Allocations and Budget Committee, shall develop specific procedures, timelines, and other such necessary components governing the exact allocation process for each session,

10.2.1. Funding Purpose. The Community Council Funds must be used to contribute to the cultural, educational, recreational, physical or structural benefit of the Residence Hall community, and directly involve the residents and staff of the Residence Halls system.

10.2.2. Division and Distribution. The CCF shall be divided in two disbursement periods Fall CCF, and Winter CCF, . The division of the total fund into these funds shall be at the discretion of the VPF. The VPF will determine a process by which councils may request funding, ABC will present the requests along with recommendations for assembly approval by a majority.

10.2.3. Leftover Funds. If it is apparent that funds will be leftover during CCF allocation, the assembly, considering the recommendations of the RHA VPF, the RHA Executive Board and the Allocations and Budget Committee, must vote on the location of said funds at the end of each CCF period.

10.3. Allocations and External Expenditures. The RHA VPF shall make a line item in the budget allowing for the external allocation of funds to both affiliated and non-affiliated organizations.

10.3.1. Funding Purpose. The funds of RHA must be used to contribute to the cultural, educational, recreational, physical or structural benefit of the Residence Hall community, and directly involve the residents and staff of the Residence Halls system.

10.3.2. Additional Procedures. Any additional regulations surrounding these allocation procedures and guidelines shall be developed by the VPF in conjunction with the RHA Executive Board and ABC.

10.4. Committee Expenses. A line item in the RHA Budget shall exist to cover the expenses of committees during the session including, but not limited to, committee bonding, committee programming, and committee events. Programs developed by committees may also request funds of the RHA Assembly as an internal allocation.

10.5. Payroll. Any and all employees of the RHA shall have their pay represented by a separate line item in the RHA Budget and such pay shall have a separate and public contract that requires the approval by the RHA Assembly and the President for allocation.

10.6. Internal Expenses. The internal expenses of the RHA may be represented by many different line items on the RHA Budget. These separate items shall be fully explained by the RHA VPF, or any other RHA Executive Board member, at the request of the RHA Assembly.

10.7. Other Expenditures. All other expenditures of the RHA shall be represented by line items on the budget. Similar or identical expenses may be combined into fewer line items, however full explanations shall be provided to explain where any and all expenses are provided for in the RHA Budget.