THE BY-LAWS OF THE RESIDENCE HALL ASSOCIATION
AT STEPHEN F. AUSTIN STATE UNIVERSITY

Article I – Introduction
These By-Laws shall state the official procedures of the Residence Hall Association at Stephen F. Austin State University. These By-Laws may not contradict or conflict with the policies of SFASU as set forth in the Student Code of Conduct, the policies of the SFASU Residence Life Department as stated in the Residence Hall Handbook, the RHA Constitution, and the policies & by-laws of NACURH, Inc. and SWACURH.

Article II - Duties of the Executive Board

Section 1: All officers will have the following duties:
Clause A: Attend all RHA conferences, central RHA programs, weekly exec meetings and RHA Business meetings.
Clause B: To uphold the RHA constitution and its by-laws.
Clause C: Hold office hours in the RHA office; attend a variety of hall meetings and committee meetings.
Clause D: To perform all other duties assigned to the office.

Section 2: The duties of the President shall be:
Clause A: To preside over meetings of the Senate and call such special meetings as are necessary
Clause B: To administer programs provided for the Senate
Clause C: To be the official representative of RHA
Clause D: To preside over all meetings of the Executive Council
Clause E: To have the power to veto legislation passed by the Senate. A presidential veto must be issued within 10 days of the date of passage. A presidential veto may be overridden by a 3/4 majority of the Senate members who are present
Clause F: To vote in the RHA Business Meetings only to break a tie
Clause G: To form and abolish all committees with the consent of the Executive Board
Clause H: To meet with the presidents of Student Government Association and Student Activities Association each semester to allow for open communication between all three organizations.

Section 3: The duties of the Vice President shall be:
Clause A: To perform the duties of the president in his/her absence
Clause B: To coordinate the entire election process
Clause C: To organize and implement the OCM Care Kit program
Clause D: To supervise the activities of all committee chairs
Clause E: To work with the incoming/newly elected Committee Chairs to plan a programming calendar for the upcoming academic year.

Section 4: The duties of the Hall Council Coordinator shall be:
Clause A: To organize a training session for Hall Council Executives each semester
Clause B: To organize on-going training programs throughout each semester to develop the leadership skills of hall and RHA leaders
Clause C: To organize a schedule for RHA execs to attend hall council meetings
Clause D: To produce and distribute a monthly leadership development newsletter
Clause E: To organize and execute an assessment program for hall council and committee programs and meetings
Clause F: To meet with each hall president a minimum of one time each month to discuss the needs of the hall council RHA and its officers

Section 5: The duties of the Marketing Coordinator shall be:
Clause A: To advertise for all RHA Business and General Assembly meetings across campus in accordance with University policy
Clause B: To advertise for all central RHA programs across campus, including the University newspaper as well as other such publications, in accordance with university policy.
Clause C: To perform the responsibilities of the historian, such as, recording events, taking pictures, uploading pictures to the internet, etc.
Clause D: To update and maintain the RHA website with updated information and pictures concerning central RHA programs
Clause E: To assist Hall Councils with advertisements for their events as requested if the request is made at least two weeks prior to the event

Section 6: The duties of the Secretary shall be:
Clause A: To keep the official minutes of the RHA meetings on file in the RHA office via electronic copy on the Secretary jump drive.
Clause B: To have the minutes of the last RHA meeting typed and distributed to the hall presidents, hall directors boxes and an electric copy on the website within the 48 hours of the completion of the RHA meeting.
Clause C: To be responsible for maintenance of the office, records and supplies of RHA, also must maintain a “Shred” box so that sensitive information does not get leaked.
Clause D: Compile all information and prepare reports for Hall Council RHA good standing and Hall of the Year in the HOTY excel spreadsheet.
Clause E: To keep an updated list of all committees, this includes the chairpersons’ name, a list of members’ names and contact information.
Clause F: To keep an updated list of Hall Council Executives’ names and contact information.
Clause G: Follow up on programs presented by RHA to make sure that a wrap-up report is completed.
Clause H: Responsible for keeping track of all attendance at the RHA Business meetings and recording the information in the computer and having a backup file on the Secretary jump drive.
Clause I: Answer phone calls and messages in the voice mail within 24 hours.
Clause J: Track Office Volunteer Hours by collecting volunteer sheets and inputting information into HOTY points
Clause K: To maintain the upkeep on the master calendar

Section 7: The duties of the NCC shall be:
Clause A: To serve as the liaison between the national organization, its regional affiliate and the local institution.
Clause B: To serve as the delegation chair of their school during regional and national conferences.
Clause C: To be the school’s official representative in all business meetings and elections, unless otherwise noted in the SWACURH policy book.

Clause D: To be required to organize and annually submit a resource contribution to the Resource File Index through the NACURH Information Center (NIC). This resource contribution must also be approved by a NIC Representative. Failure to comply will result in the loss of voting privileges.

Clause E: To organize the following items for a conference when appropriate
1. Registration of delegations
2. Award bids
3. Roll Call
4. Philanthropy
5. Trading items for the delegation
6. Delegation T-shirt

Clause F: To be responsible for completing the policy and activity questionnaires sent to them by the national or regional officers and returning them to the proper persons by the particular dates requested.

Clause G: To be responsible for nominating their school, when appropriate, for regional and national awards.

Clause H: Submit dues affiliating SFASU with NACURH.

Clause I: In conjunction with the Regional Board of Directors, will act as the chief legislative body of the region, reserving the right to author legislation impacting the regional Policy Book and Bylaws.

Clause J: To be sworn in by oath to uphold the mission and governing documents of SWACURH and NACURH, Inc. at every fall regional conference by the Regional Director.

Clause K: To serve on at least one regional committee established by the Regional Director.

Clause L: To oversee the duties of the NCC-IT

Section 8: Duties of the NCC-IT shall be:

Clause A: Selection of NCC-IT
1. Submit NCC-IT Application to the NCC no later than the third week in September
2. Interviews with the Executive Board and Advisor shall take place no later than a week after applications are due.
3. Any NCC-IT candidate that passes the Executive Board with a ¾ vote will proceed to the Senate for confirmation.
4. The Senate must approve the NCC-IT candidate by a popular vote
5. If the NCC-IT candidate election results in a tie during Senate, the RHA President will cast the tie-breaking vote
6. Multiple NCC-IT’s may be allowed is stated by the Executive Board

Clause B: Duties of the NCC-IT
1. Spend an amount of time designated by the NCC on conference related activities.
2. The NCC-IT shall be a nonvoting delegate to the Senate.
3. The NCC-IT is a non-voting member of the Executive Board.

Article III – Election Code

Section 1: The Vice President shall preside over and coordinate the entire election process

Section 2: Campaign Regulations
Clause A: Each candidate will campaign in accordance with University Policy and Election Procedures as stated in by-laws.
Clause B: Campaigning may begin after a candidate has passed Senate and will continue through the following GA
Clause C: Campaign speeches may only be made within RHA General Assembly meetings, or Hall Council meetings and shall not exceed five minutes per candidate.

Article IV - Elections

Section 1: Executive Board Elections
Clause A: All positions will be elected during the election period set by the current executive board to be announced at the last General Assembly and RHA End of the Year Banquet.
Clause B: Election terms shall last one (1) year beginning after the final day of the spring semester in which they were elected.
Clause C: The period in between the RHA End of the Year Banquet and the end of school for the spring semester shall serve as the transition period for the incoming executive board.
Clause D: The individuals elected during the election period shall be considered RHA Executive Board-Elect. These elected individuals:
1. Shall be of no Executive authority and shall not serve in any capacity of the RHA Executive Board, unless they currently hold the same position.
2. Shall not assume control of any RHA property, files, or official duties until the beginning of his/her term, which shall not be before the final day of the spring semester.
3. Must be responsible for ensuring the effective transition process between the sitting elected official and his/herself.

Section 2: Notice of Intent
Clause A: Individuals seeking to bid for any RHA Executive Board position shall be encouraged to submit a letter of intent. Should the candidate desire to bid for more than one position, that intent must be indicated on the letter. Letters of intent will be due to the RHA Advisor by a date set by the Vice President.

Section 3: Election Procedures
Clause A: Each candidate running for an Executive position must submit an electronic position bid upon arrival at the Senate in which position presentations will be held.
Clause B: RHA Advisor must be present.
Clause C: There must be an explanation of protocol prior to nominations.
Clause D: The President, Vice President, Hall Council Coordinator, Marketing Coordinator, Secretary, and National Communications Coordinator shall run independently and be elected by a majority vote of the votes cast by members present.
Clause E: If the National Communications Coordinator is returning or the NCC-IT is promoting to NCC, they must receive approval from Senate for their reappointment or promotion with a 2/3 majority vote.
Clause F: Each voting member shall vote for one candidate, no confidence or abstain. A vote other than one of these options shall count as an abstention.
Clause G: Nominations must be seconded and stated in the minutes.
Clause H: The vote must be done by secret ballot.
Clause I: Ballots must be folded in such a way as specified by the Advisor.
Clause J: The tellers must be non-voting members of the Executive Board, excluding the President, and not biased toward any one candidate.
Clause K: In the event that no candidate or the option no confidence receives a majority, the lowest candidate will be dropped until such a time when a candidate or no confidence receives a
majority vote. Should a tie occur in the low vote, neither candidate shall be dropped from the first subsequent ballot. Should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting. A discussion period shall precede each vote.

Clause L: Presentation time: Speech maximum of five (5) minutes, Q/A minimum of five (5) minutes, and discussion, minimum of five (5) minutes.

Section 4: Policies affecting the no confidence majority

Clause A: A vote of "no confidence" for an election shall indicate that the voting body does not think that the nominee(s) can fulfill the positional duties as laid out in the governing documents and generally pertaining to the Executive Board as a group.

Clause B: Shall no confidence receive a majority of the vote, the following shall occur:

1. The floor shall be open for nominations from the voting body and each previous candidate must be nominated again to be considered further. Each person shall receive one nomination per position and each nomination must be seconded and recorded in the minutes.
2. The written bid requirement may be waived by a two-thirds (2/3) majority vote of the voting body which is present.
3. Presentations and voting shall occur as previously dictated in this policy.
4. Shall no confidence repeat for the President position, this process shall repeat until a selection is made.
5. Shall no confidence repeat for any elected position other than the President, the voting body shall have the option to vote to postpone further voting in that election until a further date or to cease voting in that election entirely. If the position has not been filled by the end of the following summer, the position may be filled through an appointment process as outlined in the RHA Bylaws.

Section 5: RHA Executive Board Bids

Clause A: All bids submitted for RHA Executive Board positions must contain, but is not limited to, the following:

1. Outline of relevant experience
2. Outline of goals relevant to position
3. Letter of support from their current Hall Director/Residence Hall Director.

Section 6: Academic Policy

Clause A: Any Person who desires to run for a RHA Executive Board position must be present during the entire election process, and be a student in good academic standing (minimum of a 2.3 GPA).

Clause B: An unofficial copy of the candidate’s transcript must be submitted separately to the RHA Advisor.

Section 7: Waiving of Written Bid Requirement

Clause A: In the event that no written bid is submitted for an Executive Board position and a candidate is therefore nominated from the floor, the written bid requirement may be waived by a two-thirds (2/3) majority of the voting body present.

Section 8: Vacancies of Officers

Clause A: If a vacancy should occur in the office of Vice President, Hall Council Coordinator, Marketing Coordinator, Secretary, or NCC, the Executive Board shall appoint a replacement should the election process fail to produce a worthy candidate after the fall semester has begun, pending Advisor approval.

Clause B: If a vacancy should occur in the office of President, then the Vice President will assume that office.

Clause C: If a vacancy should occur in both the offices of President and Vice President a special meeting of the voting body shall be called to hold an election.
Article V - Impeachment

Section 1: Initiation of Impeachment

Any RHA member may initiate impeachment proceedings against any person holding a RHA Office by submitting a written accusation stating their reasons for desiring the impeachment to the Executive Board and Advisor(s) in which case a special impeachment committee will be formed.

Clause A. This special impeachment committee shall consist of the Executive Board (with the exception of the accused), Advisor(s), three appointed members of the Senate, and the individual(s) initiating the impeachment proceedings.

Clause B. The RHA Executive Board (excluding the accused) will appoint the three members of the Senate.

Section 2: Grounds for Impeachment

Clause A: Violations of the Constitution or the By-Laws

Clause B: Violation of Residence Life policies

Clause C: Gross negligence of duty

Clause D: An offense that adversely affects the ability to perform their duty.

Section 3: Notification of Impeachment

Clause A: The person being considered for impeachment will appear before the impeachment committee.

Clause B: If the Committee finds sufficient grounds for impeachment, an impeachment trial will follow.

Section 4: Testimony

Clause A: The accused/accuser may name witnesses within a 10 day notice to the RHA Executive Board.

Clause B: The RHA Executive Board and Advisor(s) will notify the selected witnesses at least seven days before the trial date.

Section 5: Presiding Officer

Clause A: The RHA President shall act as the presiding officer over the impeachment proceedings.

Section 6: Impeachment Trial

Clause A: The NCC shall serve as the Parliamentarian for the trial, unless accused, at which point the President shall name a parliamentarian.

Clause B: The process of the impeachment trial shall be as follows:

1. A Special Meeting of the Senate, where quorum must be met, will be called by the President and
   a. Advisor(s) to hold the impeachment trial.
2. If quorum is lost at any point in time, the trial must start over.
3. Meetings will be closed. Only voting members, Executive Board, Advisor(s), and witnesses may attend.
4. Voting members must be present for the entire trial. Should one session be missed, they are no longer allowed to participate in the trial.
5. Neither the accused nor the accuser may vote during the impeachment trial, but may have a proxy who assumes the rights and regulations of voting members.
6. Should a voting member be called as a witness, they shall retain their voting rights.
7. Nonvoting witnesses may only be present when giving their testimonies.
8. Witnesses may only testify on issues substantiated by the special committee.

Clause C: The Trial shall consist of four parts:

1. Opening Statements
   a. The prosecution and defense may present opening statements based on their case.
   b. The opening statement may be no longer than five minutes in length.
2. Witnesses
   a. The accuser and accused will each have the right to call witnesses and cross-examine witnesses.
   b. Witnesses may be recalled upon with approval from the RHA Executive Board and Advisor(s).
3. Closing Statements
   a. The accuser and accused may present closing statements.
   b. The closing statements may be no longer than five minutes in length.
4. Voting
   a. Impeachment will be determined by a secret ballot vote.
   b. Removal of the accused from their position, shall require a 2/3 majority of quorum
   c. Vote is final and no appeals shall be accepted.

Article VI — Duties of the RHA Committees

Section 1: Record of Meetings
   Clause A: The chairperson or acting chairperson shall keep a complete record of the proceedings of their committee.
   Clause B: This record shall show the time and place of each meeting of the committee, the attendance of the committee members and an accurate account of all votes taken.
   Clause C: This record shall include other information the chairperson deems necessary.
   Clause D: A copy of this record shall be made available to the Secretary and Vice President before the next RHA meeting.

Section 2: The Committees are as follows:
   Clause A: Food Service Advisory Committee — To work with the food services on campus to improve the quality, selection, and service of the food service program.
   Clause B: Sports and Recreation Committee — To program RHA recreational activities, assist in the coordination of residence hall intramural teams and other sporting events in conjunction with Campus Recreation. The committee will also function as the hosts to the RHA tailgate at home football games.
   Clause C: Community Service Committee – To facilitate community service opportunities for RHA stakeholders.
   Clause D: Housing Advisory Committee – To work with the Director of Residence Life Operations to improve the quality, services, and amenities in the residence halls. This will include any hall improvement proposals.
   Clause E: Fundraising and Special Initiatives Committee – To raise funds to support the events and activities of RHA and facilitate all aspects concerning Welcome Kits and Final Exam Kits.
   Clause F: Parent’s Day Committee Chair – To hold a paid position with the terms of employment as set by the Residence Life Department and be a part of the executive board without voting rights; as well as plan the event, in conjunction with the Parent’s Day Committee, for the following year and coordinate with the sub-committee chairs within the Parent’s Day Committee.
   Clause G: Policy and Procedures Committee – To examine RHA governing documents for improvements or explanations which can be clarified, serving as the voice to Residence Life Department on proposed policy changes.
   Clause H: Homecoming committee – To organize and facilitate RHA involvement in Homecoming activities within the University.

Article VII- Finances

Section 1: Allocations
   The Residence Life Department shall allocate RHA and the Hall Council’s yearly Budget

Section 2: Budget
Clause A: The RHA President and Advisor shall prepare an annual budget to be presented to the outgoing and incoming Executive Board.

Clause B: The RHA member overseeing a particular event or committee is in charge of the budget for specified event. It is the duty of said RHA member to make sure they are in compliance with the Accounting Clerk in the Residence Life Department as well as University Policy.

Clause C: The Hall Council Coordinator shall act as the liaison with any hall having budget problems.

Article VIII – Monthly Awards

Section 1: Of The Month Awards (OTMs) – NRHH’s OTM Awards exist to recognize individuals and programs for their outstanding contributions to the residence hall community during a single month. OTMs will be nominated by any individual living in a residence hall and recipients will be selected by a majority vote of the voting membership of the Richard J. Williams Chapter of NRHH. Campus OTM winners’ nominations will be sent to the SWACURH Regional Associate Director for NRHH for regional selection. The categories for OTM Awards are available on the OTM website at otms.nrhh.org.

Article IX: Annual Awards

Section 1: Eligibility

RHA Executive Board members, which includes the Advisor(s), President, Vice President, Hall Council Coordinator, Marketing Coordinator, Secretary, NCC and NCC-IT, shall be ineligible for any award other than awards that specifically state that these members are eligible. In the case where vacancy or normally elected position and the term overlap with the award timeline, that person is also deemed ineligible. Any ineligible person may not write or participate in the presentation of award bids.

Section 2: Bidding Process

Clause A: One electronic copy of each bid must be turned into RHA no later than 5:00 p.m., on the day selected by the Executive Board.

Clause B: All bids will be voted upon by the RHA Executive Board.

Clause C: Minutes taken at Bid Day will be closed. The Secretary shall retain a copy of bid minutes for three years.

Clause D: Letters of recommendation may not come from any member of the current Executive Board or RHA Advisor(s).

Clause E: Some bid categories require a presentation, to be given at Bid Day.

Clause F: Cover page is not counted towards the page limit, however all letters of recommendation, dividers, and appendices are.

Section 3: Officer and Committee Awards:

The following awards can be nominated by any individual in the organization and will be decided by the Senate.

Clause A: Criteria for Awards – Each nominee shall satisfy the following criteria:

1. The nominee has done outstanding work throughout the year or semester.
2. The nominee is a good leader, a strong motivator, and has made an outstanding contribution to their Hall Council.
3. The nominee has fulfilled their position description as outlined in the Hall Charter or the RHA Constitution.
4. The nominee has been in the nominated position for at least a year (fall to spring).
5. Bid shall be no longer than four pages excluding cover page.
6. Good use of a theme should be incorporated throughout the bid.

Clause B: Awards

1. Outstanding Hall President
2. Outstanding Hall Vice President
3. Outstanding Hall Secretary
4. Outstanding Hall Treasurer
5. Outstanding Committee Representative
6. Outstanding Hall Advisor
7. Outstanding Committee Chair

Section 4: Awards - The following awards can be nominated by any individual in the organization and will be decided by the Senate. Each nomination should comply with their respective criteria.

Clause A: First Year Experience Award:

**Purpose:** This FYE Award recognizes the outstanding contributions of a first year student. This award encourages involved first year students to remain active in leadership positions and to continue improving the residence hall environment on campus.

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Recipients must be of freshman status or a student involved in a residence hall environment for their first year at an institution with no previous residential life experience.
3. Recipient must be returning to the residence halls or university housing for the following semester.
4. Recipient shall write an essay on why they should be honored with the First Year Experience Award.
   a. Why did you become involved in your residence life program (floor, hall, or campus)?
   b. How have your experiences helped you grow and develop?
   c. What are your ideas and goals for the next year?
5. The bid shall include a list of collegiate accomplishments and involvement.
6. Show involvement at the state, regional, and/or national level.
7. Show improvement and growth in leadership skills.
8. Participation in programs within their hall.
9. Community involvement.
10. The bid shall have one letter of recommendation from an advisor or residence hall staff member.
11. Bid may be no longer than eight pages in length.
12. The nominee is in his first year of involvement with RHA.
13. The nominee has shown outstanding involvement and leadership within RHA.

Clause B: Neysa Heaggans RHAer of the Year: This award is in direct accordance with the NACURH Distinguished Service Award.

**Purpose:** This award was designed to recognize distinguished student leadership while serving Hall Council and RHA over several years.

**The criteria shall be as follows:**

1. Hall Council, RHA, and NRHH involvement.
2. Significant contributions to RHA.
3. Campus, state, regional, and/or national involvement (i.e. Regional Board, Conference Staff, etc.).
4. Recognition received through awards: campus, state, regional, and/or national.
5. RHA Executive Board members are eligible for this award.
6. Bid may be no longer than 16 pages in length.

Clause C: Program of the Year

**Purpose:** This award was designed to recognize the most outstanding student implemented program concerning residence halls through the Program of the Year Award. This award was created in an effort to recognize the high level of initiative and professionalism that exists on the student level.

**Presentation:** Program of the Year bids will also be responsible for a ten minute presentation during bid day (only if nominated).

**The criteria shall be as follows:**

1. Must only encompass information from the current academic year.
2. Relatedness to residence hall students
   a. For whom was the program designed?
   b. How does it relate to residence hall setting?
   c. Is it practical and applicable to other residence hall settings?
d. What were the goals of the program?

3. Proven effectiveness
   a. How successful was the implemented program?
   b. How was the evaluation of the program or concept carried out?
   c. How was the program marketed?

4. Creativity and uniqueness
   a. How new is the concept of the program in dealing with general residence hall programming?
   b. How unique is the program in presentation style – new twists to old concerns (not to be judged on the uniqueness of the program to a particular campus or residence hall system)?
   c. How was the program costs met?
   d. What methods were used in developing the program (research, questionnaires, interviews, etc.)?

5. Level of student input and involvement
   a. Was the program conceived by students?
   b. How many students were involved in the actual planning and implementation of the program?
   c. Who benefited from the program?

6. Goals of the program, where they met?

7. Demographics of program:
   a. Cost.
   b. Desired and actual attendance.
   c. Number of people needed to organize and how long it took to plan.
   d. How this program could be transferred to another hall or another school.

8. Include at least one letter of recommendation.

9. Bid may be longer than 10 pages in length.

Program Presentation at RHA Bid Day – Suggested Criteria
1. What were the goals of the program? How were these met?
2. Did students plan the program? Are students presenting the program?
3. Why was this program important to the hall? Did it solve any problems on the hall level?
4. How did this program relate to the hall population and/or other hall populations?
5. How many students were impacted by this program?
6. What was the cost of the program?
7. How can this program be adapted to other halls? Campuses?
8. Was there audience participation/interaction in the presentation?
9. Was the program presented in a professional manner?
10. Creativity of presentation: costumes, design of presentation, handouts.

Clause D: Senator of the Year: This award is given to one Senator who has been active in the organization throughout the year. The award does not have to be awarded annually. Each nominee shall satisfy the following criteria:
1. The nominee has been a Senator within RHA for at least one full year.
2. The nominee has aided or written legislation.
3. The nominee’s actions have made a positive and significant impact on the organization.
4. The bid shall have one letter of recommendation from another senator.
5. Bid may be no longer than eight pages in length.

Section 5: Other Annual RHA Awards: The following awards are nominated by the Executive Board and decided by either the Executive Board or the RHA Advisors.

Clause A: Perfect Attendance: This award is given to those members of the organization that have attended all RHA meetings in the fall and spring semesters. This award is decided by the Executive Board.

Clause B: Highest GPA: This award is given to the small, FYE, and large hall that has the highest GPA at the end of the fall semester as determined by the Residence Life Department.
Clause C: **Supporter of RHA**: This award is given to one or more full-time staff members that have been supportive if the organization throughout the year. This award is decided by the Executive Board. Each nominee shall satisfy the following criteria:
1. The nominee has been involved with RHA for at least a year.
2. The nominee is a full-time staff member.

Clause D: **Mita Musick Scholarship**: This scholarship is a memorial established for Mrs. Mita Musick, the past Director of RHA programs in the 1970’s. After her retirement at SFA, she passed away. Her daughter, Holly Musick, is a local resident who realized all of the hard work that Mita had put forth in the organization. Mita was very active in our state, region and at the national level with RHA. NACURH has an award named after her also. This award is given to members of RHA that have been exceptional assets to the organization for three or more years. Recipients are decided by the RHA Advisor(s). Each nominee shall satisfy the following criteria:
1. The nominee shall have not received this award before.
2. The nominee shall have a 2.75 GPA and completed 65 hours.
3. The nominee shall have been involved in RHA for three or more years.
4. The nominee must have held a leadership position in RHA for at least one semester.

Clause E: **RHA Hall of Fame**: This award is given to members, past and present, that have been part of the organization for three or more years and that have gone above and beyond the call of duty for the organization. Recipients are decided by the Executive Board. Each nominee shall satisfy the following criteria:
1. The nominee has been involved with RHA for three or more years.
2. The nominee has accomplished continued outstanding service and dedication to the organization.

Clause F: **Most Improved Hall**: This award is given to a small, FYE, and large hall that has shown great improvement throughout the year. There is no set criterion for this award. This award is decided by the Executive Board.

Clause G: **Executive Board Star(s) of Support**: This award is given by each RHA Executive (fall or spring) to the person(s) that has supported them throughout their position within RHA.

Clause H: **NACURH Bronze Pin**: In NACURH tradition, this award is a pin that is presented by the RHA NCC and the NRHH President to a maximum of eight people that have provided leadership and direction to RHA. The recipients will be decided by both RHA Executive Board members and the members of NRHH.

Clause J: **Service Award Pin**: This award is a pin which shall be awarded to individuals with at least fifty RHA affiliated service hours. Criteria for these hours shall be set by the Executive Board and disclosed at the first general assembly meeting of a fall semester.

**Section 6: Hall of the Year**

Clause A: **The halls will be divided into three categories**: First Year Residential Experience, Small and Large halls.
1. First Year Residential Experience halls shall include
   a. Hall 14
   b. Hall 16
   c. Steen Hall
   d. Lumberjack Landing
   e. Kerr Hall
2. Small Halls:
   a. Hall 10
   b. Mays Hall
   c. North Hall
   d. South Hall
   e. Todd Hall
   f. University Woods
   g. Wisely Hall
3. Large Halls:
   a. Griffith Hall
b. Hall 20  
c. Lumberjack Lodge  
d. Lumberjack Village  

Clause B: The Halls of the Year Criteria  
1. Campus Level: This includes program, committee, and meeting attendance. **This is worth 40% of a hall’s total points.**  
   a. Programs – This includes campus wise programs hosted by the RHA Executive Board including, but not limited to: Holiday Extravaganza, Homecoming, Leadership Retreat, Parents Day, and Showcase Saturday. One point will be awarded for every one percent of the hall’s population, rounded up, attended or volunteered. **This is worth 20% of a hall’s total points.**  
      i. In programs that require donations of monetary, nonperishable items, or clothing, a percent based system is put into place as follows  
         ii. Monetary: For every $0.10 per resident raised, one point shall be awarded.  
         iii. Nonperishable and Clothing: For every percent of resident donated for, one point shall be awarded, such as that 100 cans donated in a hall with 500 residents = 20% = 20 points.  
   b. Meeting Participation – This includes both General Assembly and Senate. One point will be awarded for representation at each of the meetings. **This is 10% of a hall’s total points, 5% for General Assembly and 5% for Senate.**  
   c. Committee Participation: This requires involvement in all RHA Standing and Ad Hoc Committees including representation at outside meetings, planning programs and attendance at programs put on by the committees. Each hall will receive one point per meeting they have representation at. **This is worth 10% of a hall’s total points.**  

2. Hall Level: This includes program and meeting attendance. **This is worth as 35% of a hall’s total points.**  
   a. Meetings- This includes any meetings held at the hall level that makes the quorum of two officers and a representative of each floor. One point will be received for every meeting that meets quorum. **This is worth 10% of a hall’s total points.**  
   b. Programs- This includes programs held by the hall council or residents that are approved by the hall director. One point will be awarded per each of the six categories on the wellness wheel, as well as one point for every one percent of a hall’s population, rounded up, attended or participated. **This is worth 25% of a hall’s total points.**  

3. In programs that involve donations of monetary, nonperishable items, or clothing, refer to Article X, Section 6, and Clause B, subsection a.  
4. Awards – This includes GPC’s, OTM’s, and Annual Awards. One point will be given per nomination in each category and one point will be given for every winning nomination. For OTM’s, one point will be given for every winning nomination for each level, campus regional and national. **This is worth 15% of a hall’s total points.**  
5. Bonus – This includes anything not mentioned in the preceding clauses. This awarded at the discretion of the RHA Secretary in conjunction with the Executive Board. **This is worth 10% of a hall’s total points.**  

Clause C: Completion of each category from each month will be monitored and compiled by the RHA Secretary and then posted in the RHA Office.  

Clause D: At the end of the academic year, the total completed categories of all months will be calculated for each hall. The Executive Board shall nominate the top halls in each category. No more than 50% of the halls may be nominated from each category. (2 of 4 halls, 2 of 5 halls, 3 of 6 halls or 3 of 7 halls may be nominated from each category)  

Clause E: The nominees shall present a written bid to the RHA Senate.  
Presentation: Hall Council of the Year bids will also be responsible for a ten minute presentation during bid day (only if nominated).  
The criteria shall be as follows:  
1. Must only encompass information from the current academic year.
2. Structure of Hall Council
3. Include a list of programs and their descriptions.
   a. Cost
   b. Attendance
   c. Goals
   d. Etc.
4. Hall Council sponsored programming.
5. Budget.
6. Goals and objectives and how they were met during the year.
7. Participation within RHA.
8. Participation within NRHH and the NRHH of the Month program.
10. Participation in their residence hall, campus, state, regional, and/or national organizations.
11. Recognition through awards: campus, state, regional, and/or national organizations.
12. Include at least one letter of recommendation.
13. Bid may be no longer than 15(fifteen) pages in length

Clause F: The Senate shall select a winning Hall of the Year from each category by way of secret ballot at least one week prior to the RHA Awards Banquet. In case of a tie, the RHA President shall cast a single vote to break the tie.

Clause G: The winning halls shall be announced at the RHA Awards Banquet and receive a plaque from the Executive Board.

Section 7: Awards Information
   Clause A: All awards will be decided by a simple majority vote (50%+1).
   Clause B: Annual Awards should be reflective of the entire year. The nominees shall be considered for all of their work throughout the entire year.
   Clause C: For the purpose of awards, a semester of holding a position shall be defined by being elected before mid-term of that semester.

Article X: Trumping Documents

The NACURH Inc. and SWACURH regional policies and bylaws supersede this Constitution and any and all changes to those documents will automatically result in the changing these bylaws.

Article XI -Amending Bylaws

Section 1: By-Laws must be adopted under this Constitution by a majority vote of the Senate.

Section 2: The By-Laws of this constitution shall be reviewed annually by the Policy & Procedures Committee and the Executive Board. Any changes to the by-laws must pass a unanimous vote of the Executive Board in order to move the changes to approval by Senate.