ARTICLE I. RESIDENCE HALL ASSOCIATION MEETINGS

Section 1. Meeting Procedures.
   A. The general meeting of the Residence Hall Association (RHA) shall be held every Monday night of the school year with the exception of summer term, days off, and finals week, and/or at the discretion of the President. All RHA general meetings will begin at 6:00 PM, unless announced otherwise by the RHA President at least one week in advance and all representatives have been notified. The RHA President shall set the agenda for the general meeting. The RHA Finance meeting will begin at 5:00PM, unless otherwise announced by the Administration Coordinator. RHA may cancel or change the time of any and all meetings by a 2/3 majority vote. RHA shall meet weekly, at least six times fall term, and at least eight times winter and spring terms.
   B. Special meetings of the RHA may be called upon at the discretion of the RHA President. Notice of special meetings shall be sent to all Hall Governments no less than 48 hours in advance. The notice of a special meeting shall specify business to be conducted, and no other business shall be conducted at this meeting.
   C. All meetings of the RHA, or any committee, shall be open to the public unless specifically deemed a closed session.
   D. RHA shall conduct business in an orderly and fair manner in order to carry out the provisions of their mission statement.
   E. General Council and all committees shall follow “Robert’s Rules of Order” during all meetings. The presiding Executive Officers shall enforce these rules and shall rule on all questions regarding parliamentary procedure.
      1. Robert’s Rules of Order may be suspended by a 2/3rd's vote of the seated body. The duration of the suspension shall be voted upon by the body, but shall last no longer than the duration of the meeting.
      2. Standing Rules may be adopted to supersede Robert’s Rules of Order by a 2/3's vote of the seated body. Standing rules shall expire at the end of the current academic year, and may be suspended, amended, or rescinded by a 2/3rd's vote.

ARTICLE II. CREATION OF BYLAWS

Section 1. Bylaw Procedures.
   A. Each amended section of the bylaws must pertain to a single issue and must be approved separately.
   B. Bylaws shall be created or amended by a 2/3's vote of the entire voting membership of the RHA (as stated in Article VIII, Section 3 of the RHA Constitution).

ARTICLE III. YEARLY BUDGET LINE ITEMS

Section 1. The Capital Improvement Fund.
   A. The Capital Improvement Fund shall be used for capital expenditures that will directly improve the lives of residence hall students for more than one year, unless determined
otherwise by a 2/3\textsuperscript{rd}s vote of General Council. No more than one-half of the fund may be used in an academic year.

B. During the summer term, the contents of the General Fund for the RHA as well as each Hall Government shall be deposited into the Capital Improvement Fund. Should any Hall Government be in debt, that debt shall be paid from the Capital Improvement Fund.

Section 2. The Leadership Fund.
A. The Leadership Fund shall be used to foster and promote leadership and recognize outstanding efforts within the residence halls as the General Council sees fit.
B. Social fees of $3 per resident, linen commissions, and possibly other sources of income shall be designated for the Leadership Fund.
C. The Leadership Fund may be used for expenses related to the participation of RHA members in events and responsibilities related to the National Association of College and University Residence Halls and its affiliated groups (NRHH and PACURH).
D. The Executive Board shall oversee the Leadership Fund. They are responsible for ensuring the allocation of these funds to programs, activities, recognition, conferences, etc. that promote leadership.
E. RHA may elect to allocate a portion of the Leadership Fund towards capital improvements.

Section 3. Line-item Budgets.
A. Shall be created each year by the Executive Board and be proposed to the General Council within the first six weeks of Fall Term.
B. Line items may not be added or removed after the first six weeks of Fall Term.
C. The amount allocated to each line-item may be changed within the year.
D. NRHH shall be allocated, through a line item from the RHA General Fund no less than $400 Fall Term, $200 Winter Term, and $600 Spring Term.
E. Budgets must be tabled for one week, and shall require a 2/3\textsuperscript{rd}s majority to pass. At any point in time the General Council may amend the budget with a 2/3\textsuperscript{rd}s vote.

ARTICLE IV. MEMBERSHIP OF THE GENERAL COUNCIL

Section 1. Personnel and Membership.
A. Should a student representative wish to resign their representative position, they must provide notification to General Council and to their constituency prior to the date of resignation, barring unforeseen circumstances.
B. Should a Hall Government or student staff choose to remove their representative from office, they must give General Council and the representative notice. They must also select a new representative.
C. Impeachment of officers or representatives requires a 2/3\textsuperscript{rd}s majority of all representatives. Impeachment takes effect immediately after the vote. If impeached a member is stripped of his/her title and responsibilities.
D. Should a member of General Council break a RHA contract while participating in a RHA sponsored activity, the member is liable for his/her entire cost of the activity, and may have sanctions placed upon him/her by the Council, including but not limited to impeachment.

Section 2. Transition of Officers.
A. Each officer shall complete an end-of-the-year report detailing their job, its duties, how they got started, what they felt worked and did not work, and other helpful items for future officers to hold that position.
B. Each end-of-the-year report shall be filed with the RHA President Elect within one month of leaving office. The President Elect shall cause all end-of-the-year reports to be available to all RHA members in perpetuity.

ARTICLE V. ELECTION PROCEDURES

Section 1. General Elections.
A. General Elections shall take place on or before the third week of May in order to prepare the incoming President, Vice President, and National Communications Coordinator (NCC), Events and Activities Coordinator, and Administration Coordinator for NACURH and their positions, barring a $2/3$ vote of the RHA General Council.

B. Voting shall consist of 6 members from each Hall Government, decided within Hall Government the week prior to elections. If a special election is to occur before Hall Governments have their first meeting, representatives from each hall shall be chosen at Hall Government Training. RHA executive members and committee chairs will have individual votes. Any individual who is running for a position would not be able to vote and a proxy will need to be determined if those members are associated with RHA or Hall Governments.

C. With the decision of proxies made by Hall Governments, an email will need to be sent to the facilitator of the election explaining who in Hall Governments will be sending as proxies. With their names, residence hall and how they have been involved within Hall Government (position).

D. Each candidate shall have the opportunity to submit an election platform that will be made available to those who attend the election. The time, date, and location of the election shall clearly be advertised throughout the halls.

E. The President will facilitate or delegate facilitation of the election. Nominations will open at least one week before elections and will remain open until the election begins, at which point the facilitator will close nominations. However, those candidates who are nominated but lose an election have the right to bid down to a following position. Each candidate shall have an opportunity to give a speech of up to five minutes during the election. A question and answer period shall follow each speech that is also up to five minutes long. All questions must be directed at the facilitator, and must be appropriate for all candidates and may not be biased towards any candidate, unless it addresses something said in their speech. The facilitator has final say over what questions will be accepted or rejected. There are three ways to vote in this election: for a candidate(s), no confidence, or to abstain. Elections will use a plurality system.

F. If elected, student representatives shall maintain their voting rights until the following meeting, at which time their respective Hall should find a replacement.

Section 2. Special Elections.

A. Special Elections are those required to replace a member of the Executive Board that has resigned or has been impeached. Special Elections shall follow the same guidelines as General Elections outlined in Article V Section 1 of the Bylaws, with the following exceptions:
1. The time of the elections will be at the discretion of the President or the Administration Coordinator (if the President is removed from office).
2. Bidding down to lower positions does not apply to these elections, and is not allowed.
ARTICLE VI. MINUTES OF RESIDENCE HALL ASSOCIATION PROCEEDINGS

Section 1. Minutes.

A. The Administration Coordinator shall take the minutes of the proceedings of RHA. The minutes shall include:
   1. The rough text of all comments made during the meeting.
   2. The results of all votes.
   3. A rough text of all updates given at General Council Meetings.

B. A copy of the recorded minutes of the most recent RHA meeting shall be posted on the RHA Website by the Wednesday following the meeting.

C. All minutes are unofficial until approved by the RHA President.