

14. Meet every other week with the RHA President and weekly with the RHA Advisor.
15. Attend RHA campus-wide retreat held annually, including any additional executive retreats.
16. Attend RHA events as deemed appropriate by the RHA President and RHA Social & Traditional Events Coordinator.
17. Assist in all fundraising efforts for RHA and conferences.
18. Work 4 hours each week as a desk assistant for the department.
19. Check email once every 24 hours and respond to emails within 48 hours.
20. Relay all phone, paper, and email correspondences.
21. Create and complete a transition manual for your position.

GGU^iç^Á} Áe çãe^ Áeç]~•Áç { { ãc^•ÁeÁÇã [!q Áã &^ç } È

8. Chair and coordinate decision-making at all RHA General Council meetings and Executive Board meetings.
9. Prepare all agendas for Executive Board meetings and General Council meetings if meeting calls for agenda and determine meeting format.
10. Assist all RHA committees.
11. Coordinate the End of Semester Reception with the NRHH President and STEC.
12. Plan and coordinate all Executive Board trainings in conjunction with the HRE training.
13. Assist the PRFC with all On Campus Marketing (OCM) correspondence.
14. Attend the HRE Leadership Team meetings at the discretion of the Advisor.
15. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the CO-PRRHA of IACURH.
16. Coordinate the Executive Board elections.
17. Coordinate the End of the Year Reception with the NRHH President and STEC.
18. Attend the IACURH Regional Leadership Conference, IACURH Regional Business Conference, and NACURH Annual Conference.
19. Co-coordinate the annual process for campus level bids with the NACURH Communications Coordinator.

12. Conduct a biweekly 1:1 with the RHA Advisor.
13. Coordinate end of semester evaluations for each Community Council and work with the President to address necessary points of concern.

C. National Residence Hall Honorary President (NRHH President)

The following shall pertain to RHA Executive Board duties:

1. Establish and coordinate a process for UNC OTMs.
2. Organize spontaneous recognition during General Council meetings.
3. Implement formal recognition initiatives to General Council and Community Council members.
4. Coordinate the End of Semester Reception in conjunction with the President and STEC.
5. Plan and implement the Fall RHA/NRHH Leadership Retreats if funds allow.
6. Facilitate the bid writing process for NRHH Specific bids for regional and NACURH level bids, and submit all NRHH bids to the NCC for review and submission. Collaborate, if asked, with the NACURH Communication Coordinator for all other bids.
7. Provide at least one service opportunity per semester for General Council members, incorporating the upcoming conference philanthropy if possible.
8. Coordinate the End of the Year Reception in conjunction with the President and STEC.
9. Complete monthlies, attend chats and breakout sessions, and perform other tasks as scheduled by the AD-NRHH of IACURH.
10. Maintain the affairs of the National Residence Hall Honorary and follow all guidelines outlined in the Ursa Major chapter constitution.
11. Attend the HRE Leadership Team meetings at the discretion of the Advisor.

D. NACURH Communications Coordinator (NCC)

The following duties shall pertain to communications at the regional and NACURH level:

1. W*nBTpo

4. Organize and develop delegations to IACURH and NACURH conferences.
5. Give a report to the General Council after each conference attended.
6. Complete annual re-affiliation with NACURH, Inc., and ensure that RHA remains in good standing.
7. Write at least one bid for both the IACURH conference and the Regional Business Conference.

E. Business Administration and Technology Coordinator (BATC)

1. Keep an accurate account of the fiscal records of RHA and NRHH according to the procedures set by HRE.

5. Coordinate the End of Semester Reception in conjunction with the President and NRHH President.
6. Coordinate a Winter Welcome Week Event during Winter Welcome Week.
7. Coordinate a Spring Event in conjunction with HRE.
8. Coordinate the End of the Year Reception in conjunction with the President and NRHH President.
9. Coordinate other social events throughout the year, as funds allow.

G. Public Relations and Fundraising Coordinator (PRFC)

1. Create and develop a marketing plan for RHA that includes at least one promotional item.
2. Assist with the creation and distribution of all advertisements produced by RHA as necessary.
3. Utilize various marketing techniques.
4. Plan two fundraising programs per semester. This may include fundraising efforts for annual conference.
5. Seek out and maintain sponsorship for RHA.
6. Set fundraising goal with Executive Board and Advisor at the beginning of each semester.
7. Solicit the use of the rentals to the residence halls, other campus groups, and the Greeley community.
8. Coordinate and implement the distribution of all OCM programs and products at the campus level in conjunction with the President.
9. Plan the implementation of all updates to social networking sites, which could include Facebook and Twitter.
10. Plan and implement a minimum of one fundraising initiative for the annual IACURH, No Frills, and NACURH conferences. Coordinate initiative with NACURH Communications Coordinator.
11. Track Paw Points for the Residence Halls on a weekly and as needed basis.

ARTICLE II - TERMS OF OFFICE

Section 1 - Terms of Office

Each term of office shall be one year, beginning the Monday after finals of the spring semester and ending on the last day of the following spring semester. All Executive Board obligations and responsibilities shall transfer at the beginning of the new term of office. No Executive shall be allowed to hold a paid administrative or leadership position at UNC during this term of office. Exceptions require prior written approval from the Advisor.

A. Exceptions

President: The President shall begin their term of office on the Monday after the spring semester finals to establish a working relationship with the Advisor, sit on campus committees, plan fall training, and maintain contact with all Executives. During the summer, the President will be provided with on-campus housing and be required to work for HRE.

NACURH Communications Coordinator: V@ÁÔÔqÁ[•ãñ}Áñ|Á}áÁÁ@Á[} &~•ñ}Á
of the NACURH conference. The incoming NCC may assist the outgoing NCC
at the NACURH conference but does not take over NACURH duties until the
close of NACURH.

Section 2 - Removal from Office

The General Council may remove an Executive from office as defined in ~~the Addendum, Chapter One, Section Four.~~ **Article IV.**

ARTICLE III - FAILURE TO MEET THE CONDITIONS OF EMPLOYMENT OF THE EXECUTIVE BOARD

If, at any time, an Executive no longer meets the Conditions of Employment of the Executive Board, as outlined in (Article VI) of the Constitution, then said Executive shall be terminated at the discretion of the advisor and the Housing and Residential Education Department.

ARTICLE IV EXECUTIVE BOARD IMPEACHMENT

The impeachment process shall be as follows:

1. Announcement of the impeachment process must be one business meeting before the vote of impeachment.
2. The impeachment process may not be initiated by an Executive.
3. Three voting members ~~from three separate Community Councils~~ must collectively initiate the impeachment process by a motion at a General Council meeting and state their grievance.
4. A two-thirds vote by the General Council for the investigation of a grievance shall form a Removal Committee.
5. The Removal Committee shall consist of a minimum of three students. These students must not hold a paid leadership position within HRE. These students shall be nominated by **the General Council.** their respective Community Councils with no more than one student per Community

c. To present evidence in written form to the General Council. The accused is entitled to the floor for ten minutes to speak on their behalf. A time extension may be granted by a simple majority vote from the General Council.

10. Only one ground for impeachment has to be declared in order to begin the process. The grounds for impeachment are as follows:

a. Failure to follow RHA's Constitution, Bylaws, or policies and procedures in ways which are

b. Contribution or participation in any act that seriously violates the policies of UNC as outlined in the most recent edition of the Student Rights and Responsibilities Handbook and/or Housing & Residential Education Handbook.

11. If the Removal Committee concludes that the Executive in question has met one of the guidelines for impeachment outlined above, the Removal Committee will turn the vote over to the voting representatives of the General Council, who will vote by individual

Announcement of the application availability will occur at a General Council meeting with applications being due no earlier than ten days from that meeting. In addition to the announcement, paper advertisements must be available at least one General Council meeting and posted on the RHA website. If a school break falls in the ten-day period, the President and Advisor can determine if those days will count towards the ten-day minimum. Prior to the application deadline, the Executive Board and Advisor will conduct an informational meeting outside of a general council meeting for members who are interested in running for a position. The meeting will explain each position in detail based on the governing documents and give examples of positional bids.

Section 5 - Selection

The individual running for a position must meet the qualifications listed in Article VI of the Constitution. The applicant must submit a letter of intent and a bid for the Executive Board position, which must meet the guidelines set forth by the President and Advisor. Questions concerning hiring must first be directed to the Advisor.

1. Bids shall be electronic, in PDF format, with no more than five pages of content with the title page, letters of support, citations, and 24-hour calendar not included in the page count.

7. If a position is not filled, nominations may be taken from the floor.
8. The General Council will forward one name for each Executive position that is filled to HRE for approval.
9. If a current student staff member (RA, SRA, CA, DM, current RHA Executive) is running for an RHA Executive position, they will be represented by Student Staff Council during their election. The community in which the staff member currently resides will be able to enter Q&A and discussion on the candidate.

Section 6 - Hiring for an Executive Board Vacancy

In the event that a vacancy occurs on the Executive Board, hiring will be determined by election as previously enumerated. If an election process is deemed unfeasible an appointment may be carried out at the discretion of the President and Advisor.

A. Executive Board Position Vacancies

An Executive Board position shall be vacant if the person serving in that capacity resigns, fails to meet the Conditions of Employment of the Executive Board members (as defined in Article VI),

6. If the challenge is found to be valid then the legislation in question will be dismissed or the actions of the Executive Board member or the RHA Advisor will be addressed by HRE.
7. If a challenge is found not to be valid then the legislation process will continue as usual and the actions in question taken by the Executive Board or the RHA Advisor will stand.

ARTICLE VIII-CONSTITUTION/BYLAWS MAINTENANCE

Section 1 Review

The RHA Executive Board is to review the RHA Constitution and Bylaws periodically. RHA Constitution a(ut) (v)11(u)

allocated annually by request financial support for their program. The funding proposal will be discussed and voted on at an RHA meeting by the RHA General Council.

CHAPTER IV COMMITTEES

ARTICLE I

Section 1 - Name

The name of this organization shall be the Presidents' Council.

Section 2 - Purpose

Hall Presidents. The following will be the primary functions of the committee:

1. Train and develop hall Presidents regarding the facilitation of hall meetings and group leadership.
2. Share and develop ideas for improved collaboration between halls.
3. Address any issues pertaining to Community Councils.

Section 3 Duration

Section 4 Membership

Membership shall consist of the selected President from each Community Council. The committee shall be chaired by the RHA President.

ARTICLE II PROGRAMMING COUNCIL

Section 1 - Name

The name of this organization shall be the Programming Council.

Section 2 - Purpose

The purpose of the Programming Council is to provide resources, networking opportunities, guidance, and training in programming.

Section 3 Duration

The Programming Council shall be a standing committee.

Section 4 Membership

Membership shall consist of the selected Programmers as well as all others interested in programming. The committee will be chaired by the STEC.

ARTICLE III- EXECUTIVE COUNCILS

Each RHA executive board member shall establish and select a committee to serve the campus and the organization for the duration of the academic year.

1. Each executive committee should address pertinent on-campus student needs.
2. Each executive committee will be open to any student within the organization.
3. Committees may be created with the approval of the RHA President and Advisor.

CHAPTER V - COMMUNITY COUNCIL Function

ARTICLE I COMMUNITY COUNCIL NAME

The name of each Community Council will be the community name followed by the mascot. The name of each community is determined by Housing and Residential Education at the University of Northern Colorado. The names of each Community Council will be as follows:

Harrison Penguins
Turner Lions
Lawrenson Llamas
North Polar Bears
South Koala Bears
Wiebking Ducks
Wilson Wolves
Central Coalition Monkeys
Presidents Row Eagles
Apartment Armadillos

Section 1- Changing the Community Mascot

The process for changing a community mascot is as follows:

1. The Community Council must agree on the new mascot and submit a proposal to the RHA Executive Board Containing:
 - a. Current name of the Community Council
 - b. Proposed mascot of the Community Council
 - c. How the Community Council believes the name change will benefit their community.
2. Upon acceptance from the RHA Executive Board, The RHA Executive Board will present the mascot change will be presented to the entire community.
 - a. Sixty-percent (60%) of voting participants must vote in favor of the mascot change
3. The mascot change will be presented to the RHA General Council for confirmation.

If the name of a Community Council is changed it will become effective the following semester. Community Councils are in charge of purchasing any materials needed to reflect the name change including, but not limited to, (mascot stuffed animals, t-shirts, banners).

ARTICLE II

Section 1 - President

The President shall chair their Community Council meeting in conjunction with the Hall Director. The President will attend the Presidents' Council meeting coordinated by the RHA President. The President will attend RHA meetings.

Section 2 Programmer

The Programmer shall work with their Community Council to plan and execute events within the

1. Forms created by the Executive Board. Forms will be available when the residence halls open, and candidates will have at least one week to complete the form and submit it.
2. Campaigning may begin following the Candidate Form submission deadline. All advertisements must be approved by Hall Directors. Any advertisements found to be inappropriate will be removed and the candidate will be ineligible to run for a position.
3. Student Staff may not help create advertisements but may provide materials for campaigning.
4. Campaigning will take place one week prior to elections. All campaigning must be done in the Residence Halls and follow all HRE policies.
5. Elections will be held over one day in Tobey-Kendel Dining Hall and Holmes Dining Hall during at least one meal, one of which must be at a dinner period. All residents living on campus may vote once for their Hall Officers and Representatives.
6. Elected members will be notified within two days by the Executive Board, their Resident Assistant or Hall Director, and given further instructions.
7. All elected officers will be required to attend at least one training session for their position.
8. Any position that is not filled will be filled by each hall through appointment or internal election.
9. If at any time a hall loses an elected member, the Community Council and hall staff may hold an internal election or appoint a replacement.

ARTICLE III - IMPEACHMENT OF COMMUNITY COUNCIL OFFICERS

If at any time a Community Council Officer fails to meet their expectations as outlined in Chapter V, Article I in the Bylaws or fails to meet the agreed upon expectations of them for their Community Council, then said Officer may be impeached.

Prerequisites for Impeachment:

1. The individual needs to do the following:
 - a. The individual and Hall Director/Advisor present.
 - b. If there is no change and the individual is still dissatisfied, the individual must speak with the Hall Director/Advisor, who in turn will speak with the Officer.
 - c. If there is still no change, the individual who is dissatisfied with the Officer may begin the impeachment process.

Impeachment process:

1. The individual who wishes to instigate the impeachment process must first speak to their Hall Director/Advisor to inform the Hall Director/Advisor of their interest in impeaching the Community Council Officer.
2. When meeting with the Hall Director/Advisor, the said individual must present a defense outlining their discontent with the performance of the Community Council Officer.
3. Announcement of the impeachment process must be made by the Hall Director at one Community Council Meeting before the vote of impeachment.
4. At the next Community Council Meeting, the Community Council Officer in question has the right to state their case as to why they believe they should remain on the Community Council

