Article I: General Assembly Membership

Section 1: Responsibilities
   A. Represent the best interests of on-campus constituents
   B. Serve on respective senate executive board or programming board
   C. Serve on one RHA standing committee
   D. Contribute to all senate and RHA meetings
   E. Report RHA information at senate meetings
   F. Communicate name to RHA Director of Administration and Finance

Section 2: Attendance
   A. In event of absence, the individual absent is responsible for reporting absence to the RHA Director of Administration and Finance
   B. In the event of absence, an individual may temporary take the place of the person absent. This person is known as a proxy
      a. Proxies, in their temporary role, must also follow the qualification guidelines of a traditional voting member
      b. Must be from the same building which they are representing
      c. May not be another RHA member
   C. Two absences without proxy at RHA and/or committee meetings will result in the RHA Director of Administration and Finance notifying the respective senate advisor that immediate action should be taken to remedy the situation

Article II: RHA Executive Board

Section 1: Responsibilities
   A. Provide leadership for the Association
   B. Maintain one year in office with a term starting July 1
   C. Must attend any meetings, including all of the following
      a. RHA executive board meetings
      b. One on one meetings with advisor
      c. RHA General Assembly meetings (Thursdays at 5 p.m.)
   D. Maintain confidentiality of exec meetings
   E. Maintain 2+ office hours per week

Section 2: Position Specific Responsibilities
   A. President
      a. Facilitate Executive, Association and President Council Meetings to help the groups fulfill their purposes
b. Create agendas for all meetings
c. Coordinate communication with outside student organizations
d. Maintain RHA email with Director of Public Relations
e. Serve on Department of Residence/University Committees as needed
f. Be the official representative and spokesperson of RHA
g. Appoint members to outside committees, as needed
h. Make appointments to fill executive vacancies, along with the executive board
i. Serve as the chair of the RHA Presidents Council
j. Appoint members of all standing committees, with the assistance of the Executive Board
k. Official representative in President boardrooms and chats throughout the MACURH region
l. During their term as president-elect, they shall represent UNI on a regional level at MACURH, and No Frills, and NACURH Conferences
   i. NACURH attendance shall be based on a student’s enrollment. Those that have graduated will not represent at NACURH, but rather the incoming president will assume responsibility early

B. President- In Training
   a. Severs as the President- IT during a transition period from the time they are selected until the end of the annual NACURH conference, at which point they would assume the role of President through subsequent NACURH conference
   b. Shall attend meetings with the future advisor and president to learn position
   c. Shall attend NACURH of their elected year
      i. May resume responsibilities early based on the enrollment status of current President at NACURH

C. National Communications Chair
   a. Acts as liaison between National Association of College and University Residence Halls (NACURH), Midwest Affiliate of College and University Residence Halls (MACURH) and RHA
   b. Attend regional chats with other NCC’s, typically every other week
   c. Coordinates the process of initiating and submitting bids for regional and national conferences
   d. Assembles and leads conference delegations
   e. Serves as parliamentarian
   f. Acts as a contributing member of both the Programming committees, when necessary
   g. Serves on at least one MACURH standing committee
   h. Serves on at least one NACURH standing committee, if possible
   i. Assumes the duties of the president in a time of absence or disability
   j. Train and assist your NCC-IT as needed during their IT semester
   k. Prepare and present any constitution revisions
   l. Perform the re-affiliation process with National Board of Directors (NBD) and the National Information Center (NIC)
In the event of the President not being able to fulfill their duties for a specific reason, the NCC will take role as the President until either the President returns or a new President is elected.

D. National Communications Chair- In Training (NCC-IT)
   a. Serves as NCC-In Training (NCC-IT) during a transition period from the time they are elected until the end of the annual NACURH conference, at which point they assume the role of NCC through subsequent NACURH conference.
   b. Shall attend meetings with future advisor and NCC to learn position
   c. May retain any current role (RA, PAIR, Senate exec) while serving in the “In-Training” capacity
   d. Shall attend No Frills (starting ’16-’17) and NACURH of their elected year
      i. May resume responsibilities early based on the enrollment status of current NCC at NACURH.

E. Directors of Programming (2)
   a. Serve as chairperson of one standing committee
   b. Develop weekly agenda for committee meetings
   c. Coordinate engaging campus programming with 10-15 hall representatives
   d. Attend bi-weekly one on one meetings with advisor

F. Director of Public Relations
   a. Acts as a contributing member of both Programming committees, when necessary
   b. Take pictures at all RHA events
   c. Manages the social media sites, with coordination from executive board
   d. Maintain RHA email with the President
   e. Creates advertisements for all RHA programs
   f. Responsible for getting information from RHA to the public as needed
   g. Responsible for all press relations
   h. Assist all committees in promoting RHA and related events

G. Director of Administration and Finance
   a. Act as a liaison to third party organizations (I.E. Campus Comfort and On-Campus Marketing)
   b. Keep accurate record of all monies incoming and outgoing
   c. Manage the RHA budget with RHA advisor
   d. Meet monthly with advisor
   e. Communicate with President, NCC, Directors, NRHH and the General Assembly about the budget
   f. Notify all members of meetings
   g. Take minutes at all meetings (executive and general assembly), send out within 48 hours of the meeting to the respective groups and advisors
   h. Keep accurate record of the attendance at all meetings
   i. Keep accurate file of all correspondence
   j. Bring the hall folders to General Assembly meetings, as well as the projector. Be prepared to project any necessary documents from your computer.
Section 3: Removal from Office
A. A formal complaint against any RHA Executive may be presented to the RHA advisors by another member, provided that the complaint is presented in writing
B. Causes for a formal complaint include
   a. failure to fulfill the duties of office
   b. abuse of powers of office
   c. misrepresentation of RHA
   d. improper use of RHA monies
   e. or any other actions not in keeping with the expectations of an RHA member or executive
C. Advisors determine the recommended action to be taken. Options include
   a. removal from office
   b. resignation
   c. public censure
   d. no action
D. The executive board holds the final decision after receiving the advisor(s) recommendation of the appropriate action to take
E. The advisors will inform the complainant if it there is no action taken. In all other cases the decision will be made public.

Section 4: RHA Executive Board Housing & Dining Remuneration
A. Executive board members are eligible for scholarship compensation at the end of fall and spring semesters in their elected positions
B. Compensation will come from the Department of Residence and as such, the maximum amount of award monies will be decided by the Department during their budget process and be adjusted based on the occupancy of the residence halls
C. The Housing and Dining remuneration shall be given based on the following
   a. Positional requirements
      i. Hours required to fulfill the position
   b. Ability to fulfill positional duties
   c. Ability to meet the requirements of the positional duties
   d. Quality of work
   e. Evaluation from the General Assembly
   f. Evaluation from the advisors
D. The following is an estimate and guiding principle for the number of hours each position averages
   a. President- 15 hours
   b. NCC- 12 hours
   c. Directors of Programming- 10 hours
   d. Director of Administration and Finance- 8 hours
   e. Director of Public Relations – 8 hours
E. Housing and Dining remuneration is not guaranteed at the end of each semester
F. An evaluation system will be organized by the RHA Advisor to determine how much of the remuneration package each person in their elected role shall be awarded
G. In the event that further compensation is looked into, let it be stated that RHA Executive is a Leadership Position, not a job. Such a discussion would then be suggested to the advisors, and a 3/4th majority vote of the general assembly would be required to pass any further remuneration legislation.

H. Executive Board members will have no vote and no spoken opinions during further remuneration discussion within RHA assembly meetings. All executive members will leave room during discussion and voting, and the vote will be taken by an advisor or a proxy chosen by the advisors.

Article III: Three Standing Committees’ Purposes
   A. President’s Council: Provide leadership development for senate presidents
   B. Programming (Two): Provide social activities along with charitable and social justice activities for on-campus residents

Article IV: Meetings
   A. RHA meets at 5 pm Thursdays during the academic year in the designated location set by the executive board, with consent of the advisors
   B. Standing committees meet at a time and location determined by the executive board during the academic year. If additional meetings are needed, the executive board will inform all members of the times and locations

Article V: Special Circumstances
Whereas if the current NCC is a graduating senior, they are not permitted to attend the annual NACURH conference. In addition, leading up to this deadline, they will be the acting NCC of the NACURH delegation.

Article VI: Liaisons
Section A: NRHH President
   A. The NRHH President shall act as a liaison between the RHA General Assembly and the NRHH body
   B. Attend RHA meetings
   C. Attends RHA executive board meetings at times deemed appropriate, including meetings to discuss budget

Section B: Northern Iowa Student Government Director of Residence Hall Relations
   A. Shall act as a liaison between the RHA General Assembly and NISG
   B. Align their duties and position requirements with the current Northern Iowa Student Government