

RESIDENCE HALL ASSOCIATION BYLAWS UNIVERSITY OF MARYLAND, COLLEGE PARK

ARTICLE I: EXECUTIVE BOARD

Section 1: President

- (1) The president shall be the chief executive of RHA, and as such shall serve as the recognized spokesperson for on-campus students.
- (2) The president shall be responsible for:
 - A) Effective leadership to ensure that the roles and functions of the Senate are carried out on behalf of resident students
 - B) Facilitating the effectiveness and coordination of the executive board
 - C) Meeting with, either personally or through a proxy, executives from other student organizations and senior campus administrators
 - D) Maintaining knowledge of University of Maryland policies and serving as the primary consultant for policy-related inquiries
- (3) In the absence of the vice president, the president shall serve in the vice president's capacity as chairperson of the Senate.

Section 2: Vice President

- (1) The vice president shall serve as chairperson of the Senate meetings.
- (2) The vice president shall be responsible for:
 - A) Setting Senate agendas in consultation with the executive board and committee chairs
 - B) Conducting Senate meetings in a fashion that completes agendas efficiently and allows for broad, representative comments from the membership
 - C) Serving as the parliamentarian for RHA, which entails:
 - i. Maintaining an in-depth knowledge of rules governing RHA procedure and answering all procedure-related inquiries
 - ii. Consulting with the executive board and ultimately proposing amendments to Part II, of the RHA Standard Operating Procedure
 - iii. Keeping track of time for all agenda items, including debate
 - iv. Enforcing the attendance policy as outlined in the RHA Standing Operating Procedure
 - D) Guiding the executive board in its planning of Senate activities
 - E) Overseeing the logistical efforts of all committees of the Senate
 - F) Meeting routinely with:
 - i. Senators-at-large
 - ii. Committee chairpersons

Section 3: Finance Officer

- (1) The finance officer shall serve as treasurer and philanthropy director for RHA.
- (2) The finance officer shall be responsible for:
 - A) Maintaining an accurate record of all RHA accounts, expenditures, and balances
 - B) Giving a current and accurate report on RHA funds to the executive board or Senate upon request
 - C) Maintaining current knowledge of all applicable University and Department of Resident Life policies and procedures for funding and purchasing
 - D) Working closely with the Department of Resident Life Business Manager and the designated official for the Student and Staff Development Unit in order to orchestrate purchases using Resident Life funds
 - E) Managing special funding projects as deemed appropriate by the Department of Resident Life
 - F) Making all purchases deemed necessary by the executive board
 - G) Heading all philanthropic initiatives, including any Meal Point Donation Drives run through the Department of Dining Services

Section 4: Chief Information Officer

- (1) The CIO shall serve as the technological administrator and historian for RHA.
- (2) The CIO shall be responsible for:
 - A) Maintaining all current online files and archive materials, such as records of events, advertisements, pictures, or other occurrences so they can be passed on to future RHA members
 - B) Keeping updated listservs for all executive board members, senators-at-large, Resident Council members, and department representatives in order to affect rapid updates and communications
 - C) Maintaining a membership file containing names, addresses, and contact information for all executive board members, senators-at-large, and Resident Council members
 - D) Maintenance of all electronic resources, such as the HOTS database and the newsletter
 - E) Working closely with the Department of Resident Life network LAN Administrator

Section 5: National Communications Coordinator

- (1) The NCC shall serve as liaison to CAACURH, NACURH, and NRHH for RHA.
- (2) The NCC shall be responsible for:
 - A) The coordination of RHA member attendance at national and regional conferences

- B) Keeping RHA members updated on all national and regional association events and information
- C) Working with the RHA advisor in order to coordinate the annual RHA Leadership Welcome Reception, RHA Year End Reception, and bi-annual Resident Life Leadership Training Day
- D) Working with the Student and Staff Development Unit to plan any retreat activities for Senate or Resident Council members

Section 6: Student Groups and Organizations Liaison

- (1) The SGOL shall serve as the liaison between RHA and other student groups and organizations.
- (2) The SGOL shall be responsible for:
 - A) Representation to committees and/or student organizations as deemed necessary by the executive board, either in person or via proxy
 - B) Coordination between RHA and the leadership and/or membership of other student organizations as deemed necessary by the executive board
 - C) Serving as liaison to the Student Government Association and staying informed on all SGA meetings and happenings
 - D) Serving as liaison to the University Senate and staying informed on all University Senate meetings and happenings
 - E) Providing leadership and coordination in cooperative efforts, programs, activities, or problem-solving efforts with other student groups as deemed necessary by the executive board or stipulated by resolutions adopted by the Senate

Section 7: Administrative Officer

- (1) The administrative officer shall serve as operations and office manager for RHA.
- (2) The administrative officer shall be responsible for:
 - A) Taking minutes for Senate and executive board meetings
 - B) Keeping detailed records of Senate, executive board, and committee meeting minutes, final text of resolutions, membership lists, and any other files deemed necessary by the executive board
 - C) Keeping records of attendance (see Part II: Standards of Attendance and Debate Protocol in the RHA Standard Operating Procedure) and notifying the vice president when issues arise
 - D) Getting supply orders to the finance officer for purchase
 - E) Updating the RHA Constitution, Bylaws, and Standard Operating Procedure upon amendment, and making amended copies available electronically
 - F) Booking meeting rooms, ensuring proper equipment, and managing other such logistical items

Section 8: Public Relations and Outreach Officer

- (1) The Public Relations and Outreach Officer shall serve as coordinator of:
 - A) All RHA media (print and non-print), marketing, and public relations
 - B) Constituency outreach
 - C) Recruitment and retention of members

- (2) The Public Relations and Outreach Officer shall be responsible for:
 - A) Maintaining accurate contact information for appropriate members of the campus community
 - B) Providing committees with applicable information, such as articles from *The Diamondback*, and relevant media, press releases, and other pertinent documents from the University and other sources
 - C) Serving as liaison between Resident Councils and the Office of Campus Programs
 - D) Planning RHA team-building events and activities

Section 9: Ascension to Office

- (1) The incoming executive board shall officially assume their responsibilities upon adjournment of the Year End Reception.

Section 10: Executive Board Meetings

- (1) The executive board shall determine how frequently it needs to meet and how often the advisor shall attend.

- (2) Agenda items for meetings will be selected by the members of the executive board.

Section 11: Executive Board Veto

- (1) The executive board shall have the ability to overturn any resolution of the Senate according to the process outlined in the RHA Standard Operating Procedure

Section 12: Transitions in Leadership

- (1) The executive board, working with the advisor, will establish a structure for the smooth transition in leadership closely following the election and appointment of new executive board members.

- (2) Outgoing executive board members and the advisor shall construct a schedule of group and individual meetings with incoming executive board members to bring about the transition.

- (3) Topics for discussion at transitional meetings will include:
 - A) Suggestions for undertaking executive responsibilities
 - B) Continuity in goals and objectives from the previous to the coming year
 - C) Orientation to the RHA Constitution, Bylaws, Standard Operating Procedure, and other helpful resources

- D) Orientation to necessary tasks
- (4) Outgoing executive board members shall prepare materials for their successors which shall contain the following information:
 - A) The RHA Constitution, Bylaws, and Standard Operating Procedure
 - B) Revised and updated descriptions of specific member responsibilities
 - C) Suggestions for successful approaches to responsibilities (e.g. "what I learned...")
 - D) Helpful contact information and phone numbers
 - E) A summary for the position over the course of the previous year

ARTICLE II: SENATE

Section 1: Allocation of Senators

- (1) Hall and area representation in the Senate will be established yearly on the ratio of one senator per 250 residents and not a fraction of that number unless a representative for this fraction is apportioned through a determination by the executive board as to whether:
 - A) An additional senator shall be added for an existing fraction of 250 residents
 - i. A minimum of 100 residents is required
 - B) A decrease in the number of residents, having created a fraction of 250 residents, merits a decrease in the number of senators assigned
 - i. A minimum of 100 residents is required for the consideration of a decrease in the number of senators
- (2) The executive board shall establish the final number of senators for each Resident Council utilizing the final assignments numbers in August.
- (3) The number of apportioned senators will be announced immediately following the opening of the halls for the fall semester, and prior to Resident Council elections.

Section 2: Senators-At-Large

- (1) Senators-at-large can be nominated by any member of the Senate and must be approved during the first Senate meeting of the new Executive Board by a two-thirds vote of the Senate.
- (2) Senators-at-large shall be responsible for:
 - A) Serving as liaisons between the executive board and senators
 - B) Carrying out independent or joint initiatives at the discretion of the executive board
 - C) Serving, if needed, in the individual capacity of any executive board position in the interim period following a vacancy and before a new appointment is made
 - D) Serving as the primary proxies for any outside University, organization, or committee functions for which executive board members cannot attend

- (3) If a senator-at-large fails to meet the responsibilities of the position and went through the housing exemption process, that senator's housing may be revoked.

ARTICLE III: COMMITTEES OF THE SENATE

Section 1: Determination of Committee Membership

- (1) No executive board members may serve on a standing committee, however they may attend meetings at the discretion of the vice president.
- (2) Committee members shall be appointed at the discretion of the vice president according to the following:
 - A) DSAB, ReFAB, ReLAtE, and TAC shall be comprised of an even distribution of Senate members.
 - B) SCOM shall be comprised of:
 - i. Vice presidents of sustainability from each Resident Council
 - ii. No more than four senators
 - C) Where possible, each of the seven residential communities (Cambridge, Capstone, Denton, Ellicott, Leonardtown, North Hill, and South Hill) should be represented in the membership of any given committee.

Section 2: Committee Leadership

- (1) At the first standing committee meeting, members shall elect from within their ranks a committee chairperson and vice chairperson.
- (2) To be eligible for the position of chairperson, a committee member may not be:
 - A) The current chairperson of another standing committee
 - B) A member of the executive board
 - C) The department representative
- (3) The chairperson of a standing committee shall be responsible for:
 - A) Prior to committee meetings:
 - i. Notifying all members of the date, time and location of the meeting
 - ii. Setting the agenda and notifying all members of its items
 - iii. Preparing any advance materials necessary for the meeting
 - iv. Undertaking consultation with appropriate department staff as needed
 - B) During committee meetings:
 - i. Working to ensure effective and inclusive discussion of issues
 - ii. Ensuring that details of discussion and analysis are effectively tracked and recorded to be readily available to the Senate during committee reports
 - C) Following committee meetings:
 - i. Ensuring that accurate minutes were taken and are distributed to committee members, the department representative, and the executive board, and are available to the Senate if necessary
 - ii. Responding to any inquiries concerning committee deliberations

- iii. Articulating committee reports to the Senate (see Part I, Section 4 of the RHA Standard Operating Procedure)
 - iv. Ensuring the preparation of effective verbal presentations or written materials for committee reports
 - D) Appointing a replacement vice chairperson if there is ever a vacancy
- (6) The vice chairperson shall be responsible for:
- A) Recording and distributing committee meeting minutes
 - B) Assuming the duties of the chairperson if the chairperson is unable to attend committee meetings or represent the committee in matters of official business.

Section 3: Department Representative

- (1) Department representatives shall attend all committee and Senate meetings deemed necessary by the committee.
 - A) If unable to attend, the department representative shall send another representative of the department with whom the committee will work
 - B) Department representatives may invite additional staff to meetings as deemed necessary to enhance committee discussions and deliberations
- (2) Department representatives shall be full participants in discussion, debate, and formulation of options for committee decisions, but shall have no voting rights on committee decisions.

Section 4: Ad Hoc Committees

- (1) Any Senate or Resident Council member may be a member of an ad hoc committee regardless of membership in other committees, so long as no conflict of interest exists.
- (2) Any ad hoc committee in existence for longer than one academic year may be approved as a standing committee upon confirmation by two-thirds of the Senate.

Section 5: Committee Process

- (1) In order for any resolution or recommendation to be submitted to the Senate from a standing committee for consideration and/or passage, approval by a three-fourths majority of that committee shall be required.

ARTICLE IV: HALL AND AREA COUNCILS

Section 1: Resident Council Membership

- (1) In the case of vacancies, elected Resident Council members may appoint the remaining positions.
- (2) Resident Council members may be removed from office:

- A) According to the Constitution of each respective council
- B) As a result of violating the Member in Good Standing Policy (see Article VIII, Section 1 of the RHA Constitution)

Section 2: Councils

- (1) There shall be one Resident Council for each of the following:
 - A) Bel Air, Cambridge, and Chestertown Halls (BCC)
 - B) Centreville Hall
 - C) Cumberland Hall
 - D) Denton Hall
 - E) Easton Hall
 - F) Elkton Hall
 - G) Ellicott Hall
 - H) Hagerstown Hall
 - I) LaPlata Hall
 - J) Leonardtown Area (encompassing New and Old Leonardtown)
 - K) North Hill Area (encompassing Anne Arundel, Caroline, Carroll, Dorchester, Prince Frederick, Queen Anne's, Saint Mary's, Somerset, Wicomico, and Worcester Halls)
 - L) Oakland Hall
 - M) South Campus Commons Area
 - N) South Hill Area (encompassing Allegany, Baltimore, Calvert, Cecil, Charles, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Talbot, and Washington Halls)
 - O) University Courtyards Area

Section 3: Resident Council Advisors

- (1) Resident Council advisors shall be responsible for:
 - A) Guiding and supporting the Resident Council in fulfilling the tasks outlined in Section 1, Clause 3 of the RHA Constitution.
 - B) Coordinating, with the RHA advisor, procedures for the election of Resident Council members
 - C) Facilitating the review of Resident Council Constitutions

ARTICLE V: ADVISOR

Section 1: Responsibilities

- (1) The RHA advisor shall be responsible for:
 - A) Maintaining current knowledge of the RHA Constitution, Bylaws, Standard Operating Procedure, and any amendments made by the Senate
 - B) Attending Senate meetings and meeting regularly with the executive board

- C) Working closely with Resident Council advisors in order to keep them apprised of Senate activities, committee efforts and projects, and coordinated RHA and Resident Council efforts
 - D) Overseeing and providing supporting structure to bring about a smooth transition for new executive board members
 - E) Accompanying, and/or sending a proxy to accompany members attending regional or national conferences
- (2) The advisor may use the resources of the Student and Staff Development Unit in order to provide special leadership training and development programs for all RHA members.

ARTICLE VI: ACCOUNTABILITY

Section 1: Judicial Board

- (1) The Judicial Board shall consist of eight members:
- A) One randomly appointed Resident Council member from each of the seven residential communities
 - B) One randomly appointed executive board member or senator-at-large
 - C) A new iteration of members shall be selected with each new case
- (2) A case for the Judicial Board shall be initiated according to the following process:
- A) Any RHA member submits a formal complaint on the constitutionality on a matter to the RHA advisor
 - B) A charge is brought forward by an RHA member which could qualify another member for impeachment
 - C) A motion for a vote of no confidence passes by a simple majority in the Senate
- (3) For questions of impeachment or no confidence, the Judicial Board shall adhere to the following process:
- A) It shall assemble evidence, receive testimony from witnesses, interview the accuser, and interview the accused to formulate its decision
 - B) A ruling in favor of removal from office shall result in the immediate expulsion of the member in question
 - C) The member will be barred from holding future office in RHA following a separate affirmative vote of the Judicial Board
- (4) The Judicial Board shall only convene when all members are present and all decisions shall be made by a three-fourths majority vote.
- (5) The Judicial Board shall be selected and notified within twenty-four hours of the filing of a complaint and shall have two weeks to rule on said complaint.
- (6) Rulings shall be provided in writing to the Senate and read during the next Senate meeting.

- (7) The administrative officer will be responsible for submitting attendance records to the Judicial Board; if the administrative officer is in violation, the vice president will submit the records to the Judicial Board.

Section 2: Removal of Standing Committee Chairperson

- (1) The chairperson of a standing committee may face removal for:
 - A) Gross failure in leadership and duties
 - B) Failure to comply with the minimum standards for attendance
- (2) The executive board may choose to remove a standing committee chair at any time during the year by a two-thirds majority vote.
 - A) Prior to this, the executive board shall conduct an informal investigation in order to establish the basis for such an action, which will include meeting with the departmental representative to the standing committee in order to assess grounds for removal.

ARTICLE VII: ELECTIONS

Section 1: Election Chairperson

- (1) An election chairperson shall be appointed by a committee of the president, vice president, and RHA advisor by the third Senate meeting of the spring semester, and confirmed by a simple majority vote in the Senate.
- (2) The election chairperson shall be responsible for:
 - A) Developing the nomination/candidacy form
 - B) Preparing ballots for the election
 - C) Setting time limits for speeches
 - D) Chairing the portion of the Senate meeting in which voting takes place
 - E) Determining deadline dates for the announcement of candidacy for president and vice president
- (3) The election chairperson shall not be eligible to seek a position on the executive board or senator-at-large position for that election cycle.

Section 2: Regular Election of President and Vice President

- (1) Candidates for president and vice president shall be elected individually by the Senate.
- (2) All Senate members shall cast only one vote for each position
 - A) Voting shall occur by secret ballot
 - B) Counting of the ballots shall be conducted by the election chairperson, one non-returning senator or senator-at-large, and one non-returning executive board member, and overseen by the RHA advisor

- (3) In the event of a tie vote for either president or vice president:
 - A) There will be a ten minute question and answer period for the Senate to address the candidates
 - B) Once either the ten minutes have elapsed or members run out of questions for the candidates, there will be a two minute caucus period for senators to deliberate amongst their fellow hall and area council members
 - C) A new vote will be called following the procedure outlined in Sections 2.1 and 2.2
 - D) If there is another tie vote, this procedure will be repeated until the tie is broken

Section 3: Campaigning

- (1) There shall be no time devoted to campaigning or electioneering on behalf of candidates for executive board positions during a regular Senate meeting with the following exceptions:
 - A) A platform period
 - B) A question and answer period
 - C) Anything else deemed necessary by the election chairperson.
- (2) A special meeting of the Senate may be called in order to hold a debate between presidential and vice presidential candidates, with the following stipulations:
 - A) The election chairperson shall:
 - i. Decide whether a special meeting shall be called, with approval from all candidates
 - ii. Chair the meeting.
 - iii. Determine time limits and other debate logistics in conjunction with the RHA advisor and all candidates
 - B) Anyone may ask questions of the candidates

Section 4: Special Elections

- (1) An announcement of any vacancy in the position of president or vice president and a call for nominations shall be made to all members as soon as the vacancy is official.
- (2) A special election shall be held during the Senate meeting following the announcement of the vacancy with the following stipulations:
 - A) Candidates seeking to fill the vacancy shall submit a candidacy statement by a deadline based on one of the following timeframes:
 - i. No later than one week prior to the meeting in which the election will occur
 - ii. No later than two days after the announcement of the vacancy
 - iii. A timeframe approved by the executive board based on circumstances
 - B) The vice president shall distribute the names and candidacy statements of those seeking to fill the vacant position immediately after the deadline for submission

- C) An election chairperson will be selected according to the same process specified in Section 1
 - D) Voting procedures specified in Section 2 shall apply to special elections
 - E) The restrictions on campaigning and electioneering as specified in Section 3 shall also apply to special elections
- (3) Until a special election is held, a presidential or vice presidential vacancy shall be filled according to the following process:
- A) For a vacancy in the presidency, presidential responsibilities shall be assumed by one of the following:
 - i. The vice president
 - ii. A proxy, appointed by the vice president
 - B) For a vacancy in the vice presidency, vice presidential responsibilities shall be assumed by one of the following:
 - i. A proxy, appointed by the president
 - ii. Diffusion of the vice president's responsibilities among the executive board
 - iii. A combination of the preceding two
 - C) In the event of a vacancy in both the presidency and vice presidency, the positional responsibilities shall be absorbed by the remaining executive board members

Section 7: Appointments to Executive Board

- (1) Candidates for the remaining executive board positions shall be appointed by the president and vice president subsequent to their own elections.
- A) Individuals interested in these positions shall formally establish their candidacies by applying for the position(s) by the deadline specified by the elections chairperson.
 - B) In selecting the remaining members, the president and vice president shall employ their best judgment in order to create a working team that will act in carrying out the RHA Constitution, Bylaws, and Standard Operating Procedure in the pursuit of the annual goals and objectives of the Senate, and in the interests of the general constituency.
- (2) Vacancies in any of the non-elected executive board positions shall be filled through the following process:
- A) In the interim period left by a vacancy and prior to the appointment of a replacement:
 - i. The executive board may collectively assume the responsibilities of the vacant position
 - ii. A senator-at-large may be designated by the president to fulfill the responsibilities of the vacant position
 - B) The new appointee shall be chosen by the president and vice president according to the process outlined in Clause 1