

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

Article I – Executive Board Membership, Voting Rights, Positional Duties, Eligibility

Section 1 – RHA Executive Board, RHA Liaisons, RHA Advisor(s) and Voting Rights

- A. The following positions shall comprise the RHA Executive Board:
 - 1. RHA President
 - 2. Vice President/National Communications Coordinator
 - 3. Diversity Outreach Coordinator
 - 4. Secretary
 - 5. Social Media Coordinator
 - 6. Property Manager
 - a. Persons holding the preceding positions on the RHA Executive Board may be referred to as Executive Board Officers.
 - 7. Office Manager
 - 8. Sustainability Coordinator
 - 9. One (1) Complex President per complex
- B. Voting rights shall be vested in all members of the RHA Executive Board.
- C. The following shall be non-voting liaisons to the RHA Executive Board:
 - 1. One (1) National Residence Hall Honorary Liaison
 - 2. One (1) Resident Assistant Liaison per complex
 - a. Persons holding the preceding positions may be referred to as RHA Liaisons
- D. HRL shall appoint a non-voting advisor(s) to RHA. The RHA Advisor(s) shall complete the duties outlined in Article I Section 6 of the RHA Governing Bylaws.

Section 2 – Executive Board Officer and Complex President Functions and Duties

- A. All members of the executive board will fulfill the following functions:
 - 1. Establish the goals, directions, and priorities of the Organization.
 - 2. Assess the needs of residents, and work to fulfill those needs.
 - 3. Establish, implement, and attend UNLV Housing and Residential Life (HRL) - wide events
 - 4. Prepare weekly Executive Board reports to be presented at each meeting.
 - 5. Attend all regularly scheduled meetings.
 - 6. Fulfill programming responsibilities.
 - 7. Participate in semester-end performance evaluation process.
 - 8. Meet with advisor(s) and RHA President at regularly scheduled meetings.
 - 9. Fulfill five (5) office hours per week.
 - 10. Maintain a working knowledge of RHA equipment and resources.

UNLV RHA Governing Bylaws

Residence Hall Association – University of Nevada, Las Vegas

11. Serve on or chair at least one committee per semester, where a semester is defined as 16 consecutive weeks in alignment with the UNLV academic calendar.
12. All RHA executive board officers and complex presidents must be in attendance at all RHA executive board events through at least one of the following: set-up, the duration of the event, or tear-down.
 - a. Exceptions to attendance policy are:
 1. Leadership Council Events
 2. Off campus events, depending upon the needs of the event as determined by the RHA President and event committee.
 3. Academic scheduling conflicts which must be approved at least 72 hours prior to the event by RHA Advisor(s) and RHA President.
 4. Extenuating circumstance.

Section 3 – Executive Board Officer Positional Duties

- A. RHA President
 1. The RHA President shall:
 - a. Call and chair meetings of the Executive Board.
 - b. Create and distribute the agenda at all meetings.
 - c. Serve as the RHA Liaison to the Consolidated Students of the University of Nevada (CSUN), representing residents' interests, and communicating information between CSUN and the Executive Board.
 - d. Serve as a delegate at all regional and national conferences.
 - e. Make appointments to fill any vacancies to the Executive Board that occur during the year.
 - f. Meet with the Advisor(s) on a weekly basis for guidance and support.
 - g. Meet with Executive Board Officers regularly to provide direction and support.
 - h. Establish an annual budget and allocate funds.
 - i. Create and coordinate a fall training program for the executive board
 - j. Serve as an at large member of each committee
 - k. Strive to attend the President's Regional Chat with the Coordinating Officer for Presidential Relations & RHA Development (CO-PRRHA) for IACURH
 - l. Strive to plan for the monetary needs of maintaining property to acceptable standards
- B. Vice President/National Communications Coordinator (NCC)
 1. Vice President/NCC shall:
 - a. Serve as the internal liaison between housing students and UNLV HRL administration.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- b. Serve on any committees that may make policy changes with the potential to impact residents.
- c. Serve as RHA liaison to external university administration.
- d. Exercise the duties of the RHA President in the event of an absence, conflict of interest, or other inability to perform a duty.
- e. Resign and assume the duties of the RHA President in the event of a resignation or permanent absence.
- f. Gather information from Leadership Council Presidents to represent student needs and report information collected to appropriate constituents.
- g. Coordinate at least one bylaw review meeting a year
- h. Communicate regularly with the Regional and National offices, and report important information to the Executive Board.
- i. Work with the Advisor(s) and RHA President to prepare for all conferences.
- j. Chair preparatory meetings with conference delegations as needed.
- k. Attend all regional and national conferences, and serve as conference delegation chair.
- l. Present post-conference reports to the Executive Board.
- m. Participate in regularly scheduled regional chats.
- n. Fulfill any other duties mandated by the Regional or National offices.
- o. Ensure the Organization maintains NACURH affiliation.
- p. Be exempt from programming responsibilities of the Executive Board as outlined in Article 1, Section 2, A.3 (except for attendance at all RHA events), Article 1, Section 2, A6, and Article 1 Section 2 A11.

C. Diversity Outreach Coordinator

- 1. The Diversity Outreach Coordinator shall:
 - a. Serve as an external liaison to fellow campus Organizations for the purpose of perpetuating diversity.
 - b. Chair at least three (3) diversity oriented events per semester.
 - c. Maintain a working knowledge of the diversity on the UNLV campus.
 - d. Educate the Executive board about topics of diversity.
 - e. Form committees as needed for the execution of duties.

D. Secretary

- 1. The Secretary shall:
 - a. Keep minutes at each Executive Board meeting to distribute for approval at the following Executive Board meeting.
 - 1. In the event of a Secretarial absence, minutes shall be

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

taken by the RHA President's designee.

- b. Record attendance at all Executive Board meetings and mandatory events.
- c. Present budget reports to the Executive Board as requested.
- d. Be responsible for all Executive Board correspondence (example: posting minutes onto Involvement Center).
- e. Maintain an inventory of office equipment and supplies.
- f. Maintain records of all past minutes for public access
- g. Assist the RHA President in creating the budget
- h. Manage the offices supplies
- i. Keep history of past events, such as pro/con discussions

E. Social Media Coordinator

1. The Social Media Coordinator shall:
 - a. Create and distribute print advertising for all RHA events.
 - b. Research and incorporate new methods to inform residents about RHA events and functions.
 - c. Maintain RHA Involvement Center, and ensure that it is both accessible and useful.
 - d. Maintain RHA's presence on social networking websites.
 - e. Coordinate and facilitate the technology (electronic media and advertisements) needs of RHA events.
 - f. Post onto the RHA involvement center at least twice a month.
 - g. Construct social media posts based off of the approved RHA minutes.
 - h. Post at least three times a week on social media (outside of the RHA Involvement Center), one of which must incorporate an outside source based off diversity, advocacy, or the Las Vegas community.

F. Property Manager

1. The Property Manager shall:
 - a. Organize, distribute, collect, and maintain an inventory of all RHA owned equipment.
 - b. Research and present recommendations to the Executive Board for property and equipment purchases.
 - c. Collect property use proposals to present to the Executive Board at each meeting.
 - d. Assist with the setup and use of RHA equipment as needed.
 - e. Facilitate a training program on how to use RHA equipment
 - f. Strive to be in attendance of major purchases in order to understand how the equipment works

G. Office Manager

1. The Office Manager shall:
 - a. Fulfill six (6) office hours per week in the office.

UNLV RHA Governing Bylaws

Residence Hall Association – University of Nevada, Las Vegas

1. Six office hours must be completed during the weekdays (Monday thru Friday) before 10:00PM in two hour blocks.
2. Be available to answer resident's general inquiries as they come to the office.
- b. Organize, collect, and maintain an inventory of all RHA owned office supplies and arts/crafts materials stored at the desk and lounge spaces.
- c. Maintain cleanliness and organization of the visible desk and lounge spaces.
 1. Ensure that the office is free of fire hazards, and that all entrances/exits/utility doors are unobstructed.
- d. Submit any Maintenance work orders needed for the RHA Office.
- e. Empty out trash and recycle bins from the RHA office once a week.
 1. Maintain knowledge of expiration dates of food, and ensure expired food is discarded.
 2. Clean, wipe down and sanitize all surfaces in the office, including the inside of the refrigerator.
- f. Submit CMS Rebel Repair Work Order to get the floors swept and mopped as needed or minimally at least once during Winter Break.
- g. In consultation with the RHA Advisor(s), be the primary contact for office access and alarm code issues.
 1. Work with Campus Life Technology and Student Affairs Maintenance to resolve access and alarm code issues for RHA Executive Board Members.
- h. Be the primary contact for the cash box and handling money collected from fundraisers.

H. Sustainability Coordinator

1. The Sustainability Coordinator shall:
 - a. Research and provide information to the Executive Board and residents on sustainability practices/measures and current trends of sustainability.
 - b. Work with the Executive Board to ensure events are executed using sustainable practices.
 1. Contact Rebel Recycling on utilizing zero waste resources including: ordering trash receptacles, compost bins and "water monsters" for large, outdoor events.
 - c. Serve as the primary contact for RHA on any committees, councils, or initiatives that are sustainability focused such as Rebel Recycling, Take Back the Tap, Student Sustainability Council, Aramark Dining, Community Garden, etc.
 - d. Chair at least three (3) sustainability program/competition per semester.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- e. Maintain a working knowledge of sustainability practices and resources on the UNLV campus.
- f. Form committees as needed for the execution of duties.

Section 4 – Complex President Position

- A. Complex President
 - 1. In addition to the functions and duties outlined in Article II, Section 2, Complex Presidents shall:
 - a. Communicate the issues, concerns, and desires from their respective complexes to the Executive Board.
 - b. Attend all weekly Executive Board meetings and represent the views of their respective complexes.
 - c. Be responsible for planning a minimum of three complex-wide programs per semester with their respective councils.
 - d. Be accountable to their assigned advisor(s) of their respective complex.
 - e. Relay appropriate information to their complexes
 - f. Update complex bulletin boards with information

Section 5 – RHA Liaison Positions

- A. National Residence Hall Honorary (NRHH) Liaison
 - 1. The NRHH Liaison shall:
 - a. Be chosen by the UNLV chapter of the NRHH.
 - b. Directly represent the views and concerns of NRHH members at weekly Executive Board meetings.
 - c. Communicate information between NRHH and RHA.
- B. Resident Assistant (RA) Liaison
 - 1. RA Liaisons shall:
 - a. Be chosen by the staff of their respective complex.
 - b. Directly represent the views and concerns of their respective complex staff at weekly Executive Board meetings.
 - c. Communicate information between their respective complexes and RHA.

Section 6 – RHA Executive Board Advisor(s) Position

- A. RHA Executive Board Advisor(s)
 - 1. The RHA Executive Board Advisor(s) shall:
 - a. Be appointed by the administrators of UNLV HRL to support the Executive Board.
 - b. Represent the views of UNLV HRL Professional and Classified Staff at weekly Executive Board meetings.
 - c. Review the grades of all officers, and assign and enforce sanctions when grade requirements are not met.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- d. Meet weekly with the RHA President and VP/NCC.
- e. Facilitate semester-end evaluation process.
- f. Assist in planning semester training programs.
- g. Monitor the RHA budget.
- h. Serve as advisor(s) to regional and national conference delegations.

Section 7 – Executive Board and Complex President Eligibility

- A. Officers and Complex Presidents may not be employed by another employer for more than 20 hours per week unless approved by the RHA Advisor(s) and RHA President.
 1. RHA Advisor(s) and RHA President must be made aware of the Executive Board Member's outside commitments (e.g. jobs, internships, and extracurricular activities).
- B. Executive Board Members must not be registered for more than 18 credit hours unless approved in advance by the RHA Advisor(s) and RHA President
 1. Tuesday evening classes between the hours of 7:00 PM and 10:00 PM are prohibited for RHA Executive Board members.
- C. Officers and Complex Presidents must maintain a semester GPA of a 2.0 and cumulative GPA of 2.25 or above throughout their term of office.
- D. Officers and Complex Presidents must meet all UNLV Campus Life Cluster GPA requirements.
- E. Officers and Complex Presidents must not be on disciplinary probation at the time the position is offered or throughout their term of office.
 1. In the event that an applicant does not meet grade requirements a letter by the applicant and at least one letter of recommendation in support of the applicant must be submitted to the Selection, Election, and Appointment committee with the application.
 - a. Such applicants, if offered a position, will have until the end of the summer term to meet cumulative GPA requirements.
 2. In the event that an applicant is on disciplinary probation, a letter by the applicant and at least one letter of recommendation in support of the applicant must be submitted to the Selection, Election and Appointment committee with the application.
- F. Should an Executive Board Officer or Complex President's GPA fall below the minimum, they have the option to go on Academic Probation, if they meet the following criteria:
 1. Transition – Grades have fallen below the minimum standards due to difficulty transitioning between higher education institutions.
 2. Cumulative vs. Semester GPA – If the Executive Board Officer or Complex President's cumulative GPA is 2.25 or over, but the semester GPA is lower than a 2.0, they may be excused for one semester.
 3. Extenuating Circumstance – Outlying factors such as financial trouble, death in the family, or health problems.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- G. Should an Executive Board Officer or Complex President meet the qualifications outlined in Article I Section 7 Paragraph D, they must submit a letter in writing within two weeks of grade posting requesting to be put on academic probation. The Executive Board must then vote by majority to grant the academic probation. The probationary period may only be requested once, and can only last for one semester. Academic Probation shall consist of the following:
 - 1. Individual must meet with the RHA Advisor(s) once a month, or at the Advisor(s)'s discretion.
 - 2. Individual must complete a midterm grade report and submit it to the RHA Advisor(s).
- H. All RHA Executive Board members must be in good financial standing with UNLV HRL.
- I. Should an Executive Board Officer or Complex President fail to meet the academic or good standing requirements outlined in Article I, Section 7, the Executive Board Officer or Complex President shall be subject to Administrative Removal as outlined in Article VI.
- J. Training is mandatory. All executive board officers and complex presidents will be in attendance at training. If an executive board member cannot make training, they will be ineligible to continue in their executive position in RHA. In the event of an extenuating circumstance, the individual in question must receive approval from both the RHA Advisor(s) and RHA President.

Article II – Meeting Procedures

Section 1 – Meetings of the Executive Board

- A. Meetings of the Executive Board shall be held on a weekly basis as agreed on by 2/3 majority of the board members.
- B. Each meeting shall be called to order and conducted according to Parliamentary Procedure by the RHA President, with quorum being 3/4 of the Executive Board.
 - 1. Each meeting shall begin with:
 - a. Roll call conducted by the Secretary.
 - b. Approval of the prior week's minutes.
 - c. Open Forum
 - 1. Provides a time for officers, members, and visitors to raise issues, concerns, questions, or suggestions.
 - 2. The amount of time available to each speaker may be limited based on the number of people wishing to speak.
 - 2. Each meeting shall follow:
 - a. Officer Reports
 - b. Programming Reports
 - c. Old Business

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- d. New Business
 - 1. Items for consideration must be submitted to the RHA President 24-hours in advance of the meeting.
 - e. Announcements
 - a. Announcements may be expanded and renamed to accommodate regular speakers.
 - f. Advisor(s) Report
 - g. Gavel-Go-Round
 - a. Provides a time for Executive Board members to make personal announcements.
 - h. Marley Monkey
 - a. Provides a time for recognition of Executive Board members.
 - f. Adjournment
- C. Absences
- 1. An absence shall be defined as missing 75% of the time of an RHA meeting based on the time of “Call to Order” through “Adjournment.”
 - 2. Executive Board Officers are allowed one unexcused absence per semester.
 - 3. Complex Presidents are allowed one unexcused absence per semester.
 - 4. All Executive Board members who intend to be late to an RHA meeting, depart before meeting adjournment, or incur an absence must be excused by the RHA President or Advisor(s) at least 24-hours in advance.
 - a. All Complex Presidents must submit a proxy from their Leadership Council in writing at least 24-hours before the missed meeting, in addition to a request for an excused absence. Failure to do so will result in an unexcused absence.
 - 5. Any Executive Board Officer or Complex President missing a meeting due to extenuating circumstances can appeal an unexcused absence to the Executive Board at the following meeting to have their absence excused by a majority vote.
 - 6. The RHA Advisor(s) may delegate the duties of any absent Executive Board Officer to another Executive Board Officer if necessary.
 - 7. The Executive Board may request the replacement of any liaison that misses a total of four meetings during a semester.

Section 2 – Meetings of Leadership Councils

- A. Meetings of Leadership Councils shall be held no less than twice a month.
 - 1. The Complex President may call more meetings if necessary.
- B. Each meeting shall be called to order and conducted in a manner chosen by the Complex President.
- C. All official meetings must be advertised no less than forty-eight hours in advance.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

Article III – Committees

Section 1 – Selection, Election, and Appointment Committee

- A. Functions and Duties
 - 1. Compile a list of available positions, advertise those positions, and distribute applications.
 - 2. Implement Selection, Election, and Appointment (SEA) procedures.
 - a. Walk with candidates through the halls to allow them access for campaigning.
 - b. Walk the halls to ensure proper postings and monitor regulations.
 - c. Any other procedures as needed.
 - 3. Host a meeting prior to campaigning where informational packets and/or emails will be provided with rules and regulations outlined in Article IV, Section 4.
- B. Composition
 - 1. For the selection of Executive Board Officers
 - a. The RHA Advisor(s) or their designee
 - b. The RHA President as the Chair
 - i. Should the RHA President seek reappointment, the Vice President/NCC will assume the Chair role.
 - ii. Should both positions seek reappointment, the RHA President will appoint a Chair from among the Executive Board Officers not seeking reappointment.
 - b. The Chair of the SEA Committee will be responsible for scheduling and chairing meetings of the SEA Committee and will act as the representative to the Executive Board.
- C. Term of Office:
 - 1. All SEA Committees will stand from appointment date until the end of the spring selection process.

Section 2 – Ad Hoc Committees

- A. Functions and Duties
 - 1. Created by the RHA President as deemed necessary, with all functions and duties defined by the Executive Board.
- B. Composition
 - 1. Chairperson
 - a. Appointed by the RHA President as deemed necessary.
 - b. Responsible for scheduling and chairing meetings, recruiting committee members, and presenting reports at Executive Board meetings.
 - 2. Members
 - a. Selected by the committee chairperson.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- b. Responsible for attending meetings, and fulfilling functions and duties of the committee.
- C. Term of Office
 - 1. All Ad Hoc Committees will stand from appointment until disbanded by the Executive Board.

Article IV-Selection and Election

Section 1 – Offices Elected and Selected

- A. Candidates for RHA President shall be elected by the residents of UNLV HRL
- B. Complex Presidents shall be elected by the residents of their respective complexes.
- C. Executive Officer positions shall be appointed by the RHA President or selected by the Executive Board.

Section 2 - Application Process

- A. Dates setting the election and application processes will be made on a year to year basis by the Selection, Election and Appointment (SEA) Committee and the RHA advisor(s).
- B. Applications will be put out at least one month prior to election date.
- C. Applications turned in after the deadline will not be accepted.
- D. Applications for multiple elected positions will not be accepted. Each individual running for an elected position must choose only one position to run for.

Section 3 - Selection Process

- A. Incumbent Executive Officers re-applying for the same Executive Office shall submit an intent to return to the RHA President at least one week prior to the distribution of applications.
 - a. The VP/NCC incumbent may submit an intent to return which will allow them to skip the Executive Board application form. They will still be required to interview for the position.
- B. The RHA President may appoint incumbent Executive Officers to the same Executive Officer position. Should an Executive Officer choose to apply to a different Executive Office, said Executive Officer must complete an application and go through the interview process.
 - a. The RHA president may not reappoint the VP/NCC incumbent without the incumbent going through the interview process.
- C. Applications for all Executive Board positions shall be due no later than one week prior to interviews.
- D. Interviews for all selected Executive Board positions should be held four weeks after the Election Process.

UNLV RHA Governing Bylaws
 Residence Hall Association – University of Nevada, Las Vegas

- E. The SEA committee will review each application.
 - a. Officer shall conduct an interview with each applicant for open Executive Officer Positions.
 - b. In the event that an Officer is being interviewed for another position they shall not be allowed to interview applicants.
- F. The Executive Board may select one applicant to fill each open position by a simple majority vote. Each voting member may choose to abstain or vote no confidence.
- G. Any position remaining open shall be filled by the RHA President as outlined in Article IV, Section 7.

Section 4 - Election Process

- A. Applications and advertisements shall be distributed one month prior to elections.
- B. Applications for RHA President and Complex Presidents shall be due to the UNLV Housing and Residential Life office no later than noon, eleven calendar days prior to the first day of voting. (For example, if elections begin on the 7th of April, applications are due by noon on the 27th of March.)
- C. Elections should be held on the Tuesday prior to spring break week.
- D. Candidates will have one week prior to elections to campaign.
- E. Write-In campaigns shall be prohibited. No write-in candidate shall be considered or elected RHA President or Complex President during the Spring election period.

Section 5: Campaigning Rules and Regulations for Candidates

- A: The candidates will only be allowed to campaign within the constraints of following table:

Campaign Strategies and items that are allowed	Campaign Strategies and items that are not allowed
Social Networking Campaigns	Residents' rooms including the door are off limits for any part of campaigning; This includes knocking on resident doors, hanging anything on resident doors, posting anything on the frame of the door, face of the door, and or around the keycard slot, the handle, and sliding anything under the door.

UNLV RHA Governing Bylaws
 Residence Hall Association – University of Nevada, Las Vegas

Text Messaging and Group Messaging Campaigns	Candidates are not allowed to post anything campaign related in the halls or dining common
In person Campaigning in Common Areas defined as lounges, study areas, outside the residential halls, Dining Common, kitchens entrance/exits of halls, elevator lobbies, and laundry room.	Candidates may not violate any local, state, or federal laws nor may they violate UNLV or UNLV res life policy.
Tabling except in Dining Commons	Handouts and leaflet campaigning
Officially sanctioned debates and meet and greets	No money may be spent on campaigning
	No direct attacks, hate speech, slander, or harassment

- B: In the event that a form of campaigning is not listed in the bylaws, then it is assumed to be prohibited unless a candidate seeks written approval from the SEA.
 - a. In the event that written approval is given it will be in the form of an email to all candidates.
- C. Candidates must email a list of campaigning materials they intend to use to both RHA@unlv.edu and NCC@unlv.edu four days prior to campaign week so the SEA committee will approve them.
- D. Candidates must email a copy of digital posters to RHA@unlv.edu and NCC@unlv.edu 48 hours prior to campaign week.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- a. The SEA reserves the right to not utilize materials given if they are deemed inappropriate.
- E. Any candidates running for election who do not have access to the building, will be escorted by SEA delegates to open doors and escort them through the building.
- F. Candidates will be subject to disqualification from running if any violations are discovered after rules are released to candidates at the discretion of the SEA committee in consultation with the RHA Advisor(s).
- G. Any campaign violations that are discovered will be documented with the candidate via email. It will be at the discretion of the SEA committee in consultation with the RHA Advisor(s) on whether to disqualify the candidate or give the candidate in question 24 hours to rectify the violation.
 - a. Factors influencing disqualification will include but are not limited to: Severity of violation, benefit gained by candidate through the violation, and where in the election process the violation occurred.

Section 6: Campaign Rules and Regulations for RHA

- A. All candidates will be provided a copy of the rules and regulations. There will be an in person meeting, at the discretion of SEA, where this will be provided to all candidates.
- B. No member of the SEA committee can formally endorse or proposition for any candidate during RHA meetings or in writing (including social media/electronic communication).
 - a. Failure to abide by this provision shall be held to grounds for impeachment or removal from office.
- C. If a candidate would like to table to campaign it is the responsibility of the SEA to work with the residential life coordinator of the respective complex the candidate wishes to table at to find a time and place that works for the complex.
- D. On the first day of campaigning the SEA will do the following:
 - a. Post posters advertising the election and information about where to find more information about the candidates throughout the residential halls.
 - i. There must be at least one poster on each floor, wing, and entrance to the residential halls.
 - b. Send four emails, one for each complex, to the residents informing them about the start of the campaign season and include in the email

UNLV RHA Governing Bylaws

Residence Hall Association – University of Nevada, Las Vegas

- both a digital poster selected by relevant candidate and a self-written 50-word message to the residents.
- c. Post on social media, broken down by field, albums with the digital poster the candidate has selected digital poster for candidates their self-written 50-word message to the residents.
- E. On the day of the election the SEA will do the following:
 - a. Send four emails, one for each complex to residents informing them about the election and include in the email both a digital poster selected by relevant candidate and a self-written 50-word message to the residents.
 - b. Tally the votes at the conclusion of the election
 - i. Each resident will be allocated only one vote repeated attempts will be counted as only one vote.
 - c. Announce the results to the candidates
 - d. Within 24 hours of the winner being determined the SEA must remove any physical advertisements for the election.
 - e. In the event that an action has not already been addressed in the bylaws and is called into question, the SEA committee must meet within 24 hours of the complaint to determine the proper course of action.

Section 6 - RHA E-Board Criteria

- A. Residents applying for any RHA Executive Board Officer position must have lived in UNLV HRL for at least one semester.
- B. Residents running for RHA President must have lived in UNLV HRL for at least two semesters.
- C. Residents applying for any RHA position must have an established UNLV GPA and this must be in alliance with campus life cluster policy.
- D. Residents applying for RHA President or Vice President/NCC must have served as a Resident Assistant or on the RHA Executive Board for at least one semester.
 - a. If no qualified candidates are applying for the position(s), the Selection and Election committee and the RHA Advisor(s) will be the determinant on how to proceed forward by a simple majority vote.

Section 7 – RHA Executive Board Vacancy Appointment Process

- A. If an RHA Executive Board Officer position becomes available any time throughout the semester the RHA President will appoint a new member to

UNLV RHA Governing Bylaws

Residence Hall Association – University of Nevada, Las Vegas

fill the vacancy. The Executive Board must ratify appointments by simple majority.

- B. If a Complex President position becomes available at any time throughout the academic year, the position shall be filled at an official Leadership Council meeting chaired by the Leadership Council Advisor(s). Candidates shall be voted on and approved by a simple majority of complex attendees, and ratified by the Executive Board by simple majority at their next meeting.
 - a. A First-Year and/or Transfer student is eligible to fulfill vacant positions under the following requirements:
 - i. The individual must demonstrate prior involvement in one or more leadership organizations in High School and/or their previous institution (ex. honor societies, student government, or similar organizations).
 - ii. The individual must submit a resume to the RHA President, RHA Advisor(s), and Leadership Council Advisor(s).
 - iii. The individual must meet UNLV admissions GPA requirements.
 - iv. The individual running for the position must currently live in that complex or be prepared to switch into that complex once a room becomes readily available.
- C. Should a position on the executive board become vacant outside the UNLV academic year the RHA President shall appoint a new member to fill the vacancy. The advisor(s) must ratify all appointments prior to beginning of the Fall Semester training.

Article V – Impeachment

Section 1 – Grounds for Impeachment

- A. Any RHA Executive Board Officer may be removed from office according to the Impeachment process for any of the following reasons:
 - 1. Improper use of authority
 - 2. Violation of the Student Code of Conduct policies resulting in a sanction of Disciplinary Probation.
 - 3. Violation of the absence policy as outlined in Article II, Section 1, and Paragraph C.
 - 4. Failure to execute assigned tasks as outlined in Article 1.
- B. Behavior that interferes with the ability of this organization to function in accordance with the tenets of the constitution and bylaws.

Section 2 – Impeachment Process

- A. In order for the Impeachment Process to take place, a quorum of voting members must be present. The Officer being impeached shall not be

UNLV RHA Governing Bylaws Residence Hall Association – University of Nevada, Las Vegas

counted for the purpose of determining quorum, and the subject of impeachment may not vote on the matter.

1. An emergency meeting may be called for the purpose of Impeachment.
2. All impeachment proceedings must be audio taped for Appeal Process purposes.
3. The process begins as an issue put to the floor during a regular Executive Board meeting. The motion must then be seconded, at which time the Executive Board shall enter a closed session, followed by discussion, at which time the subject of Impeachment may present a defense. All impeachment proceedings thereafter shall be held in closed session.
4. The Impeachment motion must be tabled for discussion at the next scheduled meeting.
 - a. Written notice of the Impeachment motion and the date and time of the second Impeachment discussion must be provided to the party in question. The party in question must also be encouraged to attend the meeting to respond to the motion.
5. After the second discussion on the Impeachment motion, an affirmative vote of 3/4 of the present, eligible voting members will result in the removal of the party in question.

Section 3 – Appeal Process

- A. An impeached Officer may appeal based on one or more of the following conditions:
 1. Violation of the Impeachment Process
 2. Decision of Impeachment that is not supported by facts presented during the Impeachment Process.
 3. Discovery of new information not available at the time of the Original Impeachment Process.
- B. The appeal must be submitted in writing to the RHA Advisor(s) within one week of the impeachment, and must identify all grounds under which the appeal is occurring, supported by rationale, evidence, or other materials that support the claim for appeal.
- C. The RHA Advisor(s) shall convene a panel of no less than four UNLV HRL members.
 1. The panel must include at least one UNLV HRL resident in a leadership position, and at least one Residential Life Staff.
 2. Executive Board members are not eligible.
- D. The appeal body may request from the impeachment body the audio recordings of both impeachment sessions and any physical evidence submitted during these sessions.
- E. The appeal body may review the record of the Impeachment Process, the appeal materials, and decide if the appeal should be upheld or denied.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- F. If the Appeal is denied, the matter is considered “dead,” and there cannot be a second appeal. If the appeal body overturns the impeachment, the Officer in question must be returned to their position immediately.

Article VI – Administrative Removal

Section 1 – Grounds for Administrative Removal of Executive Board Officers

- A. Any Executive Board Officer shall be subject to Administrative Removal for one or more of the following conditions:
 - 1. Any improper use of authority or privilege.
 - 2. Violation of the Student Code of Conduct policies resulting in a sanction of Disciplinary Conduct Probation.
 - 3. Violation of the provisions of Article I, Section 7.
 - 4. Violation of the absence policy as outlined in Article II, Section 1, Subsection C paragraph 2.

Section 2 – Administrative Removal of Executive Board Officer

- A. The process for Administrative Removal of an Executive Board Officer shall be:
 - 1. Proceedings for Administrative Removal of an Executive Board Officer may be initiated by the RHA Advisor(s) upon suspected violations of bylaws as outlined in Article VI, Section 1.
 - 2. RHA Advisor(s) shall review documentations of violations and determine whether or not to proceed with an Administrative Removal.
 - 3. The RHA Advisor(s) shall convene the Executive Board Officer and RHA President to discuss alleged violations.
 - 4. The RHA Advisor(s) shall determine whether to recommend Administrative Removal, probation with conditions, or take no action.
 - a. Any violation of a condition of probation shall result in Administrative Removal proceedings.
 - 5. The Executive Director of Housing and Residential Life shall review recommendations and determine whether to deny, uphold, or amend recommendation.
 - 6. Executive Board Officer may appeal the Executive Director’s decision to the Associate Vice President for Student Affairs within 3 business days of receiving the Assistant Director’s decision.
 - 7. The Associate Vice President for Student Affairs shall review the appeal and decide to deny, uphold, or amend the recommendation of the Executive Director of Residential Life. The decision of the Associate Vice President for Student Affairs shall be final.
- B. An Executive Board Officer who has been Administratively Removed shall be required to reimburse the prorated amount of the Housing and Residential Life housing credit effective from the effective date of the

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

housing contract through the effective date of the Administrative Removal.

Section 3 – Grounds for Administrative Removal of Complex President:

- A. Any Complex President shall be subject to Administrative Removal for one or more of the following conditions:
 1. Failure to execute assigned functions, duties and tasks as outlined in Article I, Section 2, Paragraph B; and Article I, Section 4.
 2. Any improper use of authority or privilege.
 3. Violation of the Student Code of Conduct policies resulting in a sanction of Disciplinary Probation.
 4. Violation of the absence policy as outlined in Article II, Section 1, subsection C, paragraph 3.
 5. Violation of the provisions of Article I, Section 7.
 6. Violation of the provisions of Article II, Section 2.

Section 4 – Administrative Removal of Complex Presidents

- A. The process for the Administrative Removal of a Complex President shall be:
 1. Proceedings for Administrative Removal of a Complex President may be initiated by the RHA Advisor(s) upon suspected violations of bylaws as outlined in Article VI, Section 3.
 2. RHA Advisor(s) shall review documentations of violations and determine whether or not to proceed with an Administrative Removal.
 - a. Complex President Advisor(s) and/or RHA President may, at RHA Advisor(s)'s request, submit formal written documentation and rationale for initiating Administrative Removal proceedings.
 3. The RHA Advisor(s) shall have sole discretion to decide whether to proceed with Administrative Removal Proceedings.
 - a. If the RHA Advisor(s) decides to initiate Administrative Removal proceedings, the Advisor(s) shall convene the Complex President, Leadership Council Advisor(s), and RHA President to discuss alleged violations.
 4. The Leadership Council Advisor(s) and RHA Advisor(s) shall determine whether to recommend Administrative Removal, probation with conditions, or take no action.
 - a. Any violation of a condition of probation shall result in Administrative Removal proceedings.
 5. The Executive Director of Housing and Residential Life shall review recommendations and determine whether to deny, uphold, or amend recommendation.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

6. Complex President may appeal the Executive Director’s decision to the Associate Vice President for Student Affairs within 3 business days of receiving the Assistant Director’s decision.
 7. The Associate Vice President for Student Affairs shall review the appeal and decide to deny, uphold, or amend the recommendation of the Executive Director of Residential Life. The decision of Director of Housing Life, Associate of Campus Affairs and Campus Life shall be final.
- B. A Complex President who has been Administratively Removed shall be required to reimburse the prorated amount of the Housing and Residential Life housing credit effective from the effective date of the housing contract through the effective date of the Administrative Removal.

Article VII – UNLV RHA Spring Semester Scholarships

Section 1 – The Dennis M. Hicks Commitment to Diversity Scholarship

- A. Residents qualified for this scholarship shall:
1. Be members of UNLV HRL for no less than one semester at the time of application.
 2. Hold a cumulative GPA of no less than 2.75, and a semester GPA of no less than 2.5.
 3. Demonstrate a dedication to promoting diversity at UNLV.
 4. Be seen as a positive role model for current and future UNLV students.
 5. RHA Executive Board members and Resident Assistants are ineligible.

Section 2 – The Jordan H. Bernot HRL Leadership Scholarship

- A. Residents qualified for this scholarship shall:
1. Be members of UNLV HRL for no less than three semesters at the time of application.
 2. Hold a cumulative GPA of no less than 2.75, and a semester GPA of no less than 2.5.
 3. Embody the ideals of UNLV HRL through university leadership.
 4. Be seen as a positive role model for current and future UNLV students.
 5. RHA Executive Board members and Resident Assistants are ineligible.

Section 3 – The Residence Hall Association Helping Hand Scholarship

- A. Residents qualified for this scholarship shall:
1. Be members of UNLV HRL for no less than one semester.
 2. Hold a cumulative GPA of no less than 2.5, and a Fall semester GPA of no less than 2.5.
 3. Be able to present evidence of recent financial hardship.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

4. Be an active participant in the university community.
5. RHA Executive Board members and Resident Assistants are ineligible.

Article VIII – Conferences

- A. RHA shall send a delegation to the annual conference of the National Association of College and University Residence Halls, Inc. (heretofore referred to as NACURH), and to the spirit and business conferences of NACURH's Inter-Mountain Affiliate (heretofore referred to as IACURH).
- B. All conference delegations shall be co-chaired by the RHA President and the Vice President/National Communications Coordinator.
- C. The UNLV delegation to NACURH's annual conference shall be determined using the following criteria:
 1. The following positions are required to attend the NACURH conference in accordance with NACURH bylaws:
 - a. VP/National Communications Coordinator or appointee
 - b. RHA President or appointee
 - c. National Residence Hall Honorary President or appointee
 - d. RHA Advisor(s) or appointee
 2. One (1) additional delegate position shall be reserved for the National Residence Hall Honorary.
 - a. NRHH shall determine who within its organization shall attend
 - b. NRHH may elect to not send a second delegate
 3. Should space and budget allow, RHA may send additional delegates to NACURH, consisting of the following:
 - a. VP/National Communications Coordinator-In Training
 - b. RHA President-Elect
 - c. Delegates at-large
- D. The UNLV delegation to IACURH's annual conference shall be determined using the following criteria:
 1. The following positions are required to attend the IACURH conference in accordance with IACURH bylaws:
 - a. VP/National Communications Coordinator or appointee
 - b. RHA President or appointee
 - c. National Residence Hall Honorary President or appointee
 - d. RHA Advisor(s) or his/her appointee
 2. One (1) additional delegate position shall be reserved for the National Residence Hall Honorary.
 - a. NRHH shall determine who within its organization shall attend
 - b. NRHH may elect to not send a second delegate

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

3. Should space and budget allow, RHA may send additional delegates to IACURH.
- E. The UNLV delegation to IACURH's annual business conference shall consist of the:
1. VP/National Communications Coordinator or appointee
 2. RHA President or appointee
 3. National Residence Hall Honorary President or appointee
 4. RHA Advisor(s) or his/her appointee
- F. If space and/or budget allows, additional delegates may be added to the NACURH or IACURH delegations. All delegates at-large shall be selected from a pool of applicants by the NCC, RHA President, NRHH President, and RHA Advisor(s).
1. Delegations should be determined no less than two (2) weeks prior to the Conference registration deadline.
- G. In the event that any or either of the following positions, the NCC, RHA President, or NRHH President cannot attend or perform assigned duties at a conference, then the following conditions shall be applied:
1. If the NCC cannot attend or perform assigned duties at conference, in consultation with the RHA Advisor(s), an Acting-NCC shall be appointed
by the RHA President for the duration of the conference.
 2. If the RHA President cannot attend or perform assigned duties at conference, the Vice President/NCC shall serve as Acting-President for the duration of the conference, as outlined in Article I, Section 3, B, 1, d.
 - a. If the Vice President/NCC is unable to serve as Acting-President at conference, in consultation with the RHA Advisor(s), an Acting-President shall be appointed by the RHA President for the duration of the conference.
 3. If the NRHH President cannot attend or perform assigned duties at conference, the UNLV NRHH Chapter may appoint an Acting-President for the duration of the conference.

Article IX – Amendments

Section 1 – Constitutional Amendment Process

- A. Proposed amendments to the constitution must be submitted in writing to the Executive Board.
- B. Consideration of the proposed constitutional amendments shall require a 2/3 majority vote of the Executive Board for ratification.

UNLV RHA Governing Bylaws
Residence Hall Association – University of Nevada, Las Vegas

- C. In the event that the Executive Board passes the constitutional amendment, it is submitted to Complex President for ratification by their councils.
 - 1. An affirmative vote by 2/3 of the assembled voting members shall be required for ratification.
 - 2. All Leadership Councils must ratify all constitutional amendments for adoption.

Section 2 – Bylaw Amendment Process

- A. Proposed amendments to the bylaws must be submitted in writing to the Executive Board.
- B. Consideration of the proposed bylaw amendments shall require a 2/3 majority vote of the Executive Board for ratification.
- C. Bylaws become effective immediately upon ratification.

Article X – Drug(s)/Alcohol

- A. Residence Hall Association (RHA) and the university comply with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages. No alcohol may be brought to and/or consumed during the duration of any RHA or HRL sponsored events, no matter the age of the individual (participant and/or RHA Executive Board member) in question or the location's specific rules regarding alcohol/drugs.
- B. Any individual (participant and/or RHA Executive Board member) found to be in possession of/or consuming alcohol/drug(s), will be required to dispose of it immediately which will be followed up with an incident report given to the Office of Student Conduct (OSC).
- C. If an executive board member is in question, the executive board will hold an emergency meeting to decide upon disciplinary ways to move forward.