University of Massachusetts Amherst
Residence Hall Association Constitution

Article I: Purpose
A. The University of Massachusetts Amherst Residence Hall Association recognizes living on campus as an integral part of the college experience. RHA Advocates for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. It is an organization of students committed to developing leadership, honoring diversity, recognizing achievement, as well as stimulating engagement and involvement among students who reside in the residence halls.
B. The Residence Hall Association (RHA) is an executive agency Subsidiary Governance Body of the University of Massachusetts Amherst Student Government Association (SGA).
C. The RHA and its elected officials will operate within the boundaries and values enumerated within the SGA Constitution and bylaws and the RHA Constitution and bylaws.

Article II: Membership and Voting Rights
Section 1: Membership
A. Executive Board Members
1. The Executive Board will be the governing board of RHA and will be comprised of undergraduate or graduate students (who are not student or senior staff, as defined by Residential Life).
   a. Director
   b. Associate Director
   c. National Communications Coordinator (NCC)
   d. National Communications Coordinator In-Training (NCC-IT)
   e. Programming and Hospitality Chair (PHC)
   f. Programming and Marketing Chair (PMC)
   g. Programming and Recognition Chair (PRC)
B. **Ex-Officio Board Members**

1. Ex-Officio board members are positions that are a part of RHA by virtue of holding another office.
   
   a. Orchard Hill Area Government Lt. Governor
   
   b. Southwest Area Government Lt. Governor
   
   c. Central Area Government Lt. Governor
   
   d. Northeast Area Government Lt. Governor
   
   e. Sylvan Area Government Lt. Governor
   
   f. North Area Government Lt. Governor
   
   g. CHCRC Area Government Lt. Governor
   
   h. President of the National Residence Hall Honorary (NRHH) or their designee
   
   i. Any elected member of NEACURH or NACURH Board of Directors that attends the University of Massachusetts Amherst
   
   j. Delegation Leader for either NEACURH or NACURH conferences. They will hold an ex-officio position from their appointment until the closing of their assigned conference.
   
   k. Anyone who serves as a chair for a NEACURH or NACURH conference being hosted by the University of Massachusetts Amherst.

C. **House Councils**

1. A House Council shall be defined as a student representative body, charged with the administration of programming, advocacy, and community development in a residence hall or cluster.

2. A House Council shall be comprised of an Executive Board and a Programming Board.
   
   a. Resident Assistants and Peer Mentors may not serve as members of a House Council’s Executive or Programming Board.
   
   b. House Council Executive Boards are comprised of the following positions:
      
      i. President
ii. Vice President
iii. Treasurer
iv. Secretary

c. Programming Boards are non-hierarchical. All members have equal standing.

D. General Member
1. Any student residing in a residence hall at the University of Massachusetts Amherst shall be recognized as a member of RHA
2. These students will serve as members of the General Body and have speaking rights at General Body meetings.
3. Residential clusters are permitted to send as many General Body members to the General Body meetings as they wish.
4. NRHH members will serve as members of the General Body. They will not have voting rights but will have all speaking and discussing rights.

E. Voting Representation
1. Each residential cluster shall be given 1 voting seat. Clusters exceeding 400 will receive 2 votes. Clusters exceeding 800 will receive 3 votes.
   a. Should Lincoln house undergraduate students, they shall receive the number of votes commensurate to the number of residents housed.
2. The Vice President of each cluster’s House Council, or their designee shall serve as a voting member. For clusters with more than one vote, the House Council Executive Board will determine the additional voting representative(s).
3. Student staff members (i.e. Resident Assistant, Peer Mentor or Academic Success Coach) will serve as members of the General Body. They will not have voting rights but will have all speaking and discussing rights.
4. Lincoln and North Apartment Councils will designate their voting representatives.
5. Only those members with a voting placard may vote, but may seek council with remaining cluster representatives.

Section 2: Cluster Attendance Policy

A. In the event that a Voting Representative (VR) cannot attend a General Body
meeting, the VR must identify another member of their cluster community to attend in their place.

B. Exceptions to this rule are limited and may be approved by the Director on a case by case basis due to unforeseen or unusual circumstances.

Section 3: Cluster Good Standing

A. Good standing is defined as having voting, discussion, and funding privileges within the General Body.

B. Bad standing is defined as having discussion and meeting participation privileges, but not being permitted to access funding or vote.

C. If a cluster has two unexcused absences in two consecutive General Body meetings, said cluster shall be placed in bad standing.
   1. An absence is defined as not having all Voting Representatives present

D. In order to regain good standing, the cluster must have full representation at two consecutive General Body meetings.

E. The Associate Director is responsible for notifying clusters of their standing should their standing change.

F. Each cluster begins the semester in good standing.

Article III: RHA Executive Board Eligibility, Elections, and Removal/Resignation

Section 1: RHA Executive Board Eligibility

A. To be eligible for any Executive Board position, one must meet the following criteria:
   1. Be free of judicial sanction from the Dean of Students Office and/or Residential Life.
   2. Must reside in a residence hall while holding the position
   3. Maintain a MINIMUM cumulative GPA of 2.5
   4. May not be a member of the NRHH Executive Board
   5. May not continue to serve as a House Council Executive or Programming Board member
   6. May not be a live-in Student Staff Member (i.e. Resident Assistant or Peer Mentor)
B. To be eligible for the position of NCC, one must meet the following criteria:
   1. Must have attended a minimum of one (1) conference. [*Exception noted in Section 2, Subsection C5b*]

C. To be eligible for the position of NCC-IT, one must meet the following criteria:
   1. Must have attended a minimum of one (1) conference. [*Exception noted in Section 2, Subsection C5b*]
   2. May not be a graduating senior at any point during their term

D. If at any point in the year an officer can no longer meet these requirements, that position will be replaced by elections and/or application process at the General Body Meeting following their dismissal.

E. An appeals process will be available to any officer who becomes ineligible under the above Section 1A, Sub-section 1.
   1. Any officer charged after the date of their election with judicial sanction from the Dean of Students Office and/or Residential Life who wishes to appeal the removal from their position will be placed on suspension.
      a. Suspended officers will keep their title, pending the result of their appeal, but will not retain rights to act within their position.
   2. An officer looking to appeal their ineligibility must file within seven (7) days of notification that they are ineligible for their position
      a. The appeals process shall be a post-de-facto basis to those removed from office after the start of the Spring 2014 semester, and such persons shall be exempt from the 7-day rule denoted above.
   3. An officer looking to appeal their ineligibility must waive their FERPA rights to the Assistant Director of Residence Education for Leadership and Engagement for the appeal to be considered. No alcohol or drug related cases will be heard.
   4. The appeal shall be preapproved for clarity and relevant information by the RHA Executive Board.
   5. The appeal shall then be taken to the RHA General Body for a hearing. The officer may present their case in a speech and the General Body shall have the right to question the officer regarding the charges and the reasons for appeal.
   6. The General Body, following a discussion, shall vote on the appeal. A two-thirds (⅔) vote in favor will allow the officer to be fully reinstated to their position on the
Executive Board.

7. The Director will preside over these hearings except for his/her/hir own, in which case the Associate Director will preside.

Section 2: Executive Board Elections

A. Election Procedures

1. Elections for Director, Associate Director, NCC, CCC, NCC-IT Programming and Hospitality Chair, Programming and Marketing Chair, and Programming and Recognition Chair will be included as a part of the regular General Body agenda.
   a. The positions of Director, Associate Director, NCC, CCC, Programming and Hospitality Chair, Programming and Marketing Chair, and Programming and Recognition Chair will be conducted in the spring semester.
   b. The position of NCC-IT will be elected in the fall semester.

2. The Director will oversee the election process acting as Sergeant-At-Arms.

3. Election order in the spring semester shall follow the highest to lowest position as listed in the Constitution and Bylaws, beginning with the Director, followed by the Associate Director, NCC, CCC, Programming and Hospitality Chair, Programming and Marketing Chair, and Programming and Recognition Chair except for the NCC-IT who will be elected in the fall semester.

4. Elections for positions shall proceed as follows:
   a. The Director will call for nominations off the floor at the General Body meeting prior to elections and the meeting at which elections will take place.
   b. For each position, the candidates will be asked to leave the room and by random selections will be brought into the room one at a time.
   c. The process for elections will proceed as follows:
      i. Candidates will present a three (3) minute speech.
      ii. Five (5) minutes of question and answer from the General
Body and Executive Board

1. Each individual may be allowed no more than two (2) questions per candidate

2. Members of the Executive Board may not participate in question and answer.

iii. Once all candidates for a position have completed the process, pro/con will begin

1. Pro/con may only involve topics covered in the candidates’ statements or during the question and answer periods. Past experience of the candidates is appropriate to bring up if it refers directly to the candidate’s ability to carry out the responsibilities of the position.

2. Each cluster may only mention three (3) pros and three (3) cons per candidate

3. Personal feelings concerning a candidate are not valid points of discussion (ex. Jimmy is a good/bad guy)

4. Members of the Executive Board may not participate in pro/con

iv. Once pro/con is completed, the candidate will leave the room and the process repeats with the next candidate

v. Discussion will occur once all candidates have presented and pro/con has been completed.

1. Discussion will be limited to five (5) minutes to discuss all candidates.

2. Discussion will cover anything addressed during the presentation, question and answer session, and pro/con, as well as person statements about the candidates

3. Members of the Executive Board may not bring up points of discussion.

vi. A Voting Representative can motion to extend any candidate’s question and answer or any position’s discussion
A simple majority will be required to extend any session for a specified amount of time.

1. A maximum of one (1) additional minute for question and answer may be added.
2. A maximum of three (3) additional minutes may be added to the discussion.
3. Question and answer and discussion can extended up to three (3) times.

vii. When discussion has ended, each Voting Representative will be given ballots and may vote for a candidate, no confidence, or abstain.

1. Candidates for the office being voted on will not be allowed in the room and, hence, cannot vote, but they may proxy their vote to another Voting Representative.
2. In the event that a representative cannot decide, he/she/see will submit a vote of abstain.
3. Abstention votes to not count as votes toward the simple majority.

viii. An advisor and the Director will count all the ballot votes, unless the Director is a candidate for the position. In that case, the Associate Director will assist an advisor in the counting and so on through the officers according to rank so that no officer is counting the ballots for which they are a candidate.

1. Candidates must obtain a simple majority of the votes in order to be declared the winner.
2. In the event no candidate receives a simple majority, the candidate with the lowest number of votes will be thrown out. A two (2) minute discussion will occur about the remaining candidates, and a revote will be held. There will be no opportunity for extension.

ix. The candidates will then be brought into the room and the
results announced by the current Director.

X. Any candidate not elected can choose to run for any remaining positions. The Director will call for those nominations before beginning the election process for the next position.

B. Mid-Year Openings

1. In the case of an Executive Board opening during the year, an application process will take place, facilitated by the current RHA Executive Board.
   a. As soon as the position becomes vacant, an application will be available to the House Council representatives to be distributed to their clusters.
   b. Completed packets must be electronically submitted within the week following the announcement of the vacancy.
   c. Completed packets will be distributed to Voting Representatives for review.
   d. Voting will occur at the subsequent General Body Meeting.
   e. The General Body will participate in a vote, as they would with spring elections, without the election speech, pro/con or discussion.
   f. In the event that the office of Director is vacated, the Associate Director will become director.
   g. An application process will take place in order to fill the Associate Director vacancy.
   h. In the event that the Associate Director would prefer to remain in their current position, they will act as Director until an application process can be held to fill the Director vacancy.
   i. In the event that the office of NCC is vacated, the NCC-IT will become NCC.
   j. An application process will take place in order to fill the NCC-IT vacancy
   k. In the event that the NCC-IT would prefer to remain in their current position, they will act as NCC until an application process can be done to fill the NCC vacancy.
2. In the event that no one applied for the position, the Director will appoint someone with the approval of a simple majority of the General Body.

3. If the opening occurs with six (6) weeks or less left in the semester, the Director may appoint someone to the position with the approval of a simple majority of the General Body.

C. Timeline

1. Elections for Director, Associate Director, NCC, CCC, Programming and Hospitality Chair, Programming and Marketing Chair, and Programming and Recognition Chair will take place before the Spring Recess.

2. Elections for the NCC-IT will take place during the last two General Body meetings of the fall semester.

3. Elections will be held over two meetings and will occur in the order of succession outlined above.

4. New officers will be installed by the last General Body meeting of the spring semester and will remain in office for the following fall and spring semesters.

5. In the event of the resignation of an officer, an election will be held to fill the vacancy.

6. Unfilled Offices
   a. In the event that during an election, an office does not become filled, elections for that position will only be postponed until the fall semester
   b. In the event that during an NCC or NCC-IT election, no candidate with conference experience is nominated, the position will be open to those that meet all other eligibility requirements.
   c. The Director-Elect may appoint an interim for any unfilled positions until elections can be held in the fall.
   d. Postponed elections must take place by the second (2nd) General Body meeting of the semester.
   e. Normal elections process will be followed

Section 3: Executive Board Impeachment

A. Executive Board members can be impeached by the General Body after gaining a petition signed by three-fourths (¾) of the Voting Representatives
B. Once a petition is filed, a hearing will be held at the next General Body meeting and impeachment will occur with a two-thirds (⅔) majority vote.

C. The Director will preside over these hearings except for his/her/hir own, in which case the Associate Director will preside.

D. Any Executive Board member is allowed to testify on his/her/hir own behalf.

Section 4: Executive Board Removal/Resignation

A. Executive Board officers not meeting the eligibility standards will be removed from office.

B. Executive Board officers wishing to resign must submit a letter of resignation as well as a transitional report for that position’s activities up to that date.

C. The resigning officer must meet once with the individual elected to the vacant position in order to ease the transition of an officer elected mid-year.

Article IV: House Council Executive Board Eligibility, Elections, and Removal/Resignation

Section 1: House Council Executive Board Eligibility

A. To be eligible for any Executive Board position, one must meet the following criteria:

1. Must reside in the cluster they represent while holding the position.
2. May not be a member of the RHA or NRHH Executive Board.
3. Not be a Resident Assistant or Peer Mentor
4. Maintain a MINIMUM cumulative GPA of 2.0
5. Be free of judicial sanction from the Dean of Students Office and/or Residential Life

B. If at any point in the year an officer no longer meets these requirements, they can no longer serve as a member of the House Council Executive Board.

C. Mid-Year Openings

1. In the case of an Executive Board opening during the year, the position will be filled by appointment by the President
   a. In the event that the office of the President is vacated, the Vice President will become President
b. They will then appoint a new Vice President.
c. In the event that the Vice President would prefer to remain in their current position, they will act as President until an election can be held to fill the President vacancy.

D. An appeals process will be available to any officer who becomes ineligible under the above Section 1A, Sub-section 5.

1. Any officer charged after the date of their election with judicial sanction from the Dean of Students Office and/or Residential Life who wishes to appeal the removal from their position will be placed on suspension.
   a. Suspended officers will keep their title, pending the result of their appeal, but will not retain rights to act within their position.

2. An officer looking to appeal their ineligibility must file within seven (7) days of notification that they are ineligible for their position.
   a. The appeals process shall be a post-de-facto basis to those removed from office after the start of the Spring 2014 semester.

3. An officer looking to appeal their ineligibility must waive their FERPA rights to the Assistant Director of Residence Education for Leadership and Engagement for the appeal to be considered. No alcohol or drug related cases will be heard.

4. A simple majority vote by the RHA Executive Board in favor will allow the officer to be fully reinstated to their position on the House Council Executive Board.

Section 2: Executive Board Impeachment

A. Executive Board members can be impeached by the Executive Board after gaining a petition signed by three-fourths (¾) of the Executive and Programming Boards.

B. Once a petition is filed, a hearing will be held at the next House Council meeting and impeachment will occur with a two-thirds majority vote.

C. The President will preside over these hearings except for his/her/hir own, in which case the Vice President will preside.

D. Any Executive Board member is allowed to testify on his/her/hir own behalf.

Article V: Advisors

A. RHA Advisors
1. Advisor(s) will provide professional support and guidance to RHA and its Executive Board members.
2. Advisor(s) must meet regularly on a one-on-one basis with the Executive Board members. Advisors will designate which positions they directly advise.
3. Advisor(s) will attend all RHA Executive Board and General Body meetings except when absences are in accordance with their contract with Residential Life.
4. The primary advisor to RHA will be the Assistant Director of Residence Education for Leadership and Engagement, or the individual designated by Residential Life.
5. Additional professional and graduate Residential Life staff may serve as advisors to RHA when deemed necessary by the Assistant Director of Residence Education for Leadership and Engagement and/or Residential Life.
6. RHA Advisors should submit at least one OTM (Of The Month) nomination per month while the University of Massachusetts Amherst is in session.

B. House Council Advisors
1. Advisor(s) will provide professional support and guidance to House Council and its members.
2. Advisor(s) must meet regularly on a one-on-one basis with the Executive Board members.
3. Advisor(s) will attend all House Council Executive Board and House Council meetings except when absences are in accordance with their contract with Residential Life.

Article VI: The National Residence Hall Honorary (NRHH)
A. RHA will serve as an affiliate organization to NRHH.
B. RHA and NRHH will provide support for each other’s initiatives and programs.
C. RHA will fund a minimum of one NRHH Representative to each NACURH affiliated conference and meeting that RHA is attending.
D. The NRHH President or their designee will serve as an Ex-Officio member of
RHA. This person will attend RHA General Body meetings and give an NRHH report.

E. All NRHH members will serve as members of the RHA General Body

F.

1.

2.

Article VII: Conferences

Section 1: Conference Attendance

A. NRHH is guaranteed a minimum of one representative as delegate to all NACURH affiliated conferences and meetings RHA is attending. The NCC and NCC-IT shall select this person in conjunction with the NRHH Executive Board

B. Any student not returning to UMass Amherst residence halls the following academic semester is not eligible to attend the NACURH conference, with the exception of the NCC.

1. If a delegate will no longer be enrolled as an active student at the time of conference attendance, they are not eligible to attend.

Section 2: Conference Delegations

A. Selection decisions for a delegation are made by a committee that includes the NCC, NCC-IT, Delegation Leader, and an Advisor.

B. The NCC oversees the preparation of conference delegations. A delegation leader may also be selected for each delegation. This Delegation Leader (DL) must be a returning conference delegate, preferably not the NCC, NCC-IT, Presidential Representative, or NRHH Representative.

C. Delegates are required to give appropriate feedback including program evaluations

D. Delegates are required to help coordinate at least one (1) RHA sponsored event after attending a conference

E. Delegates who do not meet the expectations outlined above will not be eligible to attend future conferences.
Section 3: Roles and Conference
A. The NCC and NCC-IT shall represent RHA in the NCC boardroom at conferences.
B. The selected Delegation Leader must:
   1. Assist in the selection and coordination of the conference delegation
   2. Meet regularly on a one-on-one basis with the NCC or NCC-IT
   3. Run at least three (3) preparatory delegation meetings
   4. Plan a delegation retreat in conjunction with the NCC and NCC-IT
   5. Delegate and assist with tasks necessary for preparing a successful delegation (ie. banner, display, clothespins, etc)
   6. Lead the delegation at conference in all aspects including spirit, program attendance, and punctuality.
C. The Director, or their designee, will be guaranteed a spot on delegations to conference where President Roundtables will be a part of the conference in order to represent RHA at these discussions.

Section 4: Conference Conduct
A. Delegates will be required to attend all scheduled activities at the conference, unless otherwise decided by the NCC and Advisor

Article VIII: Finance/Budget
Section 1: Funding
A. RHA is funded through fundraising initiatives
B. Additional money may be provided by Residential Life

Section 2: Budget
A. A budget will be presented by the Associate Director at the first meeting of the Fall semester, where it will be reviewed and voted upon by the Voting Representatives
B. The budget shall be presented by the Associate Director on a monthly basis as an update.

Section 3: Approval of Expenditures
A. A request for expenditures from the “Miscellaneous” line item in the budget must be formally presented at General Body meetings by Executive Board members,
committees, representatives, or General Body members. The expenditure must be approved by a majority vote.

B. The terms of other expenditure will be set by the Executive Board at the beginning of the year.

**Article IX: The RHA Constitution**

**Section 1: Amending the Constitution**

A. Amendments to the RHA Constitution must be submitted in writing to the RHA Executive Board one week prior to presentation to the General Body. Presentations must include rationale as to why the amendment will benefit the Association.

B. The RHA Constitution can be amended by a two-thirds (⅔) majority vote of the Voting Representatives.

**Section 2: Amending the Bylaws**

A. Bylaws to be added or amended to the RHA Constitution must be submitted in writing to the RHA Executive Board one week prior to presentation to the General Body. Presentations must include rationale as to why the Bylaw changes will benefit the Association.

B. The RHA Bylaws can be added to or amended by a simple majority vote of the Voting Representatives.

C. Bylaws will be added to the “RHA Bylaws” section at the end of the Constitution.

**Section 3: Ratification**

A. The University of Massachusetts Amherst Residence Hall Association will ratify their constitution under the review of the entire General Body and must be passed by two-thirds (⅔) majority of the Voting Representatives.

**Section 4: Constitution and Bylaw Review**

A. The RHA Constitution and Bylaws must be reviewed in the spring of each year. The review committee will be appointed by the Director.

B. Typos and formatting changes may be corrected without being put to a vote by the General Body unless they change the spirit or meaning of the rule.
Article X: Meeting Procedures

A. Proceedings for all Executive Board and General Body meetings will follow a revised version of Robert’s Rules of Order for Parliamentary Procedure.

B. Quorum, the number of representatives that must be present to conduct official business, shall be determined at the beginning of each year based on the number of voting representatives in the General Body. Quorum will be defined as two-thirds of the voting population.

C.  

D. At the beginning of each meeting, the Associate Director will determine whether quorum has been met. If it has not, no official votes can take place.
Article I: Meetings and Voting Procedures

Section 1: Meeting Times
A. The Executive Board will meet weekly at a regular time to determine the agenda for the following General Body meeting, and to give updates on committee work and other officer projects.
B. General Body meetings occur every Tuesday from 6:00pm-7:30pm. Meetings will be open to all general members.

Section 2: Voting Procedures
A. Each Voting Representative is allotted one vote per motion
B. The Executive Board does not vote during General Body meetings
C. All votes will be based on a simple majority except for the following situations, which will require a two-thirds (⅔) majority of the General Body:
   1. Constitution ratification
   2. Amending the Constitution
   3. Impeachment of an officer
D. There are two (2) systems of voting:
   1. Open Vote:
      a. Votes will be counted through a show of hands from the Voting Representatives
      b. The Director will determine ties for an open vote
      c. This voting system will be used for the following:
         i. All ordinary procedures throughout General Body meetings
         ii. The ratification of the Constitution
         iii. Amending the constitution or adding to or amending a By-law
iv. Voting to approve programmatic or other organization wide finding

2. Ballot Vote:
   a. Votes will be written on a slip of paper to be counted by the Director and Advisor, unless otherwise specified by the Constitution.
   b. Ties for a Ballot Vote are determined through additional deliberation on the two choices receiving the top number of votes and then a re-vote will be taken.
   c. This voting system will be used for the following:
      i. Election of Officers
      ii. Impeachment of an Officer
      iii. Recognizing an individual or group (ex. Supporting a bid for a regional award)
      iv. When the Voting Representatives deem necessary, by a simple majority vote, regarding a specific motion.
   d. In the Ballot System, all Voting Representatives must vote. If a Voting Representative chooses not to vote, they must write “Abstain” on their ballot and hand it in.
      i. The number of ballots must match the number of Voting Representatives at the meeting

E. The Executive Board reserves the right to make Executive decisions regarding programming and majority vote issues while RHA General Body is not in session.

Article II: Officer Positions and Descriptions

Section 1: Overall Duties for All Officers

A. Meet regularly with advisor
B. Attend all Executive Board and General Body meetings. The Director must approve absences.
   1. Notice of absence should be given two (2) weeks in advance to the
Director

C. Attend all RHA events and programs

D. Hold a minimum of three (3) office hours each week. One (1) of these hours must be a scheduled time spent in the Student Leadership Center. The other (2) hours will be considered flex hours in which the officer can work on RHA related business at their disposal.

E. Create transition reports for next year’s incoming officer and attend the transitional meeting/retreat

F. Submit at least one OTM (Of The Month) nomination per month.

G. Meet with Director on an as needed basis as determined by the Director

H. Check in on a monthly basis with their assigned Cluster Buddy

Section 2: Specific Position Descriptions

A. Duties of officers include, but are not limited to:

1. Director

   a. Overseeing the leadership development of the Executive Board and General Body

   b. Leading the Executive Board and General Body meetings

   c. Preparing the General Body and Executive Board meeting agendas

   d. Understanding and enforcing the constitution of RHA

   e. Acting as liaison to Residential Life

   f. Casting the deciding vote in case of ties within the Executive Board

   g. Ensuring that guidelines of House Council and Executive Board proposals are met

   h. Maintaining leadership initiatives during RHA General Body meetings and Executive Board meetings throughout the year, including retreats and leadership development workshops

   i. Holding Executive Board accountable for their specific responsibilities

   j. Keeping track of office hours held by Executive Board
k. Representing UMass Amherst at any NEACURH or NACURH Presidents’ boardroom
l. Serve as the Sargent-At-Arms during the regular election cycle
m. Facilitating the Cluster Buddy Initiative

2. Associate Director
   a. Preparing and maintaining the budget each semester and providing month budget updates to the General Body
   b. Recording and distributing meeting minutes
   c. Updating cluster placards as needed
   d. Keeping track of House Council attendance at General Body Meetings and notifying clusters of bad-standing
   e. Sending weekly recap and reminder emails to House Council members and advisors with General Body meeting minutes and information
   f. Overseeing the House Council election process
   g. Attending bi-weekly SGA Senate meetings
   h. Filling in for the Director when the Director is unavailable

3. National Communications Coordinator (NCC)
   a. Serving as the liaison between RHA, NEACURH, and NACURH
   b. Responsible for annual re-affiliation with NACURH, the NIC report and NRHH paperwork
   c. Subscribing to the NCC list-serve and attending NCC chats as often as possible
   d. Being a member of at least one NEACURH or NACURH committee
   e. Reviewing all bids and legislation in preparation for NCC boardrooms
   f. Overseeing bid writing process, and submitting a minimum of one (1) bid per year
g. Maintaining a record of all bids submitted by our organization and any feedback received on these bids
h. Recruiting and selecting a delegation and a delegation leader for each NEAUCH and NACURH conference in conjunction with advisors and the NCC-IT
i. Overseeing the preparation of conference delegations
j. Maintaining a record of program ideas and boardroom minutes (through the RFI or other resources)
k. Mentor the NCC-IT in preparation for their future role as NCC

4. Campus Communications Coordinator (CCC)
   a. Serving as the liaison between RHA and NRHH
   b. Subscribing to the NCC list-serve and participating in all MooseTracks opportunities
   c. Assisting the NCC in submitting one (1) bid per year
   d. Being a member of at least one (1) NEACURH Committee
   e. Maintaining the updating the RHA webpage, calendar, and social media
   f. Facilitating monthly President’s chats or Roundtables to facilitate discussion
   g. Working in conjunction with past conference delegates or others on campus to put on a campus conference

5. National Communications Coordinator In-Training (NCC-IT)
   a. Working with the NCC on all conference related tasks, including delegation selection, etc.
   b. Running all conference delegation meetings in conjunction with the selected delegation leader
   c. Accompanying the NCC to all conferences and participating in boardroom
   d. Reviewing all regional and national bids with the NCC in preparation for boardrooms
   e. Assuming the role of NCC in the event that the NCC is unable to
fulfill their duties, is elected to another position, resigns, or is impeached

6. Programming Co-Chairs:

1. All Chairs
   a. Putting on, minimally, three (3) campus wide programs per academic year, pertaining to the residential students
   b. Planning and implementing the fall General Body retreat and the spring leadership retreat
   c. Co-Chairing the Area Government Council with the SGA’s Vice President

2. Programming and Hospitality Chair (PHC)
   a. Contacting all vendors for campus-wide programs (ie. Catering, entertainment, rentals, transportation, space reservations)
   b. Responsible for keeping track of the budget for each program
   c. Keeping in touch with other student organizations and/or departments when collaborating

3. Programming and Marketing Chair (PMC)
   a. Providing and advertising for each campus-wide program
   b. Ordering any and all promotional products to distribute within RHA and those products distributed during programs
   c. Implementing RHA and House Council recruitment initiatives in all clusters across campus

4. Programming and Recognition Chair (PRC)
   a. Organizing House Council Induction during fall retreat
   b. Running the Cluster of the Year award process
   c. Responsible for implementing recognition initiatives during RHA General Body meetings, retreats, and programs
   d. Serving as a member of the Residential Life Recognition Event planning committee along with NRHH members

Article III: Officer Annual Transition
A. Newly elected Executive Board officers will be required to attend the Executive Board meetings and General Body meetings for the remainder of the year in order to shadow the individual holding the position for which they were elected
B. The new officers must also meet at least once with the current officer outside of the Executive Board meeting in order to review the transition report the current officer created specific to their new position
C. All incoming/outgoing officers of the Executive Board must attend an RHA Officer Transition Meeting/Retreat
D. All Executive Board members will run the second (2nd) to last meeting with the newly appointed Executive Board running the last meeting of the year

Article IV: Committees

Section 1: Committee Membership
A. Any member of the General Body is eligible to serve on a committee
B. Members may sign up for committees at the RHA fall retreat
C. Members may join a committee at any point in the year

Section 2: Standing Committees
A. Outreach & Advocacy Committee (OAC)
   1. This committee is chaired by the Director and Associate Director
   2. This committee is responsible for maintaining communications and fostering collaboration with other groups on campus. They serve as a forum for students to advocate for needs within the residence halls through the Facilities & Services program and RHA General Body proposals.
   3. This committee is also responsible for pre-approving Student Staff Budget Requests, determining whether or not they will be presented to the General Body.
B. NACURH Involvement Committee (NIC)
   1. This committee is chaired by the NCC & NCC-IT
   2. This committee will focus on implementing NEACURH and NACURH initiatives within RHA and on the UMass Amherst campus. They will aim to educate students on the purpose of regional and national involvement
3. They will work on conference recruitment initiatives, help organize the on-campus conference, and assist with regional and national bids.

C. Special Events Committee (SEC)
1. This committee will be chaired by the Programming Co-Chairs
2. This committee is responsible for assisting the Programming Co-Chairs in planning campus wide events and initiatives. They will help generate ideas and find new, innovative ways of connecting with residential students through programming.

Section 3: Ad Hoc Committees

A. Ad Hoc committees will be established and appointed by the Director when necessity requires it of RHA or the General Body.