

Constitution

ARTICLE I – Name and Purpose

Section I: Name The name of this organization shall be the Residence Hall Association of the University of Massachusetts Amherst (hereafter referred to as RHA).

Section II: Purpose The purpose of RHA is to provide an effective means of shared government; to provide cooperation among the residence halls; to foster a spirit of unity among its members; to provide a communication link between the residence halls, and with the SGA and GSS and university administration; and to provide social, intellectual, and cultural development for the individual students. The organization shall further have the responsibility for joint development, recommendation, and evaluation of politics concerning Residence Life.

ARTICLE II – Authority

RHA is a subsidiary governance body of the Student Government Association ("SGA") and derives its authority therefrom and, by extension, the Board of Trustees' Statement on University Governance [Trustee Document T73-098, as amended].

ARTICLE III – Membership

General Member A General Member shall be defined as any undergraduate fee-paying student lawfully residing within a University of Massachusetts Amherst Residence Hall.

ARTICLE IV – Governing Board

Section 1: Membership

The RHA shall be governed by the RHA council which shall be comprised of the following members:

1. President
2. Vice President
3. Treasurer
4. National Communications Coordinator ("NCC")

Other RHA Governing board members may be outlined in the Bylaws.

Section 2: General Duties:

1. General duties and powers, may be outlined in the Bylaws, provided they are not inconsistent with the Constitution.
2. The Governing Board shall be responsible for scheduling weekly Executive and General Body meetings.

3. Representing Residential students to the administration and the SGA. ARTICLE V: Bylaws All other policies and procedures are outlined and defined in the RHA Bylaws, so long as they are not inconsistent with policies within the constitution.

Section 3: Oath of Office

I _____ (state your name) do swear to protect and defend the RHA constitution and bylaws, and to the best of my ability, represent all residents of the University of Massachusetts Amherst, as a member of the Residence Hall Association Executive Board.

ARTICLE VI: Amending the Constitution, Bylaws and Policy Books

Section I: Constitution The RHA Constitution can be amended by a two-thirds ($\frac{2}{3}$) majority vote of the Voting Representative, as defined in the bylaws of the RHA.

Section II: Bylaws The RHA Bylaws can be added to or amended by a simple majority vote of the Voting Representatives, as defined in the bylaws of the RHA.

Section III: SGA Approval All Constitution, Bylaw and Policy Book changes must be submitted to the SGA Administrative Affairs chair, and approved by the SGA Senate before being added, amended or otherwise modified.

Article VII: Anti Discrimination and Free Speech Clause

Section 1: RHA prohibits discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, citizenship status, genetic information, arrest record, military service, reprisal or retaliation for prior civil rights activity, and all other classes protected under Federal or State law.

Section 2: Under no circumstances shall a member's freedom of speech or expression be infringed.

BYLAWS

TITLE 1- Residence Hall Association Executive Board

Section 1- Membership

1) Executive Board Members

a) The executive board will be the governing board of RHA; and shall be comprised of eligible undergraduate and graduate students.

i) President

ii) Vice President

- iii) National Communications Coordinator
- iv) Treasurer
- v) Public Relations and Outreach Coordinator
- vi) Two (2) Project Managers
- vii) National Communications Coordinator in Training

b) Area Government Representatives shall have full voting and speaking rights in executive board settings.

c) Ex-Officio Board members shall not have voting rights in the General Body proceedings unless otherwise stipulated in the RHA Constitution, Bylaws, or Policy books.

d) Ex-Officio members may engage in all parliamentary activity excluding votes of any nature.

2) Ex-Officio Executive Board Members

a) Ex-Officio board members are positions that are part of the RHA executive board by virtue of holding another office.

i) Central and Orchard Hill Area Governor or their designee.

ii) Northeast and Sylvan Area Governor or their designee.

iii) Southwest Area Governor or their designee.

iv) Commonwealth Honors College Residential Community Area Governor or their designee.

v) National Residence Hall Honorary President or their designee.

b) Ex-Officio board members shall have full voting and speaking rights, unless otherwise defined in the RHA Constitution, Bylaws, or Policy Books.

Section 2 – RHA Executive Board Eligibility, Elections and Removal/Resignation

1) RHA Executive Board Eligibility and Removal

a) Eligibility

i) 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) Not be a member of the NRHH Executive Board

(5) Not continue to serve as a House Council Executive member, or as an Area Government Member and may not be a Student Staff Member (ie. Resident Assistant or Peer Mentor)

(6) To be eligible for the project manager position one must comply with Title 1, Section 3.7 of the RHA Bylaws in addition to aforementioned stipulations.

b) Removal

i) If at any point in the year an officer can no longer meet these requirements, that position will be vacated and filled by a special election as soon as possible. The RHA president, or highest-ranking officer may appoint an interim acting officer to take fill the vacated position.

(1) An appeals process will be available to any officer who becomes ineligible under the above Sections

(2) 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.

ii) Suspended officers will keep their title, pending the result of their appeal, but will not retain rights to act within their position.

iii) An officer looking to appeal their ineligibility must file within seven (7) days of notification that they are ineligible for their position

iv) The appeal shall be presented to the RHA General Body for a hearing. The officer may present their case in a five (5) minute speech and the General Body shall have the right to question the officer regarding the charges and the reasons for appeal.

(1) Questions will be limited to five (5) minutes. (2) The General Body, following a five (5) minute discussion, shall vote on the appeal. A two thirds ($\frac{2}{3}$) vote in favor will allow the officer to be fully reinstated to their position on the Executive Board.

v) The RHA President will preside over these hearings except for their own, in which case the Vice President will preside.

c) Impeachments

i) Executive Board members can be impeached by the General Body after gaining a petition signed by three-fourths ($\frac{3}{4}$) of the Voting Representatives

ii) Once a petition is filed, a hearing will be held at the next General Body meeting and impeachment will occur with a two-thirds ($\frac{2}{3}$) majority vote.

iii) The President will preside over these hearings except for their or own, in which case the Vice President will preside. Any Executive Board member is allowed to testify on their own behalf

d) Resignation by Inaction

i) Any member of the EBoard who misses three consecutive General Body meetings shall resign their office due to inactivity.

ii) Any member of the EBoard shall have the ability to appeal the resignation to the General Body by the same procedure outlined above (Section 2b)

iii) If a member resigns from their post due to inactivity, they may run for the open EBoard position again.

e) EBoard Scholarship Forfeiture

i) At any time a member of the EBoard is Impeached or removed via Resignation by Inaction, they will forfeit all scholarship entitled to them for their time at RHA from that current semester.

ii) If a member of the EBoard resigns not by inactivity, they shall receive half of their scholarship if they have been in their position for more than one half of the current semester, in which they resigned.

2) Executive Board Elections

a) Timeline

i) Elections for President, Vice President, NCC, PROC, and Project Managers will be included as a part of the regular General Body Agenda.

ii) Elections shall take place in the Spring Semester, before inauguration, which will take place at the Of the Year Awards ("OYAs") organized by the National Residence Hall Honorary ("NRHH").

(1) If it is not possible, or not feasible for elections to take place before the OYA, the RHA E-board may vote to waive the requirement with a simple majority.

iii) Election must be completed at least three RHA General Body meetings before the end of the semester.

b) Procedure

i) The President will call for nominations off the floor at the General Body meeting prior to elections and the meeting at which elections will take place.

(1) No member of the current EBoard may offer nominations for an Eboard position regarding the next year, in which the nominations are being taken.

ii) 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.

iii) Candidates will present a three (3) minute speech.

(1) Extendable one (1) time, by up to three (3) minutes.

iv) Followed by Five (5) minutes of question and answer from the General Body.

(1) Extendable one (1) time, by up to (5) five minutes

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

v) Once Question and Answer is completed, the candidate will leave the room and the process repeats with the next candidate

vi) Discussion will occur once all candidates have presented and has been completed.

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

(2) Extendable (2) two times, by up to (5) minutes each extension.

(3) Discussion will cover anything addressed during the presentation, question and answer session, and person statements about the candidates

(4) Members of the RHA Executive Board may not bring up points of discussion.

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

viii) 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.

ix) In the event that a representative cannot decide, they will submit a vote of abstain.

(1) Abstention votes do not count as votes toward the simple majority.

x) An advisor and the RHA president will count all the ballot votes, unless the President is a candidate for the position. In that case, the Vice President 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.

xi) Candidates must obtain a simple majority of the votes in order to be declared the winner.

(1) 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.

xii) The candidates will then be brought into the room and the results announced by the current President.

xiii) Any candidate not elected can choose to run for any remaining positions.

xiv) The President will call for those nominations before beginning the election process for the next position.

c) Mid-Year Openings 1

i) In the case of an Executive Board opening during the year, a special election will be scheduled as soon as possible, and will follow the Procedure outlined in the previous section.

Section 3 - Position Descriptions:

1) Overall Duties for All Officers

a) Each Executive board member must write a transition report for their successor, submitted to the RHA advisor and President by the penultimate academic year RHA General Body meeting

b) Attend all Executive Board and General Body meetings.

i) Notice of absence must be submitted in writing to the RHA president.

c) Receive viewpoint neutrality training from SLSO.

2) President

a) Leading Executive Board and General Body meetings

b) Enforcing the constitution of the RHA

c) Acting as campus Liaison

d) Casting the deciding vote in the case of ties within the executive board

e) Representing UMass Amherst at any NEACURH or NACURH President's' Boardroom

f) Attend weekly SGA meeting

g) Meet with SGA President, Vice President and Speaker on a Monthly basis (Pursuant to SGA Bylaws)

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h) Retains the right to meet with the Residence Hall Security Manager at least once a semester.

I) Responsible for ensuring all EBoard members fulfill their duties outlined in the RHA Constitution and Bylaws.

3) Vice President

a) Recording and Distributing General Body and Executive Board Minutes

b) Recording and Updating the Registry of House Council Executive Board, and Programming Board

c) Recording House Council Attendance at General Body Meetings

d) Acting as president in the case that the president is unavailable

e) Recording the Registry of voting representatives and ensuring Neutrality Training compliance

f) Meet with SGA President, Vice President and Speaker on a Monthly basis (Pursuant to SGA Bylaws)

4) 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) Recruiting and selecting a delegation and a delegation leader for each NEACURH and NACURH conference in conjunction with advisors, President.

g) Overseeing the preparation of conference delegations

h) Maintaining a record of program ideas

5) Treasurer

a) Administering Funds to House councils and Area Government, including freezing funding for house councils in bad standing

b) Maintaining a record of all funding requests

c) Scheduling all funding requests

d) Present budget proposals each semester

e) Oversee all revenue generating programs.

f) Updating the Financial policies and procedures annually

6) Public Relations and Outreach Coordinator

a) Maintaining and updating RHA Webpage, Calendar and Social Media

b) Primary point of contact for RHA official email

c) Facilitating Monthly presidents round table meetings

d) Find and participate in opportunities that promote RHA

7) Project Managers (2)

a) Manage at least two campus wide initiatives per semester.

b) Jointly responsible for House Council and Area Government Elections.

c) Organize and manage fall training for all HC and AG members

- d) Initiate, assist in, support, efforts on campus in line with RHA's mission of well-being of students living on campus
- e) Chair any relevant committees that may arise from the responsibility stated above
- f) Coordinate with NRHH,SGA on any programming/initiatives that are in line with RHA's mission statement (OYAs, Sustainability, etc.)
- g) Order any and all marketing/promotional material to be used within RHA or its public relations with the campus community
- h) Project Managers shall organize and register 'cluster of the year points.'
 - i) Project Managers, upon mutual agreement, may delegate this task to a single Project Manager.
 - ii) Prior to the academic year the Project managers shall establish a schedule outlining 'cluster of the year points'.
 - (1) The 'cluster of the year points' must be approved by the RHA executive board by a 51% majority.
 - iii) At the first RHA meeting of each academic year the Project Managers shall present to the General Body a cluster of the year point schedule.
- I) All possible scholarships or monetary compensation for project managers is dependent on their completion of two RHA sponsored events

TITLE 2 – House Council

Section 1- Purpose

1. The purpose of a House Council is to administer programming, advocacy, and community development for a resident hall or cluster.

Section 2 - Powers

1. House Council derives its powers from the Constitution and By-Laws of the Residence Hall Association.

Section 3 - Structure

- 1. A House Council shall be comprised of an Executive Board and a Programming Board.
- 2. Order of Power
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Programming board
- 3. House Council is overseen by their respective Area Government. . Every Area Government is overseen by the Residence Hall Association.

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4. Resident Assistants and Peer Mentors may not serve as members of the House Council's Executive Board or Programming Board.

5. House Councils are advised by their respective Residence Director.

6. Members of the Programming Board are appointed by their respective House Council President.

Section 4 - Elections and Eligibility

1) Elections:

a) Election procedures shall be outlined in the Elections policy book

2) Eligibility:

a) Must reside in the cluster they represent while holding the position.

b) May not be a member of the RHA or NRHH Executive Board.

c) Not be a Resident Assistant or Peer Mentor

d) Maintain a MINIMUM cumulative GPA of 2.0.

e) Be free of judicial sanction from the Dean of Students Office and/or Residential Life.

f) 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.

i) If a house council member wishes to appeal their removal on the grounds of ineligibility they may do so by emailing the RHA executive board vice president to schedule a meeting with the executive board to present their case.

ii) If the board determines with a simple majority vote that the removed person is capable of fulfilling their duties they shall be reinstated.

iii) The board shall not hear cases whereby a student is removed on the grounds of 2a-c.

Section 5 - Impeachments:

1. Executive Board members can be impeached by the Executive Board after gaining a petition signed by three-fourths ($\frac{3}{4}$) of the Executive and Programming Boards.

2. 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.

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

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

Section 6 - Duties

1) Executive board

a) President

i) Responsible for overseeing House Council projects and initiatives.

ii) Writes agendas for weekly House Council meetings.

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- iii) Encourages interaction and discussion among group members by serving as a leader at House Council meetings.
 - iv) Acts as a spokesperson to other campus organizations.
 - v) Attends monthly President's Roundtables.
 - vi) Appoints General Members to the Programming Board.
 - vii) Shall have signature responsibility in all financial matters.
- b) Vice President
- i) Shares responsibilities negotiated with President.
 - ii) Attends weekly RHA meetings and serves as the voting representation for the cluster.
 - iii) Relays information from RHA meetings to their House Council.
 - iv) Receives mandatory neutrality training to vote at RHA meetings.
 - v) Takes place of President in case of President's absence.
 - vi) Serves as spokesperson to community.
- c) Treasurer
- i) Responsible for all money management of the House Council including proper depositing and record keeping.
 - ii) Monitors and advocates for ethical monetary allocation.
 - iii) Submits funding requests to RHA.
 - iv) Responsible for signing on monetary matters.
 - v) Shall have signature responsibility in all financial matters.
- d) Secretary
- i) Primarily responsible for communicating with the cluster community.
 - ii) Records and provides minutes to advisor(s) and House Council, and the Residence Hall Association Executive Board.
 - iii) Markets and designs publicity or activity promotions.
 - iv) Maintains House Council bulletin board or posting area
- 2) Programming Board (non-hierarchical)
- a) Attends periodic meetings led by the House Council Executive Board
 - b) Helps plan and organize events for cluster community
 - c) Performs tasks and responsibilities for events assigned by the President
 - d) Provides amenities to Clusters that improve lifestyle in community
 - e) Must attend at least 50% of House council meetings. If attendance threshold is not met, the President may remove the member.
 - i) 50% attendance is defined by one half of House Council meetings where the secretary has recorded attendance.

TITLE 3 – Area Government

Section 1 - Purpose

An area government's purpose shall be to act as an elected student representative body, recognized as a subsidiary governmental arm of RHA, charged with the administration of programming, advocacy, and

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oversight of a residential area. The role of area government shall be to exist as the connection between House Councils and RHA as well as the greater campus community.

Section 2 - Powers

Area Governments derive their powers from the Constitution and By-Laws of the Residence Hall Association.

Section 3 - Positions

1) Governor

a) The Governor (or Highest occupied position) may appoint members of their area to unfilled executive positions, and may create Ad-Hoc positions as necessary, as well as appoint members of the area to those positions.

b) Serves as de facto presiding officer in all Area Government proceedings and may create subcommittees.

c) Meet with the Area Government advisors on a regular basis.

d) Hold weekly meetings for the Cabinet of the Area Government.

e) The Governor shall have signature authority for any and all financial matters pertaining to Area Government.

2) Lt. Governor

a) Serves as the presiding officer in the absence of the governor. May serve as acting Governor when there's a vacancy in the Governorship.

b) Is the main contact person on the Area Government Cabinet for all House Councils in the area.

c) Must attend weekly RHA meetings or send a designee.

d) Organize area wide meeting with all House Councils in the area at least once per semester

3) Treasurer

a) Keeps track of all Area Government expenditures and budgetary matters. Responsible for creating funding requests.

b) If the Area Government has a budget of any kind, weekly budget reports must be created outlining expenses and revenues.

c) They shall have signature authority for any and all financial matters pertaining to Area Government.

§ 4) Secretary

a) Responsible for recording all minutes for all Area Government cabinet meetings, house council meetings when attended, and for any committee lead by the Area Government.

i) Minutes shall be kept in designated space

b) Will write up any proposals needed by the Area Government for purposes decided by the Area Governor.

c) Add to the record all communications between Area Government, House Councils, and RHA.

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d) Shall host a monthly Secretaries Roundtable between all Secretaries or designee in said area for the purpose of maintaining communication and cooperation between House Councils and Area Governments.

e) Responsible for collecting transition reports from outgoing members of the Area Government and delivering them to the Area Government advisor at the end of their term for preceding administrations.

Section 4 - Elections

1) The Area Government Timeline shall follow the RHA house council election timeline, as determined and organized by the Assistant Director for Leadership and Engagement via Campus Pulse

2) Nominations form for Governor, Lt. Governor, Treasurer, and Secretary require a minimum of 50 signatures to be submitted to any RSD in a timeline established by the Coordinator for Selection, Training, and Leadership each year.

3) Campaigns may not be financed in any way. Marketing and Marketing Materials for Area Government elections is possible in the following way:

a) The candidate shall prepare a campaign flyer and; Email the RHA president and Coordinator for Selection, Training, and Leadership, so that the flyer can be distributed in each relevant residence Hall (i.e. Residence Halls Within the Relevant Area), so that at least one flyer is on each RA's board and that two flyers are present in each relevant building's lobby. If an RA or RD does not distribute flyers appropriately this shall not be a failure of duty from the RHA president or the Coordinator for Selection, Training, and Leadership. Furthermore, the candidate may request 20 flyers from the RHA president and Coordinator for Selection, Training, and Leadership which the candidate may distribute in any way which does not violate any other policy. (e.g. trespassing into a building

b) If a substantial evidence exists that a candidate has won an election due to improperly marketing their campaign the RHA president is responsible for bringing forth an Impeachment case against the candidate. In this case the RHA president is not required to collect signatures of support to bring an impeachment to the floor. $\frac{2}{3}$ of Eboard members must agree to bring impeachment trial to the floor in this case.

Section 5 - Area Government and House Council Interactions

1) The Role of Area Government is to increase collaboration between house councils and to program for and represent the relevant Area's interests.

a) To fulfill this end the Governor may request meetings with at least one House Council member from each cluster in the relevant Area, facilitated by the RHA executive board.

2) Area Governments are required to hold at least one formal meeting with with all house councils represented by at least one member per semester to discuss area wide issues. RHA has the ability to enforce this by the freezing of funds. This meeting must take place before the mid semester date.

3) Secretaries of Area Governments must hold monthly meetings with all Secretaries of the House Councils within the area.

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- a) Formality of the meeting may be up to the discretion of the organizing body/person.
- 4) Clusters within an Area that do not have a House Council due to failing to elect officials, resignation, or impeachment shall have a President and Vice President appointed to those roles by the Governor of said area.
 - a) Programming board members shall not be defined as members of the House Council EBoard and are not included in any line of succession.

Section 6 - Impeachments

- 1) An Area Government Officer may be impeached by any member of RHA.
 - a) Impeachments require a 2/3's majority vote by the RHA general body.
 - b) Impeachment cases require signatures of support from ~~25%~~ 50% of the relevant area's house councils' presidents.
 - i) Exceptions
 - (1) In the case of unfair election campaigns, the RHA president must bring a case against the officer in question and does not require a collection of 25% of signatures of the relevant of area. but does require agreement from 2/3 of the Eboard.
- 2) Impeachment proponent speeches will be limited to one (1) five (5) minute speech and one (1) five (5)-minute extension.
- 3) The officer facing impeachment may respond to accusations with one (1) five (5)-minute speech and one (1) five (5)-minute extension.

TITLE 4 – General Body Meeting Procedures

Section 1 - Meeting Times:

- 1) General Body Meetings shall take place on a defined day of week and time weekly where the University of Massachusetts is in session, to be defined by the RHA governing Board before the first meeting each semester.
- 2) In extenuating circumstance regarding scheduling determined by the executive board, the President shall have the ability to move the meeting time to a date not previously outlined at the beginning of the semester, with the consent of half of the Executive Board members.
- 3) The General Body shall be notified of the change no later than 48 Hours before the cancelled or rescheduled meetings initial time.

Section 2 - Order:

General Body meetings will follow a revised version of Robert's Rules of Order for Parliamentary Procedure, as used by NACURH Inc.

Section 3 - Quorum:

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Quorum shall be determined at the beginning of each meeting based on the number of voting representatives in the General Body, who are in good standing. Quorum will be defined as two-thirds of the voting population who are in good standing.

Section 4 – Speaking Rights:

Only House Council Officers, Area Government Officers, and RHA Executive Board Officers ("Officers"), NRHH and SGA representatives, and Relevant Advisors shall have speaking rights, provided they have received Neutrality Training.

Section 5 - Funding

- 1) Area Governments shall have their own budget allocated to them by RHA and shall be composed of funds from SGA for the sole purpose of Area Government funding.
- 2) Specifics of Area funding are shall be outlined in TITLE 5 Section 8 of the RHA Constitution and Bylaws.

Section 6 - Voting Representation:

- 1) Each residence cluster shall be assigned one to three votes based on cluster capacity, defined in the below schedule.
- 2) Voting Schedule:
 - a) A capacity of under 400 residents: 1 Vote
 - b) A capacity of 400-799 residents: 2 Votes
 - c) A capacity of over 799 residents: 3 Votes
- 3) Only a House Council Vice-President or his or her designee may vote.
 - a) All voting representatives must receive SLSO neutrality training.
 - b) Once a voting representative has received neutrality training, their name shall be recorded in the voting representative registry by the RHA Executive Board Vice President, or his or her designee.

Section 7 - Voting Attendance:

- 1) Attendance will be taken at the beginning of each General Body meeting, before any official business is conducted.
- 2) Voting Representatives will be called by first and last name, their title and by the cluster they represent, ex: Jane Doe, Vice President of James Emerson Cluster.
 - a) If a Voting Representative is not in attendance, or does not answer roll call, they shall be marked as absent.

Section 8 - Good and Bad Standing:

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- 1) Good standing is defined as having voting, discussion, and funding privileges within the General Body.
- 2) Bad standing is defined as having discussion and meeting participation privileges, but not being permitted to access funding or vote.
 - a) Not being permitted to access funding means already allocated funding will be frozen.
- 3) If a cluster or Area Government has two unexcused absences in two consecutive General Body meetings, said cluster shall be placed in bad standing.
- 4) To regain good standing, the cluster or Area Government must attend two consecutive RHA General Body meetings.
- 5) The RHA Executive Board Vice President is responsible for notifying clusters or Area Government of their standing should their standing change.
- 6) Each cluster or Area Government begins the semester in good standing.

TITLE 5 – Financial Policies

Section 1 - Funding for RHA

- 1) RHA is funded through fundraising initiatives.
- 2) Additional money may be provided by Residential Life.
- 3) SGA provides money for the exclusive purpose of Area Government funding.

Section 2 - Criteria for General Funding Eligibility

- 1) RHA will assess funding requests by the following criteria, in no specific order. If any one of the below criteria is not met, then the author of the request will be denied or asked to revise and resubmit a new funding request form.
 - a) The organization must be a House Council, Area Government, Resident Assistant, Peer Mentor, Defined Residential Community, a student group working with a Faculty in Residence, or other Residence Life employed, elected, or otherwise appointed person acting in their official capacity.
 - b) No organization that is not officially affiliated with the University of Massachusetts or Residential life may request funding from RHA.
 - c) No organization funded separately by SATF or the University of Massachusetts may request funding unless partnering with a House Council, Area Government, Resident Assistant, Peer Mentor, Defined Residential Community, or working with Residential Life.
 - d) The organization must contain at least one current resident of the University of Massachusetts Amherst.
 - e) The event or activity in which the organization is requesting funding for must involve residential students.
 - f) The organization must provide an estimated number of residential students that will be involved.
 - g) The purpose of the event or activity of requests should primarily be beneficial to the residential areas and their residents.

h) Requests must include a list of items purchased for an event, or an equivalent (i.e. travel itinerary for a trip, purchased items, etc.) in order to provide a full breakdown of their budget for the General Body.

i) The organization must include a clear amount of funds being requested, as well as a breakdown of their budget with expected costs.

j) The organization must present a clear plan of how they will effectively deliver their services.

k) Requests and approvals must be based off of neutral, objective criteria, and may not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, veteran status, or disability.

l) Requests must be submitted at least two academic weeks prior to the Funding request meeting.

Section 3 – Submitting a Funding Request:

1. Funding request must be submitted via Google Forms (the form is made available on the RHA website.)

2. All funding requests must meet the RHA financial policies and procedures guidelines for funding eligibility, outlined in this article (Article 5 of the RHA Bylaws).

Section 4 - Funding requests exceeding 501.00 USD.

1) Upon receiving the Funding request, the RHA executive board will schedule the group requesting funds to present the submitted request to the General body, the procedure is as follows:

a) The group may present the submitted request and supporting documents (such as, but not limited to, a PowerPoint and cost estimates) to the RHA general body.

i) The presentation time is five (5) minutes, extendable once, by five (5) minutes.

b) The General Body will pose questions for five (5) minutes, extendable once, by five (5) minutes.

i) At the discretion of the Presiding Officer and with the consent of $\frac{2}{3}$ of the General Body, the question period may be ended earlier after there has been at least 3 questions or 2.5 minutes passed.

c) The General body will enter a period of discussion for five (5) minutes, extendable once, by five (5) minutes.

i) At the discretion of the Presiding Officer and with consent of $\frac{2}{3}$ of the General Body, the discussion period may be ended earlier after a time of 2.5 minutes has passed.

2) The General Body reserves the right to alter the amount of the funding request, upon submission of an amendment to the main motion, by a General Body member.

3) The funding request will be approved upon the General Body reaching a majority consensus in favor of allocation.

Section 5 - Funding requests under 501.00 USD.

1) Upon receiving the Funding request with a value of under 501.00 USD, the RHA Executive Board adhere to the following procedure:

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- a) The group will be scheduled to present to the RHA Executive Board, at the next possible time.
 - i) This shall not override any existing RHA commitments (such as, but not limited to: another funding request.)
- b) The group may present the submitted request and supporting documents (such as, but not limited to, a PowerPoint and cost estimates) to the RHA Executive Board.
 - i) The presentation time is ten (10) minutes.
- c) The executive board may pose questions at anytime, however, as soon as a question is posed the presentation timer will be stopped, so that time spent asking and answering questions is not counted against the presentation time.
- d) The RHA Executive Board will vote on the allocation of funds at the meeting in which the request it is presented.
 - i) This vote requires a vote of $\frac{2}{3}$ majority in order to allocate funds.
- e) If a group submits a funding request for less than \$501.00 USD and is denied allocation of funds by the EBoard, they may appeal it to the General body for consideration.
 - i) All procedures outlines in TITLE 5 Section 4 shall be followed for this request in addition to any other provisions outlined in the RHA Constitution or Bylaws.
 - ii) All appeals to the General Body must be held no at the following meeting from when the funding request was initially denied.
 - iii) A $\frac{2}{3}$ majority of the General Body is required to overturn the EBoards denial and accept the appeal.
 - iv) A member of the EBoard must deliver a statement as to the EBoards rationel as to why the funding request was denied to the general body before the question period.
 - v) A member of the group must deliver a statement as to the reason for the appeal to the general body before question period.
 - vi) Only House Councils or Area Governments may appeal the ruling of the EBoard to the General Body.
 - viii) All General Body decisions pertaining to the appeal of a funding request are final.

Section 6 - Funding Restrictions and Procedures

- 1) In funding any organization, RHA shall expressly prohibit the use of funds for any activities prohibited by federal or state law.
 - a) Funded organizations will be required by RHA to clarify that funds will not be used in a manner that violates state or federal law.
- 2) RHA prohibits the use of funds for activities that may violate any University policies. House councils and Area Government in 'bad standing' are prohibited from applying for funds
- 3) Please see Article II, Section 3 of the RHA Constitution for more details.
- 4) RHA will not provide funding for any programs used to endorse political candidates or political campaign contributions for, including, but not limited to, Area Government, SGA, municipal, state, or federal elections.

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5) No organization shall receive more than \$100 per student participating and/or attending per single program, with the exception of a student requiring long-distance travel, in which case the RHA General Body may vote to provide excess of \$100 by a $\frac{2}{3}$ majority.

6) RHA can co-sponsor programs with SGA. The organization requesting funding is responsible for notifying RHA of funding coming from other sources, including fundraising, requests to the SGA, RSO budgets, house councils, and other means.

7) Funding requests will open on the day of the first meeting in the fall, and will close 2 weeks before the first day of elections in the spring semester.

8) Upon approval of funding the student organization agrees to accept any additional restrictions that RHA has put in place, including, but not limited to the following:

a) Events that are funded by RHA must clearly state on all advertising and promotional items that their program is made possible in part by the Residence Hall Association, and/or include the RHA key logo.

b) Every organization that receives funding from RHA will submit a Post-Program Evaluation Form, through the RHA Campus Pulse page, Google Docs, via email, or with a printed copy submitted to the RHA Executive Board. Forms must be submitted no later than two weeks after the funded program occurred.

i) In the event that the funded program was a conference, the organization's members that attended such conference must present their experience to the General Body.

ii) For any other organizations that received funding from RHA for a program, the Treasurer will announce the results of the program to the General Body based off information provided in the Post-Program Evaluation Form.

c) All unused funds provided by RHA to an organization will be returned to RHA within a reasonable time, but no later than 30 days.

d) Any organization that received funding and fails to submit either the Post-Program Evaluation Form within the allotted time will be ineligible for any future funding University of Massachusetts Amherst, Residence Hall Association 15 requests until the form(s) is submitted, or until the end of the academic year, whichever is later.

9) RHA reserves right to limit or deny requests if any of the above restrictions and/or criteria are not met, and may deny future funding of such organization.

Section 7 – Further Financial Policies and Procedures

Further policies and procedures are outlined in the Financial Policies and Procedures document, are made available in the Financial Policies and Procedures document on the UMass RHA website.

Section 8: Area Government Funding

- 1) Area Government shall receive funding from SGA, directed through RHA, with the sole purpose of funding Area Government.
- 2) Area Government shall have full discretion over said funding and budgets unless otherwise outlined in the RHA constitution and Bylaws.

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- a) Area Governments shall not use any monies for purposes that violate, federal law, state law, local law, university policies, SGA constitution and bylaws, and the RHA Constitution and Bylaws.
- 3) Funding Breakdown
- a) Each of the 4 Area governments will receive 12.5% of the funding allocated to RHA by SGA for Area Government irrespective of student population.
 - b) The additional 50% of funding not allocated in TITLE 5, Section 8.3a will be allocated to Area Governments as a percentage of the Campus population that lives in that area. *Ex: If 30% of the Resident Population lives in NESAG, NESAG shall receive 30% of the funding not used in each of the Area Governments initial 12.5% allocation.*
 - i) Population will be defined as the number of residents living in that area at the beginning of that academic year.
 - c) Area Government funding may be frozen if in bad standing (see TITLE 4 Section 7).
 - d) Area Governments are eligible to apply for funding requests through the RHA Eboard and General body in addition to receiving a budget.