RESIDENCE HALL ASSOCIATION BYLAWS
UNIVERSITY OF MARYLAND, COLLEGE PARK

ARTICLE I: EXECUTIVE BOARD

Section 1: President

(1) The president shall be the chief executive of RHA, and as such shall serve as the recognized spokesperson for on-campus students.

(2) The president shall be responsible for:
- A) Facilitating the effectiveness and coordination of the executive board, which entails:
  - i. Setting executive board meeting agendas and holding regular one-on-one meetings with each executive board member
  - ii. Overseeing fall- and spring-semester executive board retreats
- B) Maintaining knowledge of university policies and serving as the primary consultant for policy-related inquiries
- C) Meeting with executives from other student organizations and senior campus administrators
- D) Maintaining regular contact with and serving as a mentor for council presidents
- E) Representing RHA as the organization's RHA voting representative at NAURH-affiliated conferences, either personally or by proxy

(3) In the absence of the vice president, the president shall serve in the vice president's capacity as chairperson of the Senate.

Section 2: Vice President

(1) The vice president shall serve as chairperson of the Senate meetings.

(2) The vice president shall be responsible for:
- A) Setting Senate agendas in consultation with the executive board and committee chairs
- B) Conducting Senate meetings in a fashion that completes agendas efficiently and allows for broad, representative comments from the membership
- C) Serving as the parliamentarian for RHA, which entails:
  - i. Maintaining an in-depth knowledge of rules governing RHA procedure and answering procedure-related inquiries
  - ii. Consulting with the executive board and ultimately proposing amendments to Part II of the RHA Standard Operating Procedures
  - iii. Keeping track of time for all agenda items, including debate
  - iv. Enforcing the attendance policy as outlined in the RHA Standing Operating Procedures

D) Ensuring the execution of Senate legislation policy and policy recommendation
E) Overseeing the logistical efforts of all committees of the Senate
F) Meeting routinely with senators-at-large and committee chairpersons
G) Maintaining regular contact with and serving as a mentor for senators
H) Assisting the president in the completion of their duties however necessary

Section 3: Student Groups and Organizations Liaison (SGOL)

(1) The SGOL shall serve as the liaison between RHA and other student groups and organizations.

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

Section 4: Marketing and Technology Officer (MTO)

(1) The MTO shall serve as the manager of external communications for RHA.

(2) The MTO shall be responsible for:
A) Overseeing all RHA media, marketing, and public relations, particularly articles published by the Diamondback and the semesterly RHA newsletter
B) Liaising between RHA's Diamondback reporter and relevant sources within the organization
C) Providing the executive board, committees, and councils with applicable information such as articles from the Diamondback and relevant media, press releases, and other pertinent documents from the University and other sources
D) Acting as RHA's social media and website manager
E) Managing technology within Senate such as vote tracking, resolution editing and slides
F) Maintaining regular contact with and serving as a mentor for Vice Presidents of Marketing and Communication

Section 5: Programming and Community Development Coordinator (PCDC)

(1) The PCDC shall serve as the manager of programming and community development efforts for RHA.

(2) The PCDC shall be responsible for:
- A) Overseeing executive board programming efforts, including but not limited to:
  - i. RHA's Fall Welcome events
  - ii. Welcome Reception
  - iii. Year-End Reception
- B) Maintaining and distributing event-planning and philanthropic programming resources to resident councils
- C) Overseeing a semesterly council engagement competition and a council buddy mentor system
- D) Developing Program Good initiatives and distributing program information to councils
- E) Maintaining regular contact with and serving as a mentor for Vice Presidents of Programming and Community Development

Section 6: Student Fees Coordinator (SFC)

(1) The SFC shall serve as liaison between RHA and fee review committees.

(2) The SFC shall be responsible for:
- A) Representing RHA at al fee-related meetings and advisory committees, including the Committee for the Review of Student Fees
- B) Seeking feedback from the executive team and Senate for official RHA positions on student fees
- C) Coordinating with SGA and GSG to create a united student front regarding fees when possible
- D) Assisting Senate committees with reviewing non-mandatoy fee proposals from their departments
- E) Making regular reports to Senate to inform the RHA body on the status of student fees

Section 7: National Communications Coordinator (NCC)

(1) The NCC shall serve as liaison between RHA and NACURH, CAACURH, and NRHH.

(2) The NCC shall be responsible for:
- A) Coordinating RHA member attendance at NACURH-affiliated conferences
- B) Keeping RHA members updated on all NACURH-affiliated events and information
- C) Representing RHA on regional and NACURH levels as the organization's NCC voting representative at conferences
- D) Overseeing the planning and execution of the semesterly RHA Leadership Training Day
- E) Coordinating any award bid efforts on the regional and NACURH levels, in conjunction with NRHH, when appropriate

Section 8: Administrative Officer

(1) The administrative officer shall serve as operations and office manager for RHA.

(2) The administrative officer shall be responsible for:
- A) Taking minutes for Senate and executive board meetings and distributing them via email
- B) Booking meeting rooms, ensuring proper equipment, and managing other such logistical items
- C) Managing RHA's office space, including scheduling
- D) Overseeing intra-organizational communication efforts
- E) Maintaining RHA membership roster, listservs and any other files deemed necessary by the executive team
- F) Updating the RHA Constitution, Bylaws, and Standard Operating Procedures upon amendment, and making amended copies available electronically
- G) Overseeing executive board purchasing

Section 9: Ascension to Office

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

Section 10: Executive Board Meetings

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

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

Section 11: Executive Board Veto

(1) The President and Vice President can enact a veto to overturn a resolution that has passed Senate in which the process is described in clause (2).

(2) The veto process shall be:
- A) The President and Vice President must unanimously agree to veto a passed resolution. The resolution in question must have been passed during the previous Senate
- B) A discussion on the veto will be added to the following Senate agenda, and a 2/3 Vote may override the veto
- C) The President and Vice President must abstain from the vote to override.

Section 12: Transitions in Leadership

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

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

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

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

ARTICLE II: SENATE

Section 1: Allocation of Senators

(1) Hall and area representation in the Senate will be established yearly on the ratio of one senator per 250 residents and not a fraction of that number unless a representative for this fraction is apportioned through a determination by the executive board as to whether:
- A) An additional senator shall be added for an existing fraction of 250 residents
  - i. A minimum of 100 residents is required
- B) A decrease in the number of residents, having created a fraction of 250 residents, merits a decrease in the number of senators assigned
  - i. A minimum of 100 residents is required for the consideration of a decrease in the number of senators

(2) The executive board shall establish the final number of senators for each Resident Council utilizing the final assignments numbers in August.

(3) The number of apportioned senators will be announced immediately following the opening of the halls for the fall semester, and prior to Resident Council elections.

Section 2: Senators-At-Large

(1) Senators-at-large can be nominated by any member of the Senate and must be approved during the first Senate meeting of the new Executive Board by a two-thirds vote of the Senate.

(2) Senators-at-large shall be responsible for:
- A) Serving in Senate and an assigned committee
- B) Representing and liaising with a specific group of residential communities
  - i. These communities shall be determined and assigned by the Vice President
- C) Meeting regularly with the Senators from their communities
- D) Assisting the PCDC in supervising the buddy mentors for their communities
- E) Serving, if needed, in the individual capacity of any executive board position in the interim period following a vacancy and before a new appointment is made
- F) Assisting the executive board with the functions and operations of RHA as needed
- G) Pursuing a policy initiative or project beyond the usual scope of a senator

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

ARTICLE III: COMMITTEES OF THE SENATE

Section 1: Determination of Committee Membership

(1) No executive board members may serve on a standing committee, however they may attend meetings at the discretion of the vice president.

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

Section 2: Committee Leadership

(1) At the first standing committee meeting, members shall elect from within their ranks a committee chairperson and vice chairperson.

(2) To be eligible for the position of chairperson, a committee member may not be:
- A) The current chairperson of another standing committee
- B) A member of the executive board
- C) The department representative

(3) The chairperson of a standing committee shall be responsible for:
- A) Prior to committee meetings:
  - i. Notifying all members of the date, time and location of the meeting
  - ii. Setting the agenda and notifying all members of its items
  - iii. Preparing any advance materials necessary for the meeting
  - iv. Undertaking consultation with appropriate department staff as needed
- B) During committee meetings:
  - i. Working to ensure effective and inclusive discussion of issues
  - ii. Ensuring that details of discussion and analysis are effectively tracked and recorded to be readily available to the Senate during committee reports
- C) Following committee meetings:
  - i. Ensuring that accurate minutes were taken and are distributed to committee members, the department representative, and the executive board, and are available to the Senate if necessary
  - ii. Responding to any inquiries concerning committee deliberations
  - iii. Articulating committee reports to the Senate (see Part I, Section 4 of the RHA Standard Operating Procedure)
  - iv. Ensuring the preparation of effective verbal presentations or written materials for committee reports
- D) Appointing a replacement vice chairperson if there is ever a vacancy

(6) The vice chairperson shall be responsible for:
- A) Recording and distributing committee meeting minutes
- B) Assuming the duties of the chairperson if the chairperson is unable to attend committee meetings or represent the committee in matters of official business.

Section 3: Department Representative

(1) Department representatives shall attend all committee and Senate meetings deemed necessary by the committee.
- A) If unable to attend, the department representative shall send another representative of the department with whom the committee will work
- B) Department representatives may invite additional staff to meetings as deemed necessary to enhance committee discussions and deliberations

(2) Department representatives shall be full participants in discussion, debate, and formulation of options for committee decisions, but shall have no voting rights on committee decisions.

Section 4: Ad Hoc Committees

(1) Any Senate or Resident Council member may be a member of an ad hoc committee regardless of membership in other committees, so long as no conflict of interest exists.

(2) Any ad hoc committee in existence for longer than one academic year may be approved as a standing committee upon confirmation by two-thirds of the Senate.

Section 5: Committee Process

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

ARTICLE IV: HALL AND AREA COUNCILS

Section 1: Resident Council Membership

(1) In the case of vacancies, elected Resident Council members may appoint the remaining positions.

(2) Resident Council members may be removed from office:
- A) According to the Constitution of each respective council
- B) As a result of violating the Member in Good Standing Policy (see Article VIII, Section 1 of the RHA Constitution)

Section 2: Councils

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

Section 3: Resident Council Advisors

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

ARTICLE V: ADVISOR

Section 1: Responsibilities

(1) The RHA advisor shall be responsible for:
   A) Maintaining current knowledge of the RHA Constitution, Bylaws, Standard Operating Procedure, and any amendments made by the Senate
   B) Attending Senate meetings and meeting regularly with the executive board
   C) Working closely with Resident Council advisors in order to keep them apprised of Senate activities, committee efforts and projects, and coordinated RHA and Resident Council efforts
   D) Overseeing and providing supporting structure to bring about a smooth transition for new executive board members
   E) Accompanying, and/or sending a proxy to accompany members attending regional or national conferences

(2) The advisor may use the resources of the Student and Staff Development Unit in order to provide special leadership training and development programs for all RHA members.

ARTICLE VI: ACCOUNTABILITY

Section 1: Misconduct and Constitutional Violations

(1) In the case of conduct unbecoming to the organization that does not fall under the purview of student conduct, the advisor shall convene with the President and Vice President and determine a process for remediation.

(2) In the case that the President or Vice President is involved in the violation, the involved party will not partake in the discussion or decision.

Section 2: Removal of Standing Committee Chairperson

(1) The chairperson of a standing committee may face removal for:
   A) Gross failure in leadership and duties
   B) Failure to comply with the minimum standards for attendance

(2) The executive board may choose to remove a standing committee chair at any time during the year by a two-thirds majority vote.

A) Prior to this, the executive board shall conduct an informal investigation in order to establish the basis for such an action, which will include meeting with the departmental representative to the standing committee in order to assess grounds for removal.

ARTICLE VII: ELECTIONS

Section 1: Election Chairperson

(1) An election chairperson shall be appointed by a committee of the president, vice president, and RHA advisor by the third Senate meeting of the spring semester, and confirmed by a simple majority vote in the Senate.

(2) The election chairperson shall be responsible for:
- A) Developing the nomination/candidacy form
- B) Preparing ballots for the election
- C) Setting rules for platform presentation in addition to those listed in this article
- D) Chairing the portion of the Senate meeting in which voting takes place
- E) Determining deadline dates for the announcement of candidacy for president and vice president

(3) The election chairperson shall not be eligible to seek a position on the executive board or senator-at-large position for that election cycle.

Section 2: Regular Election of President and Vice President

(1) Candidates for president and vice president shall be elected individually by the Senate. No candidate my run on a ticket or party with another.

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

Section 3: Discussion Procedure

(1) There shall be no campaigning or electioneering on behalf of candidates for President or Vice President with the exception of the procedure listed in this section.

(2) Platform Presentations
- i. Presidential candidate(s) will present first, in random order, followed by the Vice Presidential candidate(s), in random order, and each candidate will have five (5) minutes to present and ten (10) minutes for a question and answer period.
- ii. These times are not extendable. Candidates who do not finish their presentation will not be allowed to finish during the question and answer period.

iii. During each presentation, candidates for that position will be asked to leave the room.

(3) Election Discussion Procedure

i. The election for President will happen first, followed by the election for Vice President. During each election, candidates for that position will be asked to leave the room.

ii. The Senate will have a fifteen (15) minute period of discussion for each position, extendable up to twice by five (5) minutes each. Following the period of discussion will be the vote.

iii. If a re-vote must occur, as per section 4 of this article, the Senate will have a ten (10) minute period of discussion, extendable once by five (5) minutes, then the re vote will occur.

Section 4: Voting Procedure

(1) If there is one candidate for a position, the Senate will choose between that candidate and a no confidence option. If the candidate receives a majority of votes cast, they are elected. If there is a tie with the no confidence option, a re-vote will occur. Each time the result is a tie, another re-vote will occur.

(2) If there are two candidates for a position, the Senate will choose between those two candidates and a no confidence option. If no candidate receives a majority of votes on the first ballot, there will be a re-vote. If no candidate receives a majority of votes on the re-vote, a second re-vote will be taken, but the standard of winning moves from majority approval to plurality approval. If a tie occurs at this point, a re-vote will be taken still with a plurality approval standard. Each time the result is a tie, another re-vote will occur.

(3) If there are three or more candidates for a position, the Senate will use a preferential ballot between all the candidates and a no confidence option. If a candidate receives a majority of top preference votes on the first ballot or on any re-vote ballot, they are elected. If no candidate receives a majority of top preference votes, then preferences will be totaled up and the top two most preferred candidates will advance to the next round of voting, according to subsection 2 of this section. If a tie in preferences occurs in such a way that the top two candidates are unable to be determined, a re-vote shall occur.

(4) In all cases, abstaining is highly discouraged, as there is no reason for an abstention. If a voting member of Senate wants to abstain, they must speak to the elections chair and the advisor. The abstention would be submitted as a blank ballot and would not be counted for the purposes of determining a majority.

(5) Candidates may not vote on the position for which they are running.

Section 5: Special Elections

(1) An announcement of any vacancy in the position of president or vice president and a call for nominations shall be made to all members as soon as the vacancy is official.

(2) If an elected position remains vacant at the end of the regular election period, a special session of Senate shall be called one week following the election with the following stipulations:
- A) Candidates seeking to fill the vacancy shall submit a candidacy statement no later than 11:59pm two days prior to the election
- B) Candidates will follow the same rules regarding elections for this special session of Senate.
- C) The same elections chair as initially selected for the elections process shall organize this special election.

(3) If an elected position becomes vacant after being initially filled, a special election shall be held during the Senate meeting following the announcement of the vacancy with the following stipulations:
- A) Candidates seeking to fill the vacancy shall submit a candidacy statement no later than 11:59pm two days prior to the election.
- B) The vice president shall distribute the names and candidacy statements of those seeking to fill the vacant position immediately after the deadline for submission
- C) An election chairperson will be selected according to the same process specified in Section 1
- D) Voting procedures specified in Section 2 shall apply to special elections
- E) The restrictions on campaigning and electioneering as specified in Section 3 shall also apply to special elections

(4) Until a special election is held, a presidential or vice presidential vacancy shall be filled according to the following process:
- A) For a vacancy in the presidency, presidential responsibilities shall be assumed by one of the following:
  - i. The vice president
  - ii. A proxy, appointed by the vice president
- B) For a vacancy in the vice presidency, vice presidential responsibilities shall be assumed by one of the following:
  - i. The president
  - ii. A proxy, appointed by the president
- C) In the event of a vacancy in both the presidency and vice presidency, the positional responsibilities shall be absorbed by the remaining executive board members

Section 7: Appointments to Executive Board

(1) Candidates for the remaining executive board positions shall be appointed by the president and vice president subsequent to their own elections.
- A) Individuals interested in these positions shall formally establish their candidacies by applying for the position(s) by the deadline specified by the elections chairperson.

B) In selecting the remaining members, the president and vice president shall employ their best judgment in order to create a working team that will act in carrying out the RHA Constitution, Bylaws, and Standard Operating Procedure in the pursuit of the annual goals and objectives of the Senate, and in the interests of the general constituency.

(2) Vacancies in any of the non-elected executive board positions shall be filled through the following process:

A) In the interim period left by a vacancy and prior to the appointment of a replacement:

i. The executive board may collectively assume the responsibilities of the vacant position

ii. A senator-at-large may be designated by the president to fulfill the responsibilities of the vacant position

B) The new appointee shall be chosen by the president and vice president according to the process outlined in Clause 1