





University of Wisconsin- Green Bay
Residence Hall & Apartment Association
Bylaws

Article 1: Name

- A. This organization shall hereafter be known as the Residence Hall and Apartment Association.

Article 2: Mission Statement

The mission of the Residence Hall and Apartment Association (RHAA) is to improve the quality of Residence Life and community involvement by:

-  Serving the residents of UW-Green Bay on-campus housing with learning, service, leadership, and all dimensions of programming in order to create a responsible learning community.
-  Assist in formulating, reviewing, and recommending university housing policy and procedure.
-  Serve as a liaison between administration and residents for the betterment of UW-Green Bay housing.
-  Work as a team with the UW System and positively represent UW-Green Bay.
Through RHAA, anything is possible!

Article 3: RHAA Assembly

A. Qualifications of a RHAA Member

1. A member must reside on campus during his or her term in office.
2. A member, including the executive board, must maintain a 2.0 cumulative GPA while serving on the Assembly. First semester students are waived from GPA requirements.
 - (1) If a member obtains less than a 2.0 in a given semester, they will be placed on probation for one semester.
 - (2) If in the semester of probation a member receives a 2.0 or above, probation will be terminated.
 - (3) If in the semester of probation a member achieves less than a 2.0, an immediate termination of membership will occur.
3. A member must be an active participant in RHAA events and represent RHAA in an appropriate manner.
4. All Executive Board Members, Building Representatives, and At-Large Positions are considered RHAA Members (As specified in Article 3, Section E).

B. Duties of an RHAA Member

1. A member must attend weekly RHAA meetings.
2. A member is expected to actively participate in one (1) of the RHAA standing committees:
3. A member must meet the expectations of his/her RHAA standing committee.

C. Duties of an At Large Member

1. An At Large Member must attend weekly RHAA meetings.
2. An At Large Member must attend the meetings of their group of constituents. If there are no set meetings, the member must meet with someone in that office to keep updated on their constituents needs.
3. An At Large Member is expected to actively participate in one (1) of the RHAA standing committees:-
4. An At Large Member must meet the expectations of his/her RHAA standing committee.

D. RHAA Assembly Composition

1. During weekly Assembly meetings, the following members have nonvoting seats on the Residence Hall and Apartment Association:
 - (1) RHAA President, who will vote only in the case of a tie, to be used at his or her discretion.
 - (2) RHAA Vice President
 - (3) RHAA NCC/WCC
 - (4) RHAA Leadership Development Director
 - (5) RHAA Executive Communication Director
 - (6) RHAA Programming Director
 - (7) RHAA Advisor
 - (8) RHAA Committee Chairs
 - (9) WHIL/NRHH Communications Coordinator
 - (10) Student Government Executive Representative
2. The RHAA Executive Board will have no speaking rights during General Assembly meetings unless yielded to or making a point of information/clarification.
3. During weekly Assembly meetings, the following members have one (1) vote on the Residence Hall and Apartment Association:
 - (1) International Student Rep, appointed by the Office of International Education.
 - (2) Multicultural Student Rep, appointed by the American Intercultural Center.
 - (3) LGBTQ Rep, appointed by the Pride Center
 - (4) Disabilities Student Rep, appointed by Disability Services
 - (5) Good Times Programming, appointed by the GTP executive board.
 - (6) Student Senate Rep, appointed by the Student Senate.
 - (7) RA Liaison from the Residence Hall, appointed/elected by Resident Assistants.
 - (8) RA Liaison from the Apartments, appointed/elected by Resident Assistants.
 - (9) National Residence Hall Honorary (NRHH) Representative, to be appointed by the NRHH President.
 - (10) While membership from any residence hall or apartment on campus will not be limited, votes will be distributed by building as follows:
 - a. Traditional Apartments will have one (1) vote.
 - b. Contemporary Apartments will have two (2) votes.
 - c. Roy will have three (3) votes.
 - d. Residence Halls will have one (1) vote.

- i. When there is the case that a building has more members present than votes, a caucus may be formed in order to make a joint decision.

E. Conflict of Interest

1. In most cases, a Resident Assistant shall be prohibited from running for, being appointed to, representing by proxy an existing RHAA member, or in any other way obtaining a voting seat on RHAA except as a Resident Assistant Liaison.
2. Under extreme circumstances, an RA may serve as an RHAA member if approved by 2/3 vote of the current executive board.
3. Any RHAA member who becomes an RA during the academic year will have to forfeit his or her voting seat on RHAA.

Article 4: RHAA Executive Board

A. Composition of the Executive Board

1. President, to be elected by the on-campus student body
2. Vice President, to be elected by the on-campus student body
3. National Communications Coordinator/Wisconsin Communications Coordinator (NCC/WCC), to be elected by the general assembly.
4. Leadership Development Director, to be elected by the general assembly.
5. Executive Communications Director, to be elected by the general assembly.
6. Programming Director, to be elected by the general assembly.

B. Terms of Membership

1. Newly elected officers will take office on May 1st.

C. Qualifications of the Executive Board

- (1) All Executive Board members, excluding Executive Communications Director, must have been a voting and/or active member of RHAA for a full semester prior to taking office.

D. Duties of the Executive Board

1. Executive members are required to attend weekly Assembly meetings and Executive meetings, with necessary absences to be approved by the chair of the intended missed meeting.
2. Executive members are responsible for the upkeep of a transition binder for incoming executive members.
3. Executive members are responsible for developing a budget proposal for their respective position in April.
4. Executive members are responsible for guiding and supporting all RHAA members in the fulfillment of their membership requirements as stated in Article 3, Section B.
5. Executive members are responsible for encouraging potential candidates for the following year's executive board.

E. Duties of the President

1. Officially represent the residents of the University of Wisconsin-Green Bay in all matters which are specifically related to University Housing.
2. Hold at least five (5) posted office hours per week, not including meetings.
3. Responsible for formulating an agenda and making it available to the general assembly at least twenty-four (24) hours prior to each RHAA general assembly meeting.

4. Convene and conduct all RHAA meetings in accordance with these Bylaws and the most recent edition of Robert's Rule of Order.
5. Serve as Chair and non-voting member at RHAA Executive meetings.
6. Designate the time, place, and frequency of the RHAA Executive meetings.
7. Possess veto power on any motion or bill passed by RHAA being subject to a 2/3 vote override by the General Assembly.
8. Represent RHAA on the UW-Green Bay Student Government Association Executive Committee.
9. Represent RHAA on Student Senate, if not filled by a building representative.
10. Serve as an ex-officio, non-voting member of all RHAA standing committees.
11. Serve in an advisory capacity to any associated housing organization when requested.
12. Serve as a resource person to all RHAA Ad Hoc Committees.
13. Represent students and RHAA as an integral part of the Residence Life Professional Staff selection process, along with a designee.
14. Issue executive orders provided that they are for the purpose of enforcing motions passed by RHAA.
15. Possess executive power during the summer immediately following his/her election.
16. Plan the Summer Executive Board Retreat.
17. Set up early move-in for the Executive Board with Residence Life.
18. Shared responsibility with the Vice President to terminate RHAA members.
19. Shared responsibility with the Vice President in appointing At-Large members.
20. Shared responsibility with the Vice President for preparing an operating budget.

F. Duties of the Vice President

1. Assume the responsibilities of the President in the President's absence.
2. Temporarily assume the duties of the President in the event of impeachment proceedings or other instances of conflicting interest.
3. Hold at least five (5) posted office hours per week, not including meetings.
4. Is responsible for recording all RHAA financial records in a timely and organized manner.
5. Oversee all RHAA financial and contractual transactions.
6. Organize and coordinate all fundraising activities for RHAA.
7. Receive all proposed budgets from the Executive Board and Committee Chairs, to be compiled and presented to the Executive Board and Office of Residence Life in April.
8. Assure that program approval, funding requests and food approval forms are submitted at least two weeks prior to programs and events.
9. Serve in an advisory capacity to any associated housing organizations for budgetary and funding matters, when requested.
10. Serve as a resource person for the Standing Committee Chairs.
11. Set up meeting time and place with University Reservations every May for the following term.
12. Represent RHAA on the UW-Green Bay Student Government Association Executive Committee.
13. Serve as an ex-officio, non-voting member of all RHAA Standing Committees.
14. Shared responsibility with the President to terminate RHAA members.
15. Shared responsibility with the President in appointing At-Large members.
16. Shared responsibility with the President for preparing an operating budget.

G. Duties of the National Communications Coordinator/Wisconsin Communications Coordinator

1. Hold at least four (4) posted office hours a week, not including meetings.
2. Represent UW- Green Bay and RHAA on all issues at the business meetings and conferences of the Wisconsin University and Residence Halls Association (WURHA), Great Lakes Affiliate of College and University Residence Halls (GLACURH), National Association of College and University Residence Halls (NACURH)
3. Responsible for carrying out all duties as specified in the Bylaws, Constitutions and Governing Documents of WURHA, GLACURH, and NACURH.
4. Responsible for submission of membership dues and registration materials for WURHA, GLACURH, and NACURH including the yearly Resource File Index (RFI) report.
5. Maintaining communication between UW-Green Bay, NACURH, GLACURH and WURHA
6. Maintain open communication with the WHIL/NRHH Communications Coordinator and Residence Life.
7. Serve as a resource to the incoming NCC/WCC during the transition period between the spring semester election and the May 1st transition
8. Responsible for conference delegations, registrations, travel, events, bids, and all other relevant issues for all conferences and meetings including:
 - (1) Delegation recruitment and selection process, along with the consultation of the conference advisor and the WHIL/NRHHCC.
 - (2) Ensure that delegates are aware of and meet the expectations listed under Article 8, section D, sub-sections 3 and 4.
 - (3) Draft and finalize the Delegate Responsibility Agreement for each conference, with input from the WHIL/NRHH CC and Conference Advisor.
 - a. This agreement should be signed by each delegate at the first conference meeting for the respective conference that they are attending.
 - (4) Strive for the best representation of UW-Green Bay through participation, spirit, activities, bids, etc.
 - (5) Ensure all projects, displays, programs, etc. are completed for the conference.
 - (6) Responsible for requesting 2 year and 4 year service pins for according conferences.
9. Responsible for designating the frequency, time, and place of conference delegation meetings once a delegation has been formed for GLACURH, WURHA, and NACURH.
10. Responsible for designating the time and place of the post-conference wrap up meeting which will occur after each conference.
 - (1) At this meeting, delegates should fill out at least one Program Information Sheet to add to the Programming Ideas Binder
 - (2) Delegates should also work to plan their conference program at this time.
 - (3) If a delegate is unable to attend this meeting, they will still be expected to fill out the Program Information Sheet and assist with the planning and implementation of the conference program.
11. Responsible for active Parliamentarian.
12. Responsible for writing unbiased statements regarding delegate conference behavior within two weeks after the closing ceremonies of each delegate conference. The statements will be stored electronically and used in future conference selections by the NCC/WCCs and WHIL/NRHHCCs.
 - (1) The primary RHAA advisor will be the administrator for the online database.

- (2) The advisor will attach any statements made by the current or past NCC/WCC(s) and WHIL/NRHH CC(s) to the back of the corresponding delegate's application.
- (3) The requirements for the statements are as follows:
 - a. Cannot state the identity of the delegate.
 - b. Cannot contain any gender pronouns.
 - c. Must not include any details that will give away the identity of the delegate.
 - d. Must be strictly based on conference behavior including behavior during pre-conference meetings, conference events, and post-conference wrap-up activities.

H. Duties of the Leadership Development Director

1. Hold at least four (4) posted office hours a week, not including meetings.
2. To serve as a resource for RHAA building representatives and to work with them to ensure activism, quality programming, and enthusiasm for the campus community.
3. Attend monthly meetings and/or programs of, and be a liaison to all associated housing organizations (NRHH, if member).
4. Host a monthly leadership gathering to discuss recent events in Residence Life. These gatherings can have special guests such as, but not limited to: Advisors, Area Coordinators, Director of Residence Life, etc.
5. Responsible for the planning and implementing the annual end of the year banquet.
6. Responsible for facilitating opportunities for member involvement
7. Work with the RHAA executive board to foster a relationship with and promote RHAA to new students/members. (For example, organization RHAA's involvement with Org Smorg, planning opening week activities, etc.).

I. Duties of the Executive Communications Director

1. Hold at least four (4) posted office hours a week, not including meetings.
2. Prepare copies of bills, agendas, and other documents for the meetings.
3. Keep the permanent record of all proceedings of RHAA.
4. Record minutes at RHAA executive meetings.
5. Take roll call attendance at all regular RHAA general meetings.
6. Record all voting and roll call vote results of RHAA general meetings.
7. Take, type, organize, and post all RHAA minutes within forty-eight (48) hours of the last meeting adjournment.
8. Ensure prompt and accurate awareness of housing leadership issues through posting submitted materials on the website such as minutes, agendas, timelines, program and event information, etc.
9. Keep up to date post on all RHAA social media accounts such as: Facebook, Twitter, Instagram, and Snapchat.
10. Contact the respective offices, as listed in Article 3, section E 3, to notify them of their at large positions, and a timeline of when they should have them filled, as well as what the position entails.
11. Shared responsibility with the Leadership Development Director for recruitment of new members.

J. Duties of the Programming Director

1. Hold at least four (4) posted office hours a week, not including meetings.
2. Be familiar with campus and Residence Life programming policies and guidelines.
3. Ensure that RHAA programming efforts are in the best interest of the residents of UW-Green Bay's campus.

4. Responsible for implementation of at least one (1) social and at least one (1) educational program per semester.
5. Ensure effective programming through:
 - (1) Appropriate and timely marketing.
 - (2) Submitting an A.P.E. (Activities, Programs & Events) request, allowing adequate time for approval by an Advisor.
 - (3) Reserving the space and/or equipment necessary.
 - (4) Appropriate tracking and spending of the RHAA programming budget.
6. Responsible for the creation and facilitation of a Programming Committee, if deemed necessary by the Programming Chair and/or Executive Board.
 - (1) If a committee is created, they will assist the Programming Director with the above duties under Section J, sub-section 5, and other duties, as needed.
 - (2) This committee will also be required to keep records of committee meetings.

Article 5: RHAA Standing Committees

A. Duties of the RHAA Committee Chair

1. A Committee Chair will delegate their committee out of the possible available committees chosen by the RHAA Executive Board.
2. Are responsible for holding at least three committee meetings per semester.
3. Must attend weekly RHAA general meetings.
4. Must attend RHAA Executive Board meetings.
 - (1) If the Committee Chair is unable to attend meetings, they will be responsible for meeting with the Vice President at least twice per month.
5. Hold at least one (1) posted office hour per week, not including meetings.
6. Keep records of committee meetings or delegate task to committee member.
7. Are responsible for the recruitment of general committee members.
8. The Chair will have speaking rights, but no voting rights in general assembly meetings.

B. Committee Expectations

1. There will be up to three RHAA Standing Committees whose area of focus will be chosen at the discretion of the RHAA Executive Board to ensure current housing priorities will be met.
 - a. Committees can be, but are not limited to:
 - i. Sustainability Committee
 - ii. Safety and Security Committee
 - iii. Community Service Committee
2. General committee membership can be held by an on campus resident.

Article 6: Ad Hoc Committees

- A.** The RHAA President shall have the power to create ad hoc committees that will work on special projects, to be approved by the assembly by a simple majority vote.
- B.** Each ad hoc committee shall be appointed a chair by the President, to be approved by the assembly by a simple majority vote.
 1. This chair must be an active member of RHAA and can include current Executive Board members.
 2. Depending on the length and depth of service, the chair may be compensated for their duties, if the budget allows.
 - (1) This determination will be made in conjunction with the Vice President, President and the Office of Residence Life.

C. Duties of Ad Hoc Committee Chairs

1. Are responsible for having meetings at least every two weeks with the President to discuss progress.
2. Must attend weekly RHAA general meetings.
3. Attend RHAA Executive Board meetings at the necessity and discretion of the President.
4. Keep records of committee meetings or delegate task to committee member.
5. Are responsible for the recruitment of general committee members.
6. The Chair will have speaking rights, but no voting rights in general assembly meetings.

Article 7: Fiscal Matters

- A.** For Budget Allocation information look to the RHAA Financial Policies and Procedures as found in the RHAA Policy Book.

B. Funding

1. RHAA receives its funds through the Office of Residence Life.

C. Budget

1. Compiled and proposed in April for the next fiscal year.
2. Solidified in August by the President, Vice President, and Residence Life.

D. Agency

1. All money spent from agency must be for the benefit of residents living in University Housing.
2. The Vice President will determine the best manner in which to track the requests and spending of agency money.
3. A representative may obtain agency money through the presentation of a bill.
4. Should the General Assembly not be in session or time constraints limit the passage of a bill, the Executive Board may make a decision on the matter by a simple majority vote. The decision made must be presented to the General Assembly at the next meeting.

E. Sponsorship

1. An outside organization seeking money from RHAA must present a request to the Executive Board at least two (2) weeks in advance for their approval.
2. Once approved, the organization must present to the RHAA General Assembly.
3. The maximum amount a group, including Resident Assistant programs, and NRHH can request from RHAA is \$300.00 per request.
4. Under extreme circumstances where more than \$300 per request is needed for a program, the organization must meet with the RHAA Executive Board to discuss the program.
 - (1) By simple majority, the RHAA Executive Board can grant the organization permission to present their bill at the next possible meeting.
5. All communication between RHAA and the organization will be through the sorhaa@uwgb.edu email account.

F. Monetary Allocation for Buildings

1. Money is distributed each semester that totals no more than 25% of the agency budget and to be divided evenly amongst the housing population.
2. The Vice President will manage this allocation.

Article 8: Procedures

A. Election of the President and Vice President

1. All candidates will comply with the Student Government Association Election Rules.
2. The election will be presided over by the Student Government Association Justices.
3. Each student of UW-Green Bay, residing within Residence Life, shall be allowed to cast one (1) vote. The winner being chosen by majority.
4. The newly elected officers shall take office on May 1st of the election year, by which time all records shall be transferred to them.
5. Should the President leave for any reason the order of succession will be followed as appears in Article 7 Subsection F.
6. Should the Vice President leave for any reason, the President will appoint a new Vice President to be approved by the General Assembly by a simple majority.

B. Election of Executive Board Members (excluding President, Vice President & NCC/WCC)

1. All individuals wishing to be considered for an executive board position must submit an application to the RHAA Advisor or his/her designee.
 2. The RHAA Advisor, or his/her designee, shall set and publicize the application and election timeline with the majority vote approval of the current executive board. The executive board shall then assist in promoting individuals to apply.
 3. Elections shall be a one meeting process.
- (1) Applications will be sent out with the minutes from the previous meeting for review by the general membership.
- (2) The election process will consist of :
- 5 minute presentation
 - 5 minute question/answer extendable once
 - Pro/Con list
 - 5 minute discussion (extendable twice)
4. Every voting member of RHAA shall be allowed to cast one (1) vote. The winner being chosen by majority.
- (1) Voting will be by secret ballot.
5. The newly elected officers shall take office on May 1st of the election year, by which time all records shall be transferred to them.
 6. In the event that any executive board position remain unfilled after the election, the incoming Vice President shall determine the election timeline to fill that position with guidance of the RHAA Advisor team.

C. Election of the RHAA Standing Committee Chairs

1. Elections of committee chairs will take place early in the fall semester to allow new students to the University to run for these positions.
2. All individuals wishing to be considered for a standing committee chair position must submit an application to the RHAA Advisor or his/her designee.
3. The RHAA Advisor shall set and publicize the application and election timeline with

the majority vote approval of the current executive board. The executive board shall then assist in promoting individuals to apply.

4. Every voting member of RHAA shall be allowed to cast one (1) vote. The winner being chosen by majority.
5. The newly elected committee chairs shall take office immediately, at which time all records shall be transferred to them.
6. In the event that any standing committee chair position is left unfilled after the election, the President shall determine the election timeline to fill that position with the guidance of the RHAA Advisor.

D. Representative Vacancies

1. In the event a Housing Representative seat becomes vacant, a new appointment will be made at the discretion of the constituencies.

E. Elections of the National Communications Coordinator/ Wisconsin Communications Coordinator (NCC/WCC)

1. Election Process

- (1) The election of the NCC/WCC shall occur at a general assembly meeting in the spring semester preceding the regional business conference.
 - i. As the final transition takes place on May 1st, the incoming NCC/WCC will be responsible for preparing a delegation for the NACURH conference, if attending.
- (2) Those interested in bidding for the NCC/WCC position must submit an intent to bid to the Executive Board by the established date and time.
- (3) A copy of the bid must be provided to the President 72 hours prior to the election date of the NCC/WCC.
- (4) Presentations by all candidates will be given in alphabetical order.
- (5) Oral presentation will last a maximum of five (5) minutes (non-extendable) followed by five (5) minutes of question and answer (extendable), a five (5) minute pro/con session (non-extendable), and five (5) minutes of discussion (extendable).
- (6) Elections shall be made by secret ballot.
- (7) The election of the officer shall be determined by a simple majority of the voting members of the RHAA assembly in attendance.

2. NCC/WCC Bid Guidelines

- (1) Reasons for interest in the NCC/WCC position.
- (2) A list of individual strengths and weaknesses, as well as qualities that would benefit this particular position.
- (3) Provide a list of experiences related to the position.
- (4) Provide a list of individual and group goals.
- (5) General Information (This would be a time to provide a brief biography about yourself).
- (6) A minimum of 1 letters of support. Some suggested letters of support could be from but are not limited to: RHAA members, advisors from various organizations, Resident Assistants, Executive members from various organizations, etc.

F. Order of Succession

1. When the President is unable to fulfill his or her duties, the line of succession is as follows:
 - (1) Vice President
 - (2) NCC/WCC
 - (3) Leadership Development Director
 - (4) Executive Communication Director
 - (5) Programming Director
3. If all Executive Board positions are vacated, a new election will take place according to the SGA Election Rules.

G. Impeachment of Elected Officials

1. The UW-Green Bay RHAA assembly shall have the sole power of impeachment in regard to all elected offices of the RHAA Executive Board and Standing Committee Chairs.
2. A motion to place the impeachment on the agenda must be brought before the RHAA membership. It must include the violation(s) of which the officer is accused.
 - (1) This motion shall require two-thirds (2/3) of the total UW-Green Bay RHAA membership.

3. The following meeting, the accused officer shall have the opportunity to address the accusation(s).
 - (1) A motion to impeach shall require three-fourths (3/4) of the total UW-Green Bay RHAA membership.

Article 9: Associated Organizations and Groups

A. Refer to Article 6 for information on Fiscal Matters.

B. National Residence Hall Honorary (NRHH)

1. The NRHH President must present a proposed budget to the Executive Board in April.
 - (1) The due date will be set by the Vice President.
 - (2) The budget should be detailed so as to provide the best understanding of what NRHH is asking for.
 - (3) NRHH will be notified of the finalized budget in August when the RHAA budget is approved by Residence Life.
2. For financial needs in excess of this budget, funds may be obtained through the presentation of a bill at an RHAA weekly meeting.
3. NRHH shall follow their respective bylaws when not in conflict with the RHAA bylaws.
4. NRHH shall provide agendas and minutes for each weekly meeting to the RHAA email account.
5. NRHH shall provide a copy of their bylaws to RHAA.
 - (1) Each spring semester, a copy of their bylaw changes shall be shared with RHAA.
6. Any change made within this section shall require a 2/3 majority vote of approval by NRHH in order to be validated. This does not pertain to any budgeting issues.

C. Conference Delegations

1. Conference Delegations are chosen by the NCC/WCC, WHIL/NRHH CC, Conference Advisor and up to two other unbiased housing leaders to attend the state, regional and national conferences each year, as the budget allows.
2. Qualifications for Selection
 - (1) Must be currently living in on campus housing

- (2) Must be planning to live on campus the following semester. Exceptions may be made by the NCC/WCC, as appropriate.
 - (3) Must be willing to cover a portion of the costs of the conference, if necessary.
 - (4) Must be willing to put forth the effort to fulfill all delegate responsibilities.
 - (5) Conference returners must also be willing to submit a program proposal to the conference.
 - (6) Past participation at conferences may affect selection, whether positively or negatively.
 - a. The outgoing NCC/WCC is eligible to apply for the NACURH conference, as transition of power takes place on May 1st and the incoming NCC/WCC is responsible for preparing the NACURH delegation
3. Delegate Responsibilities – Before and During Conference
- (1) Must attend at least 75% of the conference preparation meetings, with exceptions under special circumstances to be approved by the NCC/WCC, WHIL/NRHH CC, and Conference Advisor.
 - (2) If a delegate drops out of or is dismissed from the delegation within four weeks of the conference, they will be responsible for covering all associated costs including but not limited to: registration fees, t-shirt costs, late drop/add fees, etc.
 - a. There may be exceptions due to special circumstances, to be approved by the NCC/WCC, WHIL/NRHH CC, and Conference Advisor.
 - (3) Must actively participate in all activities associated with the conference, including cheers, committee work (as assigned), roll call preparation, etc.
 - (4) Must sign the conference waivers that ban any use of alcohol or illegal drugs, as well as any inappropriate sexual behaviors while attending the conference.
 - a. Refusal to sign these waivers will result in dismissal from the delegation.
 - (5) Must sign the Delegate Responsibility Agreement.
 - a. Refusal to sign this contract will result in dismissal from the delegation.
4. Delegate Post-Conference Responsibilities
- (1) Must attend the post-conference wrap up meeting.
 - (2) Must agree to fill out at least one Program Information Sheet after the conference.
 - (3) Must work with the delegation to put on a program that was learned at the conference.
 - a. This program should be put on within four weeks of the end of the conference.
 - b. The NACURH delegation will be allowed until October 15th of the same calendar year to put on their program.

D. To foster unity, cooperation, and resource sharing, all housing organizations shall work together to help promote each other and serve the housing population. To this end, each housing organization (NRHH) shall receive an official charter from RHAA as an RHAA associated organization, have a representative position on the RHAA board, and have the ability to use RHAA resources.

Article 10: Policy Book

- A. All policies found in the RHAA Policy Book must be followed for all RHAA procedures.
- B. The RHAA Bylaws supersede the RHAA Policy Book.

Article 11: Amendments and Grammatical Revisions

A. Bylaw Amendments

1. Amendments to these Bylaws by RHAA will only be passed with a favorable simple majority vote of the executive board followed by a vote of two-thirds (2/3) of the total voting members. Any proposed amendment that does not pass by the executive board will not be presented to the general assembly.
2. All of the proposed amendments to these Bylaws must be submitted in writing to each of the RHAA members at least twenty-four (24) hours prior to the general meeting at which the amendment(s) will be read and discussed.
3. The most recent date (month/year) of amendment to these Bylaws should be recorded below.

B. Policy Book Amendments

1. Amendments to the RHAA Policy Book will be passed by a 2/3 majority vote by the RHAA Executive Board.
2. All of the proposed amendments to the RHAA Policy Book must be submitted in writing to each of the RHAA Executive members at least forty-eight (48) hours prior to the executive meeting at which the amendment(s) will be discussed.

C. Grammatical Revisions

1. Revisions to these Bylaws and RHAA Policy Book for grammatical purposes may be done without the approval of the RHAA board.
2. The most recent date (month/year) of revision to these Bylaws should be recorded below.

The Residence Hall and Apartment Association is an inclusive organization that does not discriminate on the basis of race, religion, gender, or sexual orientation.