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**Article I: Local Governments**

1. **Purpose**
	1. For the purpose of better representing student interests, the Central Association may charter local governments as it deems necessary.
2. **Chartering requirements for local governments.**
	1. Such local governments must exist within a residence hall; residence hall being defined as a university owned building in which students reside during the academic year.
	2. Any local governments seeking chartership in a residence hall which already contains a chartered local government must meet certain criteria.
		1. Such local governments shall be composed of a minimum of two adjacent floor governments of the same special interest, or of a unique nature, not found in any other local government within the same residence hall.
		2. Such local governments must be completely separate, financially and otherwise, from any other local government.
	3. Local governments must have a written constitution and any future amendments approved by the Association Senate by a Two-Thirds margin.
	4. Meeting the chartership criteria does not guarantee a local government chartership. The chartership of local governments meeting the above requirements relies on the decision of the Central Association.
	5. Such local governments will be considered chartered at such time as a Senate Resolution stating the chartership has been submitted and approved by a 2/3 margin by the Association Senate and signed by the president.
3. **Local Government Allowances**
	1. Local Governments shall receive an allowance per student resident under the Local Government jurisdiction; as determined annually by the Association Senate.

**Article II: The Senate**

1. **Senate Legislation**
	1. All Senate legislation upon approval, as specified in the constitution, shall be enacted and binding until it is replaced or the Association is dissolved or it is declared unconstitutional by the University Judicial Board.
	2. **Introduction of Legislation.**
		1. **Review of Legislation prior to Introduction.** All legislation must be reviewed by the executive board prior to its introduction to the Senate.
		2. **Introduction of "Emergency Status" Legislation.** Any legislation whose urgency and untimeliness prevents it from being reviewed by the committee on review and recommendations may be introduced to the Senate, provided a vote of the Senate to do such passes by a two-third margin. Legislation requiring prior notice can not be brought to emergency status. All legislation amending or repealing something previously adopted requires prior notice.
	3. **Voting on Legislation.** All Senate legislation and motions (not including Budget Bills, Bylaw Amendments, and Constitutional Amendments) shall require a majority affirmative vote. Majority shall be defined as a majority of all legal votes cast. In the case of Budget Bills, Bylaw Amendments, and Constitutional Amendments, "two-thirds affirmative vote" shall be defined as two-thirds (2/3) of the potential votes of the Senate.
2. **Responsibilities of Senate Members**
	1. **Attendance**
		1. **Requirements.** Senate Members are required to attend all regular and special sessions of the Senate, unless excused. Committee meetings are considered meetings of the Senate; therefore, attendance at Committee meetings is also required of Senate Members. Arriving more than 10 minutes late to, or leaving early from a Senate meeting shall count as an unexcused absence unless excused by the Vice President or by the appropriate Committee Chairperson in regards to committee meetings.
		2. **Excused Absences.** Senate Members must contact the Association Vice President or appropriate Committee Chairperson with regards to committee meetings either before or within two days after a Senate meeting in order to be excused. It is the duty of the Vice President or appropriate Committee Chairperson to determine what is and is not excusable. The decision of the Vice President or appropriate Committee Chairperson may be appealed by a majority vote of the Senate.
		3. **Consequences of Absenteeism of Senate Members.**
			1. Two unexcused absences by a Senate member shall cause the Association Vice President to inform the Senate member, and appropriate local government, if any, of his or her current absentee status.
			2. Three unexcused absences in an academic semester by a senator shall be cause for a recommendation of impeachment by the executive board. Both the offending senator and the appropriate local government shall be informed of the situation.
			3. The offending senator shall continue to have all privileges regarding the making of motions, voting, and debate until their removal from office.
	2. **Proxy Representation of Senate Members**
		1. Each senate member may appoint a proxy representative for each absence.
		2. Said proxy shall receive the full responsibilities, rights, and privileges of a senate member within Senate sessions upon their recognition by the Chair of the Senate.
		3. The recognition of proxy representatives for Senate members shall be accomplished through written notification to the Chair of the Senate by the senate member appointing the proxy representative. Said notification shall include the reasons for appointing the proxy representative and the name of the proxy representative.
		4. **Permanently Appointed Representatives**
			1. Senators and elected executives may under no circumstances appoint permanent representatives to the Senate.
3. **Election of Speaker of the Senate**
	1. Elections for Speaker of the Senate must be held in accordance with Article III, Section 3.A, of the Constitution.
	2. Prior to the meeting at which the Senate plans to elect a Speaker, the Vice President shall include the election as Special Business on the Agenda.
	3. Nominations will be taken from the floor. The Chair shall write down the names of the nominees. After nominations are completed, the Chair shall first ask each nominee whether or not he or she accepts the nomination, and secondly, the Chair shall ask each nominee to give a brief speech as to why they think they will perform best as Speaker of the Senate.
	4. After all candidates have finished their speeches, they shall leave the Senate Chambers.
	5. The Chair shall ask for one speech for each candidate until the Senate closes debate.
	6. The Chair shall then administer a secret ballot vote, taking ballots to the candidates for their votes. The Chair shall count the ballots, and the ballots shall be recounted by the President.
	7. A majority of all votes cast for qualified nominees shall be necessary to elect the Speaker. If no candidate receives a majority, another ballot shall be taken, discarding the nominee or nominees receiving the fewest votes.
	8. After the ballots have been counted and verified, the candidates may return to the Senate Chambers.
	9. The Chair shall read the name of the newly elected Speaker of the Senate. The reading of the actual ballot count shall be made at the discretion of the Chair, but shall be included in the minutes in accordance with Article 14 of the Nebraska Statutes, regarding public meetings.
4. **Executive Session**
	1. The Senate shall conduct all executive sessions in accordance with Article 14, Section 84-1410 of the Nebraska Statutes, regarding closed sessions. The Senate shall be allowed, but not limited, to hold executive sessions for the following reasons:
		1. Strategy sessions regarding negotiations or actions with regard to other bodies at UNL.
		2. Investigative proceedings regarding allegations of Constitutional violations and/or criminal misconduct.
		3. The protection of public interest.
	2. The vote to hold an executive session shall be taken in open session, and requires a majority vote of the Senate.
	3. The Senate must reconvene in open session before any formal action may be taken.
	4. Any member of the Senate shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold an executive session. Such challenges shall be overruled only by a majority vote of the Senate.
	5. Any member of the Senate who divulges information concerning the deliberations in Executive Session may be subject to disciplinary actions.
5. **Section 5:** **Ex Officio Members of the Senate**
	1. Parking Advisory Committee (PAC) Representative
		1. The criteria for the PAC Representative shall be as follows:
			1. Maintain a 2.5 GPA (as stipulated by ASUN committee requirements)
			2. Will not be on academic or conduct probation at any point during the term
			3. Will be a resident of the halls for the duration of the term
			4. Failure to meet any of the above requirements shall be grounds for removal
		2. Appointment of PAC Representative
			1. The appointment of the PAC representative is usually the RHA president. If the President is unable to attend, it typically falls to a member of the executive board with approval from ASUN.
	2. Midwest Affiliate of College and University Residence Halls (MACURH ) Regional Board of Directors (RBD) and National Association of College and University Residence Halls (NACURH) National Board of Directors (NBD) Members.
		1. The following shall apply for the Association’s hosting of a MACURH RBD member or NACURH NBD member:
			1. The criteria for the RBD and/or NBD members shall be as follows:
				1. Will not be on academic or conduct probation at any point during their term.
				2. Will be a resident of the University of Nebraska-Lincoln residence halls throughout the duration of their term.
				3. Failure to meet any of the above requirements shall be grounds for removal of the Association’s support and financial obligations.
		2. Definition and Duties of the RBD and/or NBD member
			1. The term of office shall be defined by the RBD Policy Book or NACURH Policy Book.
			2. Will attend all meetings of the Association Senate.
			3. Will hold regularly scheduled office hours in the Association office.
			4. Further definitions and requirements for this position will meet the definitions and requirements as outlined in the MACURH Policy Book or NACURH Policy Book.
		3. Obligations of the Association to the RBD or NBD Member
			1. Support for NACURH Conference cost and travel
				1. The Association will provide conference cost as it is defined for any other University of Nebraska-Lincoln delegate.
				2. The Association will provide conference travel as it is defined for any other University of Nebraska-Lincoln delegate.
				3. The RBD or NBD member will meet any criteria and expectations set forth for all University of Nebraska-Lincoln conference delegates.
			2. Clerical and Office Space Support
				1. The Association shall provide the RBD member and NBD member with office space
				2. The Association shall provide the RBD member and NBD member with use of phone, computer, copier services, and postal services with the cost of such services being reimbursed to the Association by the appropriate Regional or National Board of Directors.

**Article III: The Executive Board**

1. **Attendance.**
	1. Members of the Executive Board are required to attend all Executive Board meetings, unless excused by the President. All Executive Board members must attend the RHA Senate meetings, unless excused by the president.
	2. **Excused Absences.** Executive Board Members must contact the Association President either before or within two days after an Executive Board meeting. It is the duty of the Association President to determine what is and is not excusable. The decision of the President may be appealed by a majority vote of the Executive Board. Absences of the Association President will be determined as excused or unexcused by a majority vote of the Executive Board.
	3. **Consequences of Absenteeism of Executive Board Members.**
		1. **Absenteeism of Appointed Executive Board Members.**
			1. Two unexcused absences by an appointed Executive Board Member shall cause that member’s voting privileges to be revoked until the offending board member has attended two consecutive Executive Board meetings.
			2. Three unexcused absences by an appointed Executive Board Member shall be considered as a resignation from office.
		2. **Absenteeism of Elected Executive Board Members.**
			1. Two unexcused absences by an elected Executive Board member shall cause the President to inform the Senate and that executive board member of his or her absentee status. If the President is the offender in question, the Association Vice President shall inform the Senate of the President’s absenteeism. Three unexcused absences by an elected Executive Board member shall be grounds for impeachment.
2. **Executive Board Procedures.**
	1. **Filling Vacancies of Association Employees.**
		1. Selection shall be made through an application and interview process by a selection committee consisting of the President and two other officers selected by a majority vote of the executive board.
		2. **Notification to Applicants.**
			1. The President shall notify all applicants in writing of the selection committee’s decision.
		3. **Misconduct or Failure to fulfill duties by an Association Employee.**
			1. Any misconduct or failure to fulfill duties by an Association Employee shall be brought to the attention of the Executive Board by the Association member witnessing such.
			2. All discussions regarding the above allegations shall be discussed in executive session.
			3. Any disciplinary actions taken by the Executive Board shall be relayed to the Association employee by the Association President.
			4. Termination of an employee for the above reasons requires a majority vote of the Executive Board.
		4. **Employee Separation from the Association.**
			1. Employees must give 14 days notice of separation to receive complimentary recommendations for future employment.
			2. Termination of Association Employees for reasons not discussed in these bylaws shall require a two-thirds vote of the Executive Board.
	2. **Executive Sessions.**
		1. The guidelines for executive sessions of the Executive Board shall be concurrent with the bylaws regarding Senate executive sessions.
	3. **Duties of the Executive Members**
		1. *The President shall*:
			1. Verify quorum and attendance at meetings of the Executive Board;
			2. Report to the Senate on all Executive Board actions;
			3. Serve as the Association representative;
			4. Appoint alternate or additional representatives with Executive Board approval;
			5. Nominate Association and Special Committee chairs and the Chief of Staff;
			6. Appoint replacements for unfilled executive offices;
			7. Have the power to submit legislation to the Association Senate;
			8. Not have the right to vote, make, or second motions;
			9. In good faith, and to the best of their ability, enact all duly passed legislation;
			10. Attend MACURH President chats as well as the MACURH conference.
		2. *The Vice-President shall*:
			1. Set agendas for, call, verify quorum and attendance for, and preside over Senate meetings;
			2. In the event of a temporary absence of the President, assume the duties of the President, for the duration of the President’s absence;
			3. Not have the right to vote (except in the event of a tie), make, or second motions;
			4. Shall be responsible for the creation and distribution of the meeting schedules and will determine the order of bills to be heard;
			5. Shall keep a record of senator attendance, and will be responsible for informing senators of an impending recommendation of impeachment;
			6. Responsible for the end of term banquet.
		3. *The Chief of Staff shall:*
			1. Take and distribute minutes at meetings of the Senate and the Executive Board;
			2. Keep a record of minutes taken;
			3. Be responsible for all paperwork preparations for meetings;
			4. Not have the right to vote, make, or second motions; and,
			5. Maintain internal files, records, and archives.
			6. Maintain office including mail, messages, display board, etc.
			7. Be in charge of all placards.
			8. Maintain the RHA website and update it with upcoming and heard bills.
			9. Chair the bylaws and constitution special committee when it is convened
			10. Uphold the bylaws, constitution, and organizational procedures of the Association.
		4. *The Treasurer shall*:
			1. Keep all financial records of the Association;
			2. Submit a balanced budget for Senate approval one week after receiving the semester’s allocation;
			3. Have the power to submit Budget Bills, not have the right to vote, make, or second motions;
			4. Upon request, report to the Senate concerning the financial records of the Association;
			5. Inform the senate of any important changes to SOFS procedure;
			6. Submit reimbursement forms and EPRs for all RHA events
		5. *The Speaker of the Senate shall*:
			1. Serve as the Senate’s representative to the Executive Board;
			2. Serve as a resource to Senators and outside groups about how to draft and present legislation to RHA;
			3. Watch over the bill submission form and will email bills and submission information to the Senate;
			4. Ensure that all bills have mandatory wording, a budget line, and a itemized budget.
		6. *The Committee Chairs shall*:
			1. Set the agenda for, call, and preside over meetings of their committee, giving at least forty eight (48) hours prior notice for said meeting;
			2. Report to the Senate and the Executive Board all actions of their committees; and,
			3. Have any other responsibilities as defined through the passage of legislation.
		7. *The National Communications Coordinator shall*:
			1. Coordinate delegations to the MACURH and NACURH conferences;
			2. Attend regional and sub-regional business meetings;
			3. Maintain monthly communications with other National Communications Coordinators in this region;
			4. Maintain resource files of program materials acquired at conferences, and serve as a general programming resource for the Association and local governments;
			5. Perform all duties as outlined by the MACURH and NACURH constitutions and bylaws; and,
			6. Be appointed by the end of NACURH and serve until NACURH of the next year
		8. *The NRHH Liaison shall*:
			1. Recognize Senators for their work on behalf of residents;
			2. Organize end of the year awards and Senator of the year voting;
			3. Ensure that all events submit an OTM;
			4. Update the RHA Senate on the goings on of NRHH.
	4. **Executive Compensation**
		1. Executive Board members will be compensated for their time and commitment to the organization through Executive Compensation. Funds raised through OCM (from the sale of care packages and bed linens) will be used to this end. Executive compensation funds cannot come from the semesterly RHA allocation. The funds from OCM each semester will be paid out to the officers based on the following percentages:
			1. President: 18%
			2. Vice President: 14%
			3. Treasurer: 14%
			4. Chief of Staff: 14%
			5. Speaker of the Senate: 8%
			6. NCC: 8%
			7. ARE: 8%
			8. DIS: 8%
			9. RSW: 8%
		2. The total amount of funds going to Executive Compensation shall not exceed 4100 dollars. If the funds accrued by OCM exceed this amount, the leftover funds shall be considered part of the RHA allocation.
3. **Resident Assistants**
	1. Resident assistants may not serve as elected officials. They may serve as appointed officials.

**Article IV: Association Committees**

1. **Standing Committees**
	1. The standing committees of the Association shall be the Committee on Advocacy/Residential Enhancement, the Committee on Resident Success and Wellness, and the Committee on Diversity, Inclusivity, and Service.
	2. **The Committee on Advocacy/Residential Enhancement shall:**
		1. Manage the different social media accounts of RHA.
		2. Act as the voice of RHA in communicating news and events to residents and outside groups.
		3. Continually work to enhance the living and learning environment of the halls.
		4. Act as a liaison between the Senate and the Division of University Housing on matters of residential living.
	3. **The Committee on Resident Success and Wellness Shall:**
		1. Plan, execute, and evaluate all social events related to, but not limited to, the issues listed in the next point that are sponsored by the Association.
			1. Topics related to Resident Success and Wellness: academic success, mental health, drug and alcohol abuse, personal wellness, campus and civic engagement.
		2. Coordinate its efforts with complex governments and their committees, other UNL organizations and departments to sponsor or cosponsor events.
	4. **Section 3:**  **The Committee on Diversity, Inclusivity, and Service shall:**
		1. Plan, execute, and evaluate diversity related, educational, and cultural events designed to enrich residential living.
		2. Coordinate its efforts with other university organizations and departments to cosponsor events, such as the Women’s Center, or the LGBTQA+ Resource Center, and international student groups.
		3. Coordinate various service projects throughout the year that residents can join, and promote charitable events in the local halls and throughout campus.
2. **Special Committees**
	1. Special Committees will not have regular meetings, and shall only be convened when they are called by their respective chairs.
	2. **The Presidents’ Committee Shall:**
		1. Be chaired by the RHA President
		2. Consist of each elected President from all local governments.
		3. Serve as a leadership development opportunity for local presidents.
		4. Be a sounding board to evaluate and recommend housing policy suggestions and ideas.
	3. **Bylaws and Constitution Committee Shall:**
		1. Be chaired by the Chief of Staff as described in the RHA constitution
		2. Uphold its other duties as outlined in the constitution.
3. All Senators shall be required to serve on at least one standing association committee.
4. Only active members of the committees may be allowed to vote in Committee decisions. Active members shall be those general members of the Association which have attended two consecutive meetings of the committee. Association Senators and Hall Presidents shall not be denied membership to any standing committee except as cited elsewhere in these Bylaws.
5. The standing committees shall take on additional duties and powers as directed by a majority vote of the Senate. Furthermore, the standing committees shall take on additional duties and powers as directed by the Executive Board subject to the acceptance of the chair of the standing committee in question.

**Article V: Amendments**

1. Please see constitution for policies and procedures surrounding amendments.

**Article VI: Bill Submission**

1. All bills submitted that request funding must adhere to the following criteria.
	1. All bills must specify that funding is contingent on following the funding guidelines.
2. If a bill does not meet the above criteria, the Executive Board may, but is under no obligation to, recommend the bill for Special Status.
3. **Special Status**
	1. Only the title, not content, of the bill may be read.
	2. Discussion must focus on why the bill did not follow 7.1.
	3. Special status debate includes usual procedure on any motion.
	4. With two-thirds approval by the senate, the bill is read.
4. After the event, a post-event evaluation must be submitted before anymore RHA funds are released.
5. Should an event not adhere to the legislation passed, a majority vote of the Executive Board may freeze all funds requested and not distributed.
	1. This Executive decision can be overturned by a majority vote of the Senate.
6. A senator may bring up a bill to be read at any time after new business. Only the title of the bill will be read. A majority vote of the Senate is required to hear the bill.

**Article VII: Funding Guidelines**

1. **Event Requirements**
	1. Any event held by non-residence hall RSOs must display the RHA banner to receive reimbursement;
	2. Any advertisements for the event must include the RHA logo;
	3. All events must submit an OTM to the NRHH Liaison;
	4. All unused funds must be returned to the RHA budget line the original bill money came from;
	5. Any event that has RHA funding must provide adequate accommodations to those who need them provided they are requested at least one week in advance (large print, special seating, etc.)
		1. Advertisements for the RHA-funded event must include the phrases:
			1. “*If reasonable accommodations such as interpreters, large print, special seating, etc. are needed to accommodate a disability, please contact {Event Host} at {Telephone Number} or {Email Address} to discuss accommodations at least one week prior to {Event} to ensure we can make appropriate arrangements”*
			2. *UNL does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.*
2. **Bill Submission Information**
	1. Bills…
		1. must be submitted to RHA a minimum of two weeks before the event is to take place.
		2. must have the RSO’s President AND Treasurer’s email
		3. requesting funding must have the RSO’s SOFS account number
		4. requesting funding must include an itemized budget
			1. Bills requesting RHA funds without a budget will not be brought onto the senate floor for debate and voting.
			2. Bills requesting RHA funds with budget lines that are vague and/or questionable will be sent back to the RSO for editing and more information.
		5. must include any secured or requested alternative sources of funding and the amount of that funding
		6. must provide the following information in addition:
			1. Explanation of how the event to be funded will attract on-campus residents
			2. An estimate of how many people will attend the event
			3. If event has been done in the past, a summary of the event must be provided
			4. If there will be an attendance fee, the ticket cost to residents must be provided and the reasoning behind the cost explained.
3. **Post event requirements**
	1. Any unused funds (if funds are provided upfront) must be returned to RHA;
	2. All relevant receipts, invoices, etc. must be sent to RHA no more than 2 weeks after the planned event date
	3. An overview of the event must be provided to RHA no more than 2 weeks after the event. Events will not be reimbursed until this form is filled out. The form will include information on the event and all OTM requirements.
		1. This should include attendance figures, the actual event budget, and a brief summary explaining how the event went.
	4. If either of these submissions are missing, all reimbursements will be withheld until they are received.

**EFFECTIVE STATEMENT:**

These bylaws will go into effect with the 50th Senate. They will be due for review by the 53rd Senate. They must be reviewed every three (3) years.

**APPROVED:**

April 16, 2019