

Constitution of the Residence Hall Association at San Francisco State University

Preamble

We, the residents of the San Francisco State University residence community, in order to ensure cooperation and coordination among branches and members, to establish policies for the well-being of the residents, to provide for a closer relationship with the university community, and to provide for the educational, representational and social benefits for the individual, do ordain and establish this Constitution of the Residence Hall Association at San Francisco State University.

Article I - Name

Section 1 - This organization shall be known as the Residence Hall Association at San Francisco State University (SFSU), hereafter referred to as RHA.

Article II - Structure

Section 1 - RHA is the governing body that oversees all of its branches. Within RHA there will be separate branches, which includes, but are not limited to: Mary Park Hall Government, Mary Ward Hall Government, the Towers at Centennial Square and Science Technology Themed Community Government, The Village at Centennial Square Government, E.G.A.Y. Coalition, F.A.M.E. Coalition, and B.R.U.H. All such organizations will hereafter be referred to as branches.

Section 2 - The official meetings of RHA shall be called General Assembly Meetings and may consist of representatives from the Executive Board, each of the branches and other members of the residential community.

Section 3 - The requirements for being a branch are listed in the By-laws of the RHA.

Section 4 - All branches of RHA may appoint up to three representatives to attend the General Assembly meetings. Duties and responsibilities of all representatives will be specified by the Executive Board and/or the RHA By-laws.

Section 5 - The RHA Executive Board shall consist of a President, Vice-President, National Communications Coordinator, Secretary, Treasurer, National Residence Hall Honorary, Program Coordinator and Advisor.

Article III - Membership

Section 1 – Membership is open to all student residents of University Housing at San Francisco State University

Section 2 - Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Article IV - Voting

Section 1 - Voting is limited to Student Residents of Mary Park Hall (MPH), Mary Ward Hall (MWH), the Towers at Centennial Square (TCS), Science Technology Themed Community (STTC), and The Village at Centennial Square (VCS) or any other University Housing residency.

Section 2 - Voting is limited to two representatives from each branch, as well as all members of the Executive Board with the exception of the President and Advisor. The President shall have the power to cast the deciding vote in the event of a tie.

Section 3 - The total number of possible branch votes will be considered the voting body of RHA.

Section 4 - Quorum for General Assembly meetings shall consist of at least ten voting members from at least four of the branches. Quorum can be suspended for all votes not concerning personnel or financial issues over \$100 if voted on and passed by a two-thirds majority vote of those present.

Section 5 - No branch representative may hold more than one vote in voting matters of the General Assembly.

Section 6 - No absentee ballots will be collected.

Section 7 - All votes concerning personnel or financial issues shall be done by secret ballot.

Article V - Elections

Section 1 - In general elections, the candidate must receive a simple majority of votes from the Quorum in order to be declared the winner.

Section 2 - Any elected officer within RHA may be subject to recall.

Section 3 - Officers are elected for a term from August 1 to May 31.

Article VI - Meetings

Section 1 - All General Assembly meetings of the RHA and all subsequent branch meetings shall be open and adequately publicized.

Section 2 - The RHA General Assembly shall meet weekly during the academic year, except during the final examination periods. Other meetings may be called.

Section 3 - The RHA Executive Board shall preside over General Assembly meetings.

Section 4 - Executive Board members may not miss more than 3 General Assembly Meetings per semester.

Article VII - Ratification and Amendment of the Constitution

Section 1 - Amendments to the Constitution must be approved by a two-thirds vote of Quorum.

Section 2 - Amendments to the By-laws must be approved by a two-thirds vote of Quorum.

Article VIII – Signatures
Ratified Spring 2008

Corey Thomas, Vice President

James Kelly, Secretary

Shannon Burns, National Communications Coordinator

Sausha Cutler, Treasurer

Cierra Evans, Secretary

Mikaela Falwell, National Residence Hall Honorary

Arnold Paguio, Advisor

By-laws to the Constitution of the Residence Hall Association at San Francisco State University

Article I - Branches

Section 1 - The requirements of each branch of the RHA shall be as follows:

1. All branches of the RHA must register with the Office of the Residential Life Program Coordinator at the beginning of each school year
2. All branches must have a constitution that has been approved by a 2/3 majority of the General Assembly of the RHA
3. All branches must have a student resident governing body and designated RHA contact person
4. All branches must have an Advisor that is a University Housing Professional Staff member
5. All branches must submit a list of members authorized to vote for the branch at general assembly meetings to the RHA Secretary. Branches who do not submit a list will not have voting privileges.
6. No branches may be chapters of a nationally based organization or corporation, with the exception of NACURH and PACURH affiliated organizations.

Section 2 - If a branch fails to have at least one voting representative at any general assembly meeting, that branch's advisor and governing board/contact person shall be contacted in writing by the RHA Secretary.

Section 3 - Each branch is required to have at least one voting representative at all of the general assembly meetings. Branches that fail to do so 3 or more times a school year will not have access to funding, equipment, and facilities for thirty days following their failure to meet this requirement.

Section 4 - If after 8 weeks of the Fall semester or 6 weeks of the Spring semester, a branch fails to fulfill all of the requirements listed in Article I, Section 1 of the By-laws, that branch will not have access to funding, equipment, and facilities for the remainder of that semester.

Section 5 - If no active members of a branch are able to attend General Assembly meetings, that branch may request an exemption from the Executive Board and General Assembly in writing. Requests must be made by the third RHA general assembly meeting of the semester otherwise the branch will not have access to funding, equipment, and facilities for that semester.

Section 6- Each branch is required to have three designated members that will attend the general assembly meetings that must be submitted to the Executive Board and General Assembly by the second general assembly meeting of the semester. Two of the members will act as the main representatives and the third member shall act as an alternate representative in the case one of the main representatives cannot attend the general assembly meeting.

Article II - Voting

Section 1 - Voting members of branches, or branch representatives, are student residents of Mary Park Hall (MPH), Mary Ward Hall (MWH), the Towers at Centennial Square (TCS), Science Technology Themed Community (STTC), and The Village at Centennial Square (VCS) or any other University owned housing student residents. Resident Assistants (RAs) may only vote when they are representing the RA Branch for their currently assigned building.

Section 2 - All votes will be made by a hand vote, except in the case of election of Executive Board members and financial requests for more than \$100, as defined in Article X Section 1 Number 7 C,D and E.

Section 3 - Procedures for voting by secret ballot shall be as follows:

1. The Secretary will hand out ballots to members who are able to vote.
2. Only two representatives per branch, as defined in Article II, Section 1 of the By-laws, may vote. If more than two voting members for any branch are present at the meeting, they must decide who will cast votes before receiving ballots.
4. The President and Advisor may not vote.
5. Quorum for voting shall consist of at least 2/3 of voting members representing at least 2/3 branches.
6. No votes will be valid if quorum is not achieved.
7. In order to cast a vote, branch representatives must write the name of their branch and "Yes," "No," or "Abstain" on their ballot. When electing officers, the branch representative must write the name of their branch and the name of the person they are voting for, "Abstain," or "No Confidence."
8. After votes have been cast, ballots will be collected by the Secretary and the Advisor. The Secretary and Advisor will then leave the room and tally the votes. When votes have been tallied, they will then report the results to the general assembly.
9. If a two-thirds majority cannot be reached with this vote, a re-vote will be called. Re-votes will follow the same procedures as regular voting.
10. During elections, if no candidate holds a simple majority, a re-vote will be called between the candidates with the most votes. In the event of a 50/50 tie during elections, the Executive Board shall meet outside the General Assembly meeting and collectively cast the deciding vote.

Article III - Elections

Section 1 - The President shall open nominations for officers two weeks before elections are to take place.

Section 2 - Procedures for electing officers shall be as follows:

1. All candidates nominated for the position being voted on shall leave the room.
2. One at a time, the candidates nominated shall come in and give a speech with a time limit set by the President and/or Secretary. At the end of each candidate's speech, the candidate shall be asked questions relevant to their prospective positions. When the questions have been answered, the candidate shall leave the room.
3. As each nominee has left the room, the President or Secretary shall ask for pros and cons about the person running. The pros and cons may only relate to things stated in the person's speech and/or answers to the questions.
4. When all candidates have gone through this process, votes shall be taken with the candidates outside of the room.

Section 3 - Officers are elected for a term of August 1 to May 31.

Article IV - Executive Board

The duties of the RHA Executive Board shall be as follows:

Section 1 - President

1. Preside over and facilitate General Assembly and Executive Board meetings
2. Make clear the goals and expectations of the group
3. Be the liaison between RHA and the SFSU Residential Life Offices
4. Have the power to appoint, with the approval of the General Assembly, special executive committees and committee chairpersons
5. Have the power to call a recess and/or adjourn all meetings
6. Have the power to call all RHA elections
7. The President shall give a State of the Union address to the General Assembly three times throughout a school year.
 - a. One state of the union addresses should be given in the first three week of each semester. These addresses should discuss their plans for the semester and the goals the board would like to achieve
 - b. One state of the union addresses should be given in the last three weeks of Spring semester. These addresses should give a summary of the semester including but not limited to programs put on by RHA and branches, new branches that have been created etc
8. Communicate with other RHA presidents
9. Communicate with the Advisor on a regular basis
10. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
11. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws.

Section 2 - Vice-President

1. Work closely with the RHA Programming Chair on publicity for the RHA and its events, and serve as a publicity resource for other branches
2. Attend all branch meetings at least once per month
3. Provide feedback for the group on progress and setbacks
4. Perform duties of the President in his/her absence
5. Communicate with the Advisor on a regular basis
6. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
7. Work with branches of RHA on programming initiatives
8. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 3 - Secretary

1. Record minutes of all General Assembly and Executive Board meetings.
2. Have the General Assembly minutes available for review each week
3. Write all official correspondence for RHA, excluding Regional and National Conferences
4. Keep records including minutes, correspondence, and program reports
5. Preside over and facilitate all votes occurring in the General Assembly
6. Assist the President in administrating proper parliamentary procedure
7. Keep records of branch attendance to General Assembly meetings, and inform branch advisors in writing when branches have not been represented at meetings
8. Communicate with the Advisor on a regular basis
9. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
10. Make sure that all actions taken by the General Assembly and the Executive Board are

within the framework of the RHA Constitution and By-laws

Section 4 - National Communications Coordinator

1. Coordinate the payment for all PACURH and NACURH dues
2. Correspond with PACURH and NACURH regularly
3. Attend any NACURH affiliated conferences that RHA decides to attend
4. Fulfill the duties of the NCC as defined by PACURH and NACURH
5. Coordinate and oversee all fundraisers for NACURH affiliated conferences
6. Keep accurate records of all monetary transactions in the Conference Budget
7. Ensure that the RHA remains in good standing with PACURH and NACURH
8. Communicate with the Advisor on a regular basis
9. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
10. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 5 – National Residence Hall Honorary

1. Be in charge of recruiting, in the event of an open office.
2. Oversee the nomination process for "Of The Month" (OTM) awards and on campus recognition awards, as in Article XIII - Recognition
3. Work to strengthen ties between University organizations and resident students
4. Be in charge of delegating duties required by the National office of NRHH
5. Communicate with the National Communication Coordinator.
6. Responsible for selecting and creating the detailed proposals for the nominees selected by the chapter if a chapter exists
7. Communicate with the Advisor on a regular basis
8. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
9. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 6 - Treasurer

1. Keep accurate records of all monetary transactions
2. Maintain all financial paperwork including but not limited to funding proposals, receipts
2. Submit all approved budget requests in the time frame required by The Office of the Res Life Program Coordinator
3. Present a complete financial report at the end of each semester to General Assembly
4. Present a projected budget for all RHA Funds at the beginning of each semester, no later than the third meeting of each semester
5. Coordinate and oversee all fundraising activities for RHA
6. Communicate with the Advisor on a regular basis
7. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
8. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 7 – Programming Chair

1. Oversee programming events and publicity for RHA and all branches
2. Inventory RHA office as deemed necessary
3. Must create a scrapbook page for each event and write a description of the event
4. Put together an end of the year slide show
5. Oversee the production of a quarterly newsletter
6. Communicate with the Advisor on a regular basis
7. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws

8. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 8 - Advisor

1. Assist RHA as needed, including individual branches
2. Oversee all RHA business transactions
3. Oversee all RHA judicial procedures
4. Assist the Secretary in all voting procedures
5. To see that all RHA actions comply with University Housing and San Francisco State University policies
6. Attend all conferences with the NCC, or find a suitable replacement in the event s/he is unable to fulfill the duties of an Advisor at a conference
7. Regularly attend General Assembly and Executive Board meetings
8. Communicate on a regular basis with Executive Board members
9. Work to achieve the goals and purposes set forth in the RHA Constitution and its By-laws
10. Make sure that all actions taken by the General Assembly and the Executive Board are within the framework of the RHA Constitution and By-laws

Section 9 – Executive Board Office hours

1. Each Executive Board member shall hold a minimum of two hours per week.
2. The Executive Board and Advisor may reserve the right to increase the minimum during the semester.
3. If office hours must be missed contact the Executive Board and the Advisor twelve hours before. The officer is required to reschedule the missed appointments if applicable.

Section 10 - Recall procedures

1. Any elected officer within RHA may be subject to recall.
2. Any executive board member who is not in attendance at more than three meetings per year will be subject to an automatic vote on dismissal.
3. A petition signed by 50% of the voting members of the RHA who are recognized by branch leaders as members may be presented to initiate a vote on dismissal.
4. Dismissal will be effective immediately upon a two-thirds majority vote of the general assembly.
5. If the elected officer is dismissed the general assembly will decide if the vacancy will be filled.

Article V - Special Meetings

Section 1 - A special meeting may be called by the executive board.

Section 2 - Branches and their representatives must be notified at least 48 hours before the time the special meeting will be held.

Article VI - Programming

Section 1 - All branches wanting to do programming must complete an RHA Program Proposal.

Section 2 – All completed program proposals must be approved by the Branch's advisor.

Section 3 - All facilities are on a first come, first serve basis.

Section 4 - Branches may request a facility any time more than two weeks before the event. Program Proposals must be approved at least two weeks prior to the event to confirm the facility

reservation. University Housing reserves the right to cancel reservations.

Section 5 – Funding requests for programs should be included in the Program Proposal submitted a month in advance for the request to be approved and funds distributed by the date of the event. All requests for funding must be approved by the General Assembly.

Section 6 - Publicity

1. In order to be posted, fliers must have an approval stamp. Flyers can be stamped by the Residential Life Program Coordinator.
2. Fliers must clearly advertise the date, time, location, and sponsor of the program.
3. All programs that are funded in any way by the Discretionary Fund must clearly state that the program is co-sponsored by RHA.
4. All posters and fliers posted in common areas must be taken down after the program.

Section 7 - Evaluations

1. Organizations should submit an RHA evaluation form for all programs to the General Assembly no later than one week after the program.
2. All money contributed to the program from RHA that is not used must be returned.
3. Failure to comply may result in probation for a minimum of 30 school days as seen in Article VIII Probation.

Article VII – Prospective Branches

Section 1 - All new branches wanting membership within the RHA must comply with all RHA, University Housing, and University policies.

Section 2 - Process for becoming a branch within the RHA shall be as follows:

1. New branches to the RHA must fulfill all of the requirements for being a branch as listed in Article I Section 1 of the By-laws.
2. Once the new branch has completed a constitution, they may bring their constitution, signed by the President and Advisor of that club and Residence Life Program Coordinator, to RHA for the General Assembly for approval.
3. The RHA Executive Board may choose to review the constitution of the prospective branch and give any recommendations to the new branch as well as to the General Assembly.
4. Procedures for voting on the constitution of the new branch shall be the same as voting on new legislation.

Section 3 - Once a new branch has been approved by the General Assembly, that branch will operate under the terms of probation as defined in Article VIII, Section 2 of the By-laws for one month before becoming a branch.

Section 4 - After one month of probation as defined by Article VIII, Section 2 of the By-laws, the General Assembly shall vote, based on the performance of the new branch, as to whether or not that new branch should become a branch.

Section 5 - Procedures for approving the new branch shall be the same as voting on new legislation, as defined in Article II of the By-laws.

Article VIII – Probation

Section 1 - Terms of probation for an existing branch shall be as follows:

1. Any branch that is on probation may not vote within the RHA General Assembly, and may not request funding, facilities, or equipment for the time of their probation.
2. Any branch that is on probation may seek co-sponsorship with other branches and RAs in order to put on programs.

Section 2 - While on probation, all branches must work to fulfill the requirements for being a branch as stated in Article 1, Section 1 of the By-laws.

Article IX - Committee Status

Section 1 - All committees and committee chairpersons may be called or dismissed by the President, with the approval of the General Assembly.

Section 2 - The rights of a committee shall be as follows:

1. Committees may not vote within the RHA General Assembly.
2. Committees may request facilities, equipment, and the Discretionary funding.
3. Committees may seek co-sponsorship with other branches and RAs in order to put on programs.

Article X - Budget

Section 1 – Branch Funding

1. Each branch will receive a set amount funds to be decided by the Executive Board each semester.
2. All branches will receive an equal amount of funding.
3. At the end of the semester all unused funds will go to the Discretionary Fund.
4. Procedure for utilizing these funds is described in Article X – Budget, Section 5 Budget Requests

Section 2 - Discretionary Fund

1. The RHA Discretionary Fund shall be used to aid branches and RHA committees in putting on events for the Residence Community.
2. To utilize the Discretionary Fund see Article X – Budget Section 5 Budget Requests
3. Money coming from fundraisers shall be added to the Discretionary Fund.
4. When requesting funds from the Discretionary Fund for guest speakers, honorariums, travel, and lodging expenses may not exceed \$150.
5. Tentative proposals for large annual programs may be submitted to the RHA Treasurer before a request is officially made.

Section 3 – Operations Fund

1. The Operations Fund is to be used for items necessary for the basic functioning of the RHA and its Executive Board, such as office supplies.
2. The Operations fund is to be used at the discretion of the RHA Executive Board.

Section 4 - Conference Fund

1. The Conference Fund is designated for NACURH-affiliated conferences.
2. Only the Advisor and/or the NCC may request and/or approve money requested from the Conference Fund.
3. Money in the Conference Fund will be used for conference fees, travel, and other conference related expenses.

Section 5 - Budget Requests

Procedures for submitting a budget request shall be as follows:

1. Budget requests consist of all non-programming expenses.
2. In order to receive funding from the RHA Fund, branches must submit a program proposal to the General Assembly.
3. All program proposals must be submitted to The Executive Board during office hours one day before the general assembly meeting by 5 P.M.
4. The Executive Board shall review all the requests before their Executive Board Meeting.
5. Budget proposals must be submitted two weeks in advance.
6. Voting procedures for budget requests shall be as follows:
 - a. In order to vote on any budget request, the General Assembly must achieve quorum as defined in Article II, Section 2.5 of the By-laws.
 - b. Proposals exceeding \$100 are to be voted upon one week after submission, or at the next meeting quorum is achieved, so that representatives may discuss the matter with their branches.
 - c. When voting on proposals exceeding \$100, votes will be cast by secret ballot and tallied by the Secretary and Advisor or other designated persons.
 - d. Proposals for amounts under \$100 may be voted upon at the time of submission if there is quorum.
 - e. When voting on proposals for amounts under \$100, a hand vote will be taken.

Section 6 – All RHA funds will be distributed through the University Housing reimbursement process.

Article XI - Judicial Procedures

Section 1 - All disciplinary actions against an RHA branch will be implemented by the Secretary, President and/or the Advisor.

Section 2 - All Disciplinary action violation of RHA policies will consist of a written reprimand, clearly stating the policies violated and the consequences of continuing violations.

Section 3 - Disciplinary actions may consist of but are not limited to:

1. Written reprimand
2. Probation, as defined in Article VIII, Section 1 of the By-laws
3. Loss of RHA Membership

Section 4 - Disciplinary action against a branch shall be initiated by the Executive Board. All actions taken against branches must be approved by the General Assembly. In cases involving violation of University policies, disciplinary actions may be initiated by other offices.

Section 5 - Disciplinary action for multiple violations of RHA policies will consist of a disciplinary hearing conducted by the Executive Board.

1. All members of the Executive Board must be present at this hearing.
2. This hearing will determine if the branch will be given disciplinary action including but not limited to probation and or loss of membership.
3. Representatives of the branch will be asked in writing to attend this hearing. If they choose not to attend, a decision will be made in their absence.

Section 6 - If there is gross or excessive violation of RHA, Residential Life, Residential Administrative Services, OSPLD, or University policies, the Executive Board may choose to supersede this proceeding.

Article XII - Conferences

Section 1 - Each academic year, RHA will send delegates to all PACURH and NACURH-affiliated conferences. The NCC will attend all conferences. These conferences are:

1. PACURH - regional conference held in early November
2. No Frills - regional business conference held in mid February
3. Only the NCC, President, and Advisor will attend No Frills
4. In any given year, the Central Regional Communications Coordinator for PACURH may decide to hold a Pre-PACURH and/or a Pre-No Frills conference
5. Only the NCC will attend Pre-PACURH and Pre-No Frills, which are not held every year
6. Pre-NACURH - sub-regional conference held in April or early May
7. Only the NCC, NCC-elect, President, and President-elect will attend Pre-NACURH conferences, which are not held every year
8. NACURH - national conference held in late May

Section 2 - Delegates

1. Delegates will be selected through an application process before each PACURH and NACURH conference.
2. Any student resident of SFSU may apply to attend conferences as a delegate.
3. Resident Assistants, Program Assistants, and Assistant Residential Education Coordinators may apply to attend as a delegate or in the case an Advisor is needed.
4. The NCC and Advisor will select the delegates from the applications received based on the following points:
 - a. conference attendance - returning delegates will have lower priority
 - b. seriousness of desire to attend conference
 - c. current or future roles played in the RHA and/or its branches
 - d. need for and desire to learn leadership skills
 - e. grade level - seniors will have lower priority
 - f. willingness and ability to assist with conference planning, fundraisers, and programs, and to present programs to the RHA upon return from the conference
 - g. returning residents - delegates who will not be residents the following year will have lower priority
 - h. equal branch representation - delegates from the largest variety of branches will be selected whenever possible
 - i. ability to represent SFSU and RHA in a positive manner
 - j. diversity - delegates from the largest variety of backgrounds will be selected whenever possible
5. Probation status will not be a factor unless the health and safety of other delegates is at risk.
6. The application process will be suspended for No Frills and Pre conferences, as only persons in certain positions may attend these conferences.
7. The number of delegates selected will be based on:
 - a. costs - high conference fees or transportation fees will result in fewer delegates
 - b. number of applicants - the number of delegates selected will not exceed the number of applicants, however, an applicant is not necessarily assured a delegate position just because one is available

8. The NCC and Advisor will be responsible for deciding how many delegates can be sent to each conference and for assuring that monies are present to pay for each delegate selected.

Section 3 - No possession or use of illegal drugs or alcohol will be tolerated during the conferences or during travel to and from the conferences. Delegates who violate this must return to SFSU immediately and pay for the travel costs out-of-pocket, and must reimburse RHA for lost conference and transportation fees, in addition to any judicial processes imposed by the Office of Residential Life.

Section 4 - Before any fees are spent for a given conference, each delegate - including the NCC - must sign an agreement stating that they will adhere to the duties of a delegate as defined by the NCC and Advisor, and will reimburse the RHA out-of-pocket for expenses incurred if they fail to attend the conference for non-emergency reasons.

Article XIII – Recognition

Section 1 - RHA Yearly Awards

1. RHA may recognize members of the residence community each year for the following awards:
 - a. Branch Of The Year
 - b. Community Program Of The Year
 - c. Diversity Program Of The Year
 - d. Social Program Of The Year
 - e. Educational Program Of The Year
 - f. Advisor Of The Year
 - g. Branch Member Of The Year
 - h. Branch Leader/Officer of the Year
2. A winner for each award does not have to be selected each year.
3. The official RHA Awards Nomination Form must be used.
4. Nominations for the above awards must be submitted to the President and/or his/her designee at a date determined by the Executive Board.
5. The RHA Executive Board, the RHA Advisor, and the Programming Coordinator for the Office of Student Programs and Leadership Development will meet to determine the recipients of the above named awards.
6. Selection for the awards will be determined by the following criteria:
 - a. Branch Of The Year - programming, membership, participation/representation at the RHA General Meetings, Budgetary use, partnerships with other branches and/or other parts of the SFSU community.
 - b. Community Program Of The Year - assessing; planning; presenting; evaluating; recognition; attendance/representation; pride; connection and relationship to the development of the residential community.
 - c. Diversity Program Of The Year - assessing; planning; presenting; evaluating; recognition; attendance/representation; pride; connection and relationship to the development of the multi-cultural and diverse aspect of the residential community.
 - d. Social Program Of The Year - assessing; planning; presenting; evaluating; recognition; attendance/representation; pride; connection and relationship to the development of the social aspect of the residential community.
 - e. Educational Program Of The Year - assessing; planning; presenting; evaluating; recognition; attendance/representation; pride; connection and relationship to the development of the educational aspect of the residential community.

- f. Advisor Of The Year - presented to that Advisor that has gone above and beyond to exemplify the qualities of attendance at RHA/Branch meetings; presenting; implementing; leadership development; organizing; motivating; supporting; pride; and representation of RHA/Branch to the residential and SFSU community.
 - g. Branch Member Of The Year - presented to a branch member that has gone above and beyond to exemplify the qualities of attendance at RHA/Branch meetings; presenting; programming; implementing; leadership development; organizing; motivating; supporting; pride; and representation of RHA/Branch to the residential and SFSU community.
 - h. Branch Leader/Officer of the Year - presented to a branch leader/officer that has gone above and beyond to exemplify the qualities of attendance at RHA/Branch meetings; leading; presenting; programming; implementing; leadership development; organizing; motivating; supporting; pride; and representation of RHA/Branch to the residential and SFSU community.
7. A simple consensus is needed from the selection committee in regards to the recipients of the above named awards.
 8. Recipients of the above named awards will be recognized at the annual RHA Recognition ceremony in May.
 9. Recognition materials will be at the discretion of the Executive Board, funding will come from the RHA Discretionary account.

Section 2 - Of The Month Awards:

1. RHA may recognize members of the residence community each month for the following awards:
 - a. Educational Program Of The Month
 - b. Social Program Of The Month
 - c. Community Service Program Of The Month
 - d. Residential Assistant Of The Month
 - e. Student Of The Month
 - f. National Communications Coordinator Of The Month
 - g. Advisor Of The Month
 - h. Executive Board Member Of The Month
 - i. Community Of The Month
 - j. Spotlight Of The Month
 - k. Diversity Program Of The Month
 - l. Faculty/Staff Member Of The Month
2. A winner for each category does not have to be selected each month.
3. The official NACURH OTM Forms must be used.
4. Nominations for the above awards must be submitted to the NCC of RHA and/or the RHA Advisor by the 6th of each month for the month prior.
5. Nomination forms will be available at each desk.
6. A selection process for OTM award winners will be determined by the NCC of the organization, in collaboration with the Advisor and/or the Executive Board of RHA.
7. The selection criteria must be the same selection criteria used by NACURH.
8. Each recipient will receive a certificate of appreciation for his or her contributions and achievement.
9. The National Residence Hall Honorary (NRHH) of RHA will coordinate the certification process.
10. The NRHH will forward the OTM nominations by the 15th of each month, for the month prior, to the Associate Director of NRHH for the PACURH region for regional

consideration.

Article XIV - Signatures

Ratified Spring 2008

Corey Thomas, Vice President

James Kelly, Secretary

Shannon Burns, National Communications Coordinator

Sausha Cutler, Treasurer

Cierra Evans, Secretary

Mikaela Falwell, National Residence Hall Honorary

Arnold Paguio, Advisor