**DRAKE UNIVERSITY – RESIDENCE HALL ASSOCIATION (RHA) Bylaws (Fall 2017**)

**01.00   Name**

The name of this organization shall be the **Drake University Residence Hall Association (RHA).**

**02.00   Purpose**

The purpose of the Drake University Residence Hall Association is to offer diverse programming for the residence hall community, to facilitate communication between and among the members of the Residence Hall Association, to provide a united voice representing the members of the Residence Hall Association to the University, and to be a liaison to the Office of Residence Life.

**03.00   Membership Guidelines**

The residents of all residence halls at Drake University shall constitute the membership of the Drake University Residence Hall Association.

**04.00   Officers**

4.1            Officers of the Residence Hall Association shall include the Residence Hall Association

President, Vice President, Finance Committee Chair, National Communications Coordinator, National Communications Coordinator In-Training (optional), Campus Communications Coordinator, National Residence Hall Honorary -‐  President, Secretary, Midwest Affiliate of College and University Residence Halls (MACURH) Conference Chair, First-‐Year Experience Resident Assistant Representative, Upper-‐Class Resident Assistant Representative, Environmental Chair, Service Chair, Publicity Chairs (2), Wellness Chair, Historian, and the president of each residence hall.

4.1.1. In the event that an elected position goes unfilled, an open call for candidates shall be made and one shall be approved by a majority vote of the current Executive Council, including the Hall Presidents.

4.1.2 Officers shall be full time students as defined by the University, reside in a residence hall for the entirety of the academic term**,** and will act as members of the Residence Hall Association Executive Board. Individual Hall Presidents must maintain a minimum 2.0 grade point average.

4.1.3    RHA Executive Council is defined as the members occupying the positions of RHA

President, RHA Vice President, Campus Communications Coordinator, Environmental Chair, Service Chair, Publicity Chairs, Wellness Chair, Historian, Finance Committee Chair, Secretary, National Communications Coordinator, and National Residence Hall Honorary.

4.2            The Residence Hall Association Executive Board and its members shall abide by all the policies of

the Office of Residence Life and Drake University, including, but not limited to, the Residence Hall Handbook, Code of Student Conduct, City, State and Federal Laws.

4.3            Officers shall be encouraged to apply for the MACURH and NACURH (National Association of College

and University Residence Halls) conferences as time and situation permit.

4.4            Officers shall be responsible for fulfilling the duties of his/her office listed in these bylaws as well as

his/her duties listed in each hall’s respective appendix.

4.5            The advisor to the Residence Hall Association Board shall be appointed through the Office of

Residence Life.

4.5.1 shall be elected by the residents of the residence halls.

4.5.2 shall preside over meetings of the Residence Hall Association Executive Board.

4.5.3 shall serve as an ex-‐officio member of all Residence Hall Association committees.

4.5.4 shall be the official representative of the Residence Hall Association to the

Student Senate, and the Organizational Council, and any other contacts Office

on the university campus.

4.5.5 shall be responsible for the coordination and planning during interim periods.

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4.5.6 shall have the authority to recommend students for appointment to committees

established by the Residence Hall Association or to other committees as deemed necessary.

4.5.7 shall make the immediate decision, based off an arising circumstance that the CCC disagrees with pre-‐published info, of whether information agrees or disagrees with RHA’s mission statement as stated in bylaw 2.00

4.5.8 shall attend the MACURH and No Frills Conferences if necessary, and the NACURH Conference depending on the election of a new president. If unable to attend, the presiding President will appoint a member of the RHA Executive Board who will be willing to fill the position.

4.5.9 shall be the deciding vote between ties in any voting circumstances.

 4.5.10 shall organize and facilitate Presidents’ Panel meetings

A. The Presidents’ Panel shall include, but is not limited to, the Vice President of Student Life, the Vice President of Student Activities, the Residence Hall Association President, The Inter-‐Fraternity Council President, the PanHellenic Council President, the Student Alumni Association President, the Student Athletic

Council President and a Unity Roundtable Representative.

B. The President’s Panel shall meet at least once every month from September through May as the academic calendar permits.

4.5.11 shall fulfill the (2) program requirement by attending programs that the officer is not hosting

and/or collaborating, in order to increase involvement in board programming and representing the Residence Hall Association at a higher volume of board programming,

4.5.12 the National Residence Hall Honorary President, the First-Year Residence Assistant

Representative, and the Upperclassman Residence Assistant Representative shall be exempt from the requirement as they serve as representation for separate organizations/entities.

4.5.13 the Residence Hall Association Executive Board President shall review each board members’

quantity of programs attended and type of programs attended in an end of the semester check in, to ensure the fulfillment of the positional duties.

**4.6      Duties of the Residence Hall Association President**

The President:

4.6.1 shall be elected by the residents of the residence halls.

4.6.2 shall preside over meetings of the Residence Hall Association Executive Board.

4.6.3 shall serve as an ex-‐officio member of all Residence Hall Association committees.

4.6.4 shall be the official representative of the Residence Hall Association to the Student Senate, and the Organizational Council, and any other contacts Office on the university campus.

4.6.5 shall be responsible for the coordination and planning during interim periods.

4.6.6 shall have the authority to recommend students for appointment to committees established by the Residence Hall Association or to other committees as deemed necessary.

4.6.7 shall make the immediate decision, based off an arising circumstance that the CCC disagrees with pre-‐published info, of whether information agrees or disagrees with RHA’s mission statement as stated in bylaw 2.00

4.6.8 shall attend the MACURH and No Frills Conferences if necessary, and the NACURH Conference depending on the election of a new president. If unable to attend, the presiding President will appoint a member of the RHA Executive Board who will be willing to fill the position.

4.6.9 shall be the deciding vote between ties in any voting circumstances.

4.6.10 must host two to four office hours per week. The President may determine the specific hours. The office hours must be posted outside of the Residence Hall Association Office.

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4.6.11 shall organize and facilitate Presidents’ Panel meetings when it occurs

A. The Presidents’ Panel shall include, but is not limited to, the Vice

President of Student Life, the Vice President of Student Activities, the Residence Hall Association President, The Inter-‐Fraternity Council President, the PanHellenic Council President, the Student Alumni Association President, the Student Athletic Council President, and a Unity Roundtable Representative.

B. The President’s Panel shall meet at least once every month from

September through May as the academic calendar permits.

**4.7      Duties of the Residence Hall Association Vice-President**

The Vice-President:

4.7.1 shall be elected by the residents of the residence halls.

4.7.2 shall assume the duties of the President in his/her absence.

4.7.3 shall preside over Programming Board meetings, and shall be responsible for all Programming Board activity, and help the Programming Board members in fulfilling their individual duties. ; he/she shall also be responsible for facilitating the Residence Hall Cinema program, as well as programming and aiding in the organization of Residence Hall Association Week and Siblings Weekend.

4.7.4 shall accept other duties as assigned by the Residence Hall Association President.

4.7.5 Programming Board funds shall be dispersed at the discretion of the Programming Board for programs put on by the board, or another committee, that the board approves the budget for.

4.7.6 shall attend the MACURH but if unable to attend will appoint a member of the RHA Executive Board, or the Programming Board, willing to fill the position.

4.7.7 must host one to three office hours per week. The Vice President may determine the specific hours. The office hours must be posted outside of the Residence Hall Association Office.

4.7.8 shall have full voting rights.

**4.8      Duties of the Residence Hall Association Finance Committee Chair**

The Residence Hall Association Finance Chair:

4.8.1 an open call for candidates shall be made and one shall be approved by a majority vote of the current Executive Council, including the RHA president.

4.8.2 shall supervise the dispersal of Residence Hall Association Executive Board funds and shall be the chair of the Residence Hall Association Funds Allocation Committee. Programming Board funds shall be dispersed at the discretion of the Programming Board.

4.8.3 shall prepare a budget for the following year to be presented to the Residence Hall Association Executive Board for their approval before May 1 and shall submit a monthly budgetary report to the RHA Executive Board.

4.8.4 shall preside over the Finance Chair Committee meetings, shall be responsible for all Finance Committee activity and oversee the approval process of all allocation requests presented to the Residence Hall Association Board for approval of funding.

4.8.5 shall assume any other duties as assigned by the Residence Hall Association President.

4.8.6 shall have full voting rights.

**4.9      Duties of the Residence Hall Association National Communications Coordinator (NCC)**

The National Communications Coordinator:

4.9.1 shall be appointed by the newly-‐elected Residence Hall Association President and

must be approved by the Residence Hall Association Executive Board with a majority vote.

4.9.2 shall attend MACURH and the No Frills conferences, coordinate conference preparations, and serve as delegation head.

4.9.3 shall serve as Drake University’s representative at NACURH, MACURH, and the No Frills

Business meetings.

4.9.4 shall coordinate communication with other universities.

4.9.5 shall assume any other duties as assigned by the Residence Hall Association President.

4.9.6 shall have full voting rights.

**4.10   Duties of the Residence Hall Association National Communications Coordinator** *(In Training)*

The National Communications Coordinator:

4.10.1 shall be appointed in tandem with the Residence Hall Association President and the NCC; he/she must be approved by the Residence Hall Association Executive Board

4.10.2 *shall be a non-*‐*voting member of the Residence Hall Association Executive Board.*

4.10.3 shall attend conferences throughout the year (MACURH, No Frills Conference, and the NACURH Conference) that he/she is elected for.

4.10.4 shall become the NCC at the close of the NACURH Conference or at the end of the academic year under the discretion of the current NCC.

A. The Residence Hall Association Executive Board reserves the right to review the

work done by the NCC-‐IT.

B. The Residence Hall Association Executive Board reserves the right to determine if the NCC-‐IT is still the best candidate for the NCC position by a majority vote.

4.10.5 shall assume any other duties as assigned by the President or the NCC.

4.10.6 shall be responsible for attending RHA meetings at the discretion of the current NCC.

**4.11   Duties of the Residence Hall Association Campus Communications Coordinator (CCC)**

The Campus Communications Coordinator:

4.11.1 shall be elected by the residents of the residence halls.

4.11.2 shall coordinate inter-‐hall communication, including weekly publications and correspondence with residents.

4.11.3 shall assume any other duties as assigned by the Residence Hall Association President.

4.11.4 shall have full voting rights.

4.11.5 shall be the Editor in Chief of the Stallseat Journal and shall preside over the Stallseat Staff, which is composed of Hall Communication Coordinators (HCCs).

4.11.6 the Stallseat Journal is a Residence Hall Association publication.

A. it is the duty of the CCC to ensure that the content of the Stallseat Journal is reflective of RHA and its mission statement as stated in bylaw 2.00

B. if a circumstance arises that the CCC disagrees with pre-‐published info, the president of RHA can have the immediate decision of whether information agrees or disagrees with RHA’s mission statement as stated in bylaw 2.00

C. RHA may not endorse individual candidates in any election in order to preserve its impartial and unbiased standing.

4.11.7 shall conduct a weekly or bi-‐weekly meeting with Hall Communications Coordinators

4.11.8 shall conduct at least one survey requesting feedback from the residents of Drake University regarding the Stallseat publication for the year in question.

**4.12   Duties of the Residence Hall Association National Residence Hall Honorary President (NRHH)**

The National Residence Hall Honorary President:

4.12.1 shall be the National Residence Hall Honorary’s official representative to the Residence Hall Association and shall have full voting rights.

4.12.2 should the NRHH President not be able to attend the Residence Hall Association Executive Board meetings, another representative may be appointed by that organization and shall be accorded the same rights as the NRHH President.

4.12.3 should the NRHH President hold another position on the Residence Hall Association Executive Board, he/she shall appoint a representative to fill this position in his/her place.

4.12.4 shall assume any other duties as assigned by the Residence Hall Association President.

**4.13   Duties of the Residence Hall Association Secretary**

The Secretary:

4.13.1 an open call for candidates shall be made and one shall be approved by a majority

vote of the current Executive Council, including the RHA president.

4.13.2 shall be a voting member of the Residence Hall Association Executive Board.

4.13.3 shall record the minutes of the Residence Hall Association Executive Board meetings.

4.13.4 shall have minutes distributed no more than one day after the initial meeting in which minutes were

taken.

4.13.5 shall remind the Executive Board members at the last meeting of each month that Of The Months are

due the 5th of every month.

4.13.6 shall have a mid-semester check to ensure each Executive Board member has submitted the required

Of The Months.

4.13.7 shall inform the RHA president when Executive Board members fail to meet the recognition requirement,

4.13.8 shall assume any other duties as assigned by the Residence Hall Association President.

**4.14   Duties of the Midwest Affiliate of College and University Residence Halls**

**(MACURH / No Frills) Conference Chair**

The MACURH Conference Chair:

4.14.1 the position of the MACURH Conference Chair shall *only be filled during the years that Drake University is bidding and/or preparing to host the MACURH* or No Frills regional conference. At all other times, this chair shall remain vacant.

4.14.2 shall be the MACURH Bid Team’s representative to the Residence Hall Association Executive Board.

4.14.3 should Drake University receive a MACURH bid, the MACURH Conference Chair shall be a non-‐ voting member of RHA.

4.14.4 should the MACURH Conference Chair not be able to attend the Residence Hall Association Executive Board meetings, another representative may be appointed by that organization, and shall be accorded the same rights as the MACURH Chair.

**4.15   Duties of the Residence Hall Association First-Year Experience Resident Assistant**

**Representative**

The First-year Resident Assistant Representative:

4.15.1 shall be a First-‐Year Experience Resident Assistant who is elected by the other First-‐Year Experience Resident Assistants based on interest or nominations.

4.15.2 shall give a weekly report to the Residence Hall Association Executive Board.

4.15.3 shall have full voting rights.

4.15.4 shall maintain communication between the Residence Hall Association Executive Board and the First-‐Year Experience Resident Assistants.

4.15.5 shall assume any other duties as assigned by the Residence Hall Association President.

**4.16   Duties of the Residence Hall Association Upper-Class Experience Resident Assistant**

**Representative**

The Upper-class Resident Assistant Representative:

4.16.1 The Upper-‐Class Experience Resident Assistant Representative shall be an Upper-‐Class Experience Resident Assistant who is elected by the other Upper-‐Class Experience Resident Assistants based on interest or nominations.

4.16.2 shall give a weekly report to the Residence Hall Association Executive Board and the Upper--Class Experience Resident Assistants.

4.16.3 shall have full voting rights.

4.16.4 shall maintain communication between the Residence Hall Association Executive Board and the Upper-‐Class Experience Resident Assistants.

4.16.5 shall assume any other duties as assigned by the Residence Hall Association President.

**4.17   Duties of the Residence Hall Association Environmental Chair**

The Environmental Chair:

4.17.1 shall be elected by the residents of the residence halls.

4.17.2 shall plan and coordinate environment action projects in accordance with any environmental

organization on campus and/or the residence halls.

4.17.3 shall serve as the chair of the Residence Hall Association Environmental Committee that shall meet to

plan environmental events for all residence halls.

4.17.4 shall maintain and oversee the recycling programs in each hall.

4.17.5 shall assume any other duties as assigned by the Residence Hall Association President.

4.17.6 shall maintain and oversee the recycling programs in each hall, including but not limited to single-stream

recycling and plastic bag recycling.

4.17.7 shall require the across local and/or campus environmental organization collaboration by ensuring the

completion of one (1) program per academic semester per Environmental Chair Committee with

another environmental organization,

4.17.8 shall inform the RHA president when Residence Hall Environmental Chair Committee fails to meet the

programming requirement,

4.17.9 shall have full voting rights.

**4.18   Duties of the Residence Hall Association Service Chair**

The Service Chair:

4.18.1 shall be elected by the residents of the residence halls.

4.18.2 shall plan and coordinate community service projects each semester for the Residence Hall

Association and for the Residence Hall Association Executive Board with a minimum of one large-‐

scale project executed per semester.

4.18.3 shall serve as the chair of the Residence Hall Association Community Service Committee, which shall consist of the service chairs of each Executive Council, shall meet to plan service events for all residence halls.

4.18.4 shall assume any other duties as assigned by the Residence Hall Association President.

4.18.5 shall partner with at least one (1) student organization, per semester, in the sponsorship and/or

programming of a service event, in order to improve collaboration through service programming on

campus,

4.18.6 shall review the collaborative programing requirement in an end of the semester check in, to ensure the

fulfillment of the positional duties.

4.18.7 shall have full voting rights.

**4.19   Duties of the Residence Hall Association Wellness Chair**

The Wellness Chair:

4.19.1 shall be elected by the residents of the residence halls.

4.19.2 shall preside over Wellness Board meetings, and shall be responsible for all Wellness Board activity. The Wellness Chair will help the Wellness Board members in fulfilling their individual duties; he/she shall also be responsible for programming and aiding in the organization of the Student Health Fair and Beat the Blues.

4.19.3 shall approve and track wellness programming within each Hall Executive Council through collaborations between every Hall Executive Council Wellness Chair and the financial, environmental, programming, and service chairs of their respective Executive Councils.

4.19.4 shall collect feedback from Hall Executive Councils on wellness programming every spring semester and present it to the Residence Hall Association Executive Board.

4.19.5 shall assume any other duties as assigned by the Residence Hall Association President.

4.19.6 shall have full voting rights.

**4.20   Duties of the Residence Hall Association Publicity Chair(s)**

The Publicity Chair(s):

4.20.1 shall be elected by the residents of the residence halls.

4.20.2 shall be responsible for the design and disbursement of all publicity in relation to the Residence Hall Association, its programs, and sponsored events.

4.20.3 shall update/maintain the Residence Hall Association webpage.

4.20.4 shall serve as the chair(s) of the Residence Hall Association Publicity Committee, which shall consist of the publicity chairs of each Executive Council.

4.20.5 shall assume any other duties as assigned by the Residence Hall Association President.

4.20.6 shall create publicity to be distributed campus wide, at the beginning of the fall semester, with the goal

of establishing Residence Hall Association name recognition and spreading the Residence Hall Association mission,

4.20.7 shall execute the publicity, using the designated RHA Publicity line item, based on their discretion with

the acquisition of board approval prior to distribution, in order to develop the Residence Hall Association Publicity Chairs, 2 Co-Chairs, position and maintain board publicity standards

4.20.8 shall have full voting rights.

**4.21   Duties of the Residence Hall Association Historian**

The Historian:

4.21.1 an open call for candidates shall be made and one shall be approved by a majority vote of the current Executive Council, including the hall president.

4.21.2 shall have full voting rights.

4.21.3 shall be responsible for compiling detailed documentation about the events and happenings of the current Residence Hall Association. This documentation shall include:

A. All campus media articles that pertain to the Residence Halls

B.  Pictures of Residence Hall Association events and residence hall events

C.  Documenting programs in terms of attendance and success, etc.

D. Furthermore, all the aforementioned memorabilia can be placed into a memorial album at the end of each academic year (or other such item for the RHA archives)

4.21.4 shall assume any other duties as assigned by the Residence Hall Association President.

4.21.5 shall create a monthly online program reports for all halls and RHA

**4.22    Duties of the Residence Hall Association Senior Floor Representative**

The Senior Floor Representative:

04.22.1 an open call for candidates shall be made and one shall be approved by the majority vote of the

current Executive Council, including the Residence Hall Association President.

04.22.2 shall serve as the chair of the Residence Hall Association floor representative committee, which shall

consist of the floor representative from each floor of each residence hall Executive Council, shall meet to plan collaborative hall events and discuss concerns about each individual hall and floor community.

4.22.3 shall conduct meetings, with frequency at the discretion of the senior floor representative, for floor representatives and work with the director of residence life to create and distribute a residence hall satisfaction survey.

4.22.4 shall assume any other duties as assigned by the Residence Hall Association President.

4.22.5 shall promote collaboration through Hall Executive Council Floor Representative programs,

4.22.6 shall require the across Residence Hall Experience collaboration by ensuring the completion of one (1)

program per academic semester per Residence Hall Executive Council Floor Representatives with another Residence Hall Executive Council Floor Representatives,

4.22.7 shall require the Residence Hall Association Executive Board collaboration by ensuring the assistance

and completion of one (1) program with a Residence Hall Association Executive Board Member per

academic semester per Residence Hall Executive Council Floor Representatives,

4.22.8 shall inform the RHA president when Residence Hall Executive Council Floor Representatives fail to

meet the programing requirement,

4.22.9 shall have full voting rights

**4.23    Duties of the Residence Hall Association Equity and Inclusion Chair**

The Equity and Inclusion Chair:

4.23.1 The Equity and Inclusion Chair will seek to cultivate an inclusive campus climate through

the development and implementation of a wide array of programs and processes designed

to enhance student learning and personal growth in collaboration with academic units.

4.23.2 Elevate understanding of RHA’s commitment to diversity and the continuous improvement

of developing a diverse and inclusive campus community.

4.23.3 Develop and nurture key partnerships with multiple campus departments to advance

equity, inclusion and student engagement initiatives.

4.23.4 Provide campus training and workshops to facilitate greater campus understanding and

skill development to support students.

4.23.5 Shall be appointed by the new Executive Board for the 2016-2017 academic year and in following years shall be elected by the residents of the residence halls

4.23.6 Shall serve as the chair of the Residence Hall Association Equity and Inclusion Chair committee, which shall consist of the Equity and Inclusion Chairs of each Executive Council, shall meet to plan diversity and inclusive events for all residence halls.

4.23.6 These meetings should be weekly or semi-weekly, at the discretion of the chair

4.23.7 The RHA Service Chair and Equity and Inclusion Chair will collaborate on a program once a semester

4.23.8 Shall assume any other duties as assigned by the Residence Hall Association

Shall have full voting rights

**4.24   Duties of Residence Hall Association Residence Hall Presidents**

Each Hall President:

4.24.1 shall be the representative of his/her hall to the Residence Hall Association Executive Board.

4.24.2 shall reside in the residence hall she/he serves and was elected.

4.24.3 shall represent his/her hall at University functions.

4.24.4 shall oversee all other Executive Council (EC) positions in his/her hall.

4.24.5 shall oversee the coordination and planning of the programming within the hall she/he represents.

4.24.6 shall document hall activities and functions for future reference.

4.24.7 shall assist and contribute, as necessary, in the coordination of all intra-‐hall events involving his/her hall.

**05.00   Elections**

5.1 Elections of the Residence Hall Association Executive Board shall take place in the spring semester.

5.2 Elections for all hall Presidents, Vice Presidents, and hall Executive Council members shall take place within three weeks of when classes begin.

5.2.1 hall officers, excluding floor representatives, shall be elected in accordance with all-University elections.

5.2.2 the Hall Coordinator will make available candidacy petitions at the front desk of his/her hall in accordance to each hall’s bylaws.

5.2.3 each candidate shall declare his/her candidacy by submitting a candidacy petition to the designated Hall Coordinator.

5.2.4 each candidate will have the opportunity to speak at Hall Council meetings the meeting before elections begin (Sunday/Monday respectively).

5.2.5 voting shall take place as indicated in each hall’s respective appendix, with the following exceptions.

A. Voting shall be taken by ballot.

B. Voting shall be held for no longer than two days.

C. Votes must be counted in the presence of a member of the Residence

Hall Executive Board and the results reported back to the hall and the Residence Hall Executive Board within 24 hours of the end of voting along with a complete list of contact information for the newly elected board.

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5.2.6 the candidate for each office receiving a majority of the votes cast for that office shall be declared the winner.

5.2.7 in the event that no candidate for an office receives a majority of the votes cast for that office, the two candidates receiving the most votes shall be in a run-off election taking place one week after the original election.

5.2.8 in the event that a position is vacant, an open call for candidates shall be made and one shall be approved by a majority vote of the current EC, including the hall President.

5.2.9 the newly elected Hall President must begin attending Executive Board Meetings the first week after elections are completed in the fall semester.

5.3 In the event of the resignation or removal from office of the Residence Hall Association Board President, the Vice President shall assume the duties of the President.

5.4 In the event of the resignation or removal from office of the Vice President, the Residence Hall Association, President shall appoint, with a majority vote of the Residence Hall Association Executive Board, a member of Residence Hall Association to complete the unexpired term. If this appointment leaves another vacant spot on the Board, it shall be filled in the same way as an unfilled position as outlined in 05.04.01.

5.4.1 In the case of a vacancy by a position on the Executive Board, excluding the Residence Hall Association President and Vice President, Hall Presidents, National Residence Hall Honorary President, and Resident Assistant Representatives, and open call for candidates shall be made and one shall be approved by a majority vote of the current Residence Hall Association members with voting rights.

5.5 In the event of the resignation or removal from office of the Residence Hall Association President and the Vice President, the Residence Hall Association Secretary shall supervise an election to fill both positions.

5.6 Election of new Residence Hall Association Executive Board Officers shall be completed during the spring semester as per Section 05.01 and the newly elected officers shall convene in the spring semester for the following purposes:

A.   orientation and approval of the filling of empty positions

B.   budget preparation and approval

C.   organization of Welcome Weekend for the following fall semester

D.   all other powers shall remain or be directed to the current Residence Hall Association and Hall Officers.

5.7 Newly elected members shall fully assume office the day following spring commencement of the year of their election.

5.8 All Hall Election processes will abide by the formal RHA Election Packet

**06.00**   **Residence Hall Association Executive Board**

6.1 The Residence Hall Association Executive Board shall be constituted of the officers before named in Section 04.01.

6.2 The Residence Hall Association Executive Board shall be the final decision making body of the Residence Hall Association.

6.3 Members of the Residence Hall Association Executive Board shall have one vote, as stated in Section 04.00. The Residence Hall Association President shall vote only when there is a tie.

6.4 The Residence Hall Association Executive Board shall serve:

A.   to facilitate communication among the members of the Residence Hall Association

B. to provide a united voice representing the members of the Residence Hall Association to the University

C.   to be a liaison to the Office of Residence Life

6.5 The Residence Hall Association Executive Board shall meet weekly during the regular academic year on a day and at a time and place determined by the Residence Hall Association Executive Board at the beginning of each semester.

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6.6 The Residence Hall Association Executive Board shall possess the administrative authority necessary to execute its purpose, including, but not limited to the establishment of committees as necessary. Excluding the committees stated within these bylaws, the Residence Hall Association Executive Board shall and approve, by a majority vote, the chair of the created committee.

6.7 The Residence Hall Association Executive Board in conjunction with the Office of Residence Life shall be the approving body/delegate to approve or deny within the residence halls any of the following:

A.   the posting of flyers, posters, banners or the like;

B. the solicitation within the lobby of the residence halls by official groups or registered

organizations;

C.   the placement of documents into resident mailboxes that do not follow the set standard procedure;

D. the placement of items in/on or around the front desks of the residence halls.

Each hall coordinator as deemed necessary may modify this approval or denial.

E. Quorum shall constitute 2/3 of the approved voting body of the Executive Board members. Proxies do not have voting rights, there will not qualify as a voting member for quorum voting.

**07.00   Residence Halls**

7.1 The Hall Officers shall be the Hall President, Vice President, Secretary, Hall

Communications Coordinator (HCC), Publicity Chairs (2), Historian, Programming Chair, Environmental Chair, Service Chair, Floor Representatives, Finance Chair, Wellness Chair, and any other EC members as specified in each hall’s appendix.

7.2 A Hall’s Officers shall constitute that hall’s Executive Council (EC).

7.3 Each Executive Council member, excluding the Hall President, shall have one vote. The Hall President shall vote only when doing so will affect the outcome.

7.4 Each Executive Council shall meet once a week during the regular academic year as the academic calendar permits; the day, time, and place of these meetings shall be determined at the beginning of each semester by each Executive Council.

7.5 Each Executive Council member shall attend all Executive Council meetings. Failure to do so is punishable under individual hall’s bylaws.

7.6 Each Executive Council shall possess the administrative authority necessary to execute its purpose, including, but not limited to, the establishment of committees and the addition of positions as necessary.

7.7 Each Officer shall be responsible for fulfilling the duties of his/her office listed in these bylaws as well as his/her hall’s respective appendix.

7.8 The Director of the Drake Office of Residence Life shall appoint an advisor to each Hall EC.

7.9 Each Executive Council shall be subject to any other rules listed in the hall’s respective bylaws.

7.10 In the event of any vacancy appearing for any reason, it shall be filled by having an open call for candidates where one will be approved by a majority vote of the current EC, including the hall president.

**7.11   Duties of the Residence Hall President**

The Hall President:

7.11.1 shall oversee the planning and execution of all projects sponsored by his/her hall.

7.11.2 shall oversee Executive Council meetings.

7.11.3 shall be a member of the RHA Board as outlined in sections 04.21-04.21.08 of these bylaws

7.11.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.12   Duties  of the Residence  Hall  Vice-President**

The Hall Vice-President:

7.12.1 shall preside over hall Executive Council meetings in the absence of the Hall President.

7.12.2 shall be a permanent member of the Residence Hall Association Programming Board.

7.12.3 shall accept any additional duties as assigned by the President of his/her hall.

7.12.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.13   Duties of the Residence Hall Secretary**

The Hall Secretary:

7.13.1 shall record all minutes of the Hall and Executive Council meetings within his/her hall

7.13.2 shall distribute the minutes to other officers, but no later than two days after the initial meeting.

7.13.3 shall make the minutes of each meeting available to the residents of his or her hall at any time.

7.13.4 shall accept any additional duties as assigned by the President of his/her hall.

7.13.5 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.14   Duties of the Residence Hall Communications Coordinator (HCC)**

The Hall Communications Coordinator:

7.14.1 shall submit articles to the Residence Hall Association Campus Communications Coordinator weekly or at the request of the CCC to be published in Residence Hall Association publications.

7.14.2 shall accept any additional duties prescribed in the hall’s respective bylaws.

7.14.3 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.15   Duties of the Residence Hall Publicity Chairs (2)**

The Hall Publicity Chair(s):

7.15.1 shall be responsible for publicizing EC meetings and programs within their hall.

7.15.2 shall serve on the RHA Publicity Committee.

7.15.3 shall accept any additional duties as assigned by the President of his/her hall.

7.15.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.16   Duties of the Residence Hall Historian**

The Hall Historian:

7.16.1 shall be responsible for compiling detailed documentation about the events and

happenings of the current Residence Hall Association. This documentation shall include:

A.   maintains copies of campus media articles that pertain to the hall.

B.   pictures of Residence Hall Association events and residence hall events.

C.   documenting all the programs in terms of attendance and success, etc.

D.   furthermore, all the aforementioned memorabilia will be placed into a memorial album at the end of each academic year.

7.16.2 shall meet with the RHA Historian at the discretion of the RHA Historian.

7.16.3 shall accept any additional duties as assigned by the President of his/her hall.

7.16.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.17   Duties of the Residence Hall Programming Chair**

The Hall Programming Chair:

7.17.1 shall brainstorm and present new ideas for programming for the hall

7.17.2 shall chair the floor representative committee responsible for the thinking of new programs

7.17.3 shall attend RHA programming board meetings.

7.17.4 shall accept any additional duties as assigned by the President of his/her hall.

7.17.5 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**7.18   Duties of the Residence Hall Service Chair**

The Hall Service Chairs:

7.18.1 shall be responsible for coordinating community service projects within their hall.

7.18.2 shall accept any additional duties as assigned by the President of his/her hall.

7.18.3 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

7.18.4 shall serve on the RHA service committee.

**7.19   Duties of the Residence Hall Environmental Chair**

The Hall Environmental Chair:

7.19.1 shall plan and coordinate environmental action projects in accordance with any environmental organization on campus and/or the residence hall.

7.19.2 shall coordinate, maintain and oversee the recycling programs in each hall.

7.19.3 shall accept any additional duties as assigned by the President of his/her hall.

7.19.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

7.19.5 shall serve on the RHA environmental committee.

**7.20   Duties of the Residence Hall Floor Representative(s)**

The Floor Representative(s):

7.20.1 Resident Assistants appoint one voting floor representatives to the board. This appointment shall require no further approval.

7.20.2 should there be more than one floor representative recommended; only one may obtain the voting privileges.

7.20.3 more than one individual from a floor may attend the meeting, but only the floor representative may vote.

7.20.4 shall monitor the circulation of the RHA publications for their respective floor.

**7.21   Duties of the Residence Hall Finance Chair**

The Finance Chair:

7.21.1 shall work with their hall’s Executive Board members when spending allocated funds. As

the Finance Chair it shall be her/his responsibility to work with the Hall Coordinator in

obtaining the appropriate paperwork from the Hall Coordinator and/or Office of

Residence Life.

7.21.2 shall be the person responsible for all monies collected for the residence hall as it pertains to any fundraising for the hall or an organization and/or any programs implemented by the Executive Council for the hall involving funds (e.g. hall t-‐shirts, penny wars etc.).

7.21.3 shall serve on the Residence Hall Association Finance Committee.

7.21.4 shall attend the Finance Committee meetings as established by the Finance Chair.

7.21.5 shall represent his/her hall in the Finance Committee meetings assisting the deliberation process of funds pertaining to the Residence Hall Association allocations.

**7.22   Duties of the Residence Hall Wellness Chair**

The Wellness Chair:

7.22.1 shall organize and facilitate wellness programs reflecting the five dimensions of the Drake Residence Life Wellness Programming Model: physical, spiritual, social, emotional and financial.

7.22.2 shall collaborate individually with financial, environmental, programming, service, and/or other hall chairs reflecting the individual Wellness Programming Model dimensions once a semester.

7.22.3 shall accept any additional duties as assigned by the President of his/her hall

7.22.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws

7.22.5 The Wellness Chair shall regularly update the content and orderly maintenance of the Wellness Bulletin Boards in his/her respective hall.

**7.23 Duties of the Equity and Inclusion Chair**

7.23.1 the Equity and Inclusion Chair will seek to cultivate an inclusive campus climate through the development and implementation of a wide array of programs and processes designed to enhance student learning and personal growth in collaboration with other campus groups, organizations or offices for the hall.

7.23.2 attend the Equity and Inclusion Committee meetings on a weekly or semi-weekly, at the discretion of the Equity and Inclusion chair.

7.23.3 shall accept any additional duties as assigned by the President of his/her hall

7.23.4 shall fulfill any additional duties prescribed in the hall’s respective bylaws.

**08.00   Residence Hall Association Programming Board**

8.1         The Residence Hall Association Vice President shall serve as the chairperson of the Residence Hall

Association Programming Board.

8.2         Each hall shall send two representatives to sit on the Residence Hall Association Programming Board.

One of these representatives shall be the hall Vice President and the other position is to be each hall’s respective Programming Chair(s).

8.3        The Residence Hall Association Programming Board shall have mandatory weekly meetings during the

regular academic year on a day, time, and place determined at the beginning of each semester unless otherwise specified in these bylaws.

8.4        The Programming Board shall plan and execute a weekend series of events aimed at Drake students

and their siblings, such as *RHA Week* in the fall semester and *Siblings Weekend* occurring at the beginning of the Spring semester as the two established programs, in addition those planned by the new board.

8.5         The Programming Board shall plan and execute additional programs targeting the residence hall

population throughout the regular academic year. These programs shall be executed at least once a month.

**09.00   Residence Hall Association Wellness Board**

9.1 The Residence Hall Association Wellness Chair shall serve as the chairperson of the Residence Hall Association Wellness Board.

9.2 The Residence Hall Association Wellness Board will be made up of the Wellness Chairs of each hall, as well as off campus student representatives including but not limited to: The Theme House, Drake West Village, Drake Student Senate, PanHellenic Council/Inter-‐fraternity Council, any or all Assistant Residence Hall Coordinators, and other student organizations or bodies that the Wellness Board deems necessary for representation.

9.02.01 Non-‐Residence Hall representatives will be non-‐voting members.

9.3 The Residence Hall Association Wellness Board shall have mandatory weekly meetings during the regular academic year on a day, time, and place determined at the beginning of each semester unless otherwise specified in these bylaws.

9.4 The Wellness Board shall pick national awareness months/weeks for each hall to honor through passive programming once a month for the emotional, spiritual, and financial dimensions.

9.5 The Wellness Board shall plan and execute signature holistic wellness events aimed at Drake students, such as the **Student Health Fair** in the fall semester and ***Beat the Blues*** in the spring semester, in addition to those planned by the new board.

9.6 The Wellness Board shall plan and execute additional programs targeting the residence hall population throughout the regular academic year. These programs shall be executed at least once a month.

9.7 The Coordinator of Wellness Education will serve as the advisor to this board.

**10.00 Disciplinary  Procedures**

10.1 All disciplinary proceedings shall be held in Executive Session.

10.2 Basic principles to be applied in all disciplinary proceedings shall include the following:

10.2.1 the individual worth and dignity of each person shall be recognized and respected.

10.2.2 the accused is presumed innocent until found guilty.

10.2.3 the misconduct giving rise to the disciplinary proceedings shall be described to the Accused.

10.2.4 the accused is presumed knowledgeable of University and Residence Hall Association’s bylaws, rules, regulations and policies, and must, therefore, be held fully responsible for his or her actions and the consequences to himself or herself and Others.

10.2.5 while the primary purpose of disciplinary action should not be to make an example of offenders, the action should help the student and the student body to better understand the standards of behavior by the University and the Residence Hall Association.

10.2.6 an accuser’s guilt is determined by a preponderance of the evidence (the greater weight of the evidence).

*(continued)*

10.3 In the case that a Residence Hall Association Executive Board Member, Hall Officer, or Programming Board  member is unfit to serve or fails to satisfactorily fulfill his/her duties, as determined by the advisor of the body  from which the position originates; or a written petition containing the signatures of two thirds of the members of the body from which the position originated; or a written petition containing the signatures of two thirds of the members of the Residence Hall Association body on which the member serves, but from whose position does not originate (e.g. A Hall President serves on Residence Hall Association Executive Board, but the Presidency originates with the Hall’s Executive Council) shall result in a hearing before the Residence Hall Association Judicial Committee (RHAJC).

**10.4   Creation of the Residence Hall Association Judicial Committee (RHAJC)**

10.4.1 The Residence Hall Association Judicial Committee shall consist of five members; only voting members of the body from which the petition springs shall be eligible for membership on the Residence Hail Association Judicial Committee.

10.4.2 each member of the body may have the opportunity to nominate other members to be on the Residence Hall Association Judicial Committee. The accused may make a nomination as well.

10.4.3 Nominees shall accept or decline the nomination and nominees may remain in the voting chamber throughout the process.

10.4.4 after nominations have ceased, the body may debate the qualifications of nominees; however, if such qualifications are discussed, the body shall move into Executive Session.

10.4.5 after the debate, the body shall vote separately on each nominee in the order they were nominated.

10.4.6 the first nominee to be accepted by majority vote shall be the chair; the chair shall have voting rights.

As soon as five members have been accepted, voting shall cease.

**10.5   RHAJC Investigation Procedures**

10.5.1 The RHAJC may contact all persons that are thought to have relevant information.

10.5.2 The RHAJC shall keep a confidential record of all information gathered in the investigation, but shall not keep a record of the RHAJC’s discussion.

10.5.3 After all information has been heard and considered by the Residence Hall Association Judicial Committee, the committee shall decide if a full hearing will be held to judge as to the fitness of the accused to serve.

10.5.4 If the Residence Hall Association Judicial Committee decides that a hearing is necessary, the accused shall be given written notification seven calendar days before the hearing. The notification will include the date; place, time, and reason for which the accused is deemed unfit to serve.

10.5.5 The accused may waive the notification period and/or request a postponement for a reasonable cause, the legitimacy of which will be determined by the chair of the Residence Hall Association Judicial Committee. The request for postponement must be received at least 24 hours before the hearing is scheduled.

**10.6   RHAJC Hearing Procedures**

10.6.1 The attendance of the accused at the hearing shall not be a determining factor of the guilt of the accused. In the event the accused does not attend the hearing, the hearing will take place with the information available.

10.6.2 Attendance at the hearing shall be restricted to those directly involved in the case and those requested to attend by the RHAJC.

10.6.3 The hearing and all its records shall be kept confidential and those testifying may be kept in a room other than that in which the hearing takes place. The RHAJC Chair shall ensure an orderly hearing.

10.6.4 All witnesses waiting to testify shall be expected to refrain from communicating with other witnesses or the accused during the hearing process. An RHAJC member will call individual witnesses into the hearing chambers to give testimony.

10.6.5 The accused may submit a written statement and request witnesses to speak on his/her behalf. The RHAJC may also present witnesses. Either side may equally question both sets of witnesses. A written record of the proceeding shall be taken.

*(continued)*

10.6.6 Upon conclusion of the hearing, the Residence RHAJC shall move into executive session.

10.6.7 The RHAJC shall discuss the guilt of the accused and determine a verdict. The verdict shall be determined by a majority vote of the RHAJC.

10.6.8 In the event the accused is found unfit to serve, then a second vote, also determined by the majority, shall be taken to determine what the punishment shall be.

10.6.9 The accused shall be notified within two calendar days of the decision by written notification.

10.6.10 Punishments that may be levied are as follows:

A.  Censure — temporary loss of voting rights for a period of time

B.  Suspension — temporary loss of membership rights for a period of time.

C.  Impeachment – permanent removal from office

10.6.11 A Residence Hall Association member may only be impeached by an RHAJC proposal brought by

the body from which the member’s position originates. (E.g., a Hall President may not be impeached by the Residence Hall Association Executive Board, only by the Hall’s Executive Council, but they may be censured or suspended from the Residence Hall Association Executive Board)

10.6.12 If the accused is found guilty, he or she may decide to appeal the decision of the RHAJC.

A.  all appeals shall be heard by the Residence Hall Association Executive Council.

B.  the Residence Hall Association Executive Board shall, by majority vote, vote to approve to hear an appeal. The appeal shall be based on procedural error, misapplication, or misinterpretation of the Residence Hall Association Bylaws and/or University rules, barring any new and significant facts pertaining to the case.

C.  if the Residence Hall Association Executive Board chooses to hear the appeal, the board shall either affirm or reverse the RHAJC’s earlier decision.

D.  if the appeal is not based on new facts, then the appeal is confined to a review of the written record of the hearing.

E.  the Residence Hall Association Executive Board may not impose a harsher or more severe punishment than was decided by the RHAJC.

F.  If new and significant facts are found, the Residence Hall Association Executive Board may return the appeal to the original RHAJC for a new hearing.

10.6.13 Upon the conclusion of the investigation and/or hearing, a report shall be issued to the

Residence Hall Association Executive Board.

**11.00   Meetings and Notice**

11.01 The chair or advisor of the Residence Hall Association Executive Board or Programming Board shall have the authority to call special meetings.

11.1.1 Special meetings shall be called if a written petition outlining the agenda and containing the signatures of a majority of the members of that Residence Hall Association Executive Board or Programming Board is submitted to the chair of that body.

12.1.2 Except in cases of emergency, at least three days notice of time, location, and agenda

shall be given.

11.2 All Residence Hall Association Executive Board and Programming Board meetings shall be open to the University community. The University community is defined as any Drake student, faculty, or staff member.

11.3 All Residence Hall Association Executive Board and Programming Board members may, by a majority vote, move into executive session, thereby excluding all nonmembers from the meeting.

11.4 Nonmembers may speak at Residence Hall Association Executive Board or Programming Board meetings so long as no member objects.

**12.00   Attendance Policy**

12.1 Attendance of voting members at Residence Hall Association Executive Board and Programming Board meetings is mandatory. Attendance is defined as being at the meeting from the time the meeting is called to order to the time in which it is adjourned.

12.1.1 A Roll Call will be taken at the beginning of each meeting and conducted by the Secretary.

12.2 The Residence Hall Association President shall excuse only two absences per semester provided members notify him/her at least 24 hours prior to the meeting with the name of a proxy. Valid excuses shall include but not be limited to family emergency or illness. The ultimate decision on whether or not an absence is excused lies with the Residence Hall Association President (under the supervision of the Residence Hall Association Advisor).

12.2.1 The proxies present at any RHA meeting will not be allowed to vote.

12.3 Any unexcused absences, excused absences over two, or the lack of providing a proxy shall result in censure of that member at the next meeting only if and when ruled as such by the Residence Hall Association President.

12.4 Upon the third unexcused absence during his/her term, a member will be subject to a hearing before the RHAJC for disciplinary action.

12.5 The President shall notify the Residence Hall Association Executive Board members who do not meet the established attendance requirements.

**13.00   Allocation of Funds**

13.1 The total dollar amount allocated by the University to the Residence Hall Association shall be dispersed in the following manner:

A.  Residence Hall Association Executive Board — $14.50 per resident

B.  National Residence Hall Honorary — $1.50 per resident

C.  Individual Halls — $17.00 per hall resident

13.2 Each hall’s allocation shall be divided between the hall’s Executive Council and the hall staff by a proportion of 50% toward the Executive Council and 50% toward the hall staff. Any funds not claimed by a hall (e.g. if no Executive Council is created) shall be allocated to the Residence Hall Association Executive Board. The administrative hall budget should not be greater than $350.00 and should be taken from the initial allocation to the hall before the EC and RA budgets are divided.

13.3 Funds allocated to the Residence Hall Association Executive Board and Programming Board shall be used for Residence Hall Association and Programming Board programming, Programming Board events, specialized budgets, and other events/expenses as necessary.

**14.00   National Residence Hall Honorary End of the Year Banquet**

14.1 The National Residence Hall Honorary Order of the Bulldog shall host an end of the year reception to recognize outstanding service to the Residence Hall Association, recognize new National Residence Hall Honorary members, and inaugurate its newly elected Residence Hall Association officers. The Office of Residence Life Staff, Hall Executive Councils, Full Time Desk Receptionists, and Residence Hall Association officers shall be in attendance.

14.2 The National Residence Hall Honorary Order of the Bulldog shall fund the Residence Hall Association reception.

**15.00   Adoption and Amendment of the Residence Hall Association Bylaws and Appendices**

15.1 These Bylaws shall be adopted by a 2/3 vote of the Residence Hall Association Executive Board, so long as one week notice is given.

15.2 Bylaws may be amended only by the body from which they originate. All other bylaws fall under the jurisdiction of the Residence Hall Association Executive Board.

15.3 Amendments to these Bylaws shall be adopted by a 2/3 vote of the Residence Hall Association Residence Hall Association Executive Board, so long as one week notice is given.

**16.00   Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern Residence Hall Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

**17.00   Non-discrimination Policy**

Residence Hall Association shall not discriminate based on age, sex, sexual orientation, race, religion, ethnic, or national origin in its programs, services, elections, appointments, or membership.

**18.00   Residence Hall Policies**

18.1 No petition, tables, or boxes shall be placed at the front desk without the advance approval of the Residence Hall Association Executive Board.

18.2 Any item to be placed into a resident’s mailbox must include, at minimum, the respective resident’s first and last name. The Residence Hall Association Executive Board must grant exception to this policy.

**19.00   The Residence Hall Association Logo**

The Residence Hall Association Logo should be place on all officially sanctioned forms, materials, programs, and/or events. This includes all programs that are co-‐sponsored by the Residence Hall Association.

***Appendix A: Election Protocols***

**1.0     Petition**

1.01     For a candidate to appear on the ballot, he or she must fill out a petition for candidacy. The signatures of 50 Drake University students shall be required on the petition. Petitions will be available in the Residence Halls at 8:00AM on the Monday, Tuesday, or Wednesday of the week petitions are due.

1.02 Petitions must be completed and brought to the mandatory informational meeting that will be announced.

**2.0 The Ballot**

2.1      The name of each candidate will appear on the election ballot as it appears in the DUSIS network.

2.2 The order of the candidates on the ballot shall be in alphabetical order.

2.3 In the case of a run-off election, the order of the ballot will be determined by the number of votes each candidate received, with the greatest vote-‐getter appearing first on the ballot.

**3.0 Qualifications for Candidacy**

3.1     Each candidate must be enrolled as a full time student at Drake University, taking a minimum

of 12 credit hours. Candidates must be in good standing with the University and their respective college, and may not be on academic or disciplinary probation at Drake University.

3.2 Candidates must have at least one year of classes already completed at Drake University.

3.3 Candidates must also be on-‐campus residents during the entirety of the academic Year.

3.4 Each candidate must attend the mandatory campaign meeting. The date and time are indicated in the attached schedule.

3.4.1 Resident Assistants are eligible, in any case, to run for or be appointed to the following RHA Executive Board Positions: NRHH President, NCC, NCC-‐IT, Secretary, Finance Chair, Historian, and Campus Communications Coordinator. Resident Assistants may not run for or be appointed RHA President. However, Resident Assistants may fill other positions on the RHA Executive Board except RHA President at the discretion of the RHA Advisor and the newly elected RHA Executive Board, if the desired position is vacant after the initial voting period.

*(continued)*

3.4.2 Any candidate unable to attend the mandatory campaign meeting must appoint someone to represent them. No person may represent more than one candidate, and members of the Residence Hall Association may not serve as representatives. If a candidate fails to have representation at this mandatory meeting, he or she will not have his or her name placed on the official ballot, and shall only be allowed to run as a write-in candidate.

3.4.3 At the campaign meeting, a declaration of candidacy form shall be turned in by each candidate, or the representative of the candidate.

3.4.4 It is strongly recommended that candidates request that their campaign manager and workers attend the meetings.

3.4.5 Candidates are responsible for the actions of their campaign managers, workers, representatives, volunteers, or anyone else deemed to be substantially associated with them or their campaign. These individuals are bound by all campaign by laws found within.

3.4.6 Any current, alumnus, or early alumnus member of the National Residence Hall Honorary is not eligible for position of Residence Hall Association Historian.

**4.0 Definition of Campaigning**

4.1 Campaigning is defined as any of the following:

4.1.1 Posting, distributing, or displaying material indicating candidacy for an office.

4.1.2 Speech indicating candidacy for office, including those engagements designated and arranged by the Residence Hall Association.

4.1.3 Discussions with Drake students that indicate one’s candidacy.

4.1.4 Electronic postings, including public networking sites.

4.2 Candidates may assemble a campaign team and may schedule campaign appointments prior to the official commencement of campaigning.

4.3 This definition of campaigning is subject to all other guidelines outlined in the election rules.

**5.0** **Campaigning**

5.1 Campaigning will begin at 12:01AM on               (insert date)           and will end at 11:59PM on (insert date) the day before the elections begin.

5.2 All posted campaign materials will be subject to the rules governing posted material on the campus of Drake University. These policies are detailed in the Drake University Student Handbook located    <http://www.drake.edu/dos/handbook/appendices/appendixd.php>

5.3 Signs and posters and indoor postings may not exceed 93.5 square inch area (8.5”x11”). These size restrictions apply to any advertising indicating candidacy for office.

5.4 Each candidate is permitted a maximum of 50 signs, posters, and/or chalking’s.

5.5 The use of paint on sidewalks or building surfaces is strictly prohibited. Candidates will use tape and other adhesives that may be removed without resulting in damage to building surfaces. Any damage caused to buildings or sidewalks will be handled through Drake University.

5.6 All posters must be posted in the designated areas in each building, as specified in the attached posting policies.

5.7 In the residence halls, campaign materials may be hung on individual doors or windows with the consent of at least one of the residents.

5.8 Door-to-door campaigning, mailbox stuffers, campaigning in the lobby, or any other public spaces within the residence halls, are prohibited.

5.9 There can be no more than one poster per candidate per indoor or outdoor designated posting area.

5.10 Campaigning in any form, except posters posted during the designated campaigning period, on the dates of the election is prohibited. If approached by a voter, the candidate may only answer the question posed to them.

5.11 Candidates or representatives of a candidate are prohibited from loitering around polling locations during the election.

5.12 Campaigning during designated class time (meeting time via My DUSIS) is prohibited.

*(continued)*

5.13 Any paid advertisements, such as but not limited to Times-‐Delphic article or classified, Stallseat Journal, are strictly prohibited.

5.14 Electronic mail campaigning is restricted. The Residence Hall Association highly discourages any emails sent on your behalf, as you could be held responsible for the email pending investigation: Be Careful,

5.15 Mass, random, or computer dialed phone calls are prohibited. The Election Commission highly discourages any phone calls on your behalf, as you could be held responsible for the calls pending investigation.

5.16 All candidates have the option of posting a web page regarding their campaign. The Residence Hall Association has the right to remove said website if it does not conform to these election rules.

5.17 For candidates not participating in the run-‐off election, all campaign materials must be

removed by 11:59PM three days following the closing of the polls, as specified in the attached schedule.

5.18 Postings that have been removed or have fallen down after the commencement of the election may not be reposted, and such actions shall be considered campaigning.

5.19 Candidates may not discuss their campaigns, after the commencement of the election, in polling areas.

5.20 Campaign postings may not be altered in any way after the commencement of the election.

5.21 The use of electronic postings and social networking sites (which includes but is not limited to: Facebook, Twitter, MySpace, LinkedIn, blogs, websites, etc…) is permitted in campaigning and the rules and regulations associated with it.

5.22 It is the responsibility of the candidate to educate himself or herself regarding technology is appropriate and correct use in accordance to election law. The candidate bears responsibility for any improper use of technology and for failure of the technology itself. By using technology in the campaign, a candidate willingly accepts the risks associated with technology’s use.

**6.0 Monetary Penalties**

6.1     A $5 fine will be issued if a candidate fails to remove all campaign materials by the third day after an

election closes. Materials found on the doors of private residence hall rooms are exempt from this date. An additional $5 fine will be issued for each additional day that the posting remains up after the specified date and time.

**7.0 Suspension and Automatic Disqualification**

7.1 Campaigning, as defined in Section 5.0, prior to the official commencement of the election shall be grounds for automatic disqualification, with the exception of petitioning for candidacy.

7.2 Loitering around a polling place will be grounds for disqualification.

7.3 Campaigning in any form, as defined in Section 5.0, except posters that are already posted, on dates of the election will be grounds for disqualification.

7.4 In the event that a candidate is disqualified after the commencement of voting and before the Residence Hall Association certifies the results, the candidate’s results will not be released by the Residence Hall Association.

**8.0 Registering Complaints and Residence Hall Association Rulings**

8.1 Any Drake University student may file a complaint against any candidate for violating any of the election rules. Informal complaints can be made and emailed to the Residence Hall Association President (firstname.lastname@drake.edu). The Residence Hall Association will determine a meeting time and location if such an occasion arises.

8.2 Should a candidate wish to contest an election rule or ruling on a complaint, he or she will be required to inform the Residence Hall Association in writing of the specified rule or ruling that they wish to contest. If the candidate is wishing to contest a ruling of the Residence   Hall Association, they must inform the Residence Hall Association, in writing, within twenty-‐ four hours after the initial ruling has been made.

8.3 Only complaints that are emailed and submitted to the Residence Hall Association President

can be acted upon. A verbal complaint is not sufficient.

8.4 All Residence Hall Association meetings, hearings, and rulings shall be public record. However, debate and vote information shall not be released to the public.

**9.0 Elections**

9.1 All elections can be accessed under the “Campus Life” tab in the blueView campus portal. Individuals will also be automatically emailed once the election ballots are created, with a link inviting them to participate.

9.2 The election will take place online as specified in the attached packet from 12:01AM **(insert**

**date)** through 11:59PM **(insert date)**

9.3 All current on campus students will be able to vote using their DUSIS identification number and password.

9.4 Voting can take place at any computer with Internet access.

9.5 If any candidate does not receive a majority of the votes, plurality will be the method used to determine the winner.

9.6 If an election is unsuccessful in producing a winning candidate, due to the disqualification of all candidates on the ballot and/or there are no winning official write-‐in candidates, a special election occurs.

9.6.1 A new timetable will be created by the Residence Hall Association.

9.6.2 Previously disqualified candidates are ineligible for running either on the

ballot or as a write-‐in candidate for the present election.

9.6.3 All students will be required to complete the petition form, biographical

candidate information, and sign the declaration of candidacy and the Code of Ethics.

9.7 The Residence Hall Association President, pending confirmation of the votes, will announce results of the election. The results will be announced publicly at the National Residence Hall Honorary Banquet at a specified date and time. All candidates are invited to the banquet.

**10.0   Run-Off Elections**

10.1 In the event that there is a tie between candidates a run-‐off election will take place. The run-‐off election will be announced and candidates will be given notice that a run-off election will take place.

10.2 The run-‐off election will follow the same rules as the primary election and the ballot will be listed as stated in 2.03.

**11.0   Notes**

11.1 Any questions regarding technical problems should be directed to the Drake University Help Desk.

11.2 All other questions or concerns should be directed to the Residence Hall Association.