Constitutional Bylaws of The University of Utah RHA

Section A – Requirements of All RHA Executive Board Members
1. Maintain a minimum semester grade point average (GPA) of 2.5 and a minimum cumulative GPA of 2.5 throughout their term of office.
   a. RHA Advisor will perform grade checks during the application process and at the end of every semester of employment.
   b. Failure to maintain the appropriate GPA requirements may result in probation and/or dismissal of your appointment.
2. Maintain a minimum of twelve and maximum of eighteen credit hours, at the discretion of the RHA Advisor and RHA President.
3. Maintain good academic, financial, and student conduct standing throughout their term of office.
4. Abide by the alcohol and other drug student leader expectations.

Section B – General Powers and Duties of the RHA Executive Board
1. Represent the best interests of residents.
2. Establish and attend weekly office hours according to position requirements.
3. Attend all Executive Board meetings, and all other required events.
4. Participate in RHA trainings as designated by RHA President and RHA Advisor.
5. Ratify RHA constitution during Fall RHA Training.
6. Write and submit monthly transition reports.
7. Submit Monthly Reports to be due on 1st Monday of each month.
8. Attend advisor meetings as required.
9. Attend one-on-ones with either the RHA President or Administrative Director as required.
10. Complete at least 1 OTM per month to be due on 1st Monday of each month.
11. To be a member of an HRE Committee furthering the connection between the two organizations
12. Be responsible for additional duties and powers as requested

Section C – RHA Executive Board Positional Responsibilities
1. Residence Hall Association (RHA) President
   a. Be the Chief Executive Officer of RHA.
   b. Assist in the selection process of appointed Executive Board Members, in conjunction with the NRHH President and the RHA Advisor
   c. Chair and set the agenda for all Executive Board meetings.
   d. Be responsible for all RHA programs, policies, procedures, and actions.
   e. Be responsible for supervising all funds within the RHA Budget with powers to impose special holds, freezes, and initial delegation or allocation of funds in conjunction with the Administrative Director and RHA Advisor as well as a simple majority of Executive Board.
   f. Oversee a budget with the Administrative Director and RHA Advisor each semester to be presented to the Executive Board to be approved by a two-thirds vote of the Executive Board. Serve as a good steward of the resident funds.
   g. Be responsible for signing all RHA Purchase Orders with the Administrative Director and RHA Advisor.
   h. Be a voting member of the Executive Board only in the event of a tie.
   i. Form ad hoc committees.
   j. Co-create and submit, with the NCC and NRHH President, a yearly research or resource paper to the NACURH Information Center in order to maintain affiliated status.
   k. Serve as the official representative of residents to all organizations, or appoint a designee as appropriate.
   l. Attend all meetings and serve as a voting member on the University of Utah Union Board.
   m. Meet with the RHA Advisor(s) on an as needed basis.
   n. Attend NACURH affiliated conferences.
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2. National Residence Hall Honorary (NRHH) President
   a. Reference NRHH Constitution.
   b. Serve as a voting member on the RHA Executive Board.

3. National Communications Coordinator (NCC)
   a. Attend and represent the University of Utah RHA at NACURH-affiliated conferences.
   b. Recruit and select delegation and appointed leader(s) of the University of Utah RHA during regional and national conferences.
   c. Be responsible for all NACURH, No Frills and IACURH pre-conference preparations.
   d. Organize and submit monthly RHA updates and case studies to NACURH, or as otherwise required to maintain communication within NACURH.
   e. Create and submit a yearly resource file Index “RFI” report to the NACURH Information Center to maintain affiliated status.
   f. Work with the NRHH President to submit nominations for awards and honors where applicable.
   g. Inform the Intermountain Affiliate of College and University Residence Halls (IACURH) Regional Communication and Coordinator of NCC Training and Development (RCC-TD) of any changes in the NCC status.
   h. The outgoing and incoming NCC(s) shall attend the NACURH Conference.
   i. Be responsible for all fundraising efforts associated with OCM.
   j. Be responsible for Care Package program and distribution.
   k. Coordinate and be responsible for any other fundraisers associated with raising funds for a NACURH affiliated conference.
   l. Be responsible for Of The Month submissions in the case that the NRHH chapter is unable to fulfill this responsibility.
   m. Be directly responsible for RHA funds allocated to the National Communications budget.
   n. Complete three (3) office hours per week.

4. Administrative Director
   a. Take and make available all executive board minutes to the public.
   b. Maintain all executive office supplies and materials.
   c. Keep and maintain all RHA records for a period of no less than three years.
   d. Be in charge of staff recognition and morale.
   e. Be directly responsible for RHA funds allocated to the Director of Administration budget.
   f. Be responsible for general programs and projects not directly under another directorship.
   g. Prepare with the RHA President and Advisor a budget each semester that is in alignment with serving as a good steward of the resident’s funds.
   h. Co-sign with the President and Advisor all RHA Purchase Orders.
   i. Be responsible for keeping record of the funds allocated to the Executive Board with special regard to actual amounts spent.
   j. Turn in original receipts and Prize Documentation Forms to Accounts Payable office in Housing & Residential Education (HRE).
   k. Meet with the accounting representative in HRE to reconcile the proposed budget with the actual expenditures on a monthly basis.
   l. Develop a stipend payment memo on a monthly basis to be approved by the RHA President and the RHA Advisor that details the amount to be credited to each RHA Executive member on a monthly basis. The memo should be submitted in time to be approved and provided to HRE by the 7th of each month.
   m. Present a monthly budget statement to the Executive Board.
   n. Function as the RHA President in the RHA President’s absence.
   o. Complete four office hours per week.

5. Apartment Council Director
   a. Form and chair the Apartment Council.
b. Be directly responsible for RHA funds allocated to the Apartment Council. Serve as a good steward of the resident funds.
c. Plan and execute at least one program per month targeted towards Apartment residents
d. Complete three office hours per week.
e. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

6. **First Year Student Director**
   a. Form and chair the First Year Board.
   b. Be directly responsible for RHA funds allocated to the First Year Board. Serve as a good steward of the resident funds.
c. Plan and execute at least one event per month targeted towards First Year Students
d. Publish and distribute a monthly newsletter.
e. Complete three office hours per week.
f. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

7. **Honors Council Director**
   a. Must reside in Donna Garff Marriott Honors Residential Scholars Community (MHC)
   b. Form and chair the Honors Council.
c. Be directly responsible for the RHA funds allocated to the Honors Council. Serve as a good steward of the resident funds.
d. Plan and execute at least one program per month targeted towards residents who are within the Honors College.
e. Complete three office hours per week.
f. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

8. **Marketing and Outreach Director**
   a. Form and chair the Marketing and Outreach Board.
   b. Be directly responsible for RHA funds allocated to the Marketing and Outreach Board. Serve as a good steward of the resident funds.
c. Supervise and maintain the RHA Website and Social Media pages. Coordinate updates to the site with the HRE Coordinator for Marketing & Assessment.
d. Work with the RHA Executive Board members to create publicity and advertising for RHA events or other relevant tasks.
e. Be responsible for marketing up to one week prior to event.
   i. Within one week, marketing falls to director planning event.
f. Accept marketing request in a timely manner determined by the Marketing and Outreach Director, RHA President, and RHA Advisor.
g. Be responsible for mass notification emails to advisors and directors.
h. Ensure the archival of photos and videos of all RHA events.

9. **Programming Director**
   a. Form and chair the Programming Board.
   b. Be directly responsible for RHA funds allocated to the Programming Board. Serve as a good steward of the resident funds.
c. Plan and execute at least one social or educational program per month.
d. Plan and market one program per month of the summer semester.
e. Plan and market opening events during summer semester.
f. Complete four office hours per week.
g. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

10. **Social Justice Director**
    a. Form and chair the Social Justice Board.
    b. Create one program per month that encourages social justice, advocacy, diversity, and equity on campus.
c. Collaborate with diversity groups and student leaders in the Residence Halls.
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d. Create and foster partnerships and collaboration with offices that actively reflect and advocate for the needs of students who are members of minoritized and historically underrepresented groups.

e. Provide educational opportunities and resources for student leaders and residents that enrich the educational experience of the residence hall and campus community.

f. Be directly responsible for RHA funds allocated to the Social Justice Board. Serve as a good steward of the resident funds.

g. Sit on the HRE Social Justice Committee.

h. Complete or delegate the Diversity Program OTM each month in position.

i. Complete three office hours per week.

j. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

11. Student Leader Council Director

a. Must be an active Student Leader hired with HRE.

b. Form and chair the Student Leader Council.

c. Be directly responsible for RHA funds allocated to the Student Leader Council. Serve as a good steward of the resident funds.

d. Assist Student Leaders in collaborating with each other.

e. Distribute a weekly newsletter.

f. Keep record of all funding proposals made at Student Leader Council meetings.

g. Plan and execute at least one program per semester for student leaders.

h. Must ensure that all RA floor funds/SJA funds/LNP funds have been allocated/spent before approving funds from Student Leader Council

i. Complete three office hours per week.

12. Sustainability Director

a. Form and chair the Sustainability Board.

b. Be directly responsible for RHA funds allocated to the Sustainability Board. Serve as a good steward of the resident funds.

c. Be responsible for sustainable initiatives in the residence halls.

d. Plan and execute at least one program per month with a focus on sustainability.

e. Sit on the HRE Sustainability Committee.

f. Complete three office hours per week.

g. Collaborate with another RHA Board, HRE Student Leaders, or other organization at least once per semester.

13. RHA Advisor

a. Shall be appointed by HRE in a manner prescribed by it’s Director.

b. Be present at all called meetings of the RHA Executive Board.

c. Meet with the RHA President on an as needed basis.

d. Represent Housing & Residential Education and to enforce all policy that is in conflict with any action within RHA.

e. Give guidance to the RHA President on any policy changes, actions, or activities that may affect RHA.

f. Be a non-voting, non-compensated member of the RHA Executive Board.

g. Facilitate communication with other advisors.

h. Support all RHA events.

i. Establish advisor training and subsequent advisor professional development sessions with Board advisors.

Section D – Powers and Duties of the General Cabinet

1. The General Cabinet will consist of two members of each Board, plus the Board Director. The General Cabinet serves as a voting body.

2. Be the voting body of officers when necessary.

3. Be responsible for all additional powers and duties as requested.

Section E – Elections Policy and Procedure

1. Elections Registrars
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a. Shall be two Executive Board Members not running for an elected position.
b. Ensure an honest and fair election according to the rules stipulated herein.
c. Powers and Duties
   i. Supervise the filing, campaigning, and voting procedures of the elections.
   ii. Determine the validity of any alleged campaign violations.
   iii. Impose proper sanctions for violations.
   iv. Predetermine the amounts of fines for general campaign violations.

2. Election Timeline
   a. Annual spring elections will be held for the position of RHA President.
   b. The Election shall be comprised of the following:
      i. Information Session
      ii. A set filing deadline
      iii. Period for campaigning
      iv. Election meeting

3. Election Packet
   a. Election packets will be available at the Information Session, in addition to the RHA Website, RHA Office, HRE Office, MHC Front Desk, and PHC Front Desk.
   b. Elections Packets will contain the following information:
      i. Election timeline
      ii. Eligibility qualifications
      iii. Elections guidelines
      iv. Campaigning policies
      v. Other materials at the discretion of the Elections Registrars.

4. Candidate Filing Procedures
   a. Eligibility
      i. All RHA members are eligible to run for office who:
         1. Live in the residence halls as per the contractual agreement with the Housing & Residential Education Office (HRE), and in good financial standing with HRE and University.
         2. Are in good judicial standing, with HRE and University.
         3. Are in good academic standing with the University.

5. Election Rules
   a. Candidates Responsibilities
      i. All candidates, including write-ins, are subject to all election rules. Ignorance of election rules will not constitute a defense for a violation.
   b. Campaign Violations
      i. Campaign violations will consist of but not be limited to:
         1. Disturbance of any residence hall floor, building, area, program, or function including accidental, planned, or continued disturbance or distribution of campaign materials under resident’s doors.
      ii. Door to door solicitation.
      iii. The defacing and/or destruction of University or private property.
      iv. The use of bullhorns and windshield obstructions.
      v. The posting of campaign materials other than as provided by the posting policy.
      vi. A candidate’s interference with another candidates’ campaign, including defacing or destruction of another’s property.
      vii. Any active campaigning in the RHA offices. This will include the use of RHA materials and equipment.
      viii. The lack of adherence to any University, HRE, RHA, or other regulations regarding the posting of materials, use of facilities or dissemination of information.
      ix. Any student will have the opportunity, upon submission of a formal written complaint, to have his/her complaint heard before the Elections Registrar. All complaints must be submitted by noon on the day following the closing of the polls for the final election.
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x. Election results will not be announced until all grievances and appeals have been acted upon by the Elections Registrars, including all fines paid. Fines not paid by the deadline set by the Elections Registrar will result in candidate disqualification.

xi. The Elections Registrars will have discretion in taking disciplinary action appropriate for violations, which sanctions will include but not be limited to removal from the ballot, forfeiture of the right to office, or fines. No sanction will be imposed for a period to exceed one (1) academic year.

6. Elections Procedures
   a. Voting Procedure
      i. All student leaders and residents are eligible to vote.
      ii. The winner of each election shall be the candidate who receives simple majority.
      iii. Votes shall be determined via online voting system or otherwise specified by the current RHA Executive Board.
   b. Nominations from the Floor
      i. In the event that no candidates file to run for an office, nominations from the floor will be accepted during the presentation portion of the election meeting. If one or more individuals are nominated for the office, elections will proceed as outlined. If no one is nominated for an office, the position will be appointed as necessary by RHA Advisor and Housing & Residential Education.
      ii. Individuals who are nominated from the floor must comply with the same eligibility requirements and campaign regulations as candidates who met the filing deadline.

7. Terms of Office
   a. Transition and Inauguration
      i. Elected and appointed members of RHA shall serve for one academic year after inauguration.
      ii. New officers must attend the last RHA Executive Board meeting of the year as part of their transition.
      iii. Current Executive Board members are responsible for providing an effective transition session to new members.
   b. All elected and appointed Executive Officers of RHA must affirm by taking the Oath of Office prior to receiving any form of RHA compensation. The RHA Advisor will administer the Oath of Office.
   c. The Oath of office will be:
      i. I, __________________ (name of individual), / do solemnly affirm/ that I will support the Constitution/ of the Residence Hall Association of the University of Utah/ and all its purposes and procedures; / and that I will endeavor to the best of my abilities/ to fulfill the duties, obligations, and responsibilities/ of the office to which I have been elected or appointed.

8. Training
   a. All RHA Executive Board Members are required to attend fall training before school starts.
      i. Contract exemption requests are approved and denied by RHA Advisor with the support of HRE Staff.
   b. The RHA President and Advisor shall be responsible for training dates and notification prior to leaving for the summer term.
   c. The RHA President, NRHH President, Administrative Director, and Programming Director are expected to reside on campus for a portion of the summer.

Section F – Removal of Office Policy and Procedure
1. Impeachment:
   a. Grounds
      i. Violation of duties or guidelines as written in the constitution.
   b. Impeachment Trial
      i. Procedure
1. The Impeachment Hearing shall be the first order of business on the meeting’s agenda and the meeting shall be run as determined by the highest ranking executive board member not under impeachment or being the author of the article.

2. Any Elected Executive Board Member against whom Articles of Impeachment have been brought will be tried by the Executive Board members that are considered voting members.

3. A quorum must be assembled for an impeachment trial to proceed against any officer. The presiding executive board member, executive board member subject to impeachment, and the author of the articles will not vote in the impeachment hearing. These hearings shall be open only to the RHA Executive Board and RHA Executive Advisors.

4. RHA Advisor must be present at the hearing.

5. Speaking Rights:
   a. The author making the motion will have three minutes to speak.
   b. The accused will then have three minutes to speak after the author.
   c. The voting members will then have 5 minutes (extendable) to ask questions of both the author and the accused.

6. Deliberation:
   a. After questions, both the accused and author will be escorted out of the room by an individual appointed by presiding officer and RHA Advisor.
   b. Voting members will then have unlimited time to deliberate.

7. Voting:
   a. After deliberation, a secret ballot vote will be counted by the presiding officer and RHA Advisor.
   b. A conviction requires two-thirds majority of present RHA Executive Board Members with voting rights.

   ii. Conviction
   1. To be convicted of an impeachment charge, an officer must be found guilty by two-thirds majority of the RHA Executive Board.
   2. Any officer who is impeached and convicted will be removed from office and will be ineligible to hold other RHA positions during that academic year.

2. Administrative Removal of Appointed Officers
   a. Grounds:
      i. Violation of duties or guidelines as written in the constitution.
   b. Procedure:
      i. The RHA President and RHA Advisor must come to consensus that a violation has occurred requiring removal from position.
      ii. The accused shall have a meeting with the aforementioned. If both the RHA President and RHA Advisor both maintain the violation is inexcusable, then immediate removal from position shall occur.
      iii. The accused shall be given a chance to resign before removal.
      iv. Removal from a position will result in removal of:
         1. Financial compensation
            a. To be pro-rated based on time served.
            b. Any compensation spent beyond date of termination shall be repaid to RHA by the removed executive.
         2. Office privileges
            a. Access to RHA Office and other areas pertaining to an RHA position will be removed
         3. Eligibility for RHA positions
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Section G - Budget

1. Acquisition and Distribution
   a. RHA dues are to be assessed of all residents living in all areas maintained by Housing & Residential Education, which are included in their housing fees each semester. This guarantees membership in the RHA and benefits commensurate to the privilege.
   b. RHA will fund the following accounts from the RHA dues:
      i. RHA conferences may not exceed fifteen percent of the RHA dues budget per semester.
      ii. A minimum of four percent of the budget will be allocated to NRHH to support their activities.
      iii. No less than fifty percent of the budget will be allocated to RHA programming, including money allocated to various boards.
      iv. A minimum of at least $100 per RA per semester will be allocated to RA Floor Funds.
      v. All other funds will be allocated by the RHA President and approved by a simple majority of the RHA Executive Board.
   c. Any unused RHA funds from fall semester will roll-over into the spring semester’s budget and be re-allocated by the RHA President, Administrative Director, and RHA Advisor. All unused RHA funds from spring semester will be reallocated into the RHA contingency funds, to be used at the discretion of the RHA President with the approval of the RHA Executive Board and Director of HRE.
   d. Summer Funds
      i. Funding must be used during summer semester, defined as both first and second summer sessions.
      ii. RAs will receive a minimum of $100 to be used during summer semester.
      iii. All unused RHA funds from summer will be reallocated into the RHA contingency funds, to be used at the discretion of the RHA President with the approval of the RHA Executive Board and Director of HRE.

2. Preparation and Approval
   a. The RHA President, Administrative Director, and RHA Advisor must prepare a budget for presentation to the Executive Board. The budget shall be based on an estimate from HRE and upon the completion of bed checks; the budget will be adjusted accordingly.
   b. The RHA Executive Board may adopt, amend, or reject the proposed budget with a simple majority of the members present.

3. Expenditure of Budget Line Items
   a. The RHA President, Administrative Director, and RHA Advisor will ultimately be responsible for approving all purchase orders and fund requests.
      i. If receipts/Prize Documentation Form from previous fund requests are not turned in, then future fund requests shall not be approved until previous receipts/Prize Documentation Forms have been turned in.
         1. All prizes over $10 or gift cards in any amount must be documented on the Prize Documentation Form.
         2. Prizes must be distributed and documented before new prizes can be purchased.
      ii. In the vacancy of the Administrative Director position the RHA President and Advisor will delegate the responsibility of approving all purchase orders and fund requests to another RHA Executive Board Officer during period of vacancy.
   b. Purchase Order/Campus Order/Purchasing Card Process
      i. Retrieve Purchase Order/Campus Order/Purchasing Card form .
      iii. Place completed form in left red mailbox on top shelf of shelving unit by RHA desk and notify RHA President and Administrative Director.
         1. If Purchasing Card order, itemized list must be provided.
iv. Allow 1 to 2 days for signature.

v. Retrieve signed Purchase Order/Campus Order/Purchasing Card form from right red mailbox on top shelf of shelving unit by RHA desk and bring to Board Advisor.

vi. Board Advisor will sign and record amount and turn in white copy to Accounts Payable Office in HRE and yellow copy to Administrative Director via left red mailbox on top shelf of shelving unit by RHA desk.

vii. After Accounts Payable processes Purchase Order/Campus Order, Board Advisor may retrieve from their box in HRE and return Purchase Order/Campus Order to Executive Board Member or Purchasing Card will be used to purchase items.

viii. After purchase, Executive Board Member must give a copy of receipt to Board Advisor and original receipt to Administrative Director via left red mailbox on top shelf of shelving unit by RHA desk.

1. If prizes were given, attach Prize Documentation Form to original receipt when turning in to Administrative Director.

c. Reimbursement Process

i. In the case that reimbursement is necessary, the items to be purchased must be approved by RHA President, Administrative Director, and RHA Advisor before purchase.

ii. If not approved, reimbursement is not guaranteed and will be given at discretion of RHA President, Administrative Director, and RHA Advisor.

4. Stipend Policy & Procedure

a. Stipends will be made available to individuals on the RHA Executive Board for service throughout the semester.

b. RHA Funds shall be defined as the amount remaining after RA Floor Funds are subtracted from total collected RHA dues.

c. Executive Board Stipend:

i. The RHA President and NRHH President’s stipend will be equivalent to three and a half percent (3.5%) of the RHA funds collected per semester. When funds permit, HRE will provide the equivalent of one-hundred percent (100%) of a Benchmark/Shoreline Two-Person Apartment. The remaining balance will be provided by RHA.

ii. The Administrative Director’s and Programming Director’s stipend will be equivalent to three percent (3%) of the RHA funds collected per semester, not to exceed the equivalent of one hundred percent (100%) of a standard double room rate.
iii. The Apartment Council Director’s, First Year Board Director’s, Honors Council Directors, Marketing and Outreach Director’s, National Communications Coordinator’s, Social Justice Director’s, Student Leader Council Director’s, and, Sustainability Director’s stipends will be equivalent to two percent (2%) of the RHA funds collected per semester.
   1. In the case of the creation of an additional board position, they will receive 2% of the budget for a stipend as well.

iv. Stipends shall be prorated by the month representing the term an RHA Executive Board Member serves.

v. Stipends shall be posted to RHA Executive Board Member’s Housing U account at the end of each month after positional responsibilities have been completed.

d. Stipend Breakdown
   i. 50% for meetings and events
      1. Any unexcused absence from a meeting or event shall result in a 20% deduction from this portion of stipend.
      2. Excused absences will be approved at discretion of RHA President and RHA Advisor and may be approved after absence.
         a. Examples include, but are not limited to:
            i. Medical Emergency
            ii. Class
            iii. School-related events
      3. Tardiness will be dealt with based on number of occurrences and severity of offense
         a. After two instances of noticeable tardiness, a 10% deduction of this portion of stipend shall occur.
         b. Being more than 15 minutes late without informing RHA President or RHA Advisor shall result in automatic 10% deduction.
   ii. 12.5% for OTMs
      1. Any late or missing OTM will result in a full deduction of this portion of stipend.
      2. Deadline for OTMs are set by NRHH President and must be provided at least one week in advance of deadline.
      3. Excused OTMs are given at discretion of NRHH President
         a. Example includes, but not limited to:
            i. Technological Difficulty
   iii. 38.5% for Office Hours
      1. Executive Board Members must sign-in in manner determined by RHA President, Administrative Director, and RHA Advisor to be announced at fall training.
      2. Missing office hours will result in a percentage deduction from this portion of stipend based on total numbers completed divided by total numbers required.
      3. Absentee must notify RHA President, Administrative Director and RHA Advisor prior to missing office hours unless in extreme circumstances.
      4. Absences are approved at discretion of RHA President, Administrative Director, and RHA Advisor.
         a. Examples include, but are not limited to:
            i. Medical Emergency
            ii. Class
            iii. School-related events
      5. Reconciliation
         a. It is the absentee’s responsibility to first try to switch office hours with another member of RHA Executive Board.
b. If this is not possible, then absentee may make-up office hours at another time.
c. RHA President, Administrative Director, and RHA President must approve of either option for absentee to receive stipend.

Section H - Equipment
1. RHA shall offer equipment to be checked-out as a privilege to Housing & Residential Education and other organizations.
   a. Procedure:
      i. RHA Executive Board Member and RHA Advisor must approve and initial at time of check-out.
      ii. RHA Executive Board Member and RHA Advisor must approve and initial at time of check-in.
         1. If equipment is damaged or unclean, RHA will offer to repair or clean with a charge to borrowing individual.
         2. Borrowing individual may choose to repair/clean and then return for another check-in at a later time.
   b. RHA reserves the right to refuse equipment rentals to anyone for any reason.
   c. During time of use, HRE Professional Staff must be present.

Section I – Ratification and Enactment
1. After approval by HRE Leadership Team, a vote shall be put forth to the RHA Executive Board for adoption of the Constitutional Bylaws of the Residence Hall Association of The University of Utah. These by-laws shall supersede all previous constitutional by-laws and shall become effective immediately with two-thirds majority of RHA Executive Board.