Residential Housing Association By-Laws

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Article I

Section 1: RHA Member Privileges

All members of the UCSB RHA shall be entitled to the following privileges:

1. Privilege of applying for and receiving an RHA Scholarship provided that the proper qualifications pertaining to each individual scholarship have been met.
2. Opportunity to run for and hold any office or chair in the RHA if eligibility requirements are met.
   a. No entering Coordinating Board Officials shall have a cumulative Grade Point Average (GPA) lower than 2.0. If this should occur, the officer will be required to leave office.
   b. For Executive Board, entering shall be defined as turning in an intent to run and/or application if position is to be appointed.
   c. For Executive Council, entering shall be defined as the completing of Spring Quarter or turning in an application if position is to be appointed, whichever comes at a later date.
   d. If an Executive officer has a cumulative GPA lower than 2.0 or if they are subject to probation within their college, they must meet with the RHA advisor and they will be put on probation. If they have a cumulative GPA lower than 2.0 for two (2) consecutive quarters or have been subject to probation for two consecutive quarters, they will be required to leave office within the first three (3) weeks of the third quarter.
   e. All individuals (both living on and off campus) who have/will have completed two full quarters of on-campus residency at the time of entering office shall be eligible to run for and hold a position within the RHA, with the exception of Building Council Presidents and first-year appointees.
3. Right to vote in their individual Floor/House, Building Council, and general RHA elections.
4. Any other privilege as granted by the RHA Coordinating Board.

Section 2: Honorary Members of the RHA
Resident Directors (RD), Assistant Resident Directors (ARD), Resident Assistants (RA), and members of the National Residence Hall Honorary (NRHH) shall be considered Honorary Members of the RHA.

**Article II**

**Section 1: Floor and/or House Membership**

The Elected Officers of the Floor/House shall be two (2) Representatives and one (1) Treasurer. There shall be one (1) election for the Floor/House officers held within the first thirty (30) days of the beginning of the Fall Quarter. All Floor/House Officers shall reside in the Hall from which they are elected. All vacancies in Floor/House positions shall be filled within two (2) weeks of their occurrence and in a manner to be determined by the Floor/House. Their RA shall advise the Floor/House officers. One of the Floor/House Representatives can be the treasurer. If unopposed, no elections are needed.

**Section 2: Floor/House Representatives (Rep)/Treasurer**

The Floor/House Representatives shall be the Presiding Officers of their Floor/House and their representatives to the Building Council. If they are unable to attend any meeting pursuant to the exercise of their duties, they shall designate a member of their Floor/House to act as their proxy for that meeting, and shall notify the Presiding Officer of the designated proxy. The proxy shall have full voting rights while exercising proxy. If a Floor/House Representative should fail to attend or to appoint a proxy to more than two (2) Building Council meetings per quarter, that representative shall automatically be up for a Vote of Dismissal by the members of the Building Council government. Reinstatement can occur upon the approval of two-thirds (⅔) vote of the remaining Building Council Representatives.

**Section 3: Floor/House Rep Attendance to the Building Council**

Each Floor/House Representative shall serve on either one (1) committee in their own Residence Hall or on one (1) committee under the jurisdiction of the RHA Coordinating Board.

**Section 4: Floor/House Rep Committee Assignments**

Before Building Council elections, candidates must meet with either a RA or an ARD to be informed of their responsibilities as officers.

**Section 5: Floor/House Government Candidates**
In the event a Floor/House does not have at least one Representative present for two consecutive meetings, the RD or ARD shall have the jurisdiction to freeze the funding for the Floor/House. Funding shall be reinstated after the Floor/House has a Representative present for one meeting following the freezing of funds.

**Article III**

**Section 1: Building Council Government Positions**

1. The Building Councils in the RHA shall be the following: Anacapa, San Miguel, San Nicolas, San Rafael, Santa Rosa, Santa Cruz, Manzanita Village, Santa Catalina North, Santa Catalina South, and Sierra Madre. The Executive Officers of the Councils shall be the respective Council (Co) President, Administrative Vice President, Treasurer, Activities Chair(s), Athletics Chair, Environmental Awareness Chair (EAC), Health and Wellness Chair (HAWC), Media Coordinator, Recognition Chair, Community Service Chair (CSC), and Publicity Chair. The Manzanita Village Council shall have an additional Activities Chair. Each of the Councils may change, combine, add, or drop positions as they see fit with the exception of the President and Treasurer positions. The Executive officers shall serve as non-financial voting members of the Council. In the case of a tie, the president will have the deciding vote. In the event that the Building Council does not meet quorum, Executive members may temporarily step down from their position to substitute for missing Floor/House Representatives, only if said Executive Members are from the respective Floor/House that is lacking a Representative. The Executive Officers and the Floor/House Representatives, in conjunction with any assigned RHA Representative at-Large of the Residence Hall shall constitute the Building Council which shall be responsible for the administration of policies established by the Council and the RHA Coordinating Board.

2. The Anacapa, San Miguel, San Nicolas, Santa Rosa, San Rafael and Santa Cruz Building Councils shall each have one (1) President. The Manzanita Village, Santa Catalina North, and Santa Catalina South Building Councils shall each have two (2) Co-Presidents. In any section where President is mentioned, the description shall also apply to each of the Co-Presidents.

**Section 2: Building Council Executive Board Duties & Responsibilities**

1. For a description of the duties of the Building Council President, please see the RHA Constitution: Article III, Section 1, Number 7.
2. The Activities Chair shall:
   a. Be responsible for planning and implementing all social and educational events with the approval and cooperation of the Building Council Government. There should be at least two (2) programs per quarter, with at least one (1) being an athletic event. One of these programs may be a collaboration with the Building Representative-at-Large.
   b. Assist with the RHA All Hall Talent Show by putting on a building wide talent show.
   c. Be responsible for submitting accurate records of Building Council programs and events to the RHA Coordinating Board upon request.

3. The Administrative Vice President shall:
   a. Be responsible for the writing and distribution of weekly Building Council Agendas and Minutes.
   b. Be responsible for all written records and correspondence of the Building Council.

4. The Treasurer shall:
   a. Have charge of the Central Treasury, which shall be used for the Building Council’s financial affairs.
   b. Submit a bi-monthly financial report to the Building Council.
   c. Attend a quarterly group meeting with the Finance Vice President and be supported by the Finance Vice President.

5. The Recognition Chair shall:
   a. Have NRHH Provisionary Status if they are accepted:
      i. Individuals with Provisionary Status shall be defined as all Building Council Recognition Chairs and Building Council Community Service Chairs, or students who have applied and been accepted without having lived in Residential Housing for one (1) quarter.
      ii. Individuals with Provisionary Status shall serve as active members with voting rights.
   b. Be a liaison between the Building Council and NRHH.
   c. Submit at least one (1) Of the Month Award per month.

6. The Media Coordinator shall:
   a. Be in charge of advertising all Building Council and RHA Programs.
   b. Advertise and announce all Hall Council minutes, programs, and agendas via posters, social media (e.g. Facebook, Instagram, Snapchat), DigiKnows, other publications, etc.
   c. Work with the ARD to help maintain solicitation and advertising regulations in their building.
   d. Act as a historian for their respecting Council.
      i. Be responsible for providing pictures for the end of the year Building Council Banquet.
   e. Attend a quarterly group meeting with the RHA Media Coordinator and be supported by the RHA Media Coordinator.

7. The Environmental Awareness Chair (EAC) shall:
a. Work toward creating a culture of environmentalism and sustainability within their Council and their respective building through programming, education, and awareness.
b. Serve as liaison between the Environmental Awareness Chair Coordinator (EACC) and their respective Council and building.
c. Collaborate, when possible, with other on-campus environmental organizations on programs and projects.
d. Enforce the RHA Green Bill within their respective Council and building.
e. Aid the EACC in the management of the RHA Compostable Materials Bank.
f. Work with the EACC in hosting or co-hosting an Earth Day event.
g. Hold one (1) program per year focused on the species chosen as environmental mascot.
   This may include programs that are educational, fundraising, or social. This program may also be a collaborative effort. Further information can be found in the Green Bill in the RHA Constitution (Article XI, Section 1.1).
h. Host or co-host at least one (1) environmentally-themed program per quarter.
i. Attend at least two (2) Team Meetings per quarter with the EACC and other EAC’s.
j. Schedule at least one (1) 1-on-1 meeting per quarter with the EACC.
k. Write a Transition Report after every program and send it to the EACC.
8. The Health and Wellness Chair (HAWC) shall:
   a. Be responsible for the planning and implementation of health related programs with the approval and cooperation of the Building Council Government. There should be at least one (1) program per quarter.
b. Meet all expectations and requirements established by the RHA HAWC Coordinator.
c. Work with the collective group of the HAWC’s, RHA HAWC Coordinator, and the Student Health HAWC Advisor to put together one (1) large program including all Building Councils during the academic year.
d. Attend monthly meetings with the RHA HAWC Coordinator.
e. Give a weekly report to the Building Council Government with information pertaining to health related issues that affect UCSB students.
f. Attend an orientation training session with the RHA HAWC Coordinator.
9. The Community Service Chair shall:
   a. Be in charge of putting on at least one (1) community service program for their building per quarter.
b. Have NRHH Provisionary Status if they are accepted:
   i. Individuals with Provisionary Status shall be defined as all Building Council Recognition Chairs and Building Council Community Service Chairs, or students that have applied and been accepted without having lived in Residential Housing for one (1) quarter.
   ii. Individuals with Provisionary Status shall serve as active members without voting rights.
c. Be a liaison between the Building Council and the NRHH.
10. The Queer and Trans Student Engagement Chair (QTSEC) shall develop a rapport with Queer population in the building and provide a peer support and referral system for those residents by:
   a. Be selected and appointed through an interview process by the Council Advisor of the Building, the RHA Representative at-Large, and the QTSEC Coordinator.
   b. Be responsible for bringing visibility to and engaging with the Queer Community in Residential Housing.
   c. Hold at least one (1) program per quarter in their Residential Community.
   d. Ensure that at least one program each year should fall into each of the following categories: social and educational.
   e. Attend regular one-on-one meetings with the QTSEC Coordinator.
   f. Give a weekly report to the Building Council Government with information pertaining to updates from QTSEC Coordinator about the Resource Center for Sexual and Gender Diversity (RCSGD) and all the QTSEC’s.
   g. Attend an orientation training session held by the Queer Student Engagement Chair Coordinator.
   h. Attend each QTSEC retreat every quarter for a total of three (3).

11. The International Student Engagement Chair (ISEC) shall:
   a. Work toward creating a culture of inclusion and camaraderie between all students within their Council and their respective building through programming, education, communication and awareness.
   b. Hold at least two (2) programs per quarter in their Residential Community, one of which is required to be an educational or discussion event.
   c. Be able to collaborate with their Hall Council and/or other international student organizations for one of their two programs per quarter.
   d. Serve as liaison between the Office of International Student Services (OISS) and their respective Council and residents.
   e. Assist UCSB OISS with their outreach programs and general efforts.
   f. Attend at least one (1) team meetings with all other ISECs per quarter.
   g. Write a Transition Report for the successor.

12. Building Council Governments shall have the right to create new Executive positions as they see fit, with the appointment by the President(s) and with approval by majority (50% + 1) of the Building Council.

**Section 3: Building Council Advisors**

A member of the Residence Hall Lead Staff (RA or ARD) shall serve as the Lead Staff Advisor for that Residence Hall’s Building Council Government and the Executive Officers of the Building Council. Additional advisors may include other members of the Residence Hall Staff (RA’s) and/or a representative designated by the Lead Staff Advisor.
Section 4: Building Council Powers of Initiative, Referendum, and Recall

Each Building Council shall have the same powers of initiative, referendum, and recall as the RHA Coordinating Board as written in Article VIII, Sections 1, 2, and 3 of the RHA Constitution.

Section 5: Building Council, Establishing By-Laws

The Building Council may establish By-Laws by a majority vote.

Section 6: Building Council, Colors and Mascot

Santa Rosa – Yellow, Rhinos
San Nicolas – Red, Phoenix
Manzanita Village – Light Blue, Manatee
San Rafael – Purple, Wolves
Anacapa – Orange, Anaconda
Santa Catalina North – Light Green, Sea Turtle
Santa Catalina South – Dark Green, Cat
San Miguel – Silver, Manta Ray
Santa Cruz – Blue, Sharks

Article IV

Section 1: Standing Committees of the RHA Coordinating Board

The Standing Committees of the RHA Coordinating Board shall be:

1. The Residence Halls Programming Team (RHPT) shall:
   a. Be chaired by the RHA Programming Vice President.
   b. Consist of the eleven (11) Representatives at-Large.
   c. Be open to members of the RHA Coordinating Board who are planning to host an event. These members are strongly encouraged to attend one RHPT meeting before their event.
   d. Be responsible for the planning, supporting, and advising of RHA programs throughout the Residential Housing Community.
e. Serve for Representatives at-Large to present their major, minor, or area program or the current quarter, including a detailed and itemized budget, prior to the Coordinating Board approval of such budget.

2. The Finance Committee shall:
   a. Be chaired by the Finance Vice President.
   b. Be attended by at least six (6) voting financial members of the RHA Coordinating Board.
   c. Be responsible for all contractual agreements of the RHA.
   d. Be responsible for any profit making ventures with which RHA is involved.
   e. Verify expenditures of groups with RHA funding.
   f. Report all committee findings and proceedings to the RHA Coordinating Board.
   g. Allocate RHA funds in place of the Coordinating Board contingent on approval of Finance Committee minutes by the Coordinating Board.

3. The Constitution and By-Laws shall:
   a. Be chaired by the RHA President.
   c. Propose any necessary amendments to these documents to the RHA Coordinating Board.
   d. Have the Administrative Vice President, the Programming Vice President, Vice President of Finance, the National Communications Coordinator, and the NRHH President(s) serve on the Constitution and By-Laws Committee. The rest of the members of the board shall be voluntary with the approval of the RHA President.
   e. Not exceed ten (10) members, and be voluntary with the appointment of the RHA President.
   f. Not allow more than two (2) members who represent the same Building Council.
   g. Be established and meet by the sixth week of Winter Quarter.
   h. Have a minimum of two-thirds (⅔) of the Constitution and By-Laws Committee present to conduct a meeting.

4. The Flush Committee shall:
   a. Publish *The Flush*, which is a newsletter to be distributed to the restroom facilities of all Residence Halls, every other week.
   b. Be chaired by the RHA Media Coordinator. The rest of the members of the committee shall be voluntary with the approval of the RHA Media Coordinator.
   c. Have all final publications reviewed and approved by the RHA President, the Student Leadership Program Manager or the Student Leadership Program Advisor prior to distribution.
   d. Place the RHA President’s message and picture in the first issue of *The Flush* of every quarter. The RHA President’s message shall appear in every issue of *The Flush*.

5. The RHA Elections Committee shall:
   a. Be chaired by the RHA Administrative Vice President. In the case that the RHA Administrative Vice President intends to run for an elected position for the following year, a new chair shall be chosen by the Student Leadership Program Manager or one of the Program Advisors.
b. Consist of three (3) Coordinating Board members who are not participating in any elections.
c. Be established at the beginning of Winter Quarter.
d. Have the power to handle all election/campaign grievances and take appropriate actions including but not limited to: issuance of warnings, suspension of campaigns, suspension from campaigning in Residential Housing, and disqualification from elections.
e. Be notified by the Administrative Vice President or the Presiding Officer of the Elections Committee within one (1) hour of the receipt on any complaint regarding elections.
f. Shall publish the Elections Guidelines to the on-campus Residential Community and the AS candidates at least one (1) week before their respective campaigning periods begin.
g. Meet with the AS Elections Committee during Winter Quarter to delegate roles for the AS and RHA Elections.
h. Attend the AS Candidates Meeting to explain RHA Campaign Guidelines to the AS candidates.
i. Hear and have the power to approve all non-financial requests related to AS and RHA campaigning including but not limited to: door-to-door campaigning and posting of campaign materials in Residential Housing, contingent on approval of Elections Committee minutes by the RHA Coordinating Board with a two-thirds (⅔) majority.
j. Have a minimum of two-thirds (⅔) of the committee present to conduct a meeting.

6. The Judicial Review Board shall:
   a. Meet as needed and chaired by the RHA Programming Vice President.
   b. Have the RHA President, the Administrative Vice President, the Programming Vice President, the Vice President of Finance, the National Communications Coordinator, and the NRHH President(s) serve on the Judicial Review Board.
   c. Not exceed ten (10) members, and be voluntary with the appointment by the RHA President.
   d. Not allow more than two (2) members who represent the same Building Council.
   e. Allow the RHA President a vote only in the case of a tie.
   f. Be established by the ninth week of Fall Quarter.
   g. Have a minimum of two-thirds (⅔) of the Judicial Review Board present to conduct a meeting.
   h. Be responsible for fulfilling all other responsibilities as set forth in Article V, Section 2 of the RHA Constitution.

7. The Equipment Committee shall:
   a. Be chaired by the Equipment Supervisor.
   b. Be responsible for Equipment Storage.
   c. Keep an updated log of all equipment in corresponding offices.
   d. Be eligible for providing technical services for RHA equipment.

8. Internal Committees shall:
   a. Be comprised by active programs and other committees.
b. Be of at least three (3) hours per quarter.
c. Only be considered if the entirety of the event is attended.
d. Be designated by the advisors.

9. The Committee on Undergraduate Honors, Scholarships, and Prizes shall:
   a. Be chaired by the RHA President.
   b. Consist of one (1) RHA Executive Board Member, one (1) RHA Specialty Council member, and one (1) other RHA Coordinating Board member.
   c. Act under the advisement of one (1) Student Leadership Program Manager or one (1) Student Leadership Program Advisor.
   d. Have a minimum of two-thirds (⅔) of the committee present to conduct a meeting.

Article V

Section 1: Reserve Funds in the RHA Treasury

There shall be a reserve fund of no less than $15,000 in existence in the RHA Treasury.

Section 2: RHA Coordinating Board Budget

1. RHA Coordinating Board will approve a yearlong budget by the fourth week of Fall Quarter by a two-thirds (⅔) majority. The RHA Vice President of Finance is responsible for ensuring that the expenses of the RHA Coordinating Board do not exceed the budgeted items.

2. All proposed changes in the budget must be submitted to the RHA Vice President of Finance before being submitted to the RHA Coordinating Board. The RHA Vice President of Finance must then call a meeting of the Finance Committee within ten (10) days to discuss the proposed changes with the author. The Finance Committee shall give their recommendations on the proposed changes to the RHA Coordinating Board. The proposed change may be presented to RHA Coordinating Board once it has been discussed by the Finance Committee and the author, or fourteen (14) days after it has been submitted to the RHA Vice President of Finance, whichever is first.

3. General RHA income is all revenues except for the Care Package fundraiser, the Tony Wilson fund, and the Chris Stanton fund until its depletion.
   a. All funds raised by the Welcome and Finals Kits fundraiser shall first be dedicated to the expenses incurred by the fundraiser and any proceeds shall be put towards any NACURH-related conference expenses. If the proceeds of the Welcome and Finals Kits fundraiser are not sufficient to cover the costs of the conferences, the delegation for that conference may hold a supplementary fundraiser but shall not use money from general RHA income.

4. RHA Coordinating Board revenue shall only be appropriated for educational programs, necessary administrative overhead, and for RHA programs under the jurisdiction of the RHA Coordinating Board.
5. Any entity that receives funding from the RHA Coordinating Board must have the phrase “sponsored by” followed by the RHA logo on any advertisement(s) that are distributed.

6. RHA Coordinating Board can underwrite any moneymaking activity out of its funds if it has a guarantee of getting all of its original allocation back, with any profit going back to the general fund.

7. The RHA Coordinating Board shall establish funds of at least $15,000 for Week of Welcome Programming, and $2,000 for Halloween programming.

8. A budget for the period between the end of the academic school year and the approval of the next annual budget must be created by the Vice President of Finance with the assistance of the RHA President-elect and the Vice President of Finance-elect, and must be presented to the RHA Coordinating board by the last meeting of Spring Quarter.

Section 3: Coordinating Board Member Honoraria

1. The RHA President shall receive the RA stipend package from Residential and Community Living. The RHA Administrative Vice President, the RHA Programming Vice President, the RHA Vice President of Finance, and the National Communications Coordinator shall receive up to $600 in honoraria per quarter. The RHA Equipment Supervisor and the RHA Media Coordinator shall receive up to $500 in honoraria per quarter. The RHA Representatives at-Large, RHA CSCC, RHA EACC, RHA QTSECC, and the NRHH President shall receive up to $400 honoraria per quarter. The RHA National Communications Coordinator-in-Training shall receive up to $200 in honoraria per quarter. The RHA HAWCC Coordinator shall receive up to $200 in honoraria. Each Building Council President shall receive up to $350 honoraria per quarter. In the case that two or more people hold any of the above-mentioned positions, they shall split the stipend with the exception of Building Council Co-Presidents. Housing and Residential Services pays all stipends and honoraria.

2. Honoraria may be requested at the end of each quarter. All requests for honoraria shall be subject to review of the RHA Judicial Review Board. An officer must be notified and given the option to contest if the RHA Judicial Review Board does not approve their request for honoraria for the full amount. If the officer chooses to contest, their request will be brought before the RHA Coordinating Board. The officer shall receive the amount allotted by the RHA Judiciary Review Board unless two-thirds (⅔) of the RHA Coordinating Board decides otherwise. Failure to complete one’s duties as outlined in the RHA Constitution and By-Laws shall be sufficient grounds for denial of honoraria.

Section 4: Leftover Building Council and Floor/House Funds

1. Any leftover Building Council and Floor/House funds from the previous year shall rollover to the next academic year’s accounts in the following manner:
1. If available, $50 per RA shall go into the general educational programming fund within each staff.

2. Any additional leftover money shall go into a $3,000 Building Council/Floor/House contingency fund, in case of any financial contingencies that may arise with the management of those accounts. If there is ever any carryover above $3,000 in the contingency fund, then the money will be disbursed into each Building Council based on the percentage of residents living in each Residence Hall. The Presidents of the Residence Hall shall vote on the disbursement of that carryover in Fall Quarter to the Building Council’s line items.

**Article VI**

**Section 1: RHA Scholarships**

1. A minimum of five thousand, four hundred dollars ($5,400) shall be appropriated each year for scholarships.

2. For a description of the Committee on Undergraduate Honors, Scholarships, and Prizes, refer to Article IV, Section 1, Letter F.

3. The Committee on Undergraduate Honors, Scholarships, and Prizes shall distribute the following scholarships as well as determine the amount of reward:

   a. The RHA Nancy Boyd and RHA Henry Linn Memorial Scholarship shall:
      i. Be allocated a total of one thousand, six hundred dollars ($1,600).
      ii. Be given based on merit and financial need.
      iii. May be given on consideration of qualifications of service to the school and RHA.
      iv. Have resided in the Residence Halls the quarter of the award and the quarter preceding the award.
      v. Not be available to RHA Coordinating Board members.
      vi. Not exceed eight hundred dollars ($800).

   b. The RHA Elke Bartles Memorial Scholarship shall:
      i. Be allocated a total of one thousand, two hundred dollars ($1,200).
      ii. Commemorate the outstanding service Elke performed during her years at UCSB through the planning of such events as Homecoming, Health Fair, RHA Opening Carnival, Sandcastles Day, and Spirit Finale.
      iii. Be based on service to UCSB and RHA.
      iv. Not consider financial aid as criteria.
      v. Be available to RHA Coordinating Board members, as Elke was a member of RHA Coordinating Board.
      vi. Not exceed six hundred dollars ($600).

   c. The RHA Sheila Ryan Scholarship shall:
      i. Be allocated a total of one thousand dollars ($1,000).
      ii. Commemorate the outstanding service Sheila performed during her four years at UCSB as the Student Leadership Coordinator.
iii. Be based on service to UCSB and to RHA in addition to enthusiasm, a good attitude and impact made within the Residence Halls.

iv. Not consider financial aid as criteria.

v. Be available to all RHA members, as when Sheila Ryan was here, she made sure to be inclusive of all residents.

vi. Not exceed one thousand dollars ($1,000).

d. The RHA Marina C. Para Scholarship shall:
   i. Be allocated as one award in the amount of two hundred dollars ($200).
   ii. Commemorate the outstanding service Marina C. Para performed during her four years as a student at UCSB as a Building Council President, RHA Administrative Vice President, and a two-year Resident Assistant.
   iii. Be based on service to RHA above and beyond the call of duty in addition to enthusiasm and a good attitude.
   iv. Not consider financial aid as criteria.
   v. Be available to all Building Council members, RHA Coordinating Board members, and Resident Assistants, as Marina held each of these positions.
   vi. Not to exceed two hundred dollars ($200).

e. The RHA Michael Brent Shinn Scholarship shall:
   i. Be allocated as one award in the amount of two hundred dollars ($200).
   ii. Commemorate the outstanding service Mike, as a student, performed during his terms on the RHA Specialty Council and Executive Board as a Representative at-Large, and re-elected RHA President chairing many committees and leading with a diplomatic and admirable style.
   iii. Be based on service to UCSB and RHA in addition to dedication, integrity, respectfulness to others, finesse, and impact made within the Residence Halls.
   iv. Not consider financial aid as criteria.
   v. Be available to all RHA Specialty Council and Executive Board members, as Mike contributed to these positions.
   vi. Not exceed the amount of two hundred dollars ($200).

f. The Magaña-Moret “M&M” Devoted Service Award shall:
   i. Be awarded in honor and recognition of Jose Magaña’s four years of service on the RHA Coordinating Board as a Hall Council President, AS On-Campus Representative, and RHA President for two years and Ian Moret’s three years of service on the RHA Coordinating Board as Media Coordinator, Area Representative at-Large, and AS On-Campus Representative.
   ii. Be given to those who have also devoted their services to the RHA Coordinating Board for the entirety of their undergraduate duration at UCSB.

Section 2: RHA Awards

1. The following award is to be given annually by the RHA President”
a. Jacob Haik President’s Award: shall be presented each year to a person who has demonstrated outstanding service to the Residence Halls.

2. The following awards and appropriately inscribed plaques are to be given annually by the RHA Coordinating Board:
   a. Outstanding Service Award: Up to six (6) awards may be given each year to members of the RHA Coordinating Board.
   b. Most Deserving Committee Chair Award: One may be given to the most deserving internal committee chair.
   c. Billy Davies Service Award: a plaque shall be presented to the person demonstrating the most outstanding services to the RHA who is not a member of the RHA Coordinating Board. This award shall be in recognition of the outstanding service to the RHA which Billy Davies offered throughout his four years at UCSB.
   d. Al Day Service Award: in honor and recognition of Al Day’s service to the RHA Coordinating Board to NRHH, and to the residents in general, this award shall be given to a staff or faculty member for services above and beyond the call of duty to the on-campus residents.
   e. Jared Goldschen Extended Service Award: in honor and recognition of Jared Goldschen’s three years of service on the RHA Coordinating Board as a Hall Council President and as RHA President for two years following. This award shall be given to those who have also given three years of service to the RHA Coordinating Board.
   f. Two (2) awards may be given, one in each half year, to the most deserving Floor/House Co-Chair(s), in the Fall/Winter and the Winter/Spring Quarters by the RHA Coordinating Board.

Article VII

Section 1: Elections

1. For a description of the RHA Elections Committee, refer to the composition and make-up found in Article IV, Section 1, Paragraph 5.

2. In regard to Building Council Executive elections, the RHA Representative at-Large, working in conjunction with the Building Council Lead Staff Advisor, shall coordinate the following:
   a. At the beginning of the Fall Quarter, hold meetings to inform residents of the Executive Officers’ positions available in the respective Building Council Government.
   b. Inform the residents of the process of signing up to run for the Executive Offices. Applications are to be available through the ARD at each front desk. Residents must sign a right of disclosure statement to release their grades in addition to signing an agreement of campaigning policies.
c. Inform the residents of the code of ethics included below in Article VII, Section 2. Understand that if the code of ethics is not adhered to, the election may be considered void.

Section 2: Election Guidelines

The following guidelines shall apply to all candidates and shall read as follows:

1. All candidates for RHA President and Vice Presidents must have attended at least one RHA Coordinating Board meeting before voting begins.
2. No candidates may campaign via parties, as defined by the current year’s RHA Elections Guidelines.
3. If an individual is elected to two (2) offices in AS and RHA, the individual may hold only one (1) elected office if they are elected to the position of the RHA President or RHA Vice Presidents.
4. Neither AS nor RHA campaigning materials may be worn by candidates or Residential and Community Living employees to RHA sponsored or Residential and Community Living events. This includes shirts or any party-based paraphernalia.
5. Campaign materials may not be posted until one (1) week before the election.
6. The election publicity shall be posted only in designated areas specified by the Elections Committee. Areas under the jurisdiction of the RHA Coordinating Board Elections Committee include all property managed by Residential and Community Living and Dining Services.
7. All election publicity shall be in accordance with fire regulations.
8. All candidates must respect the privacy of residents who post “No Solicitation” signs on their door. No Solicitation signs must be available to residents at the start of campaigning.
9. All candidates shall abide by the rules set forth by the RHA Campaign Guidelines, which are set forth by the RHA Elections Committee. Failure to adhere to these policies is grounds for disqualification.
10. There shall be a limit of one (1) campaign poster per Floor/House. The content of said poster is subject to the approval of the RHA Coordinating Board, the RD, or ARD(s).
11. All candidates shall be required to remove their campaign posters and materials within twenty-four (24) hours after the closing of the polls.

Section 3: RHA Executive Board Elections

In regard to RHA Executive Board and Specialty Council Elections:

1. If during an RHA Election, campaign materials are taken down or destroyed and this is reported to the RHA Coordinating Board by the affected candidate(s), the RHA Election Committee will deal with complaint and take action as they see fit.
2. Candidates shall be informed of all constitutional elected provisions at the mandatory candidate’s meeting, which shall be held at least nine (9) days before the election. Should
a candidate be unable to attend, action will be taken as deemed necessary by the Elections Committee.

3. No candidate shall publicly engage in or encourage slander or libel statements against their fellow candidates.

4. No candidate shall campaign within fifty (50) feet of an official RHA (sponsored) polling site on Election Day(s), including their supporters. Poll workers shall remove campaign materials already posted within these perimeters prior to opening of the polls.

5. The RHA Elections Committee has the power to call a candidate’s forum.

6. Violations of Article VII, Section 2 or 3 may result in disqualification; disqualified candidates are ineligible to run for office in the election in which the violation was committed.

Section 4: Voting Procedures (E-Mail Voting; Single Transferable Vote)

RHA Coordinating Board Voting Procedures:

1. Voting privileges shall be exclusive to RHA members, who shall be entitled to one (1) vote in any regular or special election.

2. Refer to meeting procedures in Article X of the RHA Constitution.

3. RHA Coordinating Board Members’ voting privileges may be transferred to proxies in the event that those members are unable to attend the RHA Coordinating Board meeting.
   a. Absences must be explained to the Administrative Vice President and approved 24 hours before the upcoming Coordinating Board meeting.
   b. In order to avoid an unexcused absence, RHA Coordinating Board members must provide a proxy to vote and otherwise participate in the Coordinating Board meeting in their place unless given permission by the Administrative Vice President.
   c. Proxies must be RHA members from the same area or building that the member represents.
   d.
e. Proxies who attend the meeting without prior notification from the RHA Administrative Vice President will not be accepted and that meeting will count as an unexcused absence for the RHA Coordinating Board member.
f. Proxies should be prepared to participate in the meeting by the RHA Coordinating Board member they are representing.

4. Coordinating Board Electronic Voting Procedure:
   a. The RHA President or presiding officer shall prepare and distribute e-mail ballots to the members of the RHA Coordinating Board.
   b. The RHA President or presiding officer has the power to decide which proposals will be passed over any electronic medium in which group messaging and/or private messaging is possible, and reserves the right to table proposals until the next meeting.
   c. All voting members must have access to the electronic medium for voting at some point during the voting time period.
   d. The voting time period must be at least three (3) business days with the option to extend at the discretion of the RHA President or presiding officer.
   e. Amendments are to be proposed over electronic medium and must be voted on separately.
   f. When an amendment is proposed, the RHA President or presiding officer will announce the deadlines for votes regarding the amendment not to exceed three (3) business days.
   g. The deadline for the overall proposal, after any amendments have been voted on, will then be reassigned by the RHA President or presiding officer not to exceed three (3) business days.

Section 5: Elections, Declaration of Winner

1. RHA Voting Procedures concerning Regular and Special Elections shall be determined by the RHA Elections Committee.
2. Single Transferable Vote Method:
   a. The Single Transferable Vote method of voting will be used for the selection of the RHA President and RHA Vice Presidents.
   b. The Single Transferable Vote will follow these steps:
      i. Each voting members will receive a ballot where they rank the candidates in order of preference, with first being the most desired candidate.
      ii. Each candidate needs a majority (50% + 1) to be selected.
      iii. If, after all the votes have been transferred, a candidate achieves a majority, the candidate is then selected.
      iv. If, after all the votes have been transferred, no candidate achieves a majority, then each candidate with the least number of votes is eliminated, and shall be ineligible to receive any additional votes. In the event that all remaining candidates receive the lowest number of votes (a tie), no candidate shall be dropped and the members revote for a second round. If a tie still exists for the lowest number of votes, then the presiding chair of
elections will select the candidate to be eliminated, with the advisement of the Student Leadership Coordinator and Executive Board of RHA, if not running for the position in question.

v. Each vote that belonged to the eliminated candidate(s) are transferred to the voter’s next preference at full value.

vi. If this candidate is one who was previously eliminated, then Step iv is repeated.

vii. If the voter has not listed an additional preference or was unable to do so, their vote is exhausted.

viii. Steps I through VII are repeated until a candidate achieves majority and is elected.

c. The RHA Representative at-Large Candidates will be elected by selecting the top eight (8) candidates, instead of using the single transferable vote method.

d. In Building Council elections of each respective Residence Hall, the candidate receiving the largest number of votes per office shall be declared the winner(s).

Section 6: Residence Hall Election Committee

Each Residence Hall shall establish an Election Committee which shall be made up of the following: Head Staff Advisor of the Building Council for that year, the designated RHA Representative at-Large for the Building, and two (2) RA’s.

The duties of the Residence Hall Election Committee shall be as follows:

1. The committee shall get volunteers to work the polling places in an unbiased manner and enforce Article VII, Section 2, Part C.

2. The committee shall tabulate and report to the Building the results of the election.

Article VIII

Section 1: Door-to-Door Visitation and Leafleting Policy

Since the Residence Halls are considered the student’s homes, commercial door-to-door solicitation of any kind is strictly prohibited. Residents have the right to post a “No Solicitation/Campaigning” sign on their door to increase their privacy if they so choose.

The Voter Registration Volunteer Coalition (VRVC) must abide by all no-solicitation rules unless stated otherwise in this section. Members may go door-to-door eight days prior to the registration deadline, Monday through Friday from 6pm to 8:30pm, and Saturday and Sunday from 12 noon to 8:30pm. RHA shall give “No Solicitation/Campaigning” signs to the RA’s prior to the first hall meeting so that they may be issued to the residents. The restrictions stated on these signs apply to VRVC members. VRVC members must abide by all posting regulations and dining common rules and procedures.
Registered student organizations (registered with the Office of Student Life), political parties, or outside organizations wishing to speak with students via door-to-door regarding any ballot issue or candidate appearing on RHA, Associated Students, Isla Vista Community Center, Santa Barbara County, State, Federal, or other district ballots which include the campus and directly affect Hall Residents, must go to the RHA Coordinating Board to request permission and obtain a permit to go door-to-door. This permission can only be granted with two-thirds (⅔) Coordinating Board approval. This includes door-to-door campaigning.

The allowed times are as follows:

In the eight days prior to an election: Monday through Friday from 6:00pm to 8:30pm, and Saturday and Sunday from 12 noon to 8:30pm.

1. On election days: from 3:00pm to 8:00pm.

Organizations of any kind wishing to flyer or leaflet must come to the RHA Coordinating Board to request permission. Permission can only be granted with two-thirds (2/3) Coordinating Board approval. Leafleting is defined as the distribution of printed material from door-to-door or under doors.

The first offense will be a warning to the group. The second offense will be $100 fine for all leaflet forms or door solicitation, and dismissal from being allowed to request permission for that academic year. All other following offenses will be an increase of $100.

**Section 2: Door-to-Door Visitation Complaints**

Following the receipt of a total of two (2) or more verified complaints from residents to the RHA Executive Officers, Hall Council Officers, and/or Floor/House Officers, a group or individual violating any part of the RHA by-laws may be subjected to the forfeiture of their posting bond by the Judicial Review Board and be restricted from the Residential Halls. The RHA Coordinating Board Elections Committee and the RHA President shall be responsible for enforcement.

The first offense will be a warning to the group. The second offense will be a $100 fine for all door-to-door solicitation, and dismissal from being allowed to request permission. All other following offenses will be an increase of $100.

**Article IX**

**Section 1: By-Law Amendment**

These By-Laws may be amended by an affirmative vote of two-thirds (⅔) of the members of the RHA Coordinating Board.

**Section 2: Petition for Amendment**

Amendments may be proposed by a petition signed by at least five percent (5%) of the RHA Coordinating Board Members. Upon receipt of such a petition, the RHA Coordinating Board
shall enact the proposed amendment or instruct the RHA President to call a special election within fifteen (15) days. A majority of all votes cast shall be sufficient to adopt amendments.

Section 3: By-Laws Approval Date

The By-Laws were voted on and approved by the RHA Coordinating Board on the 16\textsuperscript{th} of May, 2016.

**Article X: Memorandums of Understanding**

**Section 1: Approving Memorandums of Understanding**

Memorandums of Understanding may be approved with the approval of two-thirds (⅔) of the RHA Coordinating Board. The president acting as the official representative of RHA will sign the Memorandum of Understanding with the party entering the agreement. Memorandums of Understanding will be kept of file until the agreement expires or a new agreement with the party supersedes the older agreement.

**Section 2: Canceling Memorandums of Understanding**

Memorandums of Understanding already in place may be canceled with a two-thirds (⅔) vote by the RHA Coordinating Board.