

The Constitutional By-Laws of the Residence Hall Association of Montana State University-Bozeman

ARTICLE I: ORGANIZATION NAME

No names other than Residence Hall Association of Montana State University-Bozeman, RHA, RHA-MSU, RHA-MSU-Bozeman, Interhall RHA, IRHA, IRHA-MSU or IRHA-MSU-Bozeman shall be used to designate the Residence Hall Association of Montana State University.

ARTICLE II: PURPOSE

In accordance with Article II of the RHA Constitution, RHA shall take action in accordance with the ultimate goal of assisting the improvement of the quality of life for students living within the residence halls.

SECTION I

The RHA Legislature shall act as the primary platform of representation for the RHA membership and will meet on a regular basis. The RHA Executive Board will act as the immediate liaison with other groups, organizations and administrations both on and off campus.

SECTION II

Part A - Each Hall Council will be responsible for providing a variety of activities on a regular basis for the residents of the hall or for the residents of campus. Each Hall Council shall also be responsible for maintaining desired services and designated service areas for the residents of the hall at the hall front desk. Each Hall Council may extend or rescind individual services with a simple majority vote (51%) of the Hall Council's Membership (residents).

Part B – The Residence Hall Association will provide a variety of activities and services, with the assistance of the individual Hall Councils throughout the course of the academic year.

SECTION III

Part A – Each Hall Council will provide an equal opportunity for residents to be involved in the planning and participation of hall activities. Hall Council members shall have the opportunity to serve on committees as they arise at both the hall and RHA level. Each Hall Council may engage in one (1) hall leadership retreat per semester.

Part B – The Residence Hall Association will provide leadership development events each year with the assistance of the individual Hall Councils. RHA Executive Board members shall have the opportunity to serve on committees as they arise at the campus level. The RHA Executive Board may engage in one (1) Executive Board retreat per semester.

ARTICLE III: MEMBERSHIP

SECTION I

The social fee is included in any on-campus student's billing statement.

SECTION II

All members can vote in any election that requires a vote of the RHA membership.

ARTICLE IV: AFFILIATION

SECTION I: Regional and National RHA Affiliations

MSU-Bozeman RHA's affiliation with NACURH and IACURH is maintained yearly through the payment of dues. It provides MSU-Bozeman RHA the opportunity to have representation within the regional and national RHA levels. In addition, the resources afforded all member schools is also bestowed upon RHA at MSU-Bozeman.

SECTION II: National Residence Hall Honorary (NRHH) Affiliation

MSU-Bozeman RHA is also affiliated with the National Residence Hall Honorary.

SECTION III: MSU Department of Residence Life Affiliation

RHA works in conjunction with the Department of Residence Life to insure that the two organizations are not counterproductive in their mission to improve on-campus living. Advisors at the floor, hall and Interhall RHA level are employed with the Department of Residence Life.

ARTICLE V: ORGANIZATION OF FLOOR RHA

Section I: Floor RHA President Job Description

1. Will determine floor officers necessary for carrying out the functions and business of the respective floor(s) under the advisement of the floor Resident Advisor (RA).
2. Will attend as many meetings possible on his/her respective floor(s).
3. Will represent his/her respective floor(s) at all Hall RHA meetings.
4. Will promote legislation as it is necessary and proper for the benefit of the students of the respective floor(s) and of RHA.
5. Will serve as a key resource and liaison to the Hall RHA.
6. Will hold a good working relationship with the RAs and will keep them informed of all floor and hall sponsored activities.
7. Will be accountable to the Hall RHA President for anything pertaining to Hall RHA.
8. Will work with the Hall RHA Treasurer as necessary.

ARTICLE VI: ORGANIZATION OF HALL COUNCILS

Section I: Hall Council President Job Description

1. Will be the presiding officer of the Hall Council and will be willing to express the news, ideas, and interests of his/her presiding hall.
2. Will hold regular meetings for the Hall Council.
3. Will be the chairperson of the Hall Council meetings and all related responsibilities.
4. Will only vote when the count comes to a tie vote. He/She is to vote in the best interest for the hall that he/she resides in.
5. Will be responsible for holding regular meetings with all the Floor Presidents of the hall.
6. Will announce, in proper sequence, the business that comes before the Hall Council and compose the meeting agendas (with the assistance of the Hall Council Advisor and others).
7. Will be available for any hall resident who wishes to share or discuss any hall-related topic or problem.
8. Will oversee and participate in all functions put on by the specific Hall Council in which he/she presides.
9. Will be the replacement in the place of a Senator who is absent from the RHA Legislature.

10. Will promote such legislation as it is necessary and proper for the benefit of the members of their Hall Council.
11. President's responsibilities while running a Hall Council meeting:
 - a) Will recognize members wishing to speak in an unbiased fashion.
 - b) Will state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, and to announce the result of each vote; or, if a motion is not in order, to rule it out of order.
 - c) Will enforce the rules relating to debate and to order and decorum within the assembly.
 - d) Will expedite business in every way compatible with the rights of the members.
 - e) Will respond to inquiries of members relating to parliamentary procedures or factual information bearing on the business of the assembly.
 - f) Will turn the chair over to the Vice President or appropriate temporary occupant if the President wishes to take part in the debate.
 - g) Will declare the meeting adjourned when the Hall Council members so vote; or, where applicable, at the time prescribed in the agenda or at any time in the event of a sudden emergency affecting the safety of those present.
12. Follow-up with Hall Council members and Hall Council committees as necessary to insure the timely and proper completion of tasks and responsibilities.

Section II: Hall Council Vice President Job Description

1. Will work with and maintain regular communication with the Hall Council President in any matters concurrent to hall matters.
2. Will be responsible for the advertising and carrying out all elections and position searches for Hall Council members.
3. Will be required to attend the Hall Council meetings.
4. Will be required to attend Hall meetings.
5. Will take on any other duties requested by the Hall Council President.
6. Will be required to attend all RHA Judicial Appellate Board hearings.
7. Will be required to meet regularly with the Vice President of Community Outreach.

Section III: Hall Council Vice President of Business Job Description

1. Will keep the Hall Council's official membership roll and will call roll when it is required.
2. Will record and maintain minutes of all meetings and documents of the Hall Council within the time frame specified by the Hall Council President.
3. Will type, distribute, and post agendas, minutes, reports, and other materials as needed.
4. Will send a copy of minutes to all Hall Council members upon request.
5. Will maintain record book(s) in which the Constitution, Constitutional By-Laws, special rules of order, standing rules and minutes are entered, with any amendments to these documents being properly recorded.
6. Will be required to attend Hall Council meetings.
7. Will be required to attend Hall meetings.
8. Will notify officers, committee members and delegates of their election or appointment.
9. Will provide committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members.
10. Will have on file copies of necessary floor/election forms (ie. Petitions, ballots etc.,)
11. Will be responsible for the hall's finances and their record keeping.
12. Will be responsible for creating and maintaining a hall budget.
13. Will be required to offer a financial report once a month at both the Hall Council and Hall meetings.

14. Will work closely with the RHA VP of Business, RHA Advisor, and the Hall Council Advisor(s) to ensure proper bookkeeping procedures.
15. Will be responsible for paying all hall bills using the appropriate procedures.
16. Will be required to meet weekly with the Hall RD and Hall Council Advisor to look over books and sign BPAs (Banner Payment Authorizations).
17. Will be responsible for completing the monthly reconciliation in conjunction with the Hall Council Advisor.

Section IV: Hall Council Historian Job Description

1. Will be the recording officer of the Hall Council and the custodian of its records.
2. Will be responsible, each semester, for compiling a record of all Hall Council's programs and their successes.
3. Will act as the official photographer of all Hall Council events.
4. Will communicate with the RHA Director of Technology and Communications regarding materials that need to be posted on the RHA website.
5. Will keep a record of all Hall Council activities, including, but not limited to, hall improvements and miscellaneous subjects.
6. Will work with the ARD and hall President to prepare the transition binder for the succeeding Hall Council.

Section V: Hall Council Social Chair Job Description

1. Will provide assistance with coordination of designated/new programs for the hall.
2. Will actively attend all programs which are relevant.
3. Will be the liaison between the Hall Council and residents in notification of events.
4. Will be responsible for and work towards effective advertisement.
5. Will meet with the RHA Director of Programming as needed.
6. Will be required to attend all Hall Council meetings.
7. Will be required to attend all Hall meetings.

Section VI: Hall Council Facilities and Outreach Job Description

1. Will be required to keep record of all Hall Council equipment as well as their maintenance.
2. Will be responsible for researching new equipment purchases for the Hall Council and will work in conjunction with the hall's VP of Business and ARD surrounding purchases.
3. Will act as the official liaison between their Hall Council and other Hall Councils.
4. Will be responsible for acquiring equipment from other Hall Councils as well as RHA as needed.
5. Will maintain communication with the RHA Vice President of Community Outreach and assist in any Bozeman community outreach initiatives.
6. Will be required to attend all Hall Council meetings.
7. Will be required to attend all hall meetings.

Section VII: Hall Council RHA Representative Job Description

1. Will serve in a dual role as a member of the RHA Executive Board and as a member of the Hall Council.
2. Will act as liaison or link between his/her Hall Council and the RHA Executive Board by keeping the Hall Council informed of RHA affairs and likewise, keeping the RHA Executive Board informed of hall-wide affairs.
3. Will be required to attend Hall Council meetings.
4. Will be required to attend Hall meetings.

5. Will be required to attend all RHA Executive Board meetings.
6. Will coordinate hall-wide resources as needed to assist the RHA Executive Board under the advice of the Hall Council President and Hall Council Advisor.
7. Will present hall fund requests to the RHA Executive Board.

Section VIII: Hall Council Senator Job Description

1. Will be a voting member of the RHA Legislature who will represent the views and ideas of the hall he/she represents.
2. Will act as liaison or link between his/her Hall Council and the RHA Legislature by keeping the hall informed of RHA activities and taking problems to the RHA Executive Board as necessary.
3. Will be required to attend Hall Council meetings.
4. Will be required to attend Hall meetings.
5. Will be required to attend all RHA Legislature meetings.
6. Will participate in decision-making within his/her hall and at the RHA (campus) level. He/she should be aware of the views, ideas, interests and needs of the residents of his/her hall.
7. Will inform hall of activities happening in other halls to give support.
8. Will report suggestions, ideas and criticisms from the hall residents before the appropriate legislature so that the proper action can be taken.
9. Will vote the wishes of hall residents during the RHA Legislature Meetings, but will vote in accordance with what is best for the entire campus community, if necessary.

ARTICLE VII: IRHA EXECUTIVE BOARD

SECTION I: Officer Expectations

1. RHA Executive Board members shall be required to be in good academic standing (2.0 or higher) during the duration of their term of office.
 - a. Any exceptions must be approved by the RHA President and the RHA Advisor.
2. RHA Executive Board members will regularly meet with the RHA Advisor, with the exception of the NRHH representative.
3. RHA Executive Board members will attend all RHA Executive Council meetings.
4. RHA Executive Board members will attend all RHA Legislature meetings.
5. RHA Executive Board members will perform all necessary acts to further the development of Residence Hall living.
6. RHA Executive Board members will attend a Hall Council’s meeting at least once a month, with the exception of the NRHH Representative unless deemed necessary by the RHA President.
7. RHA Executive Board members shall create transition documents each year for their current position.
 - a. The format and presentation of transition documents will be at the discretion of the sitting RHA President.

Section II: Continuity of Government

1. The RHA NCC shall conduct legislature and executive board meetings in the absence of the RHA President.
2. The RHA Vice President of Community Outreach shall conduct legislature and executive board meetings in the absence of the RHA President and NCC.
3. The RHA Vice President of Business shall conduct legislature and executive board meetings in the absence of the RHA President, RHA NCC, and the RHA Vice President of Community Outreach.

4. The RHA Director of Technology and Communications shall conduct legislature and executive board meetings in the absence of the RHA President, RHA NCC, and the RHA Vice Presidents.
5. The RHA Director of Programming shall conduct legislature and executive board meetings in the absence of the RHA President, RHA NCC, RHA Vice Presidents, and the RHA Director of Technology and Communications.
6. The RHA Director of Marketing shall conduct legislature and executive board meetings in the absence of the RHA President, RHA NCC, RHA Vice Presidents, RHA Director of Technology and Communications, and the RHA Director of Programming.

SECTION III: Officer Position Descriptions

Part A – RHA President Job Description

1. Will preside over the RHA Legislature meetings
2. Will sit as ex-officio, non-voting member of all RHA committees.
3. Will be an official representative of RHA on any and all occasions where necessary (especially at regional and national conferences).
4. Will promote such legislation as is necessary for the advancement of efficient and responsible government.
5. Will cast a deciding vote in the case of a tie at RHA Legislature meetings
6. In cooperation with RHA and under advisement of the RHA Advisor, will conduct a leadership workshop/retreat each semester.
7. Will take an active interest in the activities of all the halls.
8. Will assist the NCC, as needed, with the preparation for all major conferences and business meetings.
9. Will assist in the training of all Hall Council Presidents.
10. Will conduct a monthly Presidents Meeting to be attended by the Hall Council Presidents. The meetings will provide networking and training opportunities and agenda topics for hall meetings with Floor Presidents.
11. Will follow-up with RHA Executive Board members and RHA committees as necessary to insure the timely and proper completion of tasks and responsibilities.
12. Will be required to serve on a regional committee.

Part B – RHA National Communications Coordinator (NCC)

1. Will act as the liaison and an official representative between MSU-Bozeman RHA and other regional and national RHAs (IACURH, NACURH, etc.)
2. Will serve as the voting delegate to IACURH and NACURH on behalf of MSU-Bozeman RHA.
3. Will submit National Information Center (NIC) annual reports by the deadlines specified in the NACURH By-laws.
4. Will coordinate the creation and submission of all bids from the MSU-Bozeman RHA as advised by the RHA Advisor.
5. Will be responsible for keeping track of the hall points system.

Part C – RHA Vice President of Community Outreach

1. Will serve as a liaison to floor RHAs.
2. Will serve as a liaison between RHA and the MSU Department of Residence Life and ensure campus residents' views and suggestions are heard.
3. Will serve as a liaison between RHA and Associated Students of Montana State University (ASMSU).

4. Will serve as a liaison between RHA and other campus representative organizations.
5. Will serve as a liaison between RHA and NRHH.
6. Will regularly meet with NRHH president and/or NRHH vice president.
7. Will act as a representative of the students living on campus at other organizations' legislature meetings.
8. Will network with the Bozeman community about RHA events, news, and initiatives.
9. Will network with other campuses to find useful initiatives and ideas.
10. Will determine election procedures for elections and will act as the chairperson of any RHA election committees or election appeals committees.
11. Will advise all committees upon request of the RHA President.

Part D – RHA Vice President of Business Job Description

1. Will maintain RHA finances in both a timely, accurate and historical fashion.
2. Will prepare a semester budget with the advice of the RHA President and Advisor.
3. Will assist with the training of Hall Council Treasurers and act as a resource.
4. Will maintain contact with Hall Council Treasurers through regularly scheduled group meetings.
5. Will take minutes for all RHA Legislative and Executive Council meetings and keep a record of all business (fund requests, legislation, etc.) that is presented to either body.
6. Will be responsible for the upkeep of the MSU RHA Constitution and the MSU RHA By-Laws.
7. Will compile and distribute semester lists of and RHA members of both RHA Executive Board and Hall Councils.

Part E – RHA Director of Technology and Communications Job Description

1. Will be responsible for maintaining and updating the RHA web page under the advisement of the RHA Advisor.
2. Will assist in document creation as necessary.
3. Will be responsible for checking out, checking in, and maintaining all RHA equipment.
4. Will be responsible for maintaining the social media websites.
5. Will be responsible for assisting the other directors with event promotion and other logistics.
6. Will be responsible for maintaining electronic communications with the Hall Councils and residents as needed.

Part F – RHA Director of Programming Job Description

1. Will advise all committees regarding activities and programming upon the request of the RHA President.
2. Will chair all RHA-sponsored events as well as work with the RHA Director of Marketing to provide effective advertisements for these events.
3. Will assist in the training of Hall Council Social Chairs (if applicable).
4. Will maintain contact with Hall Council Social Chairs (if applicable).
5. Will maintain a historical record of RHA sponsored activities and programming.

Part G – RHA Director of Marketing Job Description

1. Will edit and produce an RHA newsletter regularly.
2. Will ensure that the newsletter serves the needs of the students and promotes RHA and residence hall living.
3. Will publicize and promote RHA through local media.
4. Will maintain a historical record of all publicity and news items pertaining to RHA.

Part H –NRHH Representative Job Description

1. Will be an active member of the National Residence Hall Honorary.
2. Will serve as a liaison between RHA and NRHH.
3. Will be required to attend all RHA Executive Board weekly meetings.
4. Will be encouraged to attend weekly RHA Legislative meetings, and will be formally recognized and given speaking rights if in attendance.
5. Is encouraged to be the NRHH President, but can vary according to availability.
6. Will represent the views of the NRHH membership during any RHA Executive Board meetings or RHA Legislature meetings but will not be given voting rights.

Part I: RHA National Communications Coordinator – In Training (NCC-IT)

1. Will assist in the creation and submission of all bids from the MSU-Bozeman RHA as advised by the Interhall RHA advisor.
2. Will assist the NCC with the responsibilities required by the IACURH and NACURH policy books
3. Will assist in conference preparation.
4. Will regularly meet with the NCC.
5. Will not be a voting member.

SECTION IV: Presentation of Business

Items approved for discussion at RHA Legislature meetings must first be proposed, in writing, to the RHA Executive Board meeting directly preceding the meeting in which the item shall be presented. The RHA Executive Board may address the Legislature with any issues discussed prior to the RHA Legislature meeting.

SECTION V: Impeachment

The impeachment of an RHA Executive Board member will require the presentation of a petition to the RHA Advisor containing the signatures of ten percent of the RHA Legislature. A written rationale for impeachment must also accompany this petition. The RHA Advisor shall call together a committee headed by the RHA President. The committee shall be headed by the Vice President of Community Outreach if the impeachment process is taken against the RHA President. If the committee finds grounds for an impeachment, a vote shall be put forth to the RHA Legislature requiring a two-thirds (67%) majority to impeach the officer.

SECTION VI: RHA Executive Board Advisor

The Coordinator of Student Leadership shall be the RHA Executive Board Advisor. He/she will assist the RHA Executive Board in any way that is necessary for the RHA to run smoothly. The RHA Advisor will authorize all charges to the RHA account(s).

SECTION VII: Replacement of RHA Executive Board Members

Part A – RHA President

Should the RHA President be unable to perform his/her functions, the RHA NCC will fill the position until the RHA President can again perform his/her functions. If the period of inability of the RHA President to perform his/her functions is indefinite (defined as longer than the President's term of office) the RHA NCC shall take over all the duties of the RHA President for the remainder of the presidential term of office.

Part B – Other RHA Executive Board Members

[Do to an inconsistency Part B is up for rewrite during the 2015-2016 RHA Legislative Season]

The replacement of other RHA Executive members within a term of office shall fall under the guidelines for emergency elections as outlined in Article IX, Section I of the Constitutional By-Laws.

ARTICLE VIII: RHA LEGISLATURE

SECTION I: Legislature Membership

Each hall shall preferably have three senators represent the hall at the RHA Legislature meetings. Any member of a Hall Council may fill one of the three seats of representation. Only these designated people may vote if a vote is called before the RHA Legislature.

SECTION II: Meetings

RHA Legislature meetings will occur once every week except during the beginning and ending of each semester. These meetings shall be held in the RHA Conference Room in the RHA Offices at Johnstone Center unless specified by the RHA Executive Board. RHA Legislature meetings may be cancelled by the RHA Executive Board without a vote from the RHA Legislature. Meetings shall be called to order by the RHA President. The structure of the meeting will be run under a modified version of Parliamentary Procedures/Robert's Rules of Order.

SECTION III: Meeting Time Limit

No RHA Legislature Meeting shall take more than one hour, fifteen minutes (75 minutes) from the time that it begins. If the RHA Legislature wants to continue the meeting, a 2/3 (67%) majority vote will allow the meeting to continue.

SECTION IV: Quorum

A quorum (representation from at least five residence halls) must be present to call/pass legislation. An RHA Legislature meeting without a quorum will be for informational purposes only.

SECTION V: Additional Meetings

Any meeting of the RHA Legislature other than the regularly scheduled Legislature meeting (A.VII, S.II) must be known to the Hall Council Presidents and Advisors no later than forty-eight (48) hours before the meeting is called to order. If not all the Hall Council Presidents and Advisors have been contacted, the special meeting cannot take place.

ARTICLE IX: ELECTIONS

Section I: General Elections

RHA and each Hall Council shall initiate elections in accordance to the established RHA Constitution and Constitutional By-law (A.VIII, S.II) guidelines. Each Floor RHA is not bound to the compliance of these guidelines. The RHA VP of Community Outreach as advised by the RHA Advisor and RHA President will determine guidelines for any election or vote to be approved by a simple (51%) majority of the RHA Legislature. These guidelines, for working purposes, are to be considered a part of the Constitutional By-laws and shall not take precedence over or be in conflict with the Constitution or pre-established Constitutional By-laws.

Section II: Selection of National Communications Coordinator

Part A: Elected by the RHA Executive Board with a simple majority.

Part B: Will be appointed by RHA President with approval from the RHA Advisor in the event that a National Communications Coordinator has not been elected and is needed immediately.

Section III: Selection of National Communications Coordinator – In Training

Will be appointed by the National Communications Coordinator and the RHA President with the approval of the RHA advisor.

ARTICLE X: FUNDING

SECTION I: Social Fees

Each resident assigned to live within the residence halls will be charged a social fee. This fee will be \$10.00 per semester; \$5.00 will go into the IRHA account and \$5.00 will go into the resident’s individual hall account.

SECTION II: Floor Funds

Each residence hall floor may maintain an individual account within their Hall Council account. Each Hall Council will determine if any hall funds are to be reserved for these accounts. Floor fund utilization will be approved by the Hall Council Advisor(s) before use.

SECTION III: RHA Fund Requests

A request to receive money from RHA may be made by any floor or Hall Council. To receive Hall Improvement funds, a Hall Council must complete and submit a written document stating their intent to use Improvement funds. No RHA approval is needed. The procedure to submit these requests will be determined as per the RHA Financial Guidelines.

SECTION IV: Hall Council Fund Requests

A request to receive money from a Hall Council may be made by a floor RHA, another Hall Council or RHA. The procedure to submit this request will be determined as per RHA Financial Guidelines.

ARTICLE XI: OFFICER CONDUCT

SECTION I: Hall Officer Conduct

If the violation of conduct is from a Hall Council officer the conduct violation will be brought to the attention of the Hall Council Advisor and RHA Advisor. The Resident Director will meet with the violating officer and it shall be determined if the officer will be removed from his/her position. Hall Council Officer Removal must meet final approval from the RHA Advisor. Removal due to violations of acceptable officer conduct as deemed necessary by the aforementioned parties may be immediate and does not follow the procedure of Recall as indicated in A.X of the Constitution and A.XII, S.III of the Constitutional By-laws.

SECTION II: RHA Executive Officer Conduct

If the violation of conduct is from an RHA Executive Officer the conduct violation will be brought to the attention of the RHA Advisor and Director of Residence Life. The RHA Advisor will meet with the violating officer and it shall be determined if the officer will be removed from his/her position. RHA Executive Officer Removal must meet final approval from the Director of Residence Life. Removal due to violations of acceptable officer conduct as deemed necessary by the aforementioned parties may be immediate and does not follow the procedure of Recall as indicated in A.X of the Constitution and A.XI, S.III of the Constitutional By-laws.

ARTICLE XII: INITIATIVE, REFERENDUM AND RECALL OF LEGISLATION

SECTION I: Initiative

Part A - Initiative is the process by which the general RHA membership may place legislation before the RHA Legislature. If not passed it is then put on a ballot for a general vote of the RHA membership.

Part B - A petition bearing the signatures of five percent of the RHA members is necessary to bring the initiative before the RHA Legislature. All petitions must be filed with the RHA Vice President of Community Outreach. To be ratified, all such legislation must receive a simple majority (51%) of the votes cast.

SECTION II: Referendum

Part A - Referendum is the process by which any legislation presented to the RHA Legislature may be referred to the general RHA membership for a vote.

Part B - A bill submitted to the floor of the RHA Legislature which receives a vote of two-thirds (67%) of the Legislature will be submitted to the RHA members for a vote. In order for the legislation to be ratified, it must receive a simple majority (51%) of the votes cast.

SECTION III: Recall

Part A - Recall is a process where the general RHA membership can remove an elected RHA executive.

Part B - A petition signed by no less than ten percent of a hall's residents shall be filed with the RHA Vice President of Community Outreach, along with a written rationale for the recall. A recall election of the hall's membership resulting in two-thirds (67%) majority of the votes cast will be sufficient for recall.

ARTICLE XIII: RHA EQUIPMENT

Section I: Procedure

The use of equipment (sound system, projector, and digital camera) for use by the residence halls is provided at no cost by RHA. A request for usage of equipment must be made through the website, <http://www.montana.edu/rha/>. An email response will be returned as per the request of equipment. The equipment must be checked out to a responsible party with the hall ARD or RD, and a member of the RHA Executive team. All forms must be in progress before removal of equipment from the offices. All forms must then be completed upon return of the equipment to the RHA offices. Upon the return of equipment to the RHA offices, it must be returned organized and neatly, including cables wound accordingly.

Section II: Timeline

Equipment designated for use by respective floor or Hall Councils for relevant events will need to make a request no later than 3 days preceding the event. Events designated as pertaining to Residence Life activities will need to make a request no later than 5 days preceding the event. Equipment must be returned no later than 48 hours after event unless otherwise specified by Director of Technology.

Section III: Consequences and Fines

The responsible party as listed per check out will be held liable for all equipment. Any missing or damaged equipment will be charged to the individual or their hall if the respective event was hall or

