The Official Constitution and Policy Book
Of the Residence Hall Association
2016 - 2017
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Dear Members of the Residence Hall Association,

I would like to take this opportunity to welcome you to the Residence Hall Association! RHA is the second largest student organization on campus, representing over 7,000 students residing at the University of Georgia. We offer our members a unified voice in the shaping of policies that affect them.

This booklet has been assembled as an aid to the members of the Residence Hall Association as they navigate through their time in RHA. We hope that this booklet will serve you as a reference guide as you seek to serve residents of university housing to the best of your ability.

I look forward to working with you this year to make living on campus one of the greatest aspects of our members’ college careers. Please do not hesitate to contact me if I can be of any assistance.

Sincerely,

Justin Lee

Justin Lee
President
Residence Hall Association
PREAMBLE:
We the students of the Residence Hall Association of the University of Georgia in order to provide a unified voice for those students who reside in University Housing facilities, to ensure student involvement in the University and University Housing policy-making process, to encourage and facilitate inter-hall cooperation, to discuss and promote student development and the issues of students in the residence halls, and to provide a means for improving the physical, educational, social, and cultural standards of living in the residence halls, do hereby ordain and establish this constitution of the Residence Hall Association of the University of Georgia.

ARTICLE I: Name of the Organization

This organization shall be known as the Residence Hall Association of the University of Georgia, hereby referred to as RHA.

Article II: Governing Documents

The governing documents of the Residence Hall Association shall consist of the RHA Constitution, the RHA Policy Book and the Memorandum of Understanding (MOU).

ARTICLE III: Membership

The membership of RHA shall consist of the total student population living in University Housing facilities at the University of Georgia with the exception of Resident Assistants (RA), Class Advocates (CA), Graduate Residents, and live in Housing Staff.
Article IV: The Executive Board

Section 1:
The executive board shall consist of a President, a Vice-President, a National Communications Coordinator, a Treasurer, a Director of Communications, a Secretary, a Historian, the Student Government Association (SGA) Senator, the National Residence Hall Honorary Executive Director and the Residence Hall Studio (RHS) President.

Section 2:
RHA executive board members must live on campus and occupy their space.

Section 3:
The office of NRHH Executive Director shall be an ex-officio executive board member. The NRHH Executive Director shall have a vote on the RHA executive board.

Section 4:
The office of RHS President shall be an ex-officio executive board member. The RHS President shall have a vote on the RHA executive board.

Section 5:
The executive powers of RHA shall be vested in the executive board, and shall be headed by the RHA President or acting President.

Section 6:
The RHA executive board may not serve as voting representatives to the organization from his/her hall government. No executive board member may serve as an officer in their government. A housing staff member (CA, GA/GR, RA) may not serve as an RHA executive board member or a Community/Hall government voting representative. All executive board officers must be members of RHA as defined in the constitution. No executive board member will serve as proxy for a voting representative.

Section 7:
An RHA executive board member elected for a specific year may not hold a position on the RHS or NRHH executive boards for that same specific year. This excludes the RHS President and the NRHH Executive Director. RHA executive board members may only hold positions on the RHS and NRHH executive boards if there is a vacancy on one of the executive boards and there is sufficient need expressed by the acting RHS President or NRHH Executive Director.

Section 8:
In the event that the RHA President is unable to carry out the duties of that office for a period of time, the duties of the President shall proceed in the following order of succession until the President can reassume those duties: Vice-President, NCC, Treasurer, Director of Communications, Secretary, Historian, SGA Senator. The NRHH Executive Director and the RHS President may not assume the duties of the President.
Section 9:
The RHA President shall have the power to break tie votes, and resolve all questions of procedure not specified in the governing documents or Robert’s Rules of Order. The RHA President shall have the power to interpret the governing documents of RHA.

Section 10:
The duties of the executive board and of each individual officer shall be outlined in the executive board by-laws. Committee Chairperson decisions and/or changes will be chosen and agreed upon by the executive board and the Advisor(s).

ARTICLE V: The Voting Representatives

Section 1:
The voting representatives shall be determined by each residence hall population according to the guidelines established through their own hall or government structure. In the absence of any governmental structures, the representative shall be determined by the staff as the needs and best representation of the population.

Section 2:
The voting Representatives shall be as follows:
Brumby Community Council shall receive four votes
Building 1516 Hall Council shall receive two votes
Church/Hill/Boggs Hall Council shall receive two votes
Creswell Community Council shall receive four votes
East Campus Village Community Council shall receive four votes
Oglethorpe House Hall Council shall receive two votes
Mell/Lipscomb Hall Council shall receive two vote
Morris Hall Council shall receive one vote.
Myers Community Council shall receive three votes
Payne Hall Council shall receive one vote
Reed Hall Council shall receive one vote
Russell Community Council shall receive four votes
Health Sciences Campus Community Council shall receive one vote

Section 3.
In the event that any current residence hall shall be vacated the executive board has the power to suspend voting privileges.

Section 4:
The duties and expectations of the voting representative shall be outlined in the voting representative By-Laws of this constitution.
Section 5:
In the event that the voting representative cannot perform the duties and voting responsibilities assigned, a proxy may be chosen. The choosing of a proxy will be left up to the discretion of the voting representative and the Hall/Colony represented. RHA will not establish organizational wide procedures for the choosing of a proxy but does restrict proxies from being University Housing Departmental Live-In Staff (RAs, CAs, GRs, or GAs).

Article VI: Non-Discrimination Clause

The Residence Hall Association shall not discriminate on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity, ancestry, national origin, religion, creed, age, genetic information, ability, socioeconomic status, political affiliation or veteran.

Division II: The Inner Workings of the Residence Hall Association

ARTICLE I: Voting General Rules and Guideline

Section 1:
A quorum shall consist of a simple majority of the RHA voting representatives.

Section 2:
A quorum must be present to approve a budget, elect an executive officer, investigate the impeachment of an officer, vote on allocations, vote on constitutional changes, establish the Constitution or vote on official proposals.

Section 3:
All proposals, allocations and constitutional amendments must be approved by the Executive Board by a simple majority vote before they are presented to the general body.

Section 4:
Elections shall be cast by secret ballot. All other voting shall be cast by a show of placards or roll-call procedure, unless a voting representative in attendance requests a secret ballot.

Section 5:
In matters not specified in this constitution, a simple majority of all those in attendance shall be required to pass or defeat a motion.

ARTICLE II: Voting On Proposals

Section 1:
A proposal can be brought before the representatives by the executive board or a voting
representative. All proposals require at least one week before voting on this issue can take place

Section 2:
The executive board has the authority to override the weeklong waiting period for issues that are time sensitive or under extenuating circumstances.

ARTICLE III: Election of Officers

Section 1:
Election of the executive board for the following school term shall take place in the spring semester, with the exception of the NCC, who will be elected into training during the last general body meeting of the fall semester.

Section 2:
Any election of executive board officers, including vacancies within the board, requires two weeks of nominations preceding the election.

Section 3:
Executive officers are expected to hold that office for an entire year, ending with the annual NACURH Conference.

Section 4:
Officers-elect for the following school term will serve in an apprentice capacity for that current officer until the end of spring semester. Officers elect should continue in their previous position until they take office on the board.

ARTICLE IV: Vacancies in an Executive Office

Section 1:
An executive officer may resign by submitting in writing a letter of intention to do so to the RHA President and Advisor(s) two weeks to the day the resignation is to take effect. In the event that the President wishes to resign, the letter of resignation will be submitted to the Vice- President and Advisor(s). All resignations will be announced at the first RHA meeting after the executive board has been notified.

Section 2:
In the event that the office of President should become vacant, the Vice-President shall become the President of RHA for the remainder of that term.

Section 3:
If there is no Vice-President to assume the position of President, then the NCC shall become the "acting President" until a new President is elected. If there is no NCC, the "acting President" duties shall be carried out in the following line of succession: DOC, Treasurer,
Secretary, Historian, SGA Senator.

Section 4:
With the exception of the Vice-President assuming the position of President, all other vacancies in an executive office require a normal election to take place.

Section 5:
After spring elections, if there are any openings on the executive board for the next year, elections will be held in the beginning of the Fall for that school term.

Section 6:
During the interim period of an office vacancy the President may appoint someone to act as the "caretaker" of the position. The caretaker shall serve in an Ex-Officio capacity and shall not have voting rights. Until a caretaker is appointed, the Vice President will fulfill the necessary duties.

ARTICLE V: Impeachment of Officers

Section 1:
Only the RHA executive officers shall be subject to impeachment. Ex-officio officers are subject to letters of censures but cannot be impeached.

Section 2:
The executive board (except the executive officer under investigation) shall submit a unanimous decision charge of impeachment to the RHA Advisor(s) and the general body.

Section 3:
(a) A quorum is required to vote on an investigation for impeachment.
(b) The executive board shall appoint a committee composed of one executive officer (not one under investigation), two voting representative, two-non voting representatives, and the RHA Advisor(s) to review the validity of the charges. If the committee, by a 2/3 vote, finds that the charges might be valid, then the charges are presented to the voting representatives at the next regularly scheduled RHA meeting.

Section 4:
The committee on impeachment shall then present their findings to the voting representatives for a decision. A decision for impeachment shall be reached by a vote of two-thirds of the voting representatives.

Section 5:
Grounds for impeachment include the following: Serious misuse of their position or office, misuse of funds, failure to fulfill their duties of office, or gross misrepresentation of RHA.
ARTICLE VI: Letters of Censure

Section 1:

Any member of the Residence Hall Association executive board and Advisor(s) shall be subject to a letter of censure. Letters of censure shall be issued at the discretion of the president. The Advisor(s) shall censure the president if needed. Executive Board members may formally request that a letter of censure be issued to the President by the Advisor(s).

Section 2:

Those subject to letters of censure will receive them in the event the mission of the preamble is not upheld, failure to fulfill duties outlined in the governing documents, misrepresentation of RHA, failure to abide by University Housing policies, and procedures, or other serious behavior requiring action.

ARTICLE VII: The Budget

Section 1:

The budget shall be submitted by the Treasurer-elect to the voting representatives in the spring and shall be voted on two meetings later.

Section 2:

During the spring, changes to the budget can be suggested by a simple majority of voting representatives and made official with a 2/3 vote.

Section 3:

A copy of the budget shall be presented to all voting representatives at the first two meetings with quorum during the fall and spring semesters, as well as Housing Administration.

Section 4:

Hall/colony governments and outside groups may request financial assistance from RHA for programs that conform to the requirements set forth in the preamble of this constitution and/or the executive board deems beneficial to the goals of this organization. Small amounts of money may only be requested from RHA if an allocation fund is in the budget. The request shall be reviewed by the executive board, and granted in whole or in part, or rejected. The representatives and the executive board shall establish guidelines for this procedure at the beginning of the school year.

ARTICLE VIII: Association with GRHO, SAACURH and NACURH

Section 1:

RHA shall pay the school affiliation fees for the Georgia Residence Hall Organization (GRHO), the South Atlantic Affiliate of College and University Residence Halls (SAACURH) and the National Association of College and University Residence Halls
Section 2:
RHA will pay for registration and transportation of the NCC and NCC-elect to GRHO, SAACURH and NACURH conferences if the executive board decides that funds are available.

Section 3:
The President and President-elect for the following school term shall also have their registration and transportation fees paid for by RHA if the funds are available.

Section 4:
The NRHH Executive Director and NRHH Executive Director-elect for the following school term shall also have their registration and transportation fees paid for by RHA if the funds are available and so long as there will be an NRHH Boardroom in session during the conference.

Section 5:
Any member of the executive board that is running for a position at a conference election and/or presenting in order host a future conference shall also have their registration and transportation fees paid for by RHA if the funds are available and so long as they have received proper departmental support.

Section 6:
Allocations of funds to subsidize the cost of representatives to conferences shall be allocated if fund raising profits are available or the current budget allows for it.

Section 7:
The executive board may propose to send officers or representatives to other conferences, and the allocation of funds is subject to approval by the voting representatives.

ARTICLE IX: Constitutional Amendments

Section 1:
A simple majority of the voting representatives in attendance shall be necessary to establish consideration of constitutional amendments.

Section 2:
Upon ratification by a two-thirds majority of the voting representatives in attendance, the amendment shall become part of this constitution.

Section 3:
Any proposed constitutional amendment must first be presented to the RHA Executive Board and sit for a week before a vote. If passed by the RHA Executive Board, the proposed amendment will sit for a week at General Body before a final vote is brought before the General Body.

**ARTICLE X: Revision of By-laws**

**Section 1:**
RHA may establish by-laws, as they become necessary with the approval vote of a simple majority of the voting representatives.

**Section 2:**
A quorum is required to vote on the creation and/or change in by-laws.

**ARTICLE XI: Establishment of This Constitution**

Upon acceptance by a two-thirds majority of the voting representatives in attendance at the time of the submission of the document, the Constitution shall be considered ratified and used to govern all activities of the group. Any document written before the proposed Constitution shall be superseded with the revised and newly ratified one.

**ARTICLE XII: Abolishment**

Under no circumstances can RHA be abolished unless ninety-nine percent of all those residing in University Housing facilities vote in favor of abolishing this organization known as RHA.

**ARTICLE XIII: RHA Advisor(s)**

**Section 1:**
The Advisor(s) to RHA, NRHH and RHS shall be appointed by the Associate Director for Residence Life

**Section 2:**
The Advisor(s) to RHA, NRHH and RHS must be full-time Department of University Housing staff.

**ARTICLE XIV: Revision of Constitution**

The Constitution shall be reviewed and/or revised on an annual basis by the newly elected executive board, a committee, and the Advisor(s).
ARTICLE XV: Relationship with NRHH

Section 1:
The NRHH Executive Director (Georgia Alpha Chapter) will serve on the RHA executive board.

Section 2:
NRHH will function as a subsidiary organization of RHA.

Section 3:
NRHH will be given a budget within the overall RHA budget, voted on and approved by the RHA voting representatives.

Section 4:
NRHH's goals and ideology shall always comply with those stated in the preamble of the RHA constitution.

Section 5:
NRHH will serve as the recognizing body of RHA.

Section 6:
NRHH will have separate Advisor(s) than RHA.

ARTICLE XVI: Relationship with Residence Hall Studios (RHS)

Section 1:
The RHS President will serve on the RHA Executive Board.

Section 2:
RHS will function as a subsidiary organization of RHA in matters not related to the direct funding of RHS.

Section 3:
RHS’s goals and ideology shall always comply with those stated in the preamble of the RHA constitution.

Section 4:
RHS will serve as a publicity tool and means for RHA.

Section 5:
RHS will update the RHA general body on a regular basis on all RHS projects.

Division III: The By-Laws of the Residence Hall Association

ARTICLE I: Duties and Responsibilities of the Executive Board
Section 1:
The executive board shall maintain scheduled weekly meetings during the school year as well as an initial retreat in the summer before school begins and another retreat at the beginning of the Spring Semester. Members of the executive board may be granted permission not to attend single instances of meetings with permission of the RHA president and/or advisor(s).

Section 2: The President shall:

Part 1: Preside over the weekly general body meetings and the executive board meetings.

Part 2: Serve as chief spokesperson for the organization to the press, administration, and other student led organizations with the approval of the advisor(s).

Part 3: Delegate and oversee program process

Part 4: Prepare agendas for all executive board and general body meetings.

Part 5: Work with the Advisor(s), the Director of University Housing, and other administrators as necessary to best represent RHA and the needs of those residing in University Housing facilities.

Part 6: Oversee the duties and responsibilities of other executive board members and any other active RHA representatives.

Part 7: Appoint officers to complete the duties of other officers who due to unexpected absences are unable to complete those duties.

Part 8: Know and abide by the RHA Constitution.

Part 9: Prepare the President-elect for the office of the President's responsibilities and duties.

Part 10: Appoint ex-officio officers in any capacity the President might see a need.

Part 11: Oversee the budget with the Treasurer and Advisor(s).

Part 12: Attend biweekly one-on-one meetings with the RHA Advisor(s).

Part 13: Attend at least three NACURH, regional, or state conferences

Part 14: Write one Of The Month (OTM) bid each full month of the school year, as enforced
by the President and the Advisor(s).

Section 3: The Vice-President shall:

Part 1: Assume the position of the President for the remainder of the term should the position become vacant.

Part 2: Assume or delegate the necessary duties and responsibilities as necessary of any positions vacant on the executive board until elections are held, except for the President. In the event that the President resigns, please refer to Division II Article IV.

Part 3: The Vice-President shall oversee the hall/community council retreat allocation process, as addressed in Section 13.1 of the Policy Book, and communicate with individuals seeking these allocations.

Part 4: Appoint and dismiss committee chairpersons in compliance with the executive board and the constitution, and act as a resource to the committee chairs.

Part 5: Shall oversee the internal development of RHA with a minimum of one program each semester.

Part 6: As a part of internal development, shall oversee the Community Council Buddy process.

Part 7: Serve as a liaison to other departments and committees as needed, as well as attend all meetings of other boards to which they are a liaison.

Part 8: Attend weekly general body meetings and executive board meetings.

Part 9: Know and abide by the RHA Constitution.

Part 10: Prepare the Vice-President-elect for the office of the Vice-President’s responsibilities and duties.

Part 11: Attend monthly one-on-one meetings with the RHA Advisor(s) and President.

Part 12: Attend at least one NACURH, regional, or state conference.

Part 13: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

Section 4: The National Communications Coordinators (NCCs) shall:

Part 1: Attend weekly general body meetings and executive board meetings.
Part 2: Follow the guidelines to this job by the handbook put out by the National Information Center of NACURH Incorporated.

Part 3: Affiliate the University of Georgia with appropriate state, regional, and international housing associations by submitting the Resource File Index (RFI).

Part 4: Serve as a link between RHA and the similar organizations of other schools across the nation.

Part 5: Vote on behalf of RHA at conferences, in accordance with the wishes of the executive board.

Part 6: Head all delegations to state, regional, and NACURH conferences.

Part 7: Know and abide by the RHA Constitution.

Part 8: Prepare the NCCs-elect for the office of NCC's responsibilities and duties.

Part 9: Attend bi-weekly one-on-one meetings with the RHA Advisor(s) and monthly one-on-ones with the President.

Part 10: Attend all NACURH, regional, and state conferences.

Part 11: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

Part 12: The NCC shall serve as the parliamentarian in all RHA meetings.

Section 5: The Treasurer shall:

Part 1: Attend weekly general body meetings and executive board meetings.

Part 2: Prepare and present a copy of the budget to all voting representatives at the first two meetings with quorum during the fall and spring semesters, as well as Housing Administration.

Part 3: Handle the financial matters of the organization, in accordance with the Constitution and the executive board, mainly the President and Advisor(s).

Part 4: Advise the voting representatives on financial concerns of RHA.

Part 5: Assume responsibilities for fundraising whenever necessary.

Part 6: Know and abide by the RHA Constitution.

Part 7: Prepare the Treasurer-elect for the office of Treasurer's responsibilities and
Part 8: Attend monthly one-on-one meetings with the RHA President and attend weekly one-on-one meetings with the RHA Advisor(s) to balance the RHA account.

Part 9: Attend at least one NACURH, regional, or state conference.

Part 10: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

Section 6: The Director of Communications (DOC) shall:

Part 1: Coordinate the necessary publicity for RHA and related organizational activities.

Part 2: Maintain the RHA Website.

Part 3: Attend weekly general body meetings and executive board meetings.

Part 4: Know and abide by the RHA Constitution.

Part 5: Prepare the DOC-elect for the office of DOC’s responsibilities and duties.

Part 6: Attend monthly one-on-one meetings with the RHA Advisor(s) and President.

Part 7: Attend at least one NACURH, regional, or state conference.

Part 18: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

Section 7: The Secretary shall:

Part 1: Attend weekly general body meetings and executive board meetings.

Part 2: Maintain the minutes from the weekly meetings and the executive Board meetings.

Part 3: Forward copies of the weekly meeting’s minutes to the housing student leaders, RHA representatives and the administration as deemed necessary by the executive board.

Part 4: Assist the President and other officers with the administrative duties of this
organization.

**Part 5**: Know and abide by the RHA Constitution.

**Part 6**: Prepare the Secretary-elect for the office of Secretary's responsibilities and duties.

**Part 7**: Attend monthly one-on-one meetings with the RHA Advisor(s) and President.

**Part 8**: Attend at least one NACURH, regional, or state conference.

**Part 9**: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

**Section 8**: The Historian shall:

**Part 1**: Maintain and update the RHA historical files as necessary.

**Part 2**: Oversee the production and editing of *The Resident*.

**Part 3**: Shall visually record and compile a historical document of that year’s organization and events.

**Part 4**: Maintain an inventory of RHA storage areas and an archive of promotional materials.

**Part 5**: Attend weekly general body meetings and executive board meetings.

**Part 6**: Know and abide by the RHA Constitution.

**Part 7**: Prepare the Historian-elect for the office of Historian's responsibilities and duties.

**Part 8**: Attend monthly one-on-one meetings with the RHA Advisor(s) and President.

**Part 9**: Attend at least one NACURH, regional, or state conference.

**Part 10**: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

**Section 9**: The Residential Life Advocate shall:

**Part 1**: Assess resident’s needs to bring to the Executive Board’s attention. This can be done through tabling, visiting community general body meetings, and maintaining an
online presence.

Part 2: Work alongside the Doctoral Intern of Sustainability at University Housing to coordinate the EcoRep initiative.

Part 3: Enact viable solutions to accommodate resident’s needs, in accordance to University Housing and RHA policies.

Part 4: The Residential Life Advocate shall oversee the nonmonetary allocation process, as addressed in Section 16.1 of the Policy Book, and communicate with individuals seeking these allocations.

Part 5: Know and abide by the RHA Constitution.

Part 6: Attend weekly general body meetings and executive board meetings.

Part 7: Prepare the Residential Life Advocate-Elect for the responsibilities and duties of the position

Part 8: Attend monthly one-on-one meetings with the RHA Advisor(s) and the President.

Part 9: Attend at least one NACURH, regional or state conference.

Part 10: Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

Section 10: The National Residence Hall Honorary (NRHH) Executive Director shall:

Part 1: Act as Executive Director of NRHH functions and operations.

Part 2: Bring the subsequent year’s NRHH budget to the RHA executive board and RHA voting representatives for approval at the end of each year.

Part 3: Report weekly to the executive board and the RHA general body concerning all NRHH projects.

Part 4: Follow the guidelines for chapters of NRHH as stated by the NACURH headquarters.

Part 5: Attend weekly general body meetings and executive board meetings.

Part 6: Oversee the annual awards ceremony and the selection of “Of the Months” at campus level and submit to regional and national level for competition.

Part 7: Aid the NCCs in all bids for of the year competitions.

Part 8: Act as liaison between RHA and NRHH and spokesperson for NRHH at all
conferences.

**Part 9:** Know and abide by the RHA and NRHH Constitution.

**Part 10:** Prepare the NRHH Executive Director-elect for the office of NRHH Executive Director’s responsibilities and duties.

**Part 11:** Attend monthly one-on-one meetings with the NRHH Advisor(s) and President.

**Part 12:** Attend at least three NACURH, regional, or state conferences.

**Part 13:** Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

**Section 11:** The Residence Hall Studios (RHS) President shall:

**Part 1:** Act as President of RHS in regards to functions and operations.

**Part 2:** Coordinate all media productions related to RHA, NRHH, and RHS.

**Part 3:** Report weekly to the executive board and the RHA general body concerning all RHS projects.

**Part 4:** Know and abide by the RHA Constitution.

**Part 5:** Attend weekly general body meetings and executive board meetings.

**Part 6:** Prepare the RHS President-Elect for the office of RHS President’s responsibilities and duties.

**Part 7:** Attend monthly one-on-one meetings with the RHS Advisor(s) and the President.

**Part 8:** Attend at least one NACURH, regional or state conference.

**Part 9:** Write one Of The Month (OTM) bid each full month of the school year, as enforced by the President and the Advisor(s).

**Section 12:** All RHA executive board members are to be in good standing with the University of Georgia during their tenure in office. This is to be checked by the Advisor(s), with the permission of the executive board at the start of each semester.
**ARTICLE II: Duties and Responsibilities of the Voting Representatives**

**Section 1.** The Voting Representatives shall:
- **Part 1.** Attend weekly RHA meetings.
- **Part 2.** Report back to their respective hall governments with the activities and proceedings of this group.
- **Part 3.** Know and abide by the RHA Constitution.

**Division IV: The Committees of the Residence Hall Association**

**ARTICLE I: The Constitution and Policy Book Review Committee**

**Section 1:** Duties
- a. The committee will review the constitution in the spring semester
- b. The committee will analyze the effectiveness of the changes from the previous year.
- c. The committee is responsible for proposing amendments to the Constitution and Policy Book.

**Section 2:** Membership and Chair
- a. The NCC shall be on this committee.
- b. The chair shall be the RHA President.
- c. At least two general body members shall serve on the constitution committee.

**Section 3:** Accountability
An RHA Advisor shall sit on the committee as deemed necessary. The RHA voting representatives must approve changes through the constitution amendment process outlined in Division II Article 9.

**ARTICLE II: The Banquet Committee**

**Section 1:** Duties
- a. The committee will prepare for the end of year banquet
- b. Each committee member will work to best represent the desires of their respective organizations
- c. The committee is responsible for executing the end of year banquet

**Section 2:** Membership and Chair
- a. RHA will place at least one member of the executive board on this committee as deemed by the President.
- b. NRHH will place at least one member of their executive board on this committee as deemed by the Executive Director.
- c. RHS will place at least one member of their executive board on this committee as deemed
by the presiding officer of RHS.

d. The NRHH Representative will serve as the chair of this committee with the RHA and RHS representatives serving as vice-chairs

Section 3: Accountability
  a. An RHA advisor shall sit on the committee as deemed necessary. Any organization failing to have representation on this committee will be at risk not to be represented at the end of year banquet.

ARTICLE V: Auxiliary Committees

Section 1: Creation
  a. When the need for a committee arises, an executive board member can make the request to the Vice President.
  b. The Vice President will present it to the executive board to be voted upon. This will need a simple majority, less abstentions in order to create the new committee.
  c. The Vice President would then be in charge of determining the length necessary for the committee to last and finding the appropriate executive board member to chair it.

Section 2: Membership and Chair
  a. All Committees shall be chaired by a member of the Executive Board. The chairperson shall be appointed by the Vice President.

Section 3: Accountability
  a. An advisor may choose to sit on any committee as deemed necessary.
  b. Committee Chairs shall report committee activities to the Vice President and to the Executive Board.

ARTICLE VI: RHA, NRHH, RHS Relations

Section 1: Memorandum of Understanding
  a. The RHA President, NRHH ED, and RHS President shall create memorandums of understanding (MOUs) between the three organizations.
  b. The MOUs shall outline the obligations that each organization has to the others.
  c. The MOUs shall be signed by the three aforementioned officers as well as the advisors prior to retreat.
  d. The MOUs shall be included with the RHA Governing Documents.
  e. The MOUs will be revisited annually and changes can be added upon agreement by the aforementioned officers and advisors.
University of Georgia
Residence Hall Association

Policy Book
Updated: May 31, 2012

0.0 Introduction

The purpose of this document is to enumerate the practices and procedures in which the Residence Hall Association at the University of Georgia engages. All policies contained herein are generated by an action of the Executive Board of the Residence Hall Association, and this board shall maintain this document. The policies and procedures included in this document may be revoked by a two thirds (2/3) vote of the Executive Board of the Residence Hall Association. Additional policies may be added by a two thirds (2/3) vote of the Executive Board. The General Body of the Residence Hall Association will be notified at the next meeting if any policies are revoked or added.

1.0 Relationship with the Department of University Housing

The relationship between the Residence Hall Association and the Department of University Housing shall be set as defined in a Memorandum of Understanding to be reviewed annually. The Memorandum of Understanding will contain the compensation package offered to the Executive Board of the Residence Hall Association.

2.0 Office Hours

Each member of the Residence Hall Association Executive Board is required to hold at least three regularly scheduled office hours within the main organizational office space each full week of classes during the fall and spring terms. These office hours are to be posted at the office and on the RHA website (www.uga.edu/rha). For weeks of less than five class days, officers are required to have office hours on the days in which classes are in session. The President of the Residence Hall Association shall hold Executive Board members accountable for their office hours. The President may excuse or allow office hours to be rescheduled on a case-by-case basis.

3.0 Office and Supply Usage
The Residence Hall Association Executive Board maintains an office space for use by members of the organization while working on tasks and responsibilities that are necessary to fulfill the mission of the organization. Members of the Residence Hall Association Executive Board are able to check out keys to access the office space. All members are allowed usage of the office space and supplies for official organization business.

4.0 **Computer and Other Technology Usage**

The Residence Hall Association maintains a computer terminal, printer, projectors, camera, and other technology for utilization of organizational activities. The use of organization information technology equipment for personal, academic, or professional activities is prohibited. Failure to adhere to this policy may result in a denial of access to all organizational equipment.

5.0 **Technology Use at Meetings**

The Residence Hall Association conducts much of its business through professional meetings. During the proceedings of any official meeting within the organization, the use of computers/laptops by individuals in attendance is prohibited unless permitted by the president on a situational basis. Only individuals responsible for documenting the meeting or verifying information presented in the meeting may be permitted to use such technology without formal permission. Likewise, cellular phones may only be used to verify information presented in the meeting.

6.0 **Conference Attendance**

The Residence Hall Association, provided that it is affiliated with the respective organization, sends delegations to the following annual conferences: National Association of College and University Residence Halls (NACURH) conference, South Atlantic Affiliate of College and University Residence Halls (SAACURH) conference, the No Frills conference, and the Georgia Residence Hall Organization (GRHO) conference.

The National Communications Coordinator (NCC) is encouraged to reach out to other conferences, summits, and seminars to further develop opportunities for UGA residents to learn about diversity, personal growth, and leadership development. These conferences should be considered after funds for affiliated conferences have been identified and secured. It is at the discretion of the President if Executive Board attendance at these additional conferences, summits, and seminars will count towards their conference requirement.

The size of the delegation to any conference is determined by the associated costs as well as the allocation identified within the annual budget. Conference budgets will be set by the National Communications Coordinator (NCC) and the Treasurer. Any resident wanting to
attend a conference will be required to submit an application to the National Communications Coordinator.

Residents selected as a delegate are required to attend the conference and represent the organization and the University of Georgia with distinction. The final report of the delegation’s experiences will be produced by the National Communications Coordinator and available for review by the President and the public no later than one month beyond the close of the conference.

Delegates are further required to adhere to the University of Georgia Student Code of Conduct, all conference policies of the University of Georgia as well as the governing body of the conference being attended.

6.1 Delegate Cancellation

If a delegate can no longer attend a conference they were selected for due to personal reasons, they are responsible for any costs and must repay the Residence Hall Association the cost of registration and/or transportation if a proxy cannot take their place.

7.0 Loss of Compensation

The Executive Board of the Residence Hall Association will be offered compensation by the Department of University Housing in the form of a rent reduction. Executive Board members may jeopardize their compensation by failing to perform the basic duties associated with their position. After the President issues any board member three or more letters of censure in one semester, the President and the Advisor(s) of RHA will form a committee to decide if compensation should be revoked. In the case that the President has received three or more letters of censure in one semester from the Advisor(s), the Vice President and the Advisor(s) will form a committee to decide if the President's compensation should be revoked.

7.1 Incompletion of Term

If a member of the Executive Board of the Residence Hall Association does not complete their full term for any reason they will be responsible for the full rate of their room prorated for the remainder of their contract. This process will be coordinated through the Housing Assignments Office.

7.2 Executive Board Room Assignments

The Housing Assignments Office will set aside accommodations for the Executive Board of the Residence Hall Association.

8.0 Summer Operation

The Residence Hall Association and the hall/community councils shall be considered inactive during the summer term. The Residence Hall Association Executive Board shall
participate in summer orientation fairs, as coordinated by the Vice President, for recruitment purposes. As stated in the MOU with University Housing, Executive Board members will be offered rooms when available, when they are participating in summer recruitment efforts.

9.0 **Donations**

The donation of funds from the Residence Hall Association or a hall/community council directly to any charity is not permitted. This is not to preclude the sponsoring of residents in active participation of any event that raises money for a dedicated cause.

10.0 **Prize Policy**

The Residence Hall Association defines a prize as anything of value awarded for the level of completion of a task or competition. No prize to any individual may exceed one hundred dollars in current value without a two week notification to the RHA Advisor(s).

11.0 **Purchasing Limitations**

The use of funds from the Residence Hall Association or a hall/community council to purchase alcoholic beverages, tobacco products, and/or gift cards is strictly prohibited. Additionally, no reimbursement can be issued for a receipt that reflects the purchase of any of these banned items. Office supplies cannot be purchased, even at approved vendors, but must be ordered through appropriate channels.

11.1 **Vendor Card**

The Residence Hall Association executive board has the ability to purchase approved materials and food using the University Housing vendor card at approved vendors. The vendor card must be checked out from the Advisor(s) after prior approval by the President or Treasurer for the items being purchased. Receipts must be collected from the purchase. Both the receipt and vendor card must be returned to the Advisor(s) within 24 hours of the purchase, unless instructed otherwise. For purchases not at approved vendors, only the Advisor(s) is able to make those respective purchases using the University P-Card.

12.0 **Contracts**

Members of the Residence Hall Association are not permitted to enter into contractual agreements on behalf of RHA or the hall/community councils. All contracts must be submitted to the Executive Director of University Housing.

13.0 **Retreats**
The Residence Hall Association Executive Board plans and conducts two retreats per year, one during the summer term and then early in the spring semester. The purpose of these retreats is to develop teamwork, leadership, and learning, but most importantly to conduct business and advance the overall goals of the association.

13.1 Hall/Community Council Retreats

Hall/community councils shall be encouraged to hold annual retreats for their executive boards to create goals, bond with fellow members, and develop leadership skills. Hall/community councils shall be encouraged to request funds from the Residence Hall Association, if needed, to subsidize retreat costs by no more than $100.

Section 13.2 Hall/Community Council Retreat Request Process

Hall/community council retreat requests will be submitted to the Vice President based on the guidelines set to interested hall/community councils. The Vice President will share the retreat requests with the Treasurer and President. All three members will review and either approve or deny the request. In order for a request to be approved, all three positions must be in unanimous approval. This process should take no more than one school week to complete. If one or more members deny the request, the request can be resubmitted to the Vice President by the respective hall/community council after corrections have been made.

14.0 Programs

Each member of the Residence Hall Association Executive Board is required to be a Co-Program Head for one program each semester. Each of these programs will be planned and executed in accordance to the policies and expectations set forth by University Housing.

14.1 Timeline

Co-Program Heads will be responsible for adhering to a general timeline for program planning. Additional deadlines will be made at the discretion of the program heads, advisor, and any other stake-holding parties. Advertisements will be submitted to Residential Programs and Services (RPS) at least three business weeks prior to the day of the event. Promotional Items will be ordered at least two business weeks prior to the event. Run of Shows will be presented to the Executive Board at least one week prior to the day of the event during an Exec Board meeting.

15.0 Records

The Residence Hall Association maintains records to highlight actions taken and to serve as a resource for future efforts. All members of the Residence Hall Association Executive Board
are to keep a record of activities pursuant to the execution of duties of their office. All official business meetings are to be documented and those minutes are to be submitted electronically to the Secretary of the Residence Hall Association.

15.1 Hall/Community Council Records Policy

Hall/community councils are to maintain written records of meetings and photo documentation of events to highlight the actions taken and to serve as a resource for future efforts. Hall/community councils are required to submit minutes from all Executive Board and General Body meetings to the Secretary of the Residence Hall Association via email three days following the meeting. In addition, Hall/community councils are required to submit a monthly collection of photos taken from events to the RHA Historian via email. Failure to submit/photos three times in one semester may result in the freezing of that Hall/community council's funds.

16.0 General Body Attendance

Every hall/community council that is allocated a number of seats in the General Body to represent their area is required to have maximum attendance each week the General Body meets. Advisors will be notified weekly regarding absences. Representation through a proxy will not be considered an absence. Failure to adhere to this policy for more than two consecutive weeks, or for more than three weeks per semester, shall result in a sanction against the hall/community council, and the freezing of all hall/community council funds.

16.1 Hall/Community Council Representation in the General Body

Representation in the General Body of the Residence Hall Association shall be based on the total capacity of the buildings comprising each hall/community council, including staff spaces. Each hall/community council shall have one voting representative for every two hundred and fifty residents, with a minimum of one voting representative. Representation shall be calculated by dividing the total capacity by two hundred and fifty; the number of representatives will be rounded up if the number following the decimal is greater than five. Case-by-case bases can be amended through the constitution to address representation for different demographics and identities that typically would be represented by one representative.

17.0 Allocation Requests

17.1 Non-Monetary Allocations

It is the responsibility of the Residence Hall Association General Body to consider all requests to collect donations in the residence halls from organizations outside of the Department of University Housing. Requests to collect donations in an area overseen by one hall/community council may be considered by that hall/community council. Requests to collect donations in more than one area must come before the RHA General Body.
17.1.1 Fundraising

Student organizations requesting to fundraise in the residence halls must first comply with the policies set forth by the Center for Student Organizations before seeking RHA approval. Student organizations must supply verification from the Center for Student Organizations stating they have permission to hold their fundraiser.

17.1.2 Procedure

The process for accepting donations and fundraising requests will be handled by the Residential Life Advocate (RLA). The RLA will share the non-monetary allocation requests with the Vice President and President. All three members will review and either approve or deny the request. In order for a request to be approved, all three positions must be in unanimous approval to be moved before the RHA General Body. This process should take no more than one school week to complete. If one or more members deny the request, the request and/or organization can be brought before the RHA Executive Board for an official vote. If approved, the RLA will meet with the respective organization to inform them of any expectations of their presentation before the RHA General Body.

17.2 Monetary Allocations

The Residence Hall Association shall maintain a budget line item dedicated to the allocation of funds to hall/community councils, housing student staff members, housing professional staff members and organizations outside of housing. All students living in the residence halls contribute $20.00 to a housing activity fee each fall and spring semester. Fifty cents of the $20.00 housing activity fee shall go to fund this line item each fall and spring semester.

17.2.1 Electronic Submission

Any organization or individual wanting to request funds from the Residence Hall Association must submit a request online at the organization’s website (www.uga.edu/rha) according to the policies listed on the site. The Treasurer will review all submissions and bring them the Executive Board when organizations have fulfilled the requirements.

17.2.2 Executive Board Approval Policy

All allocation requests must be approved by a majority vote of the Executive Board before moving to the General Body. The Executive Board may approve allocations of $100 or less without the consent of the General Body. Allocations approved exclusively by the Executive Board will be announced to the General Body at the next meeting.

17.2.3 General Body Meeting Attendance

A representative from the organization or the individual making the request (or their proxy) must attend two General Body meetings before their request will be considered. The representative must sign in with the Treasurer at both General Body meetings.
17.2.4 Allocations to Organizations Outside of Housing

Hall/community councils are not permitted to allocate funds to organizations outside of the Department of University Housing. All such requests should be referred to the Residence Hall Association for consideration. The Executive Board of the Residence Hall Association must approve exceptions to this policy. Failure to comply with this policy will result in a formal reprimand or possibly the freezing of hall/community council funds for repeat offenses.

17.2.5 Allocations to Student Staff Members

Hall/community councils should handle all allocation requests from student staff members internally for programs and events geared towards a specific hall or building.

17.2.6 Retroactivity

Residence Hall Association and hall/community council funds may not be used to fund, completely or partially, any event occurring prior to the presentation of the allocation request to the Executive Board or the General Body. Consideration of an allocation request ahead of the normal schedule will not alter the requests status with respect to retroactivity.

17.2.7 Allocations to the Department of University Housing and Hall/Community Councils

The Executive Board of the Residence Hall Association shall handle all requests for funds by the University Housing professional staff members and Hall/Community Councils. Decisions regarding such requests shall be made known to the General Body at the next meeting.

17.2.8 Co-Sponsorship

If Residence Hall Association money is used to fund more than half of an event’s budget, RHA shall be considered a co-sponsor. In these instances, the RHA logo shall appear on all advertising and must be recognized as a co-sponsor. Failure to comply with this policy will result in the suspension of the right to request money from the Residence Hall Association for the remainder of the academic year by the offending individual or organization.

17.2.9 Policies of the Treasurer

Allocations shall also be subject to any other policies set forth by the Treasurer of the Residence Hall Association. These policies will be listed on the RHA website.

17.2.10 Allocation Accountability

Within 14 business days after an event funded with an RHA allocation occurs, the group receiving the funds shall turn in an accurate accounting of how the funds were used, as well as a specific visitor count for the event if it is a ticketed event. In the event it is not ticketed, the group receiving the funds will then provide either an approximate estimate of attendees as well as photographic documentation pertaining specifically to the size of the crowd or another form of
proof to be determined by the RHA executive board. The RHA Treasurer will keep this on file for four years. Pictures of the event will be given to the RHA Historian, who may use them at their own discretion. The group that received the funds will present the treasurer with a synopsis of the event, and the treasurer will discuss the event during their officer report at the following RHA General Body meeting.

If a group receiving a RHA allocation is found to have falsified pictures or accounting, or fails to turn either in within 14 business days, said group will be prohibited from receiving RHA allocations for two years.

19.0 Hall/Community Council Budgets

Hall/community councils will be funded based on the residency rates of each hall. The hall/community council Treasurer and Advisor are responsible for keeping accurate records of all the council’s allocations, expenditures, and reimbursements. This is to be done in a timely manner. The Advisor(s), President and Treasurer of the Residence Hall Association have the authority to view hall/community council expenditures at any time.

19.1 Misuse of Funds

The Residence Hall Association reserves the right to sanction hall/community councils that misuse RHA funds by a majority vote of the RHA Executive Board. These penalties include, but are not limited to, a reduction of a hall/community council’s budget or the freezing of a council’s funds.

20.0 Student Staff Member Funds

It is the goal of the Residence Hall Association to assist appropriate student staff members by providing a small programming budget as it relates to their job task. It is the duty of each hall/community council to allocate funds to the student staff members residing in their areas.

21.0 National Residence Hall Honorary Unused Funds

The Residence Hall Association shall allocate an annual operating budget to the Georgia Alpha Chapter of the National Residence Hall Honorary. Any unused funds from the National Residence Hall Honorary will come back to the Residence Hall Association within one month of the last day of the spring semester.

22.0 Of-the-Month Awards Policy
The Residence Hall Association formally recognizes the Of-the-Month (OTM) Awards. All applications will be submitted through the online portal of the National Residence Hall Honorary (www.uga.edu/nrhh). Deadline for submission is set by the Executive Director of the National Residence Hall Honorary and can be found on the organization's website.

23.0 **Hall/Community Council Chartering Policy**

The creation of a new hall/community council, either through the construction of a new building or the combination of two or more current councils, is an important action. In order for a designated hall/community council to be chartered within the Residence Hall Association it must present a coherent constitution that meets the requirements outlined in section 22.1 of this document. The specific wording will be left to the discretion of the hall council so long as it does not conflict with the goals of the organization, the vision of the members, or the guidelines set in the Residence Hall Association’s Constitution and Policy Book.

23.1 **Constitutional Structure**

- Article I: Name of the Organization
- Article II: Purpose of the Organization
  - Section 1: Duties
  - Section 2: Limitations
- Article III: Membership
  - Section 1: Active Members
  - Section 2: Student Staff Members
  - Section 3: Other Members
- Article IV: Officers
- Article V: Finances
- Article VI: Voting
- Article VII: Elections
- Article VIII: Meetings
- Article IX: Constitutional Amendments
- Article X: Committees
  - Section 1: Standing Committees
  - Section 2: Ad hoc Committees

23.2 **Additional Requirements**

All hall/community council constitutions must make provisions to include an Advisor role. There also must be provisions to establish the role of student staff members, which officers will attend RHA General Body meetings on behalf of the hall/community council, the duties of the officers, the duties of the voting representatives, the number of voting representatives, a definition of quorum, and the business of any committees. The constitution shall provide for the eligibility of officers, the manner in which officers are elected and removed, and how voting representatives will be chosen and replaced.
When possible, constitutions for newly chartered hall/community councils must be presented to the Executive Board of the Residence Hall Association for approval by a two thirds (2/3) majority vote by March 15. If approved by the Executive Board, the General Body of the Residence Hall Association must approve the constitution before March 31 when hall/community councils are required to submit their constitutions to the Residence Hall Association as stated in Section 23.1 of this document.

In the event that a community is created by Housing after the deadline for submission of constitutions, the Executive Board will work with professional staff in that community to establish an appropriate timeline for creation and ratification of a Community Council.

23.3 Structural Alterations

There is nothing from this foundation that may be removed, and if there are alterations, it must be to either make additions or to make a change that is not in conflict with the standing policies of the organization.

23.4 Combination of Councils

Hall/community councils from different residential communities may not combine. Hall/community councils within the same residential community wanting to combine must have the proposal passed by a two thirds (2/3) majority vote of the Executive Board of each hall/community council involved in the combination. The proposal must then be brought before the Executive Board of the Residence Hall Association and approved by a majority vote before March 15. If approved by the Executive Board of the Residence Hall Association, the new organization will be piloted for one year and brought up for a vote of ratification by the hall/community council the year following its creation. All votes must take place before March 31 when hall/community councils are required to submit their constitutions to the Residence Hall Association as stated in Section 23.1 of this document.

23.5 Separation of Councils

In the event that a hall/community council would like to separate to form two or more councils, they must have the proposal approved by the Executive Board of the hall/community council wanting to separate by a two thirds (2/3) vote. The proposal must then be submitted to the Executive Board of the Residence Hall Association by March 15 and approved by a majority vote. All votes must take place before March 31 when hall/community councils are required to submit their constitutions to the Residence Hall Association as stated in Section 23.1 of this document.

24.0 Constitutional and Budget Review
The Executive Board of the Residence Hall Association shall review the constitutions and budgets of each hall/community council on an annual basis. Each hall/community council constitution must adhere to the requirements spelled out in Sections 22.1 and 22.2 of this document.

24.1 Deadline

Hall/community councils shall submit their budgets and constitutions electronically to the Advisor(s) of the Residence Hall Association by March 31.

24.2 Conflicts

If sections of a hall/community council’s constitution or budget conflict with the goals, mission, Policy Book, or Constitution of the Residence Hall Association, the Executive Board shall withhold ratification of the document until the section has been changed.

25.0 Relations with Center for Student Organizations

The Vice President of the Residence Hall Association shall register RHA with the Center for Student Organizations (CSO) according to CSO policies. He or she shall also oversee all activities related to CSO.

Organizations that fall under the Residence Hall Association, including the National Residence Hall Honorary, Residence Hall Studios, and the hall/community councils are not permitted to register as official student organizations with the Center for Student Organizations of the University of Georgia.

26.0 Relationship with the Student Government Association

The RHA President will represent the relevant concerns of the residents to SGA. The RHA President will reach out to SGA on a monthly basis to see if there are any concerns that require further attention. All legislation that is submitted pertaining to housing on behalf of RHA shall be approved by its General Body. The RHA President will also do his or her best to keep the RHA general body apprised of occurrences within SGA. The RHA President can send RHA Executive Board Member(s) to SGA Senate at their discretion.

25.1 SGA Elections

The Residential Life Advocate will also be responsible for keeping up with SGA election codes and dates. They will be in charge of inviting all executive tickets to speak to RHA general body during a period of “active campaigning”. RHA will not endorse any SGA party, ticket, or candidate running for office.

27.0 Separation from the Residence Hall Association
Organizations that fall under the Residence Hall Association, including the National Residence Hall Honorary, Residence Hall Studios, and the hall/community councils may only separate from the Residence Hall Association through a unanimous vote of the entire membership of the organization wanting to separate. In the event an organization votes to break away from RHA, the organization will no longer receive financial support from the Residence Hall Association.
Organizational Flow Chart
University Housing
Residence Hall Association

Legend:
RHA – Residence Hall Association
NRHH – National Residence Hall Honorary
RHS – Residence Hall Studios
ECV – East Campus Village
CHB – Church/Hill/Boggs

Last Updated: 8/15/2015
University of Georgia
Residence Hall Association

Executive Board Contact List

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