

Bylaws of the Northern Illinois University Residence Hall Association

Article I-Mission

Section 1: Mission Statement

The Residence Hall Association has adopted the following mission statement to guide its efforts:

To actively and faithfully represent the residents of our halls to the Northern Illinois University administration and other organizations interacting with, or affecting residence hall life, to promote a socially and educationally enriching environment through diverse programming for the residence halls and for campus, and to encourage and develop new student leaders.

Article II- Terms and Acronyms

Section 1: Terms

The word hall is used to refer to R.H.A. members' constituencies. Unless specifically stated otherwise, this term will refer to the Believing In Culture as well.

Section 2: Acronyms

- (a) N.I.U.R.H.A. shall refer to all of the students living in the residence halls, as stated in the constitution.
- (b) R.H.A. shall refer to the General Assembly of the N.I.U.R.H.A., as stated in the constitution.
- (c) B.I.C. shall refer to the Believing in Culture Committee.
- (d) N.R.H.H. shall refer to the National Residence Hall Honorary.

Article III-Status and Requirements

Section 1: Definition

A residence hall is here defined as university owned and operated living quarters for staff and students, operating under a construction and hall council, and seeking to provide a comfortable, educational, pleasant, and safe environment through trained staff and students and student and/or staff-initiated programming.

Section 2: Recognized Hall Councils

- (a) Each Recognized hall council shall receive three (3) votes at the R.H.A. meeting.
 - (i) Douglas Hall
 - (ii) Grant Towers North
 - (iii) Grant Towers South
 - (iv) Lincoln Hall
 - (v) Neptune Hall
 - (vi) Stevenson Towers North
 - (vii) Stevenson Towers South
- (b) The Believing In Culture Committee shall receive one (1) vote cast by the President of that committee.

Section 3: Good Standing

- (a) A residence hall is considered in good standing when it meets the following conditions:
 - (i) It took place in the procedures to approve, and/or acknowledges the jurisdiction of, the constitution and bylaws of the R.H.A.
 - (ii) It sends official representation to the R.H.A. in compliance with the constitution and bylaws thereof.
- (b) If it has adopted/suggested any changes to its constitution, the residence hall shall submit to the R.H.A. Administrative Vice-President a copy of the hall's new constitution.

- (i) All amendments and further changes made during the year must be submitted to the R.H.A. Administrative Vice-President for review no later than 2 weeks after their adoption, so R.H.A. can maintain accurate files.
 - (ii) The hall constitution and bylaws shall follow the guidelines set in the R.H.A. constitution and bylaws. In any area of conflict, the R.H.A. documents shall take precedent.
- (c) If a hall somehow fails to meet the above criteria, or is responsible for behavior outlined in section 9 below of these bylaws, the hall shall be considered on probation, bringing on the following consequences:
- (i) An investigation by the Internal Affairs Committee.
 - (ii) While on probation, the hall is not entitled to a vote, and it shall not be numbered in a count for quorum.
 - (iii) R.H.A. funding may be withheld from the hall until the return of the hall's good standing by a vote of 2/3 of quorum.
- (d) A hall may regain its good standing in the following ways:
- (i) If the R.H.A. body votes by a margin of 2/3 to return a hall from probation, following a recommendation of the Internal Affairs Committee.
 - (ii) If the probation was caused by violation outlined in Section 7, it may be lifted after the hall has had full representation for 3 full meetings.
 - (iii) If the hall makes an appeal to the R.H.A. body as a speaker from the floor and the R.H.A. votes by a margin of 2/3 to return the hall to good standing.

Section 4: Requirements

It is mandatory that each representative attend all weekly R.H.A. meetings. Said representatives shall be registered with the secretary by the second meeting of each semester. One representative must be the President from the hall.

Section 5: Excused Absence

- (a) Should any representative need to be absent, they must notify the R.H.A. Secretary in advance.
- (b) In the event a hall has no representatives, it is the responsibility of that hall council's advisor to notify an R.H.A. executive board member in advance.
- (c) This and only this shall constitute an excused absence.

Section 6: Designates

In the event of an absence, the representative may send a designate to vote in his/her place, provided that the designate is a member of the R.H.A.

Section 7: Individual Violations

Should any representative be unexcused for more than three meetings or two consecutive meetings, the representative shall be subject to review by the Internal Affairs Committee, and:

- (a) That representative's hall shall be placed on probation pending investigation by the Internal Affairs Committee.
- (b) The other representatives, if still in good standing, may appeal to the R.H.A. during Announcements (see Article IV, Section 10)
 - (i) For purposes of the meeting, the individual's hall shall be on probation, losing that a member's voting privilege (i.e. lowering that hall's votes to 2)
- (c) An individual may regain their good standing by following the procedures outlined in Article III, Section 3, Sub-Point (d).

Section 8: Hall Violations

- (a) Should any hall be unexcused, sending no representation whatsoever, for two (2) meetings, that hall shall lose its good standing as outlined in section 3, above.
- (b) If a hall has 5 or more unexcused absences during one semester, that hall shall lose its good standing as outlined in Section 3, above.
- (c) If a hall should lose their good standing than each representative, or their designate should one be sent, shall be considered on probation as well.

Section 9: Impeachment and Expulsion

- (a) Any officer or member may be impeached or expelled from R.H.A. for the following reasons:
 - (i) Insufficient participation.
 - (ii) Neglect of duties.
 - (iii) Abuse of Powers.
 - (iv) Actions contrary to the aims of the General Assembly.
 - (v) Direct violation of the constitution and bylaws, rules and regulations, laws and traditions of the R.H.A.
- (b) The Internal Affairs Committee shall act as an investigative body in any case where impeachment or expulsion is applicable.
- (c) A 2/3 vote of the R.H.A. body is necessary for impeachment or expulsion.
- (d) Any officer or member practicing any of the above infractions shall lose their good standing and be considered on probation as outlined for the halls in Article III, Section 3 of these bylaws.

Article IV: Meetings

Section I: First Meeting

The first meeting of the fall semester shall be held at the annual R.H.A. retreat; to take place no later than 4 weeks after classes have begun. All members will be notified of the retreat location and departure time no later than one week previous. The first meeting of the spring semester shall be determined before the final meeting of the fall semester, and shall be announced no later than that meeting.

Section 2: Weekly Meetings

The R.H.A. shall meet routinely once a week. The time and place of these meetings shall be decided at the first meeting of each semester.

Section 3: Emergency Meetings

The president or President Pro Temp may call an emergency meeting of the R.H.A. provided that each member is given at least 24 hours notice of the meeting.

Section 4: Quorum

Quorum shall consist of 2/3 of the total voting members in good standing of the R.H.A., as defined in Article III, Section 2 of these bylaws.

Section 5: Rules of Order

- (a) The R.H.A. shall abide by the procedures in Robert's rules of Order; at the discretion of the parliamentarian. (Section 15)
- (b) At all times the R.H.A. shall abide by the procedures set forth in these bylaws:
 - (i) These bylaws take precedence over Robert's Rules of Order.
 - (ii) The constitution always takes Precedence.
- (c) The R.H.A. body may elect to suspend a portion of these bylaws for some purpose following these guidelines:
 - (i) The Administrative Vice-President shall determine if the bylaws can be suspended on a case-by-case basis.
 - (ii) The motion to suspend must be seconded, and voted in affirmation by a 2/3 majority of the members in good standing present.
 - (iii) The suspension shall remain in effect no longer than the meeting in which the vote to suspend took place, although the time may be shorter if stipulated in the motion.

Section 6: Legislation Records

- (a) Legislation shall appear in the minutes exactly as passed by the R.H.A.
- (b) Legislation referred to committees shall not appear in the minutes, but shall be duplicated and distributed to each member of the R.H.A. at the next R.H.A. meeting.

Section 7: Legislation

Legislation of the R.H.A. shall include:

- (a) Bills: Legislation in areas in which the R.H.A. has final authority: Appropriation of funds, articles of impeachment or expulsion, ratification of the bylaws, meeting rules, and other powers granted by the constitution.
- (b) Recommendations: Legislation recommending policy changes the housing administration, individual residence hall governments, and to whomever the R.H.A. sees fit.
- (c) Resolutions: Legislation expressing the general opinions and/or concerns of the R.H.A. resolutions must pass with a 2/3-majority vote. A resolution may or may not contain a mandate for action.

Section 8: Classification

Bills, Recommendations, and Resolutions shall be considered as main motions.

Section 9: Introduction of Legislation

- (a) Any member of the R.H.A. may introduce legislation on the floor of the R.H.A.
- (b) Legislation may be introduced by the President of R.H.A., or by a committee, without a second. Final action may be taken at the meeting where legislation is presented

Section 10: Procedures

The following will be observed in the passages of any legislation:

- (a) Before the introduction of any legislation, a copy must be submitted to the chair of the R.H.A., which must be given to the R.H.A. secretary.
- (b) In every case that the president proposes legislation, he/she must relinquish the chair during introduction and debate of the motion.
- (c) There will be time allowed for an orderly discussion the legislation.
- (d) There must be a quorum present in order to vote.
- (e) The legislation must pass by a simple majority of the members present, unless requesting \$200 or more.
- (f) Any legislation requesting \$200 or more must pass by a 2/3 majority of the members present.
- (g) Organizations affiliated with the Residence Life must make a budget request 2 weeks prior; organizations not affiliated with the Residence Life must make a budget request thru RHA treasurer 3 weeks prior to their presentation to the RHA Financial Committee and RHA general Assembly.
- (h) All budgets expire 30 days after the budgeted event. Unforeseen circumstances shall be discussed and amended by $\frac{3}{4}$ vote of the finance committee.
- (i) Organizations that are funded by RHA must have the RHA logo and the words "Sponsored by: Residence Hall Association" on all of their publicity.
- (j) A program evaluation must be filled out and turned in to the RHA Programming Vice President within 2 weeks after the completion of the program.

Section 11: Contents of Legislation

The content of all legislation must consist of the following:

- (a) Every bill must have a title, which explains its full content.
- (b) Every bill must designate in its enactment clause who is responsible for implementing the bill, and must also instruct that person to report back to the R.H.A. the results of the bill.

Section 12: Voting in Absentia

A member of the R.H.A. who is unable to attend a meeting may submit a written, signed, and dated vote for legislation previously discussed and to be voted on at that meeting.

Section 13: Order of Business

The order of business at regular R.H.A. meetings shall be as follows:

- (a) Roll Call
- (b) Approval of Minutes
- (c) Speakers
- (d) Executive Reports

- (i) President
- (ii) Administrative Vice-President
- (iii) Programming Vice-President
- (iv) Treasurer
- (v) Secretary
- (vi) NCC/ICC
- (vii) Public Relations
- (viii) B.I.C. President
- (ix) NRHH President
- (x) Advisor(s)
- (e) Committee Reports
- (f) Hall Reports
- (g) Old Business
- (h) New Business
- (i) Announcements
- (j) Adjournment

Section 14: Speakers on the floor

- (a) Any person wishing to speak to the R.H.A. who is not a member of the R.H.A. must receive permission from the R.H.A. President in order to do so.
- (b) Unless time is a factor, speakers from the floor will address the R.H.A. during the Announcements in the order of business (see Article VI, Section 13, above)
- (c) Any member of R.H.A. may speak about legislation without requiring time yielded to.

Section 15: Parliamentarian

Final Authority for interpretation of parliamentary procedure in the R.H.A. is vested in the Administrative Vice-President.

Article V: Committees

Section 1: Ad-Hoc Committees

Ad-Hoc committees shall be those committees which will be appointed by the President of the R.H.A. as the need Arises.

Section 2: Standing Committees

- (a) Standing committees shall be those which will function for the entire year.
- (b) The standing committees shall be as follows:
 - (i) The Believing in Culture Committee.
 - (ii) The National Residence Hall Honorary.
 - (iii) The Hall Improvement/Dining Enhancement (HIDE) Committee.
 - (iv) The All-Hall Programming Committee.
 - (v) The Finance Committee.
 - (vi) The Public Affairs Committee (PAC).
 - (vii) The Internal Affairs Committee.

Section 3: Believing In Culture Committee

The Believing In Culture Committee shall consist of the following members and duties:

- (a) The B.I.C. President shall serve as chair for this committee.
- (b) The B.I.C. shall serve as a special, additional outlet for the minority members of the R.H.A.
 - (i) The B.I.C. President shall present the views, concerns, and attitudes of their constituency to ensure its voice is heard.
 - (ii) The B.I.C. President shall report to B.I.C. the relevant topics of the R.H.A. meetings, to help ensure his/her constituency is informed.
- (c) The B.I.C. shall strive to help bridge the multitude of cultures that make up the residence hall population, and strive to increase understanding, acceptance, and support of those cultures.
- (d) The B.I.C. shall conduct itself and perform its duties as set forth in its constitution.

Section 4: National Residence Hall Honorary

The National Residence Hall Honorary shall consist of the following members and duties:

- (a) The N.R.H.H. President shall serve as chair for this honorary.
- (b) The membership shall be limited to those selected through the N.R.H.H. selection process, as outlined in the N.R.H.H. constitution.
- (c) This honorary's main charge is to recognize outstanding leaders in the residence halls, and focus on service projects to better life both in and out of the residence halls.
- (d) The N.R.H.H. shall conduct itself and perform its duties as set forth in its constitution and its national association.

Section 5: The Hall Improvement/Dining Enhancement (HIDE) Committee

The Housing Committee shall consist of the following members and duties:

- (a) This committee shall be chaired by the Administrative Vice-President of the R.H.A.
- (b) This committee shall consist of the Administrative Vice-Presidents from the hall councils, and shall be open to any interested residents.
- (c) This committee shall consider all matters relevant to the physical operations of the residence halls, including maintenance and damage control, housing costs, desk operations, and all policies determined and/or implemented by Housing & Dining.
- (d) This committee shall serve as an investigatory and proposal formulation body in the area of housing operations, food service, hall security, and room and board.
- (e) This committee shall be required to submit all proposals to R.H.A. for approval.
The committee may deal with off campus concerns as the committee designates fit.
- (f) All members of this committee shall have the right to vote.
- (g) The attendance policy is the same as in Article III of these bylaws.

Section 6: All Hall Programming Committee

The all hall Programming committee shall consist of the following members and duties:

- (a) This committee shall be chaired by the Programming Vice-President of R.H.A.
- (b) This committee shall consist of the Programming Vice-Presidents from the hall councils, and shall be open to any interested residents.
- (c) This committee shall plan to and coordinate all social, cultural, educational, and athletic events sponsored by the R.H.A.
- (d) This committee shall act as a guide for the hall social/recreational and educational programs.
- (e) This committee is responsible for supporting such activities.
- (f) The attendance policy is the same as in Article III of these bylaws

Section 7: Finance Committee

The finance committee shall consist of the following members and duties:

- (a) This committee shall be chaired by the Treasurer of R.H.A.
- (b) This committee shall consist of the treasurers from the hall councils.
- (c) This committee shall consider all matters relevant to the budget of the R.H.A., including all budget requests, and any other matters that the committee sees fit.
- (d) This committee shall make recommendations to the R.H.A. on all budgetary matters and such recommendations shall stand as motions on the floor.
- (e) This committee shall have the power to decide on budgets of less than \$100.
 - (i) The budget must be a request for less than \$100.
 - (ii) The committee shall have the option of passing the budget for the requested amount, or lower amount or passing along its recommendations to the R.H.A. body as with any other budget.
 - (iii) Such action requires a quorum of 2/3 of the representatives in good standing, with the motion passing by a simple majority.
 - (iv) The decision of this committee shall stand as an act of the R.H.A. body.
- (f) All members of this committee shall have the right to vote.
- (g) The attendance policy is the same as in Article III of these bylaws.

Section 8: Public Affairs Committee (PAC)

The All Hall Publicity Committee shall consist of the following members and duties:

- (a) This committee shall be chaired by the Public Relations Officer.
- (b) Shall consist of the Public Relations from all the hall councils and Believing in Culture
- (c) Shall facilitate on all matters concerning advertisements and publicity pertaining to R.H.A.
- (d) Monitor and ensure accurate delivery of information on the RHA Website.

Section 9: Internal Affairs Committee

The Internal Affairs committee shall consist of the following members and duties:

- (a) This committee shall consist of three non-executive R.H.A. members and one alternate; in the case that one member of the committee is under investigation.
- (b) The Internal Affairs chairperson shall be voted upon by the committee at their first regularly scheduled meeting.
- (c) This committee shall act upon all impeachments and expulsions as provided for in Article XI of these bylaws.
- (d) The Internal Affairs committee is to investigate any constitutional infringements and to submit a proposal to the R.H.A. President for necessary action to be taken, unless the President is under investigation.
- (e) Any Proposals involving the R.H.A. President shall be submitted directly to the R.H.A. body for discussion.

Section 10: Committee Chairs

The duties of the committee chairperson shall be as follows:

- (a) The chairperson shall chair all committee meetings.
- (b) The chairperson shall attend all R.H.A. meetings.
- (c) The chairperson shall be responsible for informing the representatives from each hall of each meeting time and place of his/her committee at least 24 hours prior to meeting time.
- (d) The chairperson shall inform the R.H.A. by the submission of written minutes or verbal reports of their respective committee's progress.
- (e) The chairpersons shall serve as liaison between their committee and other committees.
The chairperson shall submit all committee recommendations for R.H.A. approval.

Article VI – Elections

Section 1: Candidacy

- (a) Any individual running for an executive position shall submit a Letter of Candidacy to the Elections Assembly Advisor, or their designee, no later than 4:30pm on the Thursday immediately preceding the election.
- (b) The Letter of Candidacy must contain the following information:
 - i. Name
 - ii. Position Sought
 - iii. Relevant Experience(s) and Biographical Information
 - iv. Goals for the Position and the Organization
- (c) A candidate can run for only one position during the election.
- (d) At the start of the Elections Assembly, the Presiding Officer shall read the name of each candidate who submitted a Letter of Candidacy into the minutes to serve as a nomination for office.

Section 2: Elections Procedure

- (a) The Elections Assembly Advisor shall provide a copy of each candidate's letter to each voting representative at the start of the Elections Assembly Meeting.
- (b) Each candidate shall make a 5 minute oral presentation, followed by a 5-minute extendable Question and Answer session.
- (c) Five minutes of extendable debate, followed by a secret ballot vote, shall occur once all candidates for a specific position have made their presentations and had their Question and Answer period.
- (d) No candidate for a specific position shall be in the room while any other candidate for that same position is making their presentation or answering questions. No candidates for a specific position shall be in the room during the discussion and voting for that position.
- (e) A candidate must receive a majority of votes in order to win.
 - i. In the event that no one candidate receives a majority, the Assembly shall reenter discussion. If in a second vote no one candidate receives a majority of votes, the candidate receiving the lowest number of votes shall be dropped from contention.
- (f) If only one candidate is running for a specific office, the votes available shall be "Yes", meaning that the candidate shall be elected; "No", meaning that that the candidate shall not be elected; or "Abstain." Write-in votes shall be counted as abstentions.
- (g) If two or more candidates are running for a specific office, the votes available shall be one of the candidate's names; "No Confidence", meaning that none of the candidates shall be elected; or "Abstain." Write-in votes shall be counted as abstentions.

- (h) Immediately following each vote, the Presiding Officer and the Elections Assembly Advisor, or their designee, shall count the ballots.
- (i) Winners shall be announced once all elections have been successfully completed.

Section 3: Elections Assembly

- (a) The voting membership of the Elections Assembly shall be comprised of the following:
 - i. Four hall representatives from each Hall Council, selected by and from the voting floor representatives of that Hall Council
 - ii. Three Hall Council Executive Board members from each Hall Council, selected by and from that Hall Council's Executive Board
 - iii. One representative each from the Executive Board of BIC, NRHH, and RHA, selected by the membership of each respective organization
 - iv. No candidate can be a voting member of the Elections Assembly.
- (b) The Presiding Officer of the Elections Assembly shall be appointed by the General Assembly and shall not have a vote in the Elections Assembly. The Presiding Officer shall not be a candidate. The Presiding Officer must be an on-campus resident. The Presiding Officer shall have the authority, under consultation with the Elections Assembly Advisor and the Parliamentarian, to interpret and enforce these elections rules and the governing documents of the RHA as they relate to these elections rules and the current elections.
- (c) The Presiding Officer shall appoint a Parliamentarian who shall be knowledgeable in the current edition of Robert's Rules of Order and of these elections rules. The Parliamentarian shall not have a vote and shall not be a candidate for election.
- (d) The Elections Assembly Advisor shall be the RHA Advisor or their designee. The Elections Assembly Advisor shall not be an undergraduate student.
- (e) The Elections Assembly shall be open to any student residing in a University residence hall.
- (f) The Elections Assembly shall have the authority to vote only in matters related to the current elections. It shall not consider any business unrelated to the current elections and shall not function as the General Assembly of the RHA.

Section 4: Timeline

- (a) Information about the Elections Assembly, including a description of what should be included in a letter for candidacy, shall be made available at all times on the RHA Website.
- (b) The Elections Assembly shall be held on the last Sunday in March, in lieu of a General Assembly meeting.
- (c) All voting members of the Elections Assembly shall be selected by their constituent bodies no later than the Thursday before the Elections Assembly.
 - i. Each constituent body shall select their voting representatives by resolution and the passed resolution, including vote count, shall be given to the Elections Assembly Presiding Officer no later than the start of the Elections Assembly.
- (d) The Presiding Officer shall be appointed and approved no later than the last General Assembly meeting before the Elections Assembly.
- (e) The Public Relations Officer of RHA and the Public Relations Officer of each Hall Council shall be responsible to publicize the elections throughout their communities no later than two weeks before the Elections Assembly. Publicity for the Elections Assembly shall include the following information:
 - i. The time, date, and location of the Elections Assembly
 - ii. Information about the positions available and how to run for office
 - iii. Contact information for the RHA Office and the Elections Advisor
- (f) The President or Chair of each constituent group shall announce the elections and the Election Assembly at each meeting during the month of March prior to the Elections Assembly.

Section 5: Post Election Procedures

- (a) Officers shall be sworn in at the R.H.A. banquet at the end of the school year.
- (b) R.H.A. executive board members shall visit each hall council within four weeks of the beginning of the new school year to introduce themselves.
- (c) Persons elected to the R.H.A. Executive Board during a special election shall visit each hall within four weeks of taking office to introduce themselves.

Article VII – Vacancies

Section 1: President

- (a) If the office of President is vacant, the Administrative Vice-President shall assume the Presidency.
- (b) All other executive board members retain current positions.
- (c) An election for a new Administrative Vice-President shall be held within three weeks after the Administrative Vice-President fills the office of President.
- (d) The voting procedure for the R.H.A., after all candidates make a two minute speech to the R.H.A. body.

Section 2: President and Administrative Vice-President

- (a) If the President and Administrative Vice-President positions are both vacant, the programming Vice-President shall assume the Presidency.
- (b) All other Executive board members retain current positions.
- (c) An election for a new Administrative Vice-President and Programming Vice-President will be held within three weeks after the Programming Vice-President fills the office of President.
- (d) The voting procedure for these positions shall be the same as in Article VI of these bylaws.

Section 3: Line of Succession for an Acting President

- (a) If President, Administrative Vice President, and Programming Vice President positions are vacant, the line of succession shall follow the order of positions as prescribed in the Constitution Article III Section 1, points d-g, with elections for President being held within three weeks of the vacancy
- (b) If all positions are vacant, the RHA advisor shall conduct elections as prescribed in Article VI of these bylaws

Section 4: Remaining Vacancies

- (a) The president shall have the responsibility of filing any vacant position by appointment until an election can take place.
- (b) The voting procedure for these positions shall be the same as in Article VI of these bylaws, excluding section 1 point a.

Article VIII – Amendments

Section 1: Introduction

All bylaws, or amendments thereof, must be submitted to the members of R.H.A. one week prior to introduction.

Section 2: Adoption

R.H.A. shall have the power to adopt bylaws by a $\frac{3}{4}$ vote of the total membership.

Section 3: Revision/Re-adoption

- (a) All bylaws must be revised and/or re-adopted each fall semester.
- (b) Before the affirmation of the revised and/or re-adopted bylaws the R.H.A. shall work from the previous year's bylaws.

Article IX- Diversity Statement

The Northern Illinois University Residence Hall Association is a student-run organization whose purpose is to provide communication, education, and leadership development opportunities for student leaders in the residence hall system across campus. Students that compose the membership of our organization are different abilities, races, ethnicities, sexual orientations, religions, ages, genders, and political affiliations. As such, N.I.U.R.H.A. is a representative body of truly multiracial populations and is committed to promoting an atmosphere conducive to embracing and celebrating individual differences and lifestyles. We accept the responsibility to act aggressively and proactively toward educating our membership. We strongly encourage member halls to build committees and conference delegations that are representatives and inclusive of the diverse population of their individual residence halls. Ultimately, we strive for an appreciation, understanding, and celebration of diversity.

Article X – Webmaster

Section 1: Duties

The Webmaster shall:

- (a) Be in charge of updating the RHA Web Site.
- (b) Serve as an Ex-Officio member of the Public Affairs Committee (PAC).