

Constitution and Standing Rules
of the
Residence Hall Association
at
Southeast Missouri State University
As approved May 2016

Residence Hall Association Constitution
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Division 1- Foundation of Residence Hall Association

Preamble

We, the students of the Residence Hall Association at Southeast Missouri State University, in order to provide a unified voice for those students who reside in University housing facilities, to ensure student involvement in the University and Residence Life 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 physical, educational, social, and cultural standards of living in the residence halls, do hereby ordain and establish this constitution of the Residence Hall Association at Southeast Missouri State University.

Name

(Article I)

The title of this organization shall be the Residence Hall Association of Southeast Missouri State University, henceforth referred to as RHA.

Purpose

(Article II)

The purpose of this organization is:

- *To provide a unified voice for students residing in the University housing facilities.
- *To ensure student involvement in the University and Residence Life 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.
- *To provide a means for improving physical, educational, social, and cultural standards of living in the residence halls.

Membership

(Article III)

Section 1.

The membership of RHA shall consist of all students living in university residence halls at Southeast Missouri State University.

Section 2.

Membership into RHA shall be classified as one of the following: Executive Officer, Voting Representative, Non-voting representative, or Staff Advisor.

Section 3.

Membership into RHA shall not be based upon race, age, religion, gender, regional/national origin, sexual orientation or physical ability.

The General Body (Voting Representatives)
(Article IV)

Section 1.

The selection of Voting Representatives shall be determined by each residence hall according to the guidelines established by each hall's government structure. If no governing structure is present, the Residence Life staff of that residence hall shall determine representatives by the second General Body meeting of each semester.

Section 2.

For the purpose of voting, Residence Hall votes will be passed out as follows:

South: 5 votes	Greek: 5 votes	Myers: 3 votes
East: 5 votes	Dearmont: 3 votes	North: 4 votes
West: 4 votes	Vandiver : 4 votes	Merick: 4 votes
Henderson: 1 vote	LaFerla: 4 votes	DRCC: 2 votes
Greek Village: 1 vote		

As long as quorum is reached, the hall can have up to its maximum number of votes provided there are enough representatives. Quorum is 30 voting members.

Section 3.

In the event that a new residence hall is built or acquired, that hall shall have one vote per 75 residents, and the hall will be added to the roll in Article IV, Section 2 at the earliest possible General Body meeting in which business can be conducted.

Section 4.

In the event that any current residence hall shall be vacated, the voting privileges of that hall will be suspended until it is reoccupied.

Section 5.

In the event that a Voting Representative cannot perform the duties and responsibilities assigned, a proxy may be chosen. The choice of a proxy will be left to the discretion of the Voting Representative and the Hall represented. RHA will not establish procedures for choosing a proxy, but the proxy must be a resident of the hall they are chosen to represent. Proxies shall have the full voting rights and responsibilities of a Voting Representative until the time when the Voting Representative they are proxying for is able to resume their duties. Resident Assistants may be allowed to vote when there are not enough non-staff students available for their hall's delegation AND their hall's votes are needed to establish quorum.

Section 6.

When temporary housing exists, for purposes of voting, there is 1 vote per 75 residents.

Section 7.

All further residents over and above the voting representatives are considered the General Body.

The Executive Board
(Article V)

Section 1.

An Executive Member is a current member who is responsible for RHA duties. However, an Ex-Officio Member is a liaison for RHA to other organizations such as National Communications Coordinator In Training (NCC-IT), Student Activities Council (SAC), National Residence Hall Honorary (NRHH), Student Government, and Rec Services Advisory Board.

Section 2.

The Executive Board shall consist of President, Chief Administrator, Treasurer, Senior National Communications Coordinators (NCC), and Programming Communications Coordinator (PCC).

Section 3.

The executive powers of RHA shall be invested in the Executive Board and shall be headed by the RHA President or acting-President.

Section 4.

In the absence of the President, the duties of the President shall be performed by in the following order of succession until the President can resume those duties: Chief Administrator, Treasurer, NCC, Programming Coordinator, Public-Relations Chair.

Section 5.

Ex-Officio Officers may vote in General Body meetings if they are chosen as Voting Representatives from their hall.

Section 6.

RHA holds one senator position within Student Government, per Student Government bylaws. The person filling this position shall be appointed by the President.

Division 2-General Body

Voting- General Rules and Guidelines
(Article I)

Section 1.

Part 1. In order for business to be decided at any meeting of the General Body, Quorum must be met.

Quorum is established at two-thirds of the Voting Representatives.

Part 2. In the event that quorum is not met for more than two (2) consecutive weeks during which time a proposal is on the floor, the Executive Board has the authority to override the quorum requirement for issues that are time sensitive or under extenuating circumstances.

Section 2.

During a General Body vote, the Executive Board has no vote, except in the event of a tie, in which the Executive Board shall have the power to cast one vote. In the event the Executive Board is split, the President shall cast the deciding vote. An Executive Board member may not participate in a vote that may be a conflict of interest.

Section 3.

Votes shall be cast by a placard system, unless a Voting Representative in attendance requests a secret ballot.

Section 4.

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

Voting on Proposals
(Article II)

Section 1.

A proposal shall require approval by a simple majority of all voting representatives in attendance to pass.

Voting on Allocations
(Article III)

Section 1.

An allocation may be voted on the week it is proposed and shall require approval by a simple majority of voting representatives in attendance to pass.

Veto (Article IV)

Section 1.

In the event that the President (or acting President) cannot, in good conscious, agree with the nature of any proposal or allocation which the General Body of the Residence Hall Association has already approved, they may propose a veto immediately following the passage of the proposal or allocation. Should the President (or Acting President) propose a veto, they must immediately state their reasoning behind the veto to the RHA General Body.

Section 2.

Once a veto has been proposed, the Executive Board shall vote as to whether or not to enact the veto at the following Executive Board meeting. The RHA President shall abstain from this vote. A decision regarding the outcome of the vote will then be announced to the RHA General Body. If the proposal or allocation requires immediate action on the part of RHA and the waiting period would prevent the proposal or allocatin from being effectively enacted, the RHA President (or acting President) shall move to recess the General Body Meeting and call a special meeting of the RHA Executive Board to vote as to whether or not to enact the veto. At the conclusion of the special meeting, the RHA General Body meeting shall be reconvened and the decision regarding the outcome of the vote will then be announced to the RHA General Body.

Duties and Responsibilities of the RHA Hall Representatives (Article V)

Section 1.

The RHA Hall Representatives shall:

Part 1. Attend all RHA Body meetings.

Part 2. Participate on one of the five Standing Committees of the RHA.

Part 3. Attend a portion of weekly staff meetings of the building they represent

Part 4. Update the designated RHA bulletin board for their building on a weekly basis.

Part 5. Know and abide by the RHA constitution.
Part 6. Facilitate at least two building programs a semester.
Part 7. Other duties as assigned via the RHA Representative Contract.

Letters of Censure (Article VI)

Section 1.

A Letter of Censure temporarily suspends all voting rights of the recipient in the General Body meetings. The Letter of Censure may also result in the firing or the request for the resignation of an Ex-Officio Executive Officer by a vote of two-thirds of the General Body.

Section 2.

Any Voting Representative, Non-Voting Representative, Ex-Officio Officers, Advisor or Hall shall be subject to a Letter of Censure.

Section 3.

Those subject to Letters of Censure may receive them for, but not limited to, the following offenses: not upholding the mission of the preamble, misrepresenting RHA and other serious behavior requiring action.

Section 4.

Letters of Censure are voted on and are approved by two-thirds of all Voting Representatives, except those at which the letter is directed.

Section 5.

The duration of a temporary suspension by a Letter of Censure is two (2) weeks.

Division 3- The Executive Board Requirements for an Executive Board Position (Article I)

Section 1.

Only students residing in on-campus university residence halls, and who live in those halls throughout the term of office, may serve as Executive Officers.

Section 2.

All Executive Board nominees must meet the following conditions or will be excluded from running for an open RHA Executive Position.

Part 1. Must maintain a cumulative 2.5 GPA, with a 2.5 previous semester GPA.

Part 2. Nominees for President must have at least one full college semester of on campus life at Southeast.

Part 3. All nominees must be in good standing with the University.

Section 3.

All Executive Board members must meet the following criteria, or they will be dismissed from office.

Part 1. All Executive Board members must maintain a 2.5 cumulative GPA.

Part 2. All Executive Board members must be in good standing with the University.

Part 3. If an Executive Board member's GPA falls below 2.5, they will have a semester probation period. They must meet with the advisor to establish individual standards for academic success.

Election of Officers and Committee Chairs
(Article II)

Section 1.

Elections shall be scheduled as follow:

Part 1. Registration to run for President, Vice President, Treasurer, Secretary, Public Relations Chair, and Programming Coordinator will be available Beginning the meeting following Spring Break.

Part 2. Registration to run for executive board positions will be open for two weeks. All paperwork should be turned into the Office of Residence Life, the Residence Hall Association Office (Towers 111), or an executive board member at a general body meeting.

Part 3. Elections for all available positions will occur during the meeting following the due date of the application materials. Officer elections will consist of a short presentation in front of the general body, by each candidate for each position. At the conclusion of the final presentation, each of the candidates will leave the room. The NCC-IT position is two year position and will go through a formal interview process. The final candidates will be narrowed down by the executive board through an interview process with the final decision being made by the current NCC.

Part 4. Executive officer elections will be conducted by secret ballot with each hall receiving votes equal to the number of placards that the hall holds during a general body vote providing quorum is achieved.

Part 5. Election results should be announced no later than the following Residence Hall Association Meeting.

Section 2.

Executive Officers are expected to hold that office for a full term or the remainder of the term they assume.

Section 3.

Officers-elect for the following school term will serve in an apprentice capacity for that current officer until the inauguration ceremony, at which time the officer-elect assumes the office. The apprentice Capacity will consist of a two week period. The final meeting of the year should be run by the next years executive board

Section 4.

A vacancy in an Executive Office that occurs during the school term requires an election that must be preceded by two weeks of nominations.

Section 5.

RHA President and Vice President may not hold the positions of NRHH President or Vice-President.

Oath
(Article III)

Upon being elected and accepting an RHA Executive Board position, the new official will take the following oath, administered by the President of RHA.

I, (state name), affirm that I will uphold and serve the office of (state office) and that I will, to the best of my ability, uphold and abide by the policies, rules and procedures set forth by the Residence Hall Association, the Office of Residence Life, and Southeast Missouri State University.

Duties and Responsibilities of the Executive Board
(Article IV)

Section 1.

The President Shall:

Part 1. Preside over the General Body and Executive Board meetings.

Part 2. Attend executive board meetings.

Part 3. Know and abide by the RHA Constitution.

Part 4. Serve as chief spokesperson for the group to the administration, other student groups, and to this organization.

Part 5. Meet with Advisor to plan General Body meetings.

Part 6. Hold individual meetings with the Chief Administrator, Programming Communications

Coordinator, Public Relations Chair, and Advisor(s) of RHA at least once every two weeks.

Part 7. Hold meetings with the Treasurer and Advisor(s) at least once every two weeks.

Part 7. Work with advisor(s), the Director of Residence Life, and other administrators as necessary to represent RHA and the needs of those residing in University residence halls.

Part 8. Oversee the duties and responsibilities of other Executive Board members and any other active RHA Representative.

Part 9. Appoint, with Executive Board approval, officers to complete the duties of other officers who, due to unexpected absences, are unable to complete those duties.

Part 10. Have the power to call special elections and meetings.

Part 11. Prepare the President-elect for the office of President's responsibilities and duties.

Part 12. Attend and support a majority of RHA events.

Part 13. Present an end of term report and give to the Public Relations Chair and Advisor.

Part 14. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.

Part 15. Encourage and administer leadership development among the Residence Hall Association throughout the year (i.e. retreat, guest speakers, and other leadership opportunities as deemed necessary).

Part 16. Act as a representative for the Residence Hall Association of Southeast Missouri State University to conferences, video chats, and all other relevant functions of the Midwest Affiliate of College and University Residence Halls and the National Association of College and University Residence Halls as deemed necessary and agreed upon by the Executive Board.

Part 17. Other Duties and Projects as agreed upon by the entire executive board.

Section 2.

The Chief Administrator Shall:

Part 1. Attend General Body meetings and Executive Board meetings.

Part 2. Prepare agendas for upcoming general body meetings.

Part 3. Maintain the minutes from the meetings and executive Board meetings.

Part 4. Forward copies of meetings minutes as deemed necessary by the Executive Board, including Hall Directors and RHA Hall Representatives

Part 5. Record all votes.

Part 6. Maintain correspondence with the University organizations and officials as deemed necessary.

Part 7. Assume the duties and responsibilities of the President as necessary in case of absence or resignation of President.

Part 8. Appoint, dismiss, oversee, and assist committee chairs pending the approval of the Executive Board and

in compliance with the RHA Constitution.

Part 9. Know and abide by the RHA Constitution.

Part 10. Prepare the Chief Administrator elect for the office of the Chief Administrator's responsibilities and duties.

Part 11. Attend and support a majority for RHA events.

Part 12. Present an end of term report and give to the Public Relations Chair and Advisor.

Part 13. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.

Part 14. Hold bi-weekly one-on-one with the Hall Issue chair.

Part 16: Collect attendance from committee chairs from each of their committee meetings.

Part 17. Complete other duties and projects as deemed responsible by the Executive Board

Section 3.

The Treasurer Shall:

Part 1. Attend General Body meetings and Executive Board meetings.

Part 2. Present the budget to the Voting Representatives at the beginning of the fall and spring semester in accordance to the Constitution and be prepared to give a detailed report of expenditures at each meeting.

Part 3. Assist the advisor in handling the financial matters of RHA.

Part 4. Advise the Voting Representatives of financial

concerns.

Part 5. Serve as chairperson for the Funding Board.

Part 6. Know and abide by the RHA Constitution.

Part 7. Prepare the Treasurer-elect for the office of Treasurer's responsibilities and duties.

Part 8. Attend and support a majority of RHA events.

Part 9. Present an end of term report and give to the Public Relations Chair and Advisor.

Part 10. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.

Part 10. Other Duties and projects as assigned.

Section 5.

The Programming Coordinator (PC) Shall:

Part 1. Attend General Body meetings and Executive Board meetings.

Part 2. Coordinate programming and publicity for all RHA events.

Part 3. Establish and maintain programming, advertising, and philanthropy committees.

Part 4. Appoint co-chairs for the advertising and philanthropy committees.

Part 5. Hold bi-weekly meetings with the advertising and philanthropy co-chairs.

- Part 6. Coordinate and maintain a programming and publicity binder.
- Part 7. Attend monthly MACURH Programming Representative Chats.
- Part 8. Know and abide by the RHA Constitution.
- Part 9. Prepare the PC-elect for the office of PCC's responsibilities and duties.
- Part 10. Attend and support a majority of RHA events.
- Part 11. Present an end of term report and give to the Public Relations Chair and Advisor.
- Part 12. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.
- Part 13. Other Duties and projects as assigned.

Section 6.

The Public Relations Chair Person

- Part 1. Attend General Body meetings and Executive Board Meetings.
- Part 2. Maintain and update as necessary the RHA historical files and scrapbook. As part of this responsibility it is expected that RHA events, meetings, philanthropies, conferences etc. would be documented. The scrapbook/presentation should be finished by the final RHA meeting of the year.
- Part 3. Chair The Recruitment, Retention, & Recognition Committee.
- Part 4. Gather all end of the year reports from all officers and put the reports in the yearly binder.

Part 5. Create and maintain all forms of social media(Facebook, Twitter etc) and the RHA website.

Part 6. Know and abide by the RHA Constitution.

Part 7. Prepare the Public Relations Chair-elect for the office of Public Relations Chair's responsibilities and duties.

Part 8. Attend and support a majority of RHA events.

Part 9. Present an end of term report and give to the Advisor

Part 10. Create RHA media campaigns aiming towards recruitment, events, and services of RHA.

Part 11. Work with the programming communications coordinator (PCC) to create advertisement for programming.

Part 12. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.

Part 13. Other duties and projects as agreed upon by the executive board.

Section 7.

The National Communications Coordinators (NCC's)
Shall:

Part 1. Attend General Body meetings and Executive Board meetings.

Part 2. Follow the guidelines to this job directed by the NCC handbook put out by the National Information Center of NACURH Incorporated.

Part 3. Serve as a link between RHA and the similar organizations of other schools across the nation.

Part 4. Actively participate in listserv discussion throughout the region, including but not limited to NCC chats.

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 National conferences, or appoint a designee to head the delegation.

Part 7. Conduct interviews with applicants as deemed necessary before accepting them to go as part of the Southeast conference delegation.

Part 8. Know and abide by the RHA Constitution.

Part 9. Coordinate and make the final decision on the National Communications Coordinator-In Training elections.

Part 10. Prepare the NCC-IT for the office of Senior NCC's responsibilities and duties.

Part 11. Attend and support a majority of RHA events.

Part 12. Serve as a member of the RHA judicial board, and carry out judicial actions against RHA Reps who have not aligned with the code of the RHA Constitution, RHA Representative contracts, and the RHA Committee Contracts.

Part 13. Ensure that general body meetings are being upheld to proper parliamentary procedure.

Part 14. Present an end of term report and give to the Public Relations Chair and Advisor.

Part 15. Other duties and projects as assigned.

Section 7A.

The National Communications Coordinator In-Training (NCC-IT) Shall:

Part 1. Attend General Body meetings and Executive Board meetings.

Part 2. Follow the guidelines to this job directed by the NCC handbook put out by the National Information Center of NACURH Incorporated.

Part 3. Assist the Senior NCC in all duties stated in Section 7 and any other duties required in cooperation with NACURH Incorporated or the Midwest affiliate of NACURH.

Part 4. Observe Senior NCC at meetings during State, Regional, and National Conferences.

Part 5. Know and abide by the RHA Constitution.

Part 6. Attend and support a majority of RHA events.

Part 7. Present an end of the year report and give to the Public Relations Chair and Advisor.

Part 8. Other Duties and projects as assigned and agreed upon by the NCC.

Section 8.

The Student Government Senators Shall:

Part 1. Attend weekly Student Government meetings and report on RHA.

Part 2. Attend General Body meetings and report on Student Government.

Part 3. Know and abide by the RHA Constitution.

Part 4. Attend and support a majority of RHA events.

Section 9.

Student Activities Council (SAC) Liaison Shall:

Part 1. Attend weekly Student Activities Council meetings and report on RHA.

Part 2. Attend General Body meetings and report on Student Activities Council.

Part 3. Know and abide by the RHA Constitution.

Part 4. Attend and support a majority of RHA events.

Section 10

The National Residence Hall Honorary Representative Shall:

Part 1. Serve as a liaison between the Southeast chapter of the NRHH and the RHA.

Part 2. Provide yearly NRHH budget proposal for the year at the beginning of the fall semester.

Part 3. Know and abide by the RHA and NRHH Constitutions

Part 4. Attend and support a majority of RHA events.

Vacancies in the Executive Office
(Article V)

Section 1.

An Executive Officer may resign by submitting in writing a letter of resignation to the RHA President and the Advisors. In the event that the President wishes to resign, the letter of resignation will be submitted to the Vice President and the Advisors. 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 of office. Acting President duties shall be carried out in the order of succession already established in this constitution.

Section 3.

With the exception of the Vice President assuming the office of President, all other vacancies in an Executive Office require an election to take place. The floor shall remain open to nominations for two weeks after the vacancy occurs.

Section 4.

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 of that school term.

Section 5.

During the vacancy of an office, the President may appoint someone for the interim period.

Impeachment of Executive Officers
(Article VI)

Section 1.

Only the RHA elected Executive Officers shall be subject to impeachment. Ex-Officio officers are subject to Letters of Censures but cannot be impeached.

Section 2.

Grounds for impeachment include, but are not limited to: Serious misuse of their position or office, misuse of funds, failure to fulfill duties of office, or gross misrepresentation of RHA.

Section 3.

A total of 1/3 of Voting Representatives must submit charges of impeachment to the Executive Board and the RHA Advisor(s).

Section 4.

A quorum is required to vote on an investigation for impeachment.

Section 5.

The Executive Board shall appoint a committee composed of one Executive Board member (not under investigation), one Voting Representative bringing forth charges, one General Body member for each hall, and RHA Advisor(s). If the committee by majority vote finds that's the charges might be valid, then the charges are to be presented to the General Body at the next regularly scheduled RHA meeting.

Section 6.

The committee on impeachment shall then present their findings to the General Body for a decision. A decision for impeachment shall be reached by a vote of two-thirds of the Voting Representatives in attendance of the meeting.

Duties and Responsibilities of the Advisor(s)
(Article VII)

Section 1.

The Advisor(s) Shall:

Part 1. Work with the President and Vice President to plan the Spring and Fall Retreats.

Part 2. Supervise financial matters.

Part 3. Have one on ones with the President and Vice President.

Part 4. Work with the Treasurer to maintain the budget.

Part 5. Attend Executive and General Body meetings.

Part 6. Attend and support a majority of RHA events.

Part 7. Know and abide by the RHA Constitution.

Division 4- Chairperson/ (s) for the Standing Committees of the Residence

Hall Association

Section 1. Duties

Part 1: Administrate agendas and attendance sheets per meeting, and deliver them to the chief administrator.

Part 2: Attend bi-weekly meetings with the chief administrator.

Part 3: Set up bi-monthly meetings with chief administrator and other committee chairs.

Part 4: Copies of all records and logs shall be given to the RHA advisor at the end of the year.

Part 5: Know and abide by the RHA constitution.

Part 6: Other duties as agreed upon by the executive board.

Division 5- The Standing Committees of the Residence Hall Association

The Funding Board Committee

(Article I)

Section 1. Duties

The Committee shall:

Part 1. Review and discuss all allocation forms. This is to assure that all Residence Hall Association Guidelines are observed in the requests.

Part 2. To interview and discuss, with a representative of the organization, the submitted allocation request.

Part 3. To recommend to the General Body an amount to be approved and allocation to student organizations for activities.

Part 4. To meet at regularly scheduled times throughout the semester as determined by the Residence Hall Association at the beginning of the semester.

Section 2. Membership and Chair

Part 1. Membership shall consist of RHA voting representatives and students from the general body.

Part 2. The Residence Hall Association Treasurer shall be the chair of the Funding Board but shall vote only in the event of a tie.

Part 3. The Executive Board shall be able to represent an Interim funding board during Summer Months, Winter Break, and during times where the general body meetings are cancelled due to school closing.

Section 3.

The committee shall be responsible for a report of efforts to the General Body.

The Programming Committee
(Article II)

Section 1. Duties

The Committee shall:

Part 1. Be responsible for the organization of RHA programs.

Part 2. Work with other organizations when necessary for programming.

Part 3. Be responsible for the publicity of all RHA functions.

Section 2. Membership and Chair

Part 1. Membership will consist of students from the general body.

Part 2. The Committee will be headed by the Programming Coordinator, with assistance from up to two separate Co-Chairs, who shall be responsible for the Advertising and Philanthropy sub-committees. (to be selected by the Programming Coordinator).

Section 3. *Advertising Sub-Committee*

Part 1. Duties

The Committee shall:

- A. Be responsible for the advertising and publicity of RHA programs.
- B. Work with other organizations when necessary for RHA program advertisements.

Part 2. Membership and Chair

- A. Membership will consist of students from the general body.
- B. The Committee will be headed by the Advertising Co-chair underneath the Programming Committee.

Part 3. The Advertising Co-Chair shall be responsible for regular reports of efforts to the Programming Coordinator and the Programming Committee.

Section 4. *Philanthropy Sub-Committee*

Part 1. Duties

The Committee shall:

- A. Coordinate philanthropy events including but not limited to the Ronald McDonald Pop Tab Collection.
- B. Work with members of the organization when necessary to coordinate these events.

Part 2. Membership and Chair

- A. Membership will consist of students from the general body.
- B. The Committee will be headed by the Philanthropy Co-chair underneath the Programming Committee.

Part 3. The Philanthropy Co-Chair shall be responsible for regular reports of efforts to the Programming Coordinator and the Programming Committee.

(Article III)

Section 1. Duties

The committee shall:

Part 1. Discuss and try to solve any problems or issues concerning residence halls, including, but not limited to, university dining policies, hall renovations or enhancements, and Residence Life policies and procedures.

Part 2. Work with Office of Residence Life and Food Service provider to resolve these issues.

Section 2. Membership and Chair

Part 1. Membership shall consist of students from the general body.

Part 2. The chair shall consist of a member of General Body to be selected by the Chief Administrator of the RHA.

Part 3. The chair will be responsible for attending DSAC meetings.

Section 3.

Part 1. The committee shall be responsible for the report of efforts to the General Body.

Part 2. Copies of all record logs shall be given to the RHA advisor at the end of the year.

Recruitment, Retention, & Recognition Committee
(Article VI)

Section 1. Duties:

The Committee shall:

Part 1. Coordinate searches for vacant positions within the general body.

Part 2. Plan social events for the general body to help build inter-personal connections.

Part 3. Collectively decide the recipients of various peer-selected awards.

Part 4. Other duties deemed as appropriate by the Public Relations Chair.

Section 2. Membership and Chair

Part 1. Membership shall consist of students from the general body.

Part 2. The Chair will consist of the Public Relations Coordinator.

Section 3.

Part 1. The committee shall be responsible for a report of efforts to the general body.

Division 5- The Budget

The Budget

(Article I)

Section 1.

The budget shall be submitted by the Executive Board to the General Body at the next meeting after receipt of the statement of semester funds. The Voting Representatives will have one week to review the budget before voting on it. Suggested changes will be made by a simple majority of the Voting Representatives up until the Budget Approval vote takes place. Voting can be delayed another week if the simple majority of Voting Representatives wish to take it back to their respective governments. Only one delay request shall be permitted.

Section 2.

Outside groups may request financial assistance from RHA for programs that conform to the mission set forth in Article 2 of Division 1 of this Constitution.

Section 2.

All expenditures made by the Executive Board under \$75 must be reported but do not have to be voted on.

Section 3.

The organization that has requested money has 30 days to use the allocated amount of money. However if this money is not used within 30 days, the allocation becomes void with the money staying in RHA, unless special circumstances apply, which must be presented in writing.

Section 4.

If people use RHA funding for a conference, the organization must make a presentation to the General Body at a RHA meeting about the conference and how the money was spent. This presentation should be done within a week of the conference's ending date.

Section 5..

If funding is received from RHA, RHA must be given proper recognition on all publicity.

Section 6.

The summer expenditures including reimbursements must be presented to the general body by the second meeting of the fall semester.

Section 7.

At the beginning of every semester, money must be budgeted for NRHH, consisting of a flat amount agreed upon by the NRHH and RHA President, Treasurer, and consulted by the RHA and NRHH Advisors

Section 8.

At the beginning of every semester, money must be budgeted to Executive Board Stipends, the amounts of which will be determined by the Director of Residence Life and Housing, the RHA Advisor, and the Executive Board.

Allocation Standards
(Article II)

Section 1.

RHA will fund programs for residence halls but will not fund more than \$500 a semester and \$1000 a year. Programs planned by the RHA programming Committee can be fully funded. With the endorsement of the Funding Board, the General Body may, by majority vote, override the guidelines listed in this section on a case by case basis. Approval of any request in which the guidelines are set aside must pass by a three-fourths majority vote.

Section 2.

All Hall building funding requests will be evaluated based upon attendance at up to the last three consecutive General Body meetings within the same semester of the request. The request, if approved by the General Body, will be awarded to match the percent of representatives in attendance at the meetings in question. If the amount of the program falls below \$75.00, it will require the approval of the funding board and executive board.

Section 3.

Building improvement allocations come from the Hall Improvement section of the budget and may be fully funded by RHA pending approval of the General Body.

Section 4.

To receive funds from RHA, an allocation form must be filled out in its entirety. This form must be submitted at least 2 weeks before the funds are needed. Allocation forms submitted any later than 2 weeks prior will not be accepted.

Section 5.

All reimbursements are subject to approval by the executive and funding board. In the event that a reimbursement is needed, a form must be completed within 2 weeks of the program date. The executive

board/funding board reserves the right to deny any requests for reimbursement.

Section 6.

If a hall fails to send any representatives to three consecutive RHA meetings, that hall may not request funding until representatives from that hall attend two consecutive RHA General Body meetings. All halls will be able to request funding at the beginning of each semester, regardless of prior attendance.

Division 6- The Constitution

Establishment of the Constitution
(Article I)

Section 1.

Upon acceptance by two-thirds of the Voting Representatives in attendance at the time of 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.

Revision of the Constitution
(Article II)

Section 1.

The Constitution shall be reviewed and revised at the annual Spring Retreat attended by the Executive Board.

Section 2.

If the Constitution is revised, the revised Constitution must be presented to the RHA Voting Representatives upon completion of the revisions and subsequently voted on at the following meeting.

Constitutional Amendments
(Article III)

Section 1.

A proposed amendment must be tabled for one meeting after being presented.

Section 2.

Upon ratification by two-thirds of the Voting Representatives in attendance, the amendment shall become part of the Constitution

Revision of Standing Rules
(Article IV)

Section 1.

RHA may establish or change standing rules as becomes necessary with the approval vote of a simple majority of the Voting Representatives.

Abolishment
(Article V)

Section 1.

RHA may only be abolished by a two-thirds (2/3) vote in a campus wide poll.

Division 7-Anti Discrimination Statement
Anti-Hazing Statement
(Article I)

Section 1.

RHA will not participate in hazing as defined by the Student Code of Conduct or in any other form.