

Residence Hall Association

Constitution and Bylaws

Amended Fall 2016

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RHA Constitution

Article I– Name

The name of this organization shall be the Frostburg State University Residence Hall Association hereinafter referred to as RHA.

Article II – Purpose

The purpose of the Residence Hall Association is to enhance the life of residents through programming, leadership opportunities and by providing a place to voice concerns about campus housing policy, procedure and facilities.

Article III – Membership

Section I - Defined

All students that live in a residence hall and have paid the student activity fee will be considered members of RHA

Section II – Classification of Members

There are two classifications of members:

- 1.) Good Standing Members
- 2.) Bad Standing Members

Section III – Hall Councils

Each residence hall shall have a Hall Council and Hall Council Fund Account established each academic year.

Article IV – Good Standing Status

Section I - Defined

Hall councils can refer to the bylaws for the definition of good standing.

Section II – Bad Standing Status

Loss of good standing status is defined by levels of offense with consequences coinciding with each level. Hall councils can refer to the bylaws for the process on how to regain good standing.

Article V – Executive Board and Council

Section I - Executive Officers

The following Executive Officers will constitute the Executive Board:

- 1.) President
- 2.) Vice President of Programming
- 3.) Vice President of Finance
- 4.) Secretary
- 5.) Parliamentarian
- 6.) National Communications Coordinator

Article VI – Committees

Section I – Types of Committees

There shall be two types of committees:

- 1.) Standing Committees
- 2.) Ad-Hoc Committees

Section II – Formation of Committees

Ad-Hoc committees will be formed as deemed necessary by the Executive Board and overseen by a member of the Executive Board.

Article VII – Meetings

Section I – Types of Meetings

RHA shall recognize the following types of official meetings:

- 1.) General Body Meetings
- 2.) Executive Board Meetings
- 3.) Emergency General Body Meetings
- 4.) Committee Meetings

Article VIII – Quorum

Section I – Defined

A quorum shall be defined as 50% plus one of all voting members.

Section II – Updating Quorum

A quorum shall be updated in the event a Hall Council(s) loses good standing status or recovers good standing status.

Article IX – Impeachment

An Executive Board member may be impeached and removed from office for the following reasons:

- 1.) Abuse of authority.
- 2.) Not meeting assigned duties as described in the Bylaws.
- 3.) Missing two or more Executive Board or General Assembly meetings without a legitimate excuse given to the Executive Board.
- 4.) Displaying behavior unbecoming to a student as stated in the University *Pathfinder*.

Article X – Amendments and Ratifications

Section I – Amendments

Subsection A – Amendments

Amendments to the Constitution must be passed by a 3/4ths vote by the General Body

. Subsection B – Bylaws

Amendments to the Bylaws may be passed by a majority vote.

Section II – Ratification

An appropriate time period will be given by the Executive Board to allow for the General Assembly to ratify any amendments to the Constitution or Bylaws by no less than one calendar week.

RHA Bylaws

Article I – Membership and Voting Privileges

Section I – Good Standing Status

Subsection A – Defined

Good Standing Status shall be defined as a Hall Council who meets all of the following requirements

- 1.) A Hall Council under the current operation of a recognized constitution. A copy of this constitution must be submitted to the Parliamentarian; an additional current copy must be housed within the RHA Office.
- 2.) A Hall Council that maintains hall officers and RHA Representatives. A copy of these individuals' names, addresses, phone numbers, and email addresses must be submitted to the Parliamentarian and maintained as current and accurate at all times.
- 3.) A Hall Council that consistently attends all General Body meetings and student development workshops and sanctioned programs.
- 4.) A Hall Council who meet all requirements for Funding Requests as defined by Article III of the Bylaws
- 5.) A Hall Council who obeys order during Official meetings as defined by the Parliamentarian

Subsection B – Voting Members

Voting Members of the general body shall be defined as follows:

- 1.) Voting members shall be the President and RHA representative from each hall council.
- 2.) In the event that a voting member will not be in attendance at a General Body or Emergency General Body meetings, that voting member may proxy his/her vote to another member of their Hall Council with the exception of the advisor(s).

Section II – Bad Standing Status

Subsection A –Levels of Offense

A hall council in bad standing is defined based on the level of offense they belong to

- 1) 1st Offense of Bad Standing
 - a) Votes are vacated from the hall council
 - b) A representative of the hall council may come to the Executive Board meeting to appeal the offense
 - c) If appealed, the offending hall council at least one representative come to the following general body meeting to have the offense removed
- 2) 2nd Offense of Bad Standing
 - a) Votes are vacated from the hall council
 - b) An Executive Board Member will then go the hall council meeting to inform them of what are the consequences of being in bad standing and how it can escalate

- c) The hall must have at least one representative come to the following general body meeting to not escalate to the 3rd offense
- 3) 3rd Offense of Bad Standing
 - a) Votes are vacated from the hall council
 - b) Hall council funds are frozen for the remainder of the academic semester
 - c) The hall council is unable to request funding from the general body
 - d) There is no appeal for a 3rd offense of bad standing
- 4) After each offense of bad standing, the president of the hall council and the advisor of the hall council will be informed of their level of bad standing by parliamentarian
- 5) Any level of offense of bad standing will be absolved at the end of the academic semester

Subsection B –List of Offenses

- 1.) Not attending a general body meeting
 - a. They must have at least one representative by the following meeting
- 2.) Failure to submit a success report following a program funded by the general body
- 3.) Failure to return excess funds following a program funded by the general body
 - a. This is an automatic 2nd offense of bad standing
- 4.) Failure to accomplish a task by a deadline as requested by the Executive Board
 - a. In these cases, the general body will be notified at least two weeks in advance if the failure to do a task will result in an offense of bad standing
 - b. If the Executive Board does not state that it will result in an offense in the proper timelines, a hall council cannot be penalized for failure to complete said task

Article III – Finance and Funding

Section I – RHA Finances

The RHA Budget is composed of the optional social activity fee paid by all on-campus residents.

Subsection A – Accounts

These funds shall be dispersed into the following accounts:

- 1.) Accounts
 - a. conference
 - i. Traditionally this fund is \$1,000.
 - b. Executive
 - i. Traditional this fund is \$5,000.
 - c. programing
 - d. Stiffened
 - e. Resident assistant programming
 - i. Traditionally this fund is made up of 1/5 of the student activity fee.
 - ii. Resident Assistant programming will be monitored and dispersed by professional RLO staff and improved by the RHA executive board.
 - f. Hall council
 - i. Traditionally this fund is made up of 1/5 of the Student activity fee.
 - ii. Hall council funds will be monitored and dispersed by professional RLO staff.

Subsection B – Expenditures

- 1.) Any members of the Executive Board or General Body may inspect the RHA financial records with a set appointment with the Treasurer and advisor.
- 2.) A majority vote of the active voting membership is required for the approval of, or subsequent alterations to the RHA budget.
- 3.) Any expenditure from the Programming line item must be approved by Executive Board and General body by majority vote.
- 4.) Any expenditure from the Conference line item must be approved by the Executive Board by majority vote.
- 5.) Any expenditure from the Executive Fund line item must be approved by the Executive Board by majority vote.
- 6.) Any Expenditure from the Stipend line item must be approved by the Executive Board by unanimous vote.
- 7.) At the end of the academic year, any programmatic funds that were not utilized will be deposited into an account for use by the Residence Life Office for discretionary purposes (i.e. student staff training expenses, office supplies, etc.).

Section II – Eligibility for Funding

- 1.) The Organization requesting funds must be a recognized on-campus student organization.
- 2.) Any on-campus student organization must either be a hall council or must partner with a hall council when requesting funds

- a. If the organization is not a hall council, then the hall council that the organization partners must abstain from voting on the funding request during the general body meeting
- 3.) The funding request and organization must possess the best interest of RHA and all on campus Residents.
- 4.) The funding request forms must be typed and completed entirely.
- 5.) The Executive Board maintains the right to veto any funding request if it does not meet all of the aforementioned requirements.

Section III – Funding Requests

All requests to access RHA funds, including, but not limited to, Executive Board funds, Conference funds, and programming funds, must be approved by the Executive Board prior to spending.

Section IV – Funding Requests

- 1.) A request for RHA funding may be allowed by any recognized on-campus student organization or Hall Councils for the purposes of programming, fundraising, and educational ventures.
- 2.) Funding requests must be submitted to the Executive Board no later than 21 days before the funds are needed upon which the following steps must be followed:
 - a. A completed funding request form shall be given to the Treasurer no later than 21 days before the funds are needed.
 - b. During the Executive Board meeting following the receipt of the request, the Executive board shall vote if the request should be brought before the General Body.
 - c. The Executive Board will also vote to determine if the amount requested should be less than or equal to the specific amount requested.
 - d. The organization or Hall Council will be notified whether or not their request will be presented to the General Body for a vote.
 - e. If the request has been found to be positive in merit, the request will be forwarded, by the Executive Board, to the General Body for review. This process will be no less than one week.
- 3.) Following formal review by the General Body, the requesting organization must present their submission to the General Body to explain the purpose of the request, the benefits of funding, as well as answer any questions raised in regards to the request.
 - a. If the requesting organization fails to appear at their designated presentation date and time, the request will be tabled until further notice.
 - b. If the organization is not a hall council, their presentation must have a member of their organization and a member of the partnering hall council.
- 4.) If the request is brought before the General Body, the body has the right to lower but not raise the amount requested.
- 5.) The vote must be passed by a majority of active voting members present at both Executive Board and General Body meetings.

Section V – Requirements of Approved Funding Requests

- 1.) If the funding request is approved RHA holds the right to request:
 - a. The RHA logo shall be on all marketing materials.
 - b. A submitted Success Report within one week of the event.
- 2.) In the event that if the monies granted were not used as request/specifically given that those monies could be repealed and other further funding sanctions could be given to the requesting organization.

Article IV – Duties of Executive Board, Executive Chairs and Advisory Board

Section I – Duties of the Executive Board

Subsection A – President

- 1.) Serve as the speaker of RHA.
- 2.) Call and preside over all General Body, Executive Board, and Emergency meetings.
- 3.) Represent RHA in all Public Forums.
- 4.) Delegate responsibilities to Executive Board and RHA members when necessary.

- 5.) Formulate the agenda at least hours twenty-four hours before the General Body meetings in conjunction with the Executive Board.
- 6.) Serve as an ex-officio member of all RHA committees.
- 7.) Have the authority to establish new committees.
- 8.) Train the incoming President.
- 9.) Other necessary duties as assigned.

Subsection B – Vice President of Programming

- 1.) Serve as executive assistant to the President.
- 2.) Serve as the President in their absence.
- 3.) Serve as Chairperson of the Programming and Public Relations Committee.
- 4.) Work in conjunction with the Public Relations chair to advertise and promote RHA and its programs in an appropriate manner.
- 5.) Work in conjunction with the General Body and other organizations to provide social, leadership, and academic programs to the entire campus.
- 6.) Train the incoming Vice President of Programming
- 7.) Other necessary duties as assigned

Subsection C – Vice President of Finance

- 1.) Be responsible for any and all financial records pertaining to RHA funds.
- 2.) Update the budget weekly.
- 3.) Serve as Chairperson of the Philanthropy Committee
- 4.) Present all updated budgets at Executive Board and General Body meetings.
- 5.) Be accessible to recognized on-campus student organizations or Hall Councils that are seeking funding.
- 6.) Update and maintain all funding forms.
- 7.) Train the incoming Vice President of Finance
- 8.) Other necessary duties as assigned.

Subsection D – Secretary

- 1.) Record accurate minutes at all RHA meetings.
- 2.) Track attendance at all RHA meetings and functions.
- 3.) Update and post pertinent documents, information, and current events on the RHA website.
- 4.) Ensure that all important documents are found in paper and electronic format that are accessible to any individual seeking these forms.
- 5.) Work in conjunction with the spirit chair to maintain an accurate record of spirit points.
- 6.) Act as the official historian
- 7.) Train the incoming Secretary.
- 8.) Other necessary duties as assigned.

Subsection E – Parliamentarian

- 1.) Serve as an active peacekeeper at all RHA meetings.
- 2.) Serve as Chairperson of the Parliamentarian committee.
- 3.) Maintain an up to date copy of RHA constitution and Bylaws.
- 4.) Maintain a working knowledge of RHA Constitution and bylaws.

- 5.) Maintain a working knowledge of Parliamentary Procedure.
- 6.) Maintain accurate records of Hall Council Executive rosters.
- 7.) Maintain accurate records of Hall Council Constitutions.
- 8.) Maintain accurate records of Hall Councils in Good Standing and Bad Standing.
- 9.) Other Duties as assigned.

Subsection F – National Communications Coordinator

- 1.) Act as the official correspondent with the National Association of College and University Residence Halls (NACURH) and the Central Atlantic Affiliation of College and University Residence Halls (CAACURH), and other NCC's throughout the region and/or nation.
- 2.) Report all correspondence the Executive Board.
- 3.) Act as an official voting member for Frostburg State University at all conferences.
- 4.) Actively recruit participants for conferences to represent Frostburg State University.
- 5.) Be responsible for requesting and submitting all information from National Information Center (NIC).
- 6.) Serve as Chairperson of the Conference Committee
- 7.) In conjunction with the Executive Board, select and Conference delegates and the NCCIT
- 8.) Train the incoming NCC.
- 9.) Other necessary duties as assigned.

Subsection G – National Communications Coordinator In Training

- 1.) Serve as executive assistant to the NCC.
- 2.) Serve as the NCC in their absence.
- 3.) Serve with the NCC in preparing for and attending all conferences.
- 4.) Other duties as assigned.

Section 2 – Duties of the Advisory Board

Subsection A – Faculty/Staff advisor

- 1.) Serve as a role model to the Executive Board and all General Body members
- 2.) Work with the Executive Board to integrate RHAs mission and goals.
- 3.) Meet regularly with the Executive Board.
- 4.) Ensure that all Executive Board and General Body members are behaving in a manner becoming of a student as defined by the *University pathfinder*.
- 5.) Other duties as assigned.

Section 3 – Duties of the Executive Chairs

Subsection A – Spirit Chair

- 1.) Work with the Executive Board and General body to create a Spirit Point System.
- 2.) Provide Ample opportunities for the General body to earn Spirit Points.
- 3.) Provide the General body with Spirit themes for weekly meetings.
- 4.) Work in Conjunction with the Secretary to maintain an accurate record of all spirit points.
- 5.) Other duties as assigned.

Subsection B – Public Relations Chair

- 1.) Work in conjunction with the programming chair to advertise RHA and its programs in an appropriate manner.
- 2.) Serve as a resource to the General body.
- 3.) Keep an accurate record of all advertisements.
- 4.) Maintain the face of RHA through the use of Social Media.
- 5.) Other duties as assigned.

Subsection C – Philanthropy Chair

- 1.) Work in conjunction with the Vice President of Finance to create a philanthropy goal each academic semester.
 - 2.) Create ample philanthropy opportunities for RHA to meet its philanthropy goal.
 - 3.) Work to actively promote RHA through philanthropy on campus and in the local community.
- Other duties as assigned.

Section 4 – Resignation

- 1.) A resigning member of the executive board must give a two-week notice of resignation at an executive meeting and announce the opening position at the next General Body meeting.
- 2.) During the member's lame duck period ze is responsible for reaching out to find a replacement.
- 3.) Once an election takes place the newly elected member assumes the role of the executive position after that week's General Body meeting.
- 4.) In the event that a resignation is due to emergency circumstances as seen fit by the executive board, and existing chair position may step in before an election may take place.

Article V – Committees

Section I – Standing Committees

The following committees are considered standing committees and can be formed annually:

- 1.) Programming & Public Relations Committee
- 2.) Philanthropy Committee
- 3.) Parliamentarian Committee
- 4.) Conference Committee

Section II – Ad-Hoc Committees

The President and/or the Executive Board reserve(s) the right to create a committee whenever deemed necessary to serve a specific function for a term no longer than one year.

Article VI – Meetings

Section I – General Body Meetings

- 1.) The yearly session shall be from the second week of the Fall semester to the last week of classes in the Spring semester.
- 2.) Meetings must be held bi-weekly at a minimum and once a week at maximum.

Section II – Emergency General Body Meetings

- 1.) Emergency General Body meetings may be called by the President or upon request of the majority of the General Body at least three days prior to the meeting being held.
- 2.) Attendance at these meetings is not mandatory but is strongly encouraged.
- 3.) Majority for voting purposes will be 50% plus one.

Article VII – Nominations and Elections

Section I – Qualifications for Candidacy

- 1.) All candidates for the Executive Board must have been in Hall Council and/or involved with RHA for at least one semester prior to being formally seated in office.
- 2.) An overall GPA of 2.5 is required to serve as an Executive Officer for rising sophomores and upperclassmen.
- 3.) If a student classified as a freshman during the time of nominations and elections wishes to secure a seat as an Executive Officer, their GPA once formally posted must meet the minimum GPA standard for all Executive Officers.
- 4.) All candidates must live in a residence hall for at least one semester prior to their nomination and during their full term of office.
- 5.) An officer may not hold more than one elected or appointed position.

Section II – Elections

- 1.) Elections for any/all positions must be held no later than one month prior to the last General Body meeting each semester.
- 2.) If a nominated candidate loses their desired position, they may elect to utilize the “trickle-down” method as an option to run for a lower position.

Article VIII - Impeachment

Section I – Formal Submission

If any member of RHA feels that an Executive Board member is found in violation of the constitution or bylaws, they must make a formal, written complaint to the Parliamentarian documenting specific examples of these actions and a request for impeachment.

Section II – Review

- 1.) Upon receipt of the formal request for impeachment, an ad-hoc committee will be formed containing two members of the Executive Board not named in the complaint and three

members, two of which may not be from the officer under investigation's hall of the General Assembly for review.

- 2.) The committee will investigate the complaint to see if it holds merit.
 - a. If the complaint is found to not have merit, the committee will deny the request.
 - b. If the complaint is found to have merit, the committee will present the complaint and their findings to the General Body.
- 3.) If there are no Executive Board members eligible to serve on this committee due to their names being placed within the context of the impeachment complaint, the Advisor reserves the right to name two individuals to sit as a part of the committee.

Section III – Proceedings

- 1.) An Emergency General Body meeting may be called if deemed necessary by the ad hoc committee.
- 2.) During the course of the impeachment meeting, the following must take place:
 - a. The complainant will read their formal complaint to the General Body.
 - b. The accused will respond.
 - c. The ad-hoc committee will report their findings.
 - d. The General Body will then hold a closed-door vote to determine impeachment.
- 3.) A minimum of 3/4ths vote is required to impeach and remove any Executive Officer.
- 4.) If needed, nominations and elections may be held to fill any vacancies as deemed necessary by the General Body.

Article IX – Amendments

Proposed changes to the Constitution and Bylaws must be formally submitted in writing to the Parliamentarian prior to being voted upon by the General Body.