

Residence Hall Association Constitution

ARTICLE I—NAME

The name of the organization shall be the Averett University Residence Hall Association, hereafter referred to as RHA.

ARTICLE II—MISSION

RHA is an organization comprised of all AU residents focused on creating a seamless living and learning environment. We accomplish this through social and educational programming that fosters student learning and development through community living in individual halls and campus wide. RHA strengthens the Averett community by recognizing and encouraging leadership potential in its residents and serving as a voice for the needs of residents.

ARTICLE III – PURPOSE

A. The RHA Assembly shall serve as the representative body of the five (5) residence halls and the Commons. Its purpose is to discuss and take action on issues and concerns raised by or affecting the resident community.

B. The Residence Hall Association Executive Council (RHA EC) shall serve as the central administrative body that maintains the efficient operation of the RHA, including the RHA Assembly, all standing committees, and the Hall Councils. The Executive Council is responsible for assuring that the general purpose of the RHA is achieved, enforcing the governing guidelines provided in the constitution, and promoting the positive development of the organization.

C. The Hall Council (HC) shall meet the needs of their specific residence hall by providing social and educational programming and voicing the needs and concerns of their respective buildings to the RHA Assembly.

ARTICLE IV – MEMBERSHIP

A. No individual shall be denied membership on basis of age, gender, and gender expression, national origin, physical ability, race, religion, sexual orientation, social or financial status.

B. All students who are currently enrolled at Averett University and live in Averett University residence halls are members of the RHA in a non-voting capacity.

ARTICLE V – STRUCTURE

A. Active RHA membership shall consist of the Residence Hall Association Executive Council, a sixteen (20) member Residence Hall Association Assembly, all standing committee members, all HC members, and a non-voting advisor from Residence Life and Housing.

B. The RHA EC shall consist of five (5) officers: President, Vice-President, Resident Relations, and two Programming Coordinators. Each RHA EC officer will maintain general Executive Council duties along with that specific to his or her position.

C. Succession of office shall be as follows: President, Vice-President, Resident Relations, and Programming Coordinators.

1. The **President** shall be granted the following authority and duties:

a. To serve as chief spokesperson for all RHA matters, including those of the RHA EC and the RHA Assembly.

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b. To serve as liaison to Residence Life and Housing and to both on and off campus organizations.

c. To maintain a close relationship with all executive officers, offering and receiving feedback on job performance, including fulfillment of job descriptions.

d. To serve as chairperson of RHA EC calling regular meetings as well as necessary additional meetings.

e. To develop an agenda for RHA EC and RHA Assembly meetings.

f. To conduct RHA EC and RHA Assembly meetings in an orderly and efficient manner.

g. To be familiar with the procedure of business meetings and the RHA constitution and bylaws to insure the adherence of all stated guidelines.

h. To serve as a voting member of the RHA EC only in the event of a tie.

i. To appoint committees and task forces as necessary with the approval of the RHA EC.

- j. To maintain written correspondence with outside organizations and individuals as deemed necessary.
 - k. To delegate university committee assignments to EC members as appropriate.
 - l. To follow up on all judiciary matters concerning attendance at the RHA Assembly and Committee meetings.
 - m. To maintain regular contact and good standing with the Assistant Director of Residence Life concerning facilities issues/concerns.
2. The **Vice-President** shall be granted the following authority and duties:
- a. To serve as the National Communications Coordinator (NCC) who provides a line of communication between RHA and the National Association of College and University Residence Halls (NACURH)
 - b. To maintain the annual membership in good standing of Averett University with NACURH, as required by Article VII of the RHA Constitution.
 - c. To report all NACURH matters to the Averett University RHA.
 - d. To maintain knowledge and serve as a resource on parliamentary procedure.
 - e. To assume the responsibilities of the president in his or her absence and to assume the role of president in the event that he or she is unable to fulfill his or her duties.
 - f. To plan and coordinate RHA EC selection transitional process for the following year.
 - g. To send monthly reports to the Director of Residence Life.
 - h. To recognize outstanding community members a minimum of two times per quarter.
 - i. To identify and assess areas of concern to RHA that require RHA intervention in the form of financial assistance, advocacy, activities planning, and resident community outreach.
 - j. To complete an annual constitutional review, and submit any necessary changes to the Executive Board and Hall Councils.
 - k. To ensure an up-to-date RHA website.
3. The **Financial Coordinator** shall be granted the following authority and duties:
- a. To maintain accurate financial records for all RHA funds.
 - b. To prepare financial reports on a monthly and quarterly basis.
 - c. To report the financial status of the RHA at RHA assembly and RHA meetings.
 - d. To receive applications and petitions of the individual Hall Councils (HC's) requesting information and materials relevant to the request for funds.
 - e. To authorize payment on all RHA reimbursement.
 - f. To propose and maintain a budget for all RHA funds for the entire academic year.
 - g. To serve as advisor to individual HC's in regards to residence hall allocations and advise HC's on financial matters.
 - h. To lead monthly financial committee meetings for the financial directors of the individual Hall Councils.
 - i. To take roll, accurate notes according to parliamentary procedure at all RHA Assembly and RHA EC meetings, and distribute minutes from preceding meetings.
 - j. To coordinate arrangements for all RHA Assembly and RHA EC meetings.
 - k. To complete all official writings and correspondence.
 - l. To organize and maintain office space and supplies.
 - m. To maintain organized records, programming files, and all other RHA Assembly and RHA EC records.
 - n. To keep an updated roster of all RHA affiliated members.
 - o. To coordinate publicity through the RHA monthly newsletter.
4. The **Programming Coordinators (2)** shall be granted the following authorities and duties:
- a. The Programming Coordinators shall create consistent, quality programming for the residents of Averett University.
 - b. To maintain all RHA bulletins boards in cooperation with the Residence Hall Director's and Hall Councils.
 - c. To coordinate one event per semester implemented with each Resident Hall.
 - d. To chair the Residence Hall Community Programming Council (RHCCPC), which will include one member from the Fugate, Davenport, Danville, Bishop, and Main Councils.
 - e. To hold council meetings as deemed necessary.

- f. To serve as a resource to individual HC's in regards to advertising and publicity of campus wide events.
 - g. To maintain all advertising supplies.
 - h. To be responsible for all advertising and publicity of events.
5. All **Executive Council Officers** shall be granted the following authority and duties:
- a. To maintain a minimum of two weekly office hours.
 - b. To prepare semester reports in a timely matter.
 - c. To serve as a voting member of the RHA EC excluding the President.
 - d. To serve as liaison to the Hall Councils.
 - e. To attend all weekly EC meetings and monthly Assembly meetings.
 - f. To assume additional duties as assigned by fellow EC members.
- C. The Assembly shall consist of the RHA EC, an RHA advisor, and eleven (20) representatives from the residence halls and the commons. The Assembly representatives shall be granted the following responsibilities and duties:
- 1. To diligently represent the interests and concerns of each HC to the RHA Assembly.
 - 2. To initiate discussion of issues relevant to each HC, the committees and the RHA Assembly.
 - 3. To serve as a voting member of the RHA Assembly in all matters, including the approval of RHA EC members.
 - 4. To follow the RHA Assembly attendance policy (refer to Article VII of the RHA Bylaws).
 - 5. To be responsible for posting and passing out designated forms and/or advertisements for upcoming events.
 - 6. The President of the RHA has veto power requiring a majority vote of the RHA EC over all RHA matters. All voting members of the RHA Assembly may override this presidential veto with a two-thirds (2/3) majority vote.

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ARTICLE VI – RECOGNITION

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ARTICLE VII – AFFILIATION

A. Averett University shall be a member of the National Association of College and University Residence Halls (**NACURH**), and shall complete all requirements to maintain annual membership in good standing.

B. Requirements for good standing with NACURH:

- 1. Payment of annual fees to NACURH.
- 2. Submission of school reports to the conference headquarters at each conference.

ARTICLE VIII – MEETINGS

A. The RHA Assembly shall meet monthly for approximately one (1) hour, and shall also meet at the President's discretion.

B. The RHA EC shall meet weekly for approximately two (2) hours, unless otherwise deemed necessary by the President and Advisor.

C. **Finance Committee:** This committee shall consist of at least one member from each HC. This committee shall provide to all HC members' necessary information regarding budget, reimbursements, and any other activity deemed appropriate by the Resident Relations Chair of the RHA EC.

D. **Residence Hall Community Programming Council:** The RHCPC will be required to meet at least once a month or as deemed necessary by the discretion of the programming coordinators. HC members who are on the programming board will be required to attend the events, and if unable to must let one (1) of the two (2) programming coordinators know at least twenty-four (24) hours prior to the event.

E. Legislation shall not be passed without a quorum. A quorum shall consist of the majority of the voting members of the RHA Assembly (50% + 1).

F. All meetings shall be held in accordance with the RHA Constitution and Bylaws.

ARTICLE IX – SELECTION

A. The selection process for all RHA EC officers shall be held during the spring semester each year.

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The selection timeline shall be designed by the RHA Vice-President.

1. All selected candidates shall be approved by a two-thirds (2/3) RHA Assembly vote.

2. The term of office for all RHA EC officers shall begin the day after commencement exercises. The term of office shall be for one (1) academic year. All RHA EC officers must return to the University seven to ten (7-10) days prior to the new academic year for training.

3. Vacancies in any of the RHA EC positions shall be announced at the first meeting of the RHA Assembly after the resignation occurs. A selection process, occurring one (1) week later, will be held to select the new officer. The Vice-President shall serve as the Acting president in case of a vacancy in the office of President.

ARTICLE X - REMOVAL FROM OFFICE

A. Any RHA EC officer may be removed from office for failure to perform the duties outlined in the RHA Constitution and Bylaws. This removal requires either a two-thirds (2/3) vote of the RHA Assembly or the discretion of the Advisor. After three (3) absences from any RHA Assembly and/or RHA EC meeting during one quarter, there shall be cause for review by the RHA EC and Advisor.

B. Any RHA Assembly representative may be removed from their position for failure to perform duties outlined in the RHA Constitution and Bylaws. This removal requires a two-thirds (2/3) vote of the RHA EC. Two (2) absences from RHA Assembly meetings during one quarter shall be cause for review by the respective HC.

ARTICLE XI – AMENDMENTS

Any member of the RHA Assembly may propose an amendment to the Bylaws by presenting it in writing to the RHA Assembly. The proposal for the amendment must be turned in to the President in written form two (2) weeks prior to its presentation. The RHA Assembly shall review the amendment. After discussion and revision, the RHA Assembly shall be required to act upon the amendment. Acceptance of the proposed amendment shall require a two-thirds (2/3) majority vote of the RHA Assembly.