

**University of Northern Iowa
Department of Residence**

**Residence Hall Association
Constitution & By-laws**

Article I: Name

Section A: The name of this organization is the Residence Hall Association, hereafter referred to as RHA.

Article II: Authority, Funding and Affiliation

Section A: RHA derives its authority from the Department of Residence and is funded by a portion of the Residence Hall Activity Fee

Section B: RHA is affiliated with the National Association of College and University Residence Halls (NACURH) and the Midwest Affiliate of College and University Residence Halls (MACURH)

Section C: RHA oversees and allocates funding to the NCC, hall senates and National Residence Hall Honorary

Article III: Purposes

Section A: Provide opportunities that build community and educate on-campus residents.

Section B: Facilitate communication among leaders within and beyond the residence system.

Section C: Advise the Department of Residence on policies and practices.

Article IV: Members & Responsibilities

Section A: Members

1. Hall senate presidents, hall representatives (three per hall), and an executive board
2. Reside in Department of Residence-owned/operated housing
3. Contribute to the RHA executive selection process
4. Uphold the RHA constitution
5. Maintain a minimum cumulative grade point average of 2.25 or risk removal from office by advisor
6. Abide by all University and Department of Residence rules and regulations or risk removal from office by advisor

Section B: Hall Representatives

1. Responsibilities
 - a. Represent the best interests of on-campus constituents
 - b. Serve on respective senate executive board
 - c. Serve on one RHA standing committee
 - d. Contribute to all senate and RHA meetings
2. The official names of the RHA representatives must be communicated to the RHA secretary by the secretary of the senate they represent

Section C: Senate Presidents

1. Presiding executive officers of respective senates

2. Serve on the RHA Presidents Council

Section D: The Executive Board

1. The president, two vice presidents, secretary, National Communications Coordinator (NCC), and NRHH Chapter President provide leadership for the Association
2. No executive may have more than one position on RHA

Article V: Voting

Section A: All members have one vote, except the president, who can only vote to break a tie.

Section B: Voting follows Robert's Rules of Order, Newly Revised, consistent with this constitution.

Section C: In the president's absence the vice president presiding has no vote, unless necessary to break a tie.

Article VI: Proxies

Section A: Non-executive members may appoint proxies from their same building to represent them at an RHA meeting.

1. A proxy must have the member they will represent provide clear proof of consent to the RHA Secretary prior to votes.
2. A proxy may not be another RHA member.

Section B: Executive members may appoint another executive to fill their role at a specific meeting by notifying the advisor.

Article VII: Executive Board Responsibilities

Section A: President:

1. Not serve as a Resident Assistant
2. Coordinate executive and Association meetings to help the group fulfill purposes
3. Be (or designate) the official representative and spokesperson of RHA
4. Appoint members to outside committees, as needed
5. Make appointments to fill executive vacancies
6. Serve as the chair of the RHA Presidents Council
7. Appoint members of all standing committees, with the assistance of the Executive Board
8. Term of office is for one year, beginning July 1st

Section B: Vice Presidents:

1. Not serve as a Resident Assistant
2. Assume the duties of the president in a time of absence or disability, as determined by the advisor
3. Serve as chairperson of one standing committee
4. Term of office is for one year, beginning July 1st

Section C: Secretary:

1. Not serve as a Resident Assistant
2. Notify all members of special meetings
3. Take minutes at all meetings
4. Call the roll and keep accurate record of the attendance at all meetings
5. Keep accurate file of all correspondence

6. Term of office is for one year, beginning July 1st

Section D: The National Communications Coordinator:

1. Not serve as a Resident Assistant
2. Acts as liaison between National Association of College and University Residence Halls (NACURH), Midwest Affiliate of College and University Residence Halls (MACURH) and RHA
3. Assembles and leads conference delegations
4. Coordinates the process of initiating and submitting bids for regional and national conferences
5. Serves as NCC-In Training (NCC-IT) during a transition period from the time they are selected until the end of the annual NACURH conference, at which point they assume the role of NCC through the subsequent NACURH conference
6. Serves as parliamentarian

Section E: The NRHH Chapter President:

1. Upholds the NRHH Constitution
2. Leads NRHH in providing campus, regional, and national recognition for on-campus student leaders
3. Term of office is for one year, beginning July 1st

Article VIII: Executive Elections

Section A: The President appoints a three-person election commission from within the Association to oversee the election of president, vice presidents, and secretary

Section B: Commission Responsibilities

1. Hold elections following RA position offerings during Spring semester
2. Follow the Spring timeline set by the RHA Executives, established by Thanksgiving

Section C: The executive board oversees RHA elections for NCC by the end of fall semester

Section D: Filling Vacancies

1. The president fills vacancies by appointment, with consent of majority of RHA members
2. If the office of the president becomes vacant, the advisor appoints an interim, in this order: one of the two VPs, then the other VP, then any of the rest of the Executive Board.

Article IX: Meetings

Section A: RHA meetings are held in accordance with the RHA Bylaws and Robert's Rules of Order, Newly Revised

Section B: Quorum

1. Defined as two-thirds (2/3) of voting members of the Association in attendance at a meeting
2. Required to conduct official RHA business

Section C: Special meetings may be called by the president.

Section D: All meetings are open and visitors are welcome, unless two-thirds (2/3) of the members present vote to close the meeting.

Section E: RHA members cannot vote on nor propose any legislation in closed meetings.

Article X: Removal from office

Section A: A formal complaint against any member may be presented to the RHA advisors by another member, provided that the complaint is presented in writing.

Section B: Causes for a formal complaint include failure to fulfill the duties of office, abuse of powers of office, misrepresentation of RHA, improper use of RHA monies, or any other actions not in keeping with the expectations of an RHA member or executive. Advisors determine the appropriate action to be taken. Options include removal from office, resignation, public censure, and no action.

Section C: The advisors will inform the complainant if there is no action taken. In all other cases the decision will be made public.

Article XI: Amending Constitutions and Bylaws

Section A: RHA Constitution

1. A proposed amendment must be tabled by RHA for a period of no less than seven days, at which time members are expected to consider the implications and consult their constituents
2. Amendments require a minimum three-fourths (3/4) majority for adoption

Section B: RHA Bylaws

1. Amendments require a simple majority for adoption

Section C: Senate Constitutions

1. A proposed amendment must be tabled by RHA for a period of no less than seven days, at which time members are expected to consider the implications and consult their constituents
2. Amendments require a minimum three-fourths (3/4) majority for adoption

Article XII: Funding

Section A: By the last meeting in March, the executive board submits a budget proposal for the following year to RHA, which will be finalized by the first meeting in April.

Article XIII: Attendance

Section A: Two absences without proxy at RHA and/or committee meetings will result in the RHA Secretary notifying the respective senate advisor that immediate action should be taken to remedy the situation.

Bylaws

Article I: Three Standing Committees' Purposes

Section 1: Presidents Council: Provide leadership development for senate presidents

Section 2: Social Activities Team: Provide social activities for on-campus residents

Section 3: Inclusive Communities Team: Provide charitable and social justice activities for on-campus residents

Article II: Meetings

Section 1: RHA meets at 5 pm Thursdays during the academic year, at locations determined by the President

Section 2: Standing committees meet at 4:30 pm Thursdays during the academic year, at locations determined by the executive board. If additional meetings are needed, the executive board will inform all members of the times and locations.