

RESIDENCE HALL ASSOCIATION Constitution

Article I – Name

The name of this organization shall be the Residence Hall Association of Radford University. In this document from here forward this organization may be referred to as the RHA.

Article II – Mission

As a governing body, the Residence Hall Association is the voice of on-campus residents, serving as the liaison between residents and the administration. We will inspire growth, leadership and involvement through our development of on-campus life.

Article III – Affiliation

The Residence Hall Association shall be affiliated with the following residence hall organizations:

- National Association of College and University Residence Halls (NACURH)
- South Atlantic Affiliate of College and University Residence Halls (SAACURH)
- Virginia Association of College and University Residence Halls (VACURH)

Article IV – Purpose

- Respecting the dignity of the individual and the value of community
- Taking personal strengths and create an effective and dedicated team
- Promoting the purposes and activities of the RHA to our campus, community and affiliation
- Community involvement and promoting our name and image
- Emphasizing involvement with on-campus population and working with on-campus organizations
- Impacting, developing, and supporting student leaders
- Lead by example
- Foster leadership development of student leaders through leadership training

Article V – Membership

All students living in the residence halls or university owned and operated apartments are considered members of the RHA. Each member will have the right to attend meetings and participate in all campus-wide activities sponsored by the RHA. Each residence hall will designate two senators to have speaking and voting rights on the RHA General Body meetings. If a residence hall fails to designate two senators than that residence hall may forfeit voting rights until appropriate representation is designated. Senators will be designated through the individual means of the Residence Halls, and must have representation by the second RHA general body meeting of the Fall semester. Variations of this procedure may be accepted by a 2/3 majority vote of the executive board.

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The RHA welcomes and embraces diversity and will not discriminate on any basis including race, national origin, marital status, veteran status, economic status, gender, age, religious affiliation, sexual orientation, political affiliation, and/or physical or mental abilities.

Article VI — Parliamentary Procedure

The latest revision of Robert's Rules of Order shall govern in all matters pertaining to the RHA not stated in the Constitution or By-Laws.

Article VII — Quorum

The quorum of the RHA shall be a two-thirds presence of the voting membership as stated in Section 2 of the By-Laws. The majority of the voting membership must consist of students.

Article VIII — Policy Book

Any matters not covered in the RHA Constitution of Radford University should be referred to the RHA Policy Book.

Article IX — Amendments

- Any proposed amendments to the Constitution of the RHA must be submitted to the RHA Executive Board two weeks prior to the time the vote will be taken.
- Any proposed amendments to the RHA Constitution must receive a two-third vote from the RHA Executive Board to pass.
- The proposed amendment will be presented by the RHA Executive Board to the RHA General Body one week prior to vote.
- An amendment to the Constitution must receive a two-thirds vote from the voting members present in order to pass.
- An amendment is subject to the approval of the Committee on Clubs and Organizations after being ratified by the RHA.

Article X — Responsibility Statement

The Residence Hall Association will adhere to University policies, the Constitution and Laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.

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By-Laws

Section 1: Executive Board Positions

- President
- Vice President
- Programming Coordinator
- National Communications Coordinator (appointed)
- Treasurer
- Leadership Coordinator (appointed)
- Webmaster/Secretary (appointed)

Section 2: Voting Rights

- All executive board members have voting rights (excluding president)
- In case of a tie, the president only has voting rights
- In case of a proxy, such individual accepts all rights of senators

Section 3: Responsibility of the RHA

- The RHA is empowered to govern its own affairs, fiscal policies and procedures of its member organizations.
- Discuss concerns and suggestions arising in residence halls.
- Take appropriate steps to ensure that member organizations carry about their stated responsibilities.
- Act on all proposals that affect residence hall students and recommend these proposals to the appropriate authority.
- Perform programming functions for residential students.
- Act as a liaison between the on campus residents and other student organizations.
- Attend conferences and learn from other Resident Hall Associations
- Show pride in RHA

Section 4: Duties of the Executive Board

Duties of the President

- To preside over weekly RHA General Body and Executive Board meetings.
- To oversee all projects that occur within the RHA.
- To create appointed positions and assign members as needed to serve the RHA and residential communities.
- To work with the RHA Executive Board members and the Advisors to facilitate training for all Quad Council Senators and the RHA.
- To maintain current information on the RHA website throughout the academic year.

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- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To vote only in case of a tie vote.
- To perform all other duties granted by the RHA Executive Board.

Duties of Vice President

- To act as the President of RHA in the absence of the President.
- To coordinate all RHA assessment efforts.
- To serve or designate representatives to serve on any committees which effect on-campus students, including the Dining Services Committee.
- To be attentive to and informed of on-campus students' concerns.
- To collect opinions from the on-campus population on policies and procedures in the residence hall system.
- To act as Parliamentarian in RHA General Body meetings.
- To ensure and maintain an accurate RHA Constitution.
- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To perform all other duties granted by the RHA President.
- To be advisor to the Student Advocacy Committee

Duties of the Programming Coordinator

- To create/coordinate and maintain records for campus-wide programming and other programs sponsored by RHA.
- To maintain a calendar of all RHA events.
- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To perform all other duties granted by the RHA President.
- To be advisor to the programming committee.

Duties of the National Communications Coordinator (NCC)

- To coordinate delegations for state, regional, and national conferences.
- To correspond regularly with the organizations and schools of VACURH, SAACURH and NACURH and make use of the resources they offer.
- To participate in all NCC meetings and be the voting representative of the RHA.
- To coordinate all post-conference workshops for the RHA officers to share information obtained by those attending conferences.
- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To perform all other duties granted by the RHA President.
- To be co-chair to the fundraising committee

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Duties of the Webmaster/Secretary

- To record and distribute minutes of the RHA General Body and Executive Board meetings within two days after each scheduled meeting.
- To maintain attendance records and files and inform the RHA President and Advisors of any attendance policy violations.
- To collect, maintain, and uphold the preservation of RHA memorabilia throughout the academic year.
- To maintain the files of Residence Hall Association.
- To maintain all financial records of the RHA.
- To be advisor to the Public Relations Committee
- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To perform all other duties granted by the RHA President
- To maintain the RHA website
- To update any documents online
- To communicate information from the RHA and Residence Halls to the masses via technology

Duties of the Leadership Coordinator

- To coordinate the elections for the RHA and Residence Hall Senators
- To coordinate leadership development seminars
- To coordinate leadership retreats
- To plan and implement recruitment prerogatives
- To hold an appropriate number of office hours as decided upon by the RHA
- To perform all other duties granted by the RHA President
- To attend, or send a designee to, all SGA meetings
- To be a direct contact to SGA

Duties of the Treasurer

- To prepare the budget to be submitted to the RHA for revision and approval by the third meeting of each semester.
- To report weekly expenditures and maintain a current report of expenditures and current balance.
- To be co-chair to fundraising committee
- To perform all other duties granted by the RHA President
- To hold an appropriate number of office hours as decided upon by the RHA Executive Board at the beginning of each semester.
- To cooperate with the Office of Residential Life for bookkeeping and auditing purposes.

Section 5: RHA Advisors

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- The Advisor to the RHA shall be appointed by the Office of Residential Life upon the recommendation of the RHA Executive Board.
- The Graduate Advisor(s) to the RHA shall be appointed by the Office of Residential Life or their designee.

Duties

- To keep in contact with Quad Advisors
- To attend meetings of the RHA.
- To meet with the RHA on a regular basis.
- Advise all executive board members
- To attend functions and programs sponsored by the RHA.
- To promote relations between on-campus students and the Office of Residential Life.
- To serve as a resource for the RHA.
- To advise the Vice President for Programming
- To assist with the duties of and advise the National Communications Coordinator
- To help with leadership development with the RHA
- To support, follow up, and enforce all policies that are set forth by the RHA.
- Work closely with the RHA in coordinating activities to ensure that they are conducted with compliance with Radford University policies, the laws of the United States of America, the Commonwealth of Virginia, and the City of Radford

Section 6: Quad Councils

Membership

- RHA Senators (two per building elected or appointed by the Quad Council Advisor)

Duties of the Quad Council

- To be attentive to all concerns and suggestions within their residence hall by maintaining direct communication with the residents.
- To plan and carry out programming in their quad.
- To hold regular Quad Council meetings.
- To maintain effective communication with RHA by attending each RHA General Body meeting.
- To participate in and support events sponsored by the RHA.
- To include members of the Office of Residential Life staff on programming and hall environment conditions.

Duties of the RHA Senator:

- To serve as a member of the RHA General Body as a liaison between the

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- Quad Council, residence halls, and the RHA.
- To serve as a conduit of information and resource between the RHA Executive Board and the Quad Councils
- To announce all upcoming programs at the General Body meetings
- To report back all proceedings of the RHA General Body meetings during the Quad Council meetings
- To attend all RHA General Body meetings
- To attend all Quad Council meetings
- To perform all other duties granted by the Quad Council or the RHA Executive Board
- To serve on an RHA Committee
- Attend 1 staff meeting a month

Section 7:

Quad Advisors

Selection:

- The advisors to the Quad Councils shall be chosen by the Office of Residential Life.

Duties:

- To facilitate and promote the selection process and timely replacement of the RHA senators as needed.
- To attend RHA meetings and events.
- To serve as a resource and to communicate with the Quad Council regularly.
- To monitor the finances and provide approval about residence hall expenditures.
- To attend ongoing advisor training.

Section 8: Meetings

- The time for the general body meeting will be decided upon by the RHA Executive Board.
- The time for the RHA Executive Board meeting will be decided upon by the RHA Executive Board.
- The time for Quad Council meetings will be decided upon by the Quad Council.
- Committee meetings will be set by committee advisor

Section 9: Attendance

- The RHA Executive Board will establish an attendance policy which can be found in the Policy Book.

Section 10:

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Eligibility for Office

- Students must reside within the residence halls or the campus-operated Apartment complexes during their term of services.
- If the student is on academic or conduct probation, the student must meet with the RHA Advisor to discuss eligibility for office on RHA.
- To be eligible for Quad Councils, a student must be in good standing with the university.
- The RHA positions of President and Vice-President shall be filled from within the RHA Executive Board, unless approved by a two-thirds majority vote of the RHA General Body.
- If the positions cannot be filled from within Executive Board, the student must have prior on-campus leadership experience.
- Any Resident Assistant may not bid for the position of President or Vice-President, Programming Coordinator.
- If a student is placed on Conduct Probation while serving office, the student must meet with the RHA Advisor to determine continuing participation in RHA.
- No student shall hold an Executive board position of President, Vice-President, Programming Coordinator, or NCC while serving in any position that may conflict with that position. May include, but is not limited to: State Director, Regional Director, ADBA, any national positions, as well as RA positions

Section 11: Election Procedures

Elections

- The RHA shall determine the election dates and times.
- Elections shall be held by secret ballot.
- RHA Executive Board elections shall take place during an RHA meeting by 2nd week in April.
- Senators elections shall take place by the end of the 1st week of classes.
- All elections shall be held in accordance to the prescribed methods in the RHA Policy Book.
- In the event that a RHA Senator position is vacated, the Quad Council Advisor shall appoint a new senator, after consultation with the Quad Council.

Appointed Positions

- Appointed Positions include, but are not limited to: National Communications Coordinator (NCC), National Communications Coordinator In Training (NCC-IT), Leadership Coordinator, and Webmaster.

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Vacant Positions

The procedures for the filling of a vacant elected-position shall be decided upon by the RHA Executive Board. These procedures may preclude the method of election established by any other part of this Constitution, the By-Laws, or the Policy Book.

Section 12: Removal from Office

- Any member placed on Academic or Conduct Probation will need to meet with the RHA Advisor to discuss future involvement with the organization.
- Any Executive Board member of the RHA may be removed by a two-thirds vote by the RHA for just cause.
- The Advisor to the RHA may be removed by a two-thirds vote of the voting members of the RHA executive Board after consultation with the Director of Residential Life.
- Grounds for removal of any position may include:
 - Failure to fulfill the duties of the office.
 - Abuse the powers of the office.
 - Fraudulent use of funds or other dishonesties.
 - Misrepresenting the RHA.