

**Eastern Illinois University
Residence Hall Association
Constitution**

Article I: Name

Section 1: The name of this organization shall be the Residence Hall Association, hereafter referred to as RHA.

Article II: Purpose

Section 1: The purpose of RHA shall be: to deal with matters of mutual interest to the member councils; to coordinate the joint activities of the member councils; to act as a mediating body for member councils; and to act as an advocate for the councils and their members.

Section 2: RHA shall review and make recommendations upon University Housing policies and procedures and, also, act as a liaison between the administration and the residents for the betterment of the Eastern Illinois University Residence Halls.

Section 3: RHA shall caretake, coordinate, and organize the fundraising for the Sean R. McKinney Scholarship fund and the Brad Wright Memorial Scholarship fund (according to the regulations of the Brad Wright Memorial Foundation).

Article III: Members

Section 1: All must reside members must be students residing in Eastern Illinois University owned or operated housing hereafter recognized as Residence Halls by RHA.

Section 2: Each building, Greek Court Council, and the National Residence Hall Honorary hereafter referred to as NRHH shall be allocated three RHA representatives of whom may vote during official business. Eligible buildings are as follows: Andrews, Carman, Douglas, Ford, Lawson, Lincoln, McKinney, Pemberton, Stevenson, Taylor, Thomas, Weller and Greek Court.

(a) Each of the three RHA Representatives must be determined at the beginning of each semester by the governing council of their building in which they reside.

(b) The official names of the RHA representatives must be submitted by the governing bodies they represent to the RHA secretary prior to the third week of the current semester.

(c) An RHA Representative may hold an executive board position in his or her council in addition to the RHA representative title.

(d) A Resident Assistant or RHA executive officer may not be a RHA representative unless the Resident Assistant is a voting member for NRHH

(e) All RHA Representatives should attend the RHA meetings or send a proxy in his or her place.

(f) All RHA Representatives are required to serve on one RHA committee, or face suspension of voting privileges, with review of the Committee chair, RHA Executive board, and RHA advisor. The suspension of voting privileges shall occur in the event that a committee member has three unexcused absences in a semester.

Section 3: A proxy may be appointed if the RHA representative cannot attend a meeting. In order to gain voting privileges a proxy must:

(a) Must be a recognized member of his or her respective council.

(b) Submit proxy form and notify RHA secretary prior to roll call.

Article IV: Officers & Their Respective Responsibilities

Section 1: The executive board of RHA shall consist of the President, Vice President,

Programming and Diversity Coordinator, Secretary, Treasurer, and the National Communications Coordinator, and Advisor(s).

- (a) The Executive Board must reside in the Residence Halls or Greek Court.
- (b) The Executive Board is required to dedicate at least one hour per week to work related to RHA business as monitored by the RHA President and Advisors

Section 2: The President shall:

- (a) Uphold the RHA Constitution.
- (b) Preside at all regular and special meetings
- (c) Seek the aid of the Advisors in matters of administrative policy or any other areas as needed.
- (d) Endeavor to unify the membership.
- (e) Be the official representative and spokesperson of RHA.
- (f) Be responsible for the proposed agenda.
- (g) Determine the agenda for each meeting.
- (h) Appoint RHA members to outside committees as needed.
- (i) Attend all conferences.
- (j) Serve as chair of Presidents Council

Section 3: The Vice President shall:

- (a) Assume the duties of the President in time of absence or disability.
- (b) Serve as ex-officio chairperson of all committees.
- (c) Keep the Constitution and Bylaws up to date.
- (d) Appoint chairpersons and members of all committees with the assistance of the Executive Board.
- (e) Keep an accurate file of all committee reports.

Section 4: The National Communications Coordinator/Illinois Communications Coordinator, hereafter known as NCC/ICC, shall:

- (a) Be the liaison between (1) NACURH (National Association of College & University Residence Halls), (2) GLACURH (Great Lakes Affiliate of College & University Residence Halls), (3) IRHA (Illinois Residence Hall Association), and RHA in all transactions between the four organizations.
- (b) Attend all conferences.
- (c) Relay information concerning the National, Regional, and Subregional Affiliates to RHA.
- (d) Organize and submit to the national files a research (research being defined as researched and compiled information) or resource (a resource being clearly defined as a current school activity) yearly.
- (e) Work in conjunction with the NRHH CC to submit OTMs (of-the-months) to the Regional and State affiliates.
- (f) Act as Parliamentarian to RHA.
- (g) Oversee bid writing for conferences

Section 5: The Secretary shall:

- (a) Notify all members of all regular and special meetings.
- (b) Keep accurate file of all correspondence.
- (c) Call the roll and keep accurate record of the attendance at all regular and special meetings.
- (d) Take minutes at all regular and special meetings.

- (e) Keep an accurate file of all submitted legislation.
 - (f) The Secretary shall be in charge of coordinating the RHA Retreats.
 - (g) Be the primary operator on the RHA e-mail account and update the internet site.
- Section 6: The Treasurer shall:
- (a) Keep an accurate file of RHA's transactions.
 - (b) Report to each regular meeting the financial situation of RHA.
 - (c) Make financial transactions for RHA with the President's approval.
 - (d) Present a budget proposal to the organization by the end of the fall semester for the upcoming fiscal year.
 - (e) Coordinate and be responsible of the Welcome Kit distribution.
 - (f) Coordinate and be responsible all the On Campus Marketing fundraising efforts done in conjunction with the Financial Advisory committee.
 - (g) Coordinate all other fundraising endeavors of RHA not specified in the Constitution.
- Section 7: The Programming and Diversity Coordinator shall:
- (a) Coordinate efforts to educate all students residing in the residence halls on diversity issues.
 - (b) Coordinate programming across campus and maintain a working relationship with other organizations to co-sponsor programming .
 - (c) Serve as a student member on the University Housing and Dining Services Social Justice and Diversity Education Committee.
 - (d) Work with the RHA Treasurer to raise funds to support programming and Financial Advisory.
- Section 8: The Advisors shall:
- (a) Oversee all RHA activities.
 - (b) Assure that RHA adheres to Housing & University policy.
 - (c) Provide final interpretation of the Constitution.
- Section 9: Each Executive votes only in the case of a tie, with the exception of the President, who shall vote only if there is a tie within the Executive vote.
- Section 10: Each Executive Officer shall maintain a minimum 2.25 grade point average. GPAs will be checked by the advisors each semester in office. After one semester, if they are not in good academic standing, they will be removed from office.

Article V: Elections

- Section 1: The nominees of the election shall:
- (a) Create a bid describing their goals and qualifications for the office.
 - (b) Give a speech no longer than three minutes in length.
 - (c) Speak in an order as determined by the President.
 - (d) Shall submit to a question and answer period from the General Assembly not to exceed five minutes in length or as determined by the President.
 - (e) Shall remain out of the assembly during the speeches and questions of other candidates.
 - (f) A Pro/Con session may be held after the candidate has given a speech and submitted to a question and answer period as determined by the President.
- Section 2: Each Executive shall have a one-year term and elections shall occur at the end of that term each spring. Terms begin at the end of the year banquet and end at the following end of the year banquet.
- (a) If an executive position becomes vacant before their term is up, a person will be nominated and elected to finish the previous term.
- Section 3: If the office of the President becomes vacant without advanced notice:

- (a) The Vice President will become Acting President until completion of special elections for president.

Section 4: If the office of the President will be vacated with advanced notice, a special election will be held two weeks before the President resigns. These two weeks will be spent in transition.

Section 5: Nominations for elections will take place up to the day of election

Section 6: During elections, the highest officer as determined by their constitutional order, not running for another position will preside over the meeting.

Article VI: Meetings

Section 1: Regular meetings of RHA shall be held in accordance with the RHA Bylaws and Robert's Rules of Order, Newly Revised.

Section 2: Quorum shall be defined as the attendance of 21 total voting members at a given meeting from the member councils of the Residence Hall Association.

Section 3: Special meetings may be called by the President. Each member will receive a written notice of the meeting at the address on file with the Secretary or be informed directly by an officer at least one day before the meeting.

Section 4: All meetings shall be open and visitors shall be welcome unless two-thirds (2/3) of the members in good standing present vote to close the meeting.

Section 5: The members of RHA shall not vote on nor propose any legislation in closed meetings.

Article VII: Impeachment

Section 1: Any executive may be impeached. Proposals of impeachment against members or officers may be brought forth by any member at any time, provided that the officer or member is notified of the impeachment in writing before any public action is taken.

Section 2: Proposals must be submitted to the RHA Advisor, who will then form an ad hoc committee of no less than three RHA members, excluding the author of the proposal and the member in question.

Section 3: Causes for impeachment 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. The committee is charged with determining if there is cause for impeachment and basing their recommendation to RHA on this criteria.

Section 4: After investigation, the committee must make its report at a regularly scheduled meeting.

Section 5: The impeachment hearing shall be the first order of business on the meeting's agenda and the meeting will be run as determined by the highest ranking officer not under impeachment and the ad hoc committee.

Section 6: A two-thirds (2/3) majority vote of voting members is necessary to remove the Executive. The result is immediate.

Section 7: Impeachment is not necessary to remove a member who ceases to live in a residence hall or who does not meet qualifications as stated in the bylaws under Article II.

Article VIII: Methods of Amending

Section 1: A submitted amendment must be tabled by RHA for a period of not less than seven days, at which time members are expected to seek the opinion of their Executive/Hall Councils. Amendments must be ratified by three-fourths (3/4) vote of the voting members.

Article IX: Funding for RHA Conferences

- Section 1: RHA shall accept the NRHH liaison into their delegation for the GLACURH, IRHA, and NACURH conferences. The NRHH liaison shall uphold the duties as specified in the NRHH Constitution. RHA shall consider the liaison a full delegate.
- Section 2: One-third (1/3) of the registration cost for GLACURH or Fall conference will be paid by RHA for all members of RHA.
- (a) If a delegate is unable to attend or find a substitute, then RHA will be reimbursed for one-third (1/3) the price of the conference.
 - (b) The RHA Executive Board delegates to GLACURH shall be the NCC/ICC and the President. The cost for the NCC/ICC and the President shall be paid in full by RHA. The cost of any other Executives wishing to go, shall be two-thirds (2/3) paid by RHA.
- Section 3: For the “No Frills” Regional Business Meeting, RHA shall cover the full cost of the conference for the NCC/ICC and NCC/ICC-Elect (if applicable).
- Section 4: Illinois Residence Hall Association or the Spring conference, RHA shall pay one-third (1/3) of the cost for all RHA representatives.
- (a) RHA shall pay two-thirds (2/3) of the cost to attend IRHA for Executive delegates, with the exception of the NCC/ICC and NCC/ICC-Elect (if applicable), who shall have the entire cost paid by RHA.
- Section 5: For the National Conference (NACURH), RHA shall leave the amount to be paid undetermined until the end of the academic year at which time the feasibility of sending members shall be determined by the available funds and approval by RHA as a body.
- (a) RHA shall pay for a maximum of one-third (1/3) of a delegate’s costs depending on available funds.
 - (b) The RHA Executive Officers, who are officers at the time of the NACURH conference, wishing to attend the conference shall have a maximum of two-thirds (2/3) of all costs paid by RHA, depending on available funds.
 - (c) RHA shall cover the full cost of the conference for the NCC.
- Section 6: RHA recommends that each individual Residence Hall Council may stipulate in their budget a fund to provide money for RHA conference attendance.
- Section 7: In the event of any unexcused absences for session, programs, delegation meetings, or other meetings within a conference, the delegates shall:
- (a) The Advisor and NCC/ICC (in place of any other RHA Executive Officers) shall decide all excused and unexcused absences at the conference and the consequences for any unexcused absences.

Bylaws

Article I: Definition of a Residence Hall

- Section 1: All University-owned or operated housing of Eastern Illinois University (excluding University Court and University Apartments) shall be considered as a Residence Hall by the Residence Hall Association.

Article II: Qualifications of Officers

- Section 1: The vacancy of any office, other than that of the President, shall be filled temporarily by Presidential appointment, subject to a special election two weeks following the vacancy.
- Section 2: Candidates for RHA offices qualify if they:
- (a) Are members of RHA at the time of their election
 - (b) Have attended greater than or equal to 3 RHA meetings, including the meeting where elections are held.

- (c) Have a minimum cumulative grade point average of 2.25.

Article III: Meetings

- Section 1: RHA shall meet every Thursday that school is open, except during final examination week, at 5:00 p.m. unless otherwise specified by the President of RHA.
- Section 2: The place of the meetings shall be determined by the RHA Executive Board.
- Section 3: The time and place of any special meeting shall be determined by the President and included in the notification of the special meeting.

Article IV: Financial Records

- Section 1: All of the financial records of this organization shall be kept in the RHA office and shall remain there unless removed from that office by the Treasurer or by one of the Advisors.
- Section 2: No one shall be denied access to these records as long as at least one member of the RHA executive board is present to ensure security and understanding of these records.
- Section 3: The RHA Fiscal Year shall run from January 1st to December 31st
 - (a) After the election of the incoming RHA treasurer, the outgoing RHA treasurer shall work with the transitioning process by helping with a draft of the new budget for the next full fiscal year. This budget will be a starting block for the budget proposed at the end of the Fall semester.
 - (b) The current RHA Treasurer shall present a proposed budget to the RHA general Assembly no less than two weeks til the end of the Fall semester.
- Section 4: Committee Chairs shall keep accurate financial records of all transactions and submit them to the RHA President and Treasurer by the last Thursday of every month.

Article V: Contributions/Donations

- Section 1: RHA shall allocate no more than one-third (1/3) of the original line item per semester specified in the budget for university affiliated support at one time.
- Section 2: RHA shall allocate no more than one-third (1/3) of the original line item per semester specified in the budget for non-university affiliated support at one time.
- Section 3: Allocations may occur only if:
 - (a) The solicitor contacts the RHA President and fills out the proper form from the RHA Treasurer, one week before approaching the assembly.
 - (b) The Treasurer must be presented with a written statement detailing where the money will be, along with any and all receipts.
 - (c) The allocation request for a donation must be tabled for a week before a final vote can be made.

Article VI: Committees

- Section 1: Committee's duties are given below. Subcommittees may be formed at the chairperson's discretion.
 - (a) Committee chairs shall be responsible for holding meetings at least twice a month at designating a time and location with the consultation of the RHA Vice President.
 - (b) Committee Chairs must submit an attendance sheet of all present and absent committee members for each meeting held to the Vice President.
 - (c) Committee Chairs shall keep accurate financial records of all transactions and submit them to the RHA President and Treasurer by the last Thursday of every month.
 - (d) The suspension of voting rights shall occur in the event that a committee member misses

- more than one-third (1/3) of committee meetings due to unexcused absences in a semester.
- (e) Voting rights will be reinstated as determined by the RHA Executive Board on a case-by-case basis. Any appeals on this decision will be reviewed by the RHA Advisors.

Section 2: Ad Hoc Committees shall:

- (a) Have a specific mission.
- (b) Exist for a designated period of time as designated by the RHA Vice-President.
- (c) Not infringe on the duties of another committee.

Section 3: The Presidents Council shall:

- (a) Discuss unifying membership and recruitment.
- (b) Work to promote inter-hall involvement.
- (c) Act as support to other committees when needed.
- (d) Consist of the RHA President and Hall Council Presidents.

Section 4: The Programming Committee shall:

- (a) Be a source of academic, diversity, and social programming ideas for RHA.
- (b) Work with the Executive Board on the planning, organization, and implementation of special events and programs for RHA, including but not limited to:
 - 1. Homecoming
 - i. One or more of the members of the Programming Committee shall act as a liaison between RHA and the University Homecoming Committee.
 - ii. The Committee shall work to incorporate the Homecoming theme into RHA contributions to Homecoming.
 - iii. The Committee shall act as a task force that leads RHA's involvement with all Homecoming events (parade, windows, etc).
 - 2. Kids and Friends Weekend
 - i. Committee members shall create a theme for Kids and Friends weekend and work to incorporate theme into all weekend events.
 - ii. The Committee shall act as a task force that leads the RHA sponsored weekend event.
- (c) The RHA Programming committee shall consist of RHA General Assembly members.

Section 5: The Social Justice and Diversity Committee shall:

- (a) Bring awareness to pertinent campus issues surrounding social justice and diversity.
- (b) Work with the Executive Board on the planning, organization, and implementation of special events and programs for RHA, including but not limited to:
 - 1. The Museum of Oppression
 - i. The Committee shall work with the Housing Social Justice and Diversity Committee and create experiences with the aim of bringing awareness to diverse groups of people.
 - ii. Act as liaison between the Museum of Oppression Committee and RHA
 - iii. The Committee shall act as a task force to keep all the Halls informed about The Museum of Oppression and aid in the individual halls contributions when needed.
 - 2. Social Justice and Diversity Week
 - i. The Committee shall act as a task force to unite other Registered Student Organizations in the common goal of coming together to during Social Justice and Diversity Week.
 - ii. The Committee shall plan and execute the RHA sponsored event for Social Justice

and Diversity Week.

- (c) The committee shall consist of RHA general assembly members.

Section 6: The Finance and Service Committee shall:

- (a) Work with the Executive Board on topics of finance and improving of membership.
- (b) Act as RHA representatives for the Bond Revenue Committee.
- (c) Brainstorm and organize fundraising events for RHA and housing scholarships.
- (d) Act as task force to lead Welcome Packs and Final Exam Kit organization and distribution.
- (e) Organize service activities each semester for various charities and other community groups.
- (f) Provide councils and general assembly with opportunities to participate in various fundraising, community service, and other volunteer activities.
- (g) The committee shall consist of RHA general assembly members.

Section 7: The Community Development committee shall:

- (a) Work to unify and support members of RHA and provide networking opportunities amongst councils and residents.
- (b) Work with the Executive Board on the planning, organization, and implementation of special events and programs for RHA, including but not limited to:
 - 1. Residence On Campus Festival (ROC Fest)
 - i. The Committee shall aid in the creation of a theme for ROC Fest.
 - ii. The Committee shall act as a task force in the execution of the weeklong event.
 - 2. Spring Program Event
 - i. The Committee shall aid in the creation of a theme for the Spring Program Event.
 - ii. The Committee shall act as a task force in the execution of the weeklong event.
- (c) The committee shall organize and implement RHA's involvement with the Spring Up All Night Event with University Board.
- (d) Work to recognize RHA members and residents.
- (e) Provide councils and general assembly with recognition ideas.
- (f) Consist of the RHA general assembly members.

Appendix I: Brad Wright Memorial Foundation documents