

CONSTITUTION
FOR
RESIDENCE HALL ASSOCIATION
WESTERN OREGON UNIVERSITY

PREAMBLE

We, the Residence Hall Association, representing the residential community of Western Oregon University, acknowledge individualism through learning and understanding by promoting tolerance, diversity, and unity among students. Accepting the responsibility bestowed upon us by the University Housing Staff to be the main policy approving body for the residence halls, we will place emphasis on the resident voice and opinions on issues and concerns. We encourage the development of leadership and self-responsibility, striving to maintain an open and just living environment.

ARTICLE I. NAME

This organization shall be known as the Residence Hall Association, hereafter called the RHA.

ARTICLE II. MEMBERSHIP

The membership of RHA shall consist of all students attending WOU who reside in the residence halls and an advisor to the organization, who is appointed by the Dean of Students.

ARTICLE III. PURPOSE

It is the purpose of the RHA to coordinate and/or sponsor programs common to the residence halls, represent the resident voice in all policy making in the residence halls, and represent the members of the RHA in any and all matters of concern between its members, the various halls, other student organizations, the Division of Student Affairs, the Vice President for Student Affairs, other offices of the university, and the community.

ARTICLE IV. STRUCTURE

The governing body of the RHA shall be divided into two boards: Executive Board and General Assembly.

ARTICLE V. EXECUTIVE BOARD

Section A. Membership

The RHA Executive Board shall consist of the RHA President, National Communication Coordinator (NCC), Vice President (VP), Finance Director, Programming Coordinator, Publicist/Historian, Secretary/Webmaster, Freshmen Liaison, NCC In Training (NCC-IT), and Advisor.

Section B. Duties

1. It shall be the primary duty of the executive officers to represent the RHA and fulfill the specific duties outlined in the RHA Statutes.
2. The Executive Board shall act only as a guiding body, limiting its decisions to the day to day operations of the RHA.
3. The Executive Board shall approve expenditures from the General Assembly Programming Fund up to \$50.00.

Section C. Term of Office

1. The term of office of the compensated executive officers shall run from finals week Spring term of the year of election through finals week of spring term of the following academic year, with pay period running from September 1st of that year to May 31st of the same academic year.
2. The term of office for the NCC-IT is from appointment until succession as NCC, which will occur at finals week of spring term of the year of appointment.

Section D. Resignation of Office

1. Resigning officer must give verbal and written notice to the RHA President and Advisor two weeks prior to resignation.
2. Resigning officer must update their position transition folder, and facilitate transition assistance as deemed necessary by the executive board.

Section E. Succession

1. Mid-Year
 - a. An Executive Board vacancy must be filled within three weeks or a time to be determined by the Executive Board.
 - b. Any vacancy in the Executive Board shall be filled through application and interview process by the Executive Board and two representatives from General Assembly.
 - c. Approval of candidate through a two-third vote of the RHA Executive Board and the two General Assembly representatives.
2. Summer
 - a. An Executive Board vacancy must be filled within three weeks or a time to be determined by the Executive Board.
 - b. Any vacancy in the Executive Board shall be filled through application and interview process by as many Executive Board members as possible.

Section F. Presiding

1. The RHA President shall preside over all meetings of the Executive Board.
2. In the absence of the RHA President, the RHA Vice President, or a member of the Executive Board appointed by the RHA President, shall preside over meetings of the Executive Board.

Section G. Meetings

1. The Executive Board shall have weekly open meetings each term, excluding finals weeks and summer term.
2. Special meetings may be called by the RHA President.
3. Closed meetings may be held only to consider appointments of executive board members or recall of any executive or non-elected officer.

ARTICLE VI. RHA GENERAL ASSEMBLY

Section A. Membership

1. Voting members of the RHA General Assembly shall include the RHA Executive Board's NCC, Vice President, Finance Director, Programming Coordinator, Publicist/Historian, Secretary/Webmaster, Freshmen Liaison and each Hall Government's President, Vice President, and a Freshman General Assembly Representative from each hall that qualifies under Article VIII Section A 1.
2. Nonvoting members of the RHA General Assembly shall include the RHA President, RHA Advisor, Peer Mentor Representative, NRHH Representative, ASWOU Representative, appointed and/or elected representatives to university committees, any RHA executive assistants appointed by the RHA President and all others not mentioned in Article VI section A 1.

Section B. Powers and Duties

1. All legislative and fiscal powers of the RHA are vested in the RHA General Assembly.
2. The RHA General Assembly shall initiate policies and programs, as it deems necessary to carry out its responsibilities, as outlined in the RHA Constitution and Statutes.
3. The RHA General Assembly must approve all loan and allotment requests, expenditures over \$50.00 from the RHA programming fund and any sponsorship.
4. All RHA General Assembly members are required to attend all RHA General Assembly meetings, or send a representative for them no more than 2 times per term unless previously arranged with the RHA President.

- a. If a General Assembly member misses 1 GA without notifying the RHA President or sending a representative, then they must meet with their Advisor and the RHA President.
- b. If a General Assembly member misses a second meeting without notifying the RHA President or sending a representative, then they are subject to recall as stated in the applicable constitution.
- c. If a Hall Government has no representation at a GA meeting, there will be a meeting with the Hall Government President and Advisor as well as the RHA President and Advisor.

Section C. Presiding

1. The RHA President shall preside over all meetings of the RHA General Assembly.
2. In the absence of the RHA President, the RHA VP, or a member of the Executive Board appointed by the RHA President, shall preside over the RHA General Assembly.
3. The presiding officer of the RHA General Assembly shall exercise a vote only as a tiebreaker.

Section D. Retroactivity

1. No legislation shall be retroactive unless so stated in the proposed legislation (effective before date of enactment.)
2. Any changes in remuneration (payment equivalent to services, losses, etc.) will take effect no earlier than the beginning of the next term of office.

Section E. Meetings

1. The RHA General Assembly shall have weekly open meetings, excluding finals week and summer term unless GA members vote to cancel the meeting at least one week in advance.
2. Special meetings may be called by the RHA President.
3. Four voting members of the RHA General Assembly may request that the RHA President call a meeting and, upon such a request, a meeting must be called.
4. The first meeting of each term shall be no later than the second week of each term, with the exception of fall term, which shall meet no later than the fourth week.
5. A quorum of two-thirds of the voting membership must be present to conduct and vote on business.
6. All business should be passed by a majority of the votes cast unless otherwise stated in this Constitution. An abstention shall be considered a vote cast.
7. All regular meetings of the RHA General Assembly shall be open to the public.
8. Closed meetings may be held only to consider appointments of executive board members or recall of any executive or non-elected officers.
9. Seating must be provided for the public. Members of the public shall be entitled to speak.

ARTICLE VII. RHA COMMITTEES

Section A. Formation

1. Each General Assembly member of the RHA shall have the power to form and disband special committees.
2. A member of the RHA Executive Board must chair all RHA committees.
 - a. Committee chairs are responsible for submitting a verbal report to the RHA General Assembly at a date and time set by General Assembly.
 - b. Subcommittees shall appoint a committee chair.

Section B. Standing Committees and Committee Representatives to University Committees

1. Standing committees and committee representatives to university committees shall include those defined in the RHA Statutes.
2. Standing committee chairs and committee representatives to university committees must attend all meetings of their respective boards.
3. The term of office for standing committees shall run from the beginning of the academic year to the end or the length of time specified by their respective boards.

ARTICLE VIII. HALL GOVERNMENT

Section A. Duties and Powers

1. Each residential area shall provide for a hall government consisting of at least one President, Vice President, Publicist/ Historian, Secretary, Treasurer, Activities Director, and Advisor, as well as any other officer deemed necessary by the hall. Any offices may be separated or combined if the hall government deems it necessary.
 - a. Any residential area containing 1/3 traditional freshmen shall have a Freshmen General Assembly Representative.
 - b. Any residential area containing 200 or more residents shall have an additional Activities Director.
2. In the event of Hall Government vacancy the open position must be advertised for a minimum of one week and must be filled by application and interview process to be conducted by the Hall Government Executive Board.
3. Any Hall Government not complying with the RHA Constitution may be restricted from all RHA services, activities, and funds.
4. All officers shall be disqualified from holding office during any term (excluding summer term) in which they are not a full-time student.

ARTICLE IX. RHA ELECTIONS AND HOLDING OFFICE

Section A. Executive Officers

1. RHA Executive Board Members shall be elected by popular election except for the Freshmen Liaison, the NCC and the NCC-IT.
2. Popular election procedures are as follows:
 - a. The popular election will be administered by the RHA VP or designated RHA Executive Board member selected by the RHA Executive Board.
 - b. The elections shall be held by the fifth week of spring term. The polls shall be open for at least two days as determined by RHA Executive Board.
 - c. The polls shall be in the Valsetz dining hall and by special arrangement in other locations as deemed necessary.
 - d. Each residence hall student may cast one vote per elected office.
 - e. Candidates shall be required to complete a candidate application form.
 - f. Votes will be counted after the polls close at the end of the last day of voting. The results will be posted on the RHA office door as soon as the count is finished.
 - g. Elected positions can be filled by write in votes.
 - h. In the event of a tie, the RHA General Assembly will select a winner from among those who tied in the election.
 - i. If no one is elected to a position, the Executive Board and two representatives from the RHA General Assembly will appoint someone to fill the position
3. The Freshmen Liaison shall be appointed through an application and interview process.
 - a. Freshmen Liaison shall be an incoming traditional freshman.
 - b. Freshmen Liaison shall be selected no later than one week after the last Summer Orientation Advisement and Registration (SOAR).
 - c. Application and interview selection process for Freshmen Liaison is as follows:
 - i. Applications shall be sent out with the general housing information.
 - ii. Applications shall be returned by the applicants the Monday before the first SOAR.
 - iii. The Freshmen Liaison selection committee shall consist of the RHA President or designee, Advisor, and at least one (1) Executive Board member.
 - iv. Applicants shall be interviewed in person or by phone during SOAR).
4. The NCC-IT shall be an uncompensated and nonvoting member of the RHA Executive Board and shall be appointed through an application and interview process. Selection process for the NCC-IT is as follows:

- a. The selection committee shall consist of the RHA Executive Board and two (2) General Assembly representatives.
- b. Application and interview selection shall be completed by the 3rd week of winter term

Section B. Requirements for Candidacy

Candidates for any elected or appointed RHA office must:

1. Live in the residence hall system during the election and while holding office
2. Be currently registered as a full-time student for at least 12 credit hours for undergraduate students and at least 10 credit hours for graduate students, and have a cumulative G.P.A. of 2.25 or above.
3. Sign a yearly housing contract with the Office of University Housing and Campus Dining.
4. President candidates must have at least one year of residence hall leadership experience to be eligible. (e.g. RHA, Resident Assistant, Hall Government, Peer Mentoring, or National Residence Hall Honorary)

Section C. Holding Office

1. Before the first RHA meeting of each term the RHA Advisor will confirm academic standing of each RHA Executive Board member.
2. An RHA Executive officer not in good academic standing will meet with the RHA President and RHA Advisor, who will place that individual on probationary status with guidelines for the remainder of the term.
 1. An RHA Executive officer not in good judicial standing will meet with the RHA President and RHA Advisor who will place that individual on probationary status with guidelines for the remainder of the probationary period.
 2. All officers shall be disqualified from holding office during any term (excluding summer term) in which they are not a full time student unless petition is approved by University Housing.

ARTICLE X REMOVAL FROM OFFICE

Section A. Recall Guidelines

1. RHA Executive Board members shall not be subject to recall until six weeks after their election/appointment. After that time, recall may be initiated.
 - a. Recall of RHA Executive officers shall be initiated by a petition of no less than 15percent of the RHA membership.
 - b. Recall shall take effect after approval of the before mentioned petition by two-thirds of the voting members of the RHA General Assembly.
2. A motion for recall shall be presented at one RHA General Assembly meeting and voted upon at the next RHA General Assembly meeting.

Section B. Reasons for Recall

1. Any executive member of RHA who does not maintain the qualifications set forth in their position description may be removed from office through the process set forth in the Accountability Contract.
2. Any RHA Executive Board Member found in violation of University alcohol and drug policy may be removed from office after meeting with the RHA President and Advisor.
3. Officers not maintaining a 2.25 G.P.A. for two consecutive academic terms or a cumulative G.P.A. of below a 2.25 shall be removed from office.

ARTICLE XI. FINANCE

Section A. Funds

1. The RHA budget shall be supported financially by University Housing accounts.

Section B. Budget

1. The RHA budget shall follow the fiscal year beginning summer term and ending summer term the following year.

2. The RHA Budget Committee shall prepare the RHA budget and submit it to the RHA General Assembly no later than the first meeting in spring term. The budget is subject to approval by the RHA General Assembly, Director of University Housing, and the Vice President of Finance and Administration.
3. The RHA Finance Director shall chair the RHA Budget Committee; it will also include at least: two hall treasurers, one General Assembly member, the RHA President, and the RHA Advisor.
4. The RHA budget must include all planned revenue and expenditures of the RHA.
5. The RHA Finance Director shall be responsible to report to the RHA General Assembly and the Office of University Housing all expenditures of the RHA and maintain records of transactions involving RHA budgets and activities.

ARTICLE XII. STATUTES

Section A. Content

1. A statute system shall be established to include the duties and remuneration of the RHA Executive officers and hall officers, and description of all RHA standing committees. Additionally, all official RHA general election policies, RHA accountability contract, and other official RHA policies shall be included in the statute system.

Section B. Amendments

1. Amendments to the statutes shall be presented at one RHA General Assembly meeting and voted on at the next RHA General Assembly meeting.

ARTICLE XIII. CONSTITUTION AMENDMENTS AND ADOPTION

Section A. Constitution Review

1. An annual review of the constitution shall be completed by a committee no later than the fourth General Assembly meeting of spring term or a time designated by RHA President. The RHA President shall chair the RHA Constitution Committee. It will also include at least two (2) General Assembly members, one (1) RHA Executive Board member, and the RHA Advisor.

Section B. Amendments

1. Proposed amendments to the RHA Constitution shall be presented at one RHA General Assembly meeting and voted on at the next, unless postponed until some specific date.
2. Amendments to this constitution shall become effective after review by the RHA General Assembly by a 2/3 vote and approval of the Dean of Students.

Section C. Adoption

1. This constitution will become effective after review by the hall governments and General Assembly, and after approval of the Dean of Students

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