

RESIDENCE HALL ASSOCIATION (RHA)
AND
HALL COUNCIL (HC)
CONSTITUTION AND BY-LAWS
MARSHALL UNIVERSITY
HUNTINGTON, WEST VIRGINIA

ARTICLE I: NAME

- Section 1.** Residence Hall Association, hereafter referred to as RHA, will be the governing council of each building or community's Hall Council.
- Section 2.** Hall Council will be the name of the affiliate, hereafter referred to as HC.
- Section 3.** National Residence Hall Honorary will be the name of the sister organization, hereafter referred to as NRHH.

ARTICLE II: PURPOSE

- Section 1:** The purpose of RHA is to govern Marshall University HC, represent HC members, and represent other students residing in the residence halls of the university to the Department of Housing and Residence Life as well as the larger university community. It is also the purpose of this organization to improve the physical, academic, and social environment of the residence halls; to assist with the collection and coordination of the HC programming fund; and to provide educational, recreational, developmental, and social programs with the assistance and collaboration of HC members.

ARTICLE III: AFFILIATION

- Section 1.** RHA is an affiliate of the following organizations:
- A. National Association of College and University Residence Halls, Inc. (NACURH)
 - B. Central Atlantic Association of college and University Residence Halls (CAACURH)
 - C. National Residence Hall Honorary (NRHH)
 - D. Marshall University Housing and Residence Life

ARTICLE IV: EXECUTIVE POWER

- Section 1:** The executive power of RHA shall rest with the executive board which shall be composed of a President, Vice-President, Secretary, Treasurer, Eco-Representative, NRHH Representative, and a National Communications Coordinator (NCC), National Communications Coordinator - In Training (NCC-IT), and a non-voting advisor.
- Section 2:** Individual HCs shall be composed of a non-voting advisor, president, vice-president, secretary, treasurer, eco representative and at least one representative from each floor of the building.

ARTICLE V: LEGISLATIVE POWER

- Section 1:** Legislative power shall rest in the RHA General Assembly who may advise on legislative matters related to residence life issues and programs.

ARTICLE VI: AMENDMENTS

- Section 1:** Amendments to the RHA constitution may be proposed by a simple majority of the present General Assembly meeting or a two-thirds majority of the RHA executive board.
- Section 2:** Amendments to this constitution shall be enacted by a two-thirds majority of the present General Assembly.

Residence Hall Association By-Laws

ARTICLE I. RHA OFFICERS AND THEIR DUTIES

Section 1: Duties of the RHA PRESIDENT will include:

- A. Shall be elected by the residents of the residence halls.
- B. Shall preside over meetings of the RHA Executive Board.
- C. Shall serve as an ex-officio member of all RHA committees.
- D. Shall be the official representative of the RHA to the Student Government Association, Housing and Residence Life, and the greater Marshall University community.
- E. Shall have the authority to recommend students for appointment to committees established by RHA or to other committees deemed necessary.
- F. Shall be the deciding vote between ties in any voting circumstance.
- G. Shall carry out all agreed upon responsibilities as listed in the officer contract with Housing and Residence Life and the RHA Constitution.
- H. The responsibility to conduct an audit of RHA and HC funds.

Section 2: Duties of the RHA VICE PRESIDENT will include:

- A. Shall be elected by the residents of the residence halls.
- B. Shall assume the duties of the President in their absence.
- C. Shall serve as an ex-officio member of all RHA committees.
- D. Shall be the official representative of the RHA to the Student Government Association and any other contact offices on the University campus.
- E. Shall have full voting rights.
- F. Shall be responsible for and provide leadership to the RHA Programming Committee.
- G. Any other duties assigned by the By-Laws and officer contract.

Section 3: Duties of the RHA SECRETARY will include:

- A. Shall be elected by the residents of the residence halls.
- B. Shall record the minutes of RHA Executive Board Meetings.
- C. Shall have full voting rights.
- D. Shall have minutes distributed no more than one day after the initial meeting in which minutes were taken.
- E. Shall create marketing for RHA and updating materials with upcoming events.
- F. All other duties as assigned by the By-Laws and officer contract.

Section 4: Duties of the RHA TREASURER will include:

- A. Shall be elected by the residents of the residence halls.
- B. Shall have full voting rights.
- C. Shall complete all check requests and reconcile monies in 24 hours of purchase in conjunction with Senior Advisor.
- D. Shall supervise the dispersal of RHA programming funds and checking account funds.
- E. Shall prepare a budget for the following year to be presented to RHA Executive Board for their approval before May 1 and shall submit a monthly budgetary report to the RHA Executive Board.
- F. Shall coordinate RHA fundraising efforts.
- G. All other duties as assigned by the By-laws and officer contract.

Section 5: Duties of the RHA NATIONAL COMMUNICATIONS COORDINATOR (NCC) will include:

- A. Shall be elected by the residents of the residence halls if the current NCC runs for the same position again. If not, the position automatically goes to the NCC-IT.
- B. Shall create and maintain social media.
- C. Shall have full voting rights.
- D. Shall serve as Marshall University's representative to NACURH and CAACURH.
- E. Shall coordinate communication with other universities.
- F. All other duties as assigned by the By-laws and officer contract.

Section 6: Duties of the RHA NATIONAL COMMUNICATIONS COORDINATOR – IN TRAINING (NCC-IT) will include:

- A. Shall be appointed by the NCC at the end of the Fall semester to begin training in the Spring.
- B. Shall take over as NCC the next year, or if the current NCC cannot fulfill all of their duties.
- C. Shall learn how to upkeep social media pages, as well as legislative terms used in meetings with CAACURH.
- D. Shall have full voting rights.
- E. Shall serve as Marshall University's proxy to NACURH and CAACURH if the NCC cannot perform the obligation.
- F. Shall learn to coordinate communication with other universities.
- G. Shall attend meetings to CAACURH and NACURH with the NCC.
- H. Shall not apply for a Residential Advisor/Academic Mentor position.
- I. All other duties as assigned by the By-laws and officer contract.

Section 7: Duties of the RHA ECO-REPRESENTATIVE will include:

- A. Shall attend all RHA meetings.
- B. Shall have full voting rights.
- C. Shall be the official representative of RHA to Marshall University Sustainability Committee and the Housing and Residence Life Sustainability Committee.
- D. Shall provide leadership in sustainability initiatives in the residence halls in coordination with HC Eco-Representatives.
- E. All other duties as assigned by the by-laws and the officer contract.

Section 8: Duties of the NRHH PRESIDENT will include:

- A. Shall be the National Residence Hall Honorary's official representative to the RHA and shall have full voting rights.
- B. Should the NRHH President not be able to attend another NRHH representative may be appointed by the organization and shall be accorded the same rights as the NRHH representative.
- C. viii. Shall assume any other duties as assigned by the by-laws and NRHH Constitution.

ARTICLE II: HC OFFICERS AND THEIR DUTIES

Section 1: Hall Council PRESIDENT and their duties:

- A. Shall be the representative of their hall to the RHA Executive Board in General Assembly meetings.
- B. Shall reside in the residence hall they serve as was elected.
- C. Shall prepare the agenda and conduct the HC meetings.
- D. Shall appoint chairpersons of committees and committee membership.
- E. Shall represent HC to the university and to the community.
- F. Attend and participate in HC training each semester.
- G. Conduct an audit each semester of HC funds.
- H. Shall assist with RHA fundraising and programming initiatives.
- I. Meet with the HC advisor on a regular basis.
- J. Any other duties assigned by the By-Laws and officer contract.

Section 2: Duties of the Hall Council VICE PRESIDENT will include:

- A. Shall represent HC in General Assembly meetings in the Presidents absence.
- B. Shall reside in the residence hall they serve as was elected.
- C. Shall conduct the meeting in the absence of the President.
- D. Shall post minutes of each HC meeting within one day after they become available.
- E. Attend and participate in HC training each semester.
- F. Shall coordinate one social program each semester.
- G. Shall communicate regularly with HC President.

- H. Shall assist with other HC programming efforts.
- I. Shall assume the office of the President, and all duties of that office, should that office become vacant for any reason as well as the appointment of a new Vice President.
- J. All other duties as assigned by the By-laws and officer contract.

- Section 3:** Duties of the Hall Council SECRETARY will include:
- A. Shall attend all HC meetings.
 - B. Shall reside in the residence hall they serve as was elected.
 - C. Shall represent HC to the University and to the community.
 - D. Shall record minutes at every HC meeting and distribute minutes within 24 hours of the meeting to HC officers and the HC advisor.
 - E. Shall create marketing for building HC and updating materials with upcoming events.
 - F. Shall assist in the implementation of HC programs and fundraisers.
 - G. Shall communicate regularly with HC President.
 - H. Attend and participate in HC training each semester.
 - I. All other duties as assigned by the By-Laws and officer contract.

- Section 4:** Duties of the Hall Council TREASURER will include:
- A. Shall attend all HC meetings.
 - B. Shall reside in the residence hall they serve as was elected.
 - C. Shall conduct and report all financial transactions of HC to advisor and HC members.
 - D. Shall complete all check requests and reconcile monies in 24 hours of purchase.
 - E. Shall organize and implement one fundraiser each semester.
 - F. Shall assist Secretary in marketing efforts.
 - G. Shall communicate regularly with HC President.
 - H. Attend and participate in HC training each semester.
 - I. Conducting meetings in the absence of the President and Vice President.
 - J. All other duties as assigned by the By-laws and officer contract.

- Section 5:** Duties of the Hall Council ECO-REP will include:
- A. Shall attend all HC meetings.
 - B. Shall reside in the residence hall they serve and was elected.
 - C. Shall represent HC to the University and the Community.
 - D. Shall be responsible for collaborating with other board members to conduct an environmentally based program each semester.
 - E. Shall be responsible for communicating and encouraging green initiatives to residents.
 - F. Shall communicate with president regularly.
 - G. Shall serve as a liaison between RHA, HC, Housing and Residence Life sustainability officers and Eco-Representatives.

- Section 6:** Duties of the REPRESENTATIVES will include:
- A. Shall attend all HC meetings.
 - B. Shall communicate regularly with the floor about HC meetings.
 - C. Shall promote and support all HC activities.
 - D. Shall meet with members of their floor to gather concerns and needs.
 - E. Shall maintain open communication with all officers and members of HC.
 - F. Attend and participate in HC training each semester.
 - G. Shall become actively involved in committee assignments as needed.
 - H. Other duties assigned by the President or By-Laws.

ARTICLE III: SENIOR ADVISOR

Section 1: The Senior Advisor to the RHA Board shall be appointed by the department of Housing and Residence Life.

Section 2: The purpose of the Senior Advisor shall be to:

- A. Decide RHA constitutional matters.

- B. Review cases involving impeachment of RHA officers.
- C. Advise RHA in matters concerning the Marshall University Student Code of Conduct.
- D. Approve all requests for additional monies from the department as well as approving purchases made with HRL funds.
- E. Review performance and determine RHA and HC officer pay provided by the department.

ARTICLE IV: HC ADVISOR

Section 1: The Advisor to the Hall Council Board shall be appointed by the Department of Housing and Residence Life.

Section 2: The purpose of the Advisor shall be to:

- A. Decide RHA constitutional questions.
- B. Review cases involving impeachment of HC officers.
- C. Advise HC in matters concerning the Marshall University Student Code of Conduct
- D. Mediate disputes between HC members.
- E. Approve all requests for additional monies from the department as well as approving purchases made with HRL funds.
- F. Review performance and determine HC officer pay provided by the department.

ARTICLE V: QUALIFICATIONS AND ELECTIONS

Section 1: Qualifications for RHA Executive Board members

- A. Undergraduate candidates for RHA Executive Board must have achieved a cumulative grade point average of 2.3, be enrolled for at least twelve (12) credit hours of classes, and must have satisfactorily completed the minimum number of credit hours required for full-time fee assessment during one spring, fall, or summer term prior to their participation in RHA.
- B. Undergraduates must maintain a 2.3 cumulative grade point average and satisfactorily complete twelve (12) credit hours during the spring and fall semesters of their term.
- C. Graduate Students are required to achieve a cumulative grade point average of 3.0, be enrolled for at least six (6) credit hours of classes and must have satisfactorily completed the minimum number of credit hours required for full-time fee assessment during one spring, fall, or summer term prior to their participation in RHA. Graduate Students must maintain a 3.0 cumulative grade point average and satisfactorily complete six (6) credit hours during the spring and fall semesters of their term.
- D. All students running for positions must be in “good standing” with Housing and Residence Life and the Office of Student Conduct. If a student has a judicial record, their eligibility will be determined at the discretion of the advisor of RHA.
- E. If a student falls below full time status they must first receive approval from the RHA advisor to continue to serve in their position.
- F. If a student’s cumulative GPA falls below a 2.3 they will be placed on probation for one semester. If the officer fails to raise their GPA they will be asked to resign from their position.
- G. The RHA position is a full academic year obligation beginning August until May.

Section 2: Residence Hall Association Elections

- A. RHA Executive Board members shall be elected in the regular elections in spring of each year. The election date shall fall no earlier than the month of March and before May, in order to prepare the incoming President, Vice President, NRHH representative, Secretary, and Treasurer. The exact date shall be determined by the Executive Board.
- B. Each candidate shall have the opportunity to submit an election platform that will be made available to those who attend the election. The time, date, and location of the election shall be clearly advertised throughout the halls.
- C. The President will facilitate or delegate facilitation of the election.

- D. An incumbent president may not facilitate an election.
- E. Executive board applications will be available at least one week before elections.
- F. The Department of Housing and Residence Life and the RHA Advisor will determine eligibility of each candidate submitting an application.
- G. The RHA Advisor will submit the final ballot for the election.
- H. Each candidate will have the opportunity to give a five minute speech during the election. A question and answer period, not to exceed five minutes, shall follow each speech. All questions must be directed at the facilitator, and must be appropriate for all candidates and may not be biased towards any candidate, unless it addresses something said in their speech. The facilitator has final say over what questions will be accepted or rejected.
- I. Elections are open to all residents of the residence halls. All members of RHA, including student staff, have a vote.

Section 3: Hall Council Elections

- A. The designated Hall Election officer will make available candidacy petitions at the front desk of each hall in accordance to each hall's bylaws.
- B. Each candidate shall declare their candidacy by submitting a candidacy petition to the designated Residence Hall Director.
- C. Each candidate will have the opportunity to speak for three minutes at the Hall Council meeting with their respective hall prior to the election as directed by the designated Residence Hall Director.
- D. Voting shall be done by ballot under the supervision of the HC advisor.
- E. Voting shall be held for no longer than two days.
- F. The candidate for each office receiving the majority of the votes cast for that office shall be declared the winner.
- G. In the event that no candidate for an office receives a majority of the votes cast for the office, the two candidates receiving the most votes shall be in a run-off election taking place one week after the original election.
- H. The newly elected Hall President must begin attending Executive Board meetings the first week after elections are completed each semester

Section 3: Vacancies

- A. If a vacancy arises in the office of the RHA president in case of resignation, removal, disability, or death, the order of succession shall be:
- B. Vice President of RHA
- C. The representatives of RHA shall meet and elect a replacement within fifteen (15) days of the official announcement of vacancy.
- D. If a vacancy arises in any other office of RHA in the case of resignation, removal, disability, or death, the President shall appoint a new officer with the advice and consent of the RHA Executive Board.

ARTICE VI: ATTENDANCE

Section 1: Attendance to all RHA and HC meetings is mandatory for all executive board officers.

- A. Attendance is defined as being at the meeting from the time the meeting is called to order to the time in which it is adjourned.
- B. An oral roll call will be taken at the beginning of each meeting and conducted by the Secretary.
- C. The RHA/HC President may excuse absences provided members notify them at least 24 hours prior to the meeting with the name of their proxy. Valid excuses shall include but not limited to: Family emergency or illness. The ultimate decision on whether or not an absence is excused lies with the RHA/HC President (under the supervision of the RHA Senior Advisor/HC Advisor).
- D. Any unexcused absence shall result in censure of that member at the next meeting only if and when ruled as such by the RHA President.

- E. The President shall notify the RHA Executive Board members who do not meet the established attendance requirements.
- F. Members must send proxies for any absence.
- G. Proxies must live in the same residence hall as the absent HC officer, and must sign in the place of the absent officer for the HC to be credited with attendance.
- H. Proxies shall exercise the same rights and privileges of the member at General assembly meetings in which they serve as a proxy.
- I. Failure to send a proxy for a full General Assembly meeting in which an officer shall be absent shall place the offending Hall Council in bad financial standing, as defined by the RHA Financial Policies.
- J. Delinquency in attendance for General Assembly and Committee meetings shall be grounds for disciplinary action.

Section 2: All executive board members are required to attend RHA programs. Two programs may be unexcused. Any additional missed will require an excuse given to the RHA President twenty-four hours in advance.

ARTICLE VII: IMPEACHMENT

Section 1: Impeachment may be initiated by:

- A. More than two unexcused absences from meetings by RHA/HC officers per semester.
- B. Residency outside of Marshall University residence halls.
- C. Breach of duties, as may be determined by a two-thirds vote of acting voting members.

Section 2: Impeachment procedures are as follows:

- A. A letter is sent by the RHA/HC executive officers to their respective executive boards and the person against whom action is being taken.
- B. The RHA/HC President and advisor shall convene a meeting to review the case. Person(s) against whom action is being taken must be informed of the said meeting twenty-four hours in advance and may be present to argue their point.
- C. Upon recommendation of the RHA/HC President and/or advisor, a vote is taken by the active voting membership of the RHA/HC. A two-thirds vote in favor of the dismissal is required to remove a person from their position.
- D. Appeals may be made to RHA within three business days from the time of the vote. Appeals must be in writing and sent to the Director of Housing and Residence Life or their designee.

ARTICLE VIII: RESIGNATIONS

Section 1: Persons wishing to resign from their positions should do so in writing forty-eight hours prior to the date effective. Letters of resignation are to be submitted to the President of RHA/HC who in turn will submit the letter to the Senior Advisor/Advisor. Any representative or officer who fails to maintain a cumulative GPA of 2.3 must submit a letter of resignation.

ARTICLE IX: MEETINGS

Section 1: RHA shall meet bi-weekly or weekly. Dates will be determined by the majority of the voting members. Except in case of emergency, at least three days' notice of time, location, and agenda shall be given.

Section 2: All RHA General Assembly meetings shall be open to the University community. The university community is defined as any Marshall student, faculty, or staff member.

Section 3: Special Executive Board meetings may be called as necessary by the president or advisor.

- A. Notice of such meetings must be given at least twenty-four hours prior to the meeting.
- B. Should such notice not be given, attendance will not be mandatory.

Section 4: A quorum must be present at general meetings for official business to take place.

ARTICLE X: BILLS

- Section 1:** A bill may be presented by an RHA/HC member for consideration which concerns any of the following:
- A. Request for financial support
 - B. Request for programming or funding
 - C. Statement of policy
 - D. Commendation of action of individuals
 - E. Request for clarification or revision of a Housing and Residence Life or University policy.

ARTICLE XI: FUNDING ACCOUNTS

- Section 1:** RHA and HC funds will be kept in a non-university checking account at City National Bank.
- Section 2:** The RHA advisor has final approval of funding account expenditures and may review financial records at any time.
- Section 3:** The active voting members of each RHA/HC will bear the responsibility of all fines and debits of an overdrawn account.
- Section 4:** University programming funds
- Section 5:** Monies from the Department of Housing and Residence Life could be allotted to each HC and RHA depending on the current fiscal year budget.
- Section 6:** These funds may only be spent according to the State of West Virginia purchase card (p-card) rules and regulations as interpreted by the Senior Advisor and the Department of Housing and Residence Life.
- Section 7:** The Senior Advisor and HC Advisor will be the point of contact to spend these monies.

ARTICLE XII: FUNDS REQUEST PROCEDURES

- Section 1:** Requesting Funding from Residence Hall Association fundraising account
- A. A Funds Request Form must be completed and submitted to the RHA executive board at least seven days before the funds are needed.
 - B. The RHA executive board will evaluate funding proposals and allocate funds.
 - C. A funding request does not guarantee funding from RHA.
 - D. Checking account funds will be paid to a member of the HC requesting the funds.
 - E. All money and receipts must be turned in to RHA Treasurer 24 hours after the purchase.
 - F. Personal items may not be purchased on the same receipt as items purchases for HC or RHA purposes.
- Section 2:** Requesting purchases through Housing and Residence Life programming funds
- A. A Funds Request form must be completed and approved by the RHA Executive Board.
 - B. The form must be completed and turned in to the RHA/HC Advisor at least 7 days before the money is needed.
 - C. All receipts, sign in sheets, and program paperwork must be turned in to RHA Senior Advisor or HC advisor within 24 hours after the program/event.
 - D. The RHA Advisor and the HC advisor will have final approval for purchases.

ARTICLE XIII. DISBAND OF RHA ORGANIZATIONS:

- Section 1:** In the result that the RHA organization disbands all monies will go back into the Department of Housing and Residence Life at Marshall University. Monies will be used towards student programming and/ or better facilities for student in the residence halls.