

**RESIDENCE HALL ASSOCIATION
UNIVERSITY OF MARYLAND**

CONSTITUTION

PREAMBLE

We, the resident students of the University of Maryland, in order to give representative voice to our interests and concerns to the University Community, do hereby form our Residence Hall Association, as the governing body of all on campus students under the following articles.

ARTICLE I: ORGANIZATION

Section 1. Name

- (1) The official name of this student governing body shall be the Residence Hall Association, hereafter referred to as RHA.

Section 2. Role and Purpose

- (1) The RHA shall undertake and serve the following purposes and roles on behalf of all students who reside on the University of Maryland campus:

Best serve and reflect the interests of resident students.

Guide policy revision, initiation, and implementation to the Department of Resident Life, Residential Facilities, Dining Services, Transportation Services, and all other departments that affect on campus students on a proactive and reactive basis.

Advocate for the revision of existing services, and initiation of new services which are provided to resident students by the Departments of Resident Life, Residential Facilities, Dining Services, Transportation Services, and all other departments that affect on campus students.

Provide leadership, a unified voice, and a venue for the common concerns among the various residential communities on campus and to communicate these concerns and issues with the leadership of other student communities on campus as well as University administration and other appropriate parties.

Provide opportunities for leadership skill development for hall and area council members and RHA executive officers.

Establish a clear presence among resident students to allow them to convey their concerns, ideas, and opinions regarding resident issues.

Promote community development by encouraging programming on the local community level by hall and area councils.

Promote community development by encouraging community based policy initiatives on the local community level by hall and area councils.

Section 3. Authority

- (1) The Residence Hall Association fully claims all privileges, prerogatives, and priority influence over matters which affect the residents of the University of Maryland campus residence halls, especially matters affected by the Departments of Dining Services, Resident Life, Residential Facilities, and Transportation Services.
- (2) The RHA claims the courtesy of budget and policy presentations from the Departments of Dining Services, Resident Life, Residential Facilities, and Transportation Services and the responsibility to advocate or oppose such policy through the writing and passing of resolutions.
- (3) The hall and area councils are the primary governing bodies in the area which they represent.

Section 4. Affiliations

- (1) The RHA shall maintain recognition by an affiliation with the Student Government Association (SGA) of the University of Maryland through the Student Activities Reporting System (STARS). The RHA shall maintain affiliation with the following regional and national organizations; The National Association of College and University Residence Halls (NACURH), the Central Atlantic Association of College and University Residence Halls (CAACURH), and the National Residence Hall Honorary (NRHH).

ARTICLE II: MEMBERSHIP

Section 1. Non-discrimination

- (1) RHA shall not discriminate among its membership on the basis of race, religion, creed, gender, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

Section 2. Types of Membership

- (1) There shall be five types of membership in the RHA; general constituency membership, hall and area council membership, senate membership (see Article III; Senate), at large senate membership, and Executive Board membership (see Article IV; Executive Board)
- (2) Executive Board, senate, and at large senate membership comprise the voting representatives of the RHA.

Section 3. General Constituency Membership

- (1) All undergraduate students who reside on campus at the University of Maryland shall be considered general constituent members of RHA. These members make the hall and areas across the campus.

Section 4. Hall and Area Council Membership

- (1) Hall and area council members are elected by their residential communities.
- (2) These councils include RHA Senators (see Article III; Senate).
- (3) In the case of vacancies, elected members may appoint the remaining positions.

Section 5. At Large Senate Membership

- (1) Four Senators At Large can be nominated by any member of the Senate. They are appointed by the Vice-President and must be approved by a two-thirds vote of the Senate.

ARTICLE III: SENATE

Section 1. Representation

- (1) Senators shall be elected by the individual hall and area Councils by the first Senate Meeting. Senators At Large shall be appointed by this time as well.
- (2) Representation in the Senate will be established on the ratio of one voting representative per 250 residents and not a fraction of that number unless a representative for this fraction is apportioned by the Executive Board (See Article XIII, item no. 3). The total number of voting representatives for each hall or area Council may vary depending upon occupancy changes on a yearly basis.
- (3) Senators shall report back to their individual hall and area councils and keep them informed of RHA Senate activities and proceedings.

- (4) In the case of vacancies, elected members of the hall or area council may appoint the remaining positions.

Section 2. Meeting Frequency

- (1) There shall be at least two meetings of the Senate per academic month with the exception of the first and last months of the semesters. Only one meeting is required during those months. Meetings shall be scheduled by the Executive Board, and prior notice will be given to all voting representatives. Notice of regular Senate Meetings shall be provided to all general constituent members by the Executive Board.

Section 3. Special or Emergency Meetings

- (1) Special or Emergency Meetings of the Senate may be called by the Executive Board on an as needed basis. Notice to the voting membership of the Senate must be provided within twenty-four (24) hours of the Executive Board's decision to schedule a special or emergency meeting.

Section 4. Agendas

- (1) The Agenda for each meeting of the Senate shall be determined in advance by the Executive Board. Requests for agenda items shall be submitted to the Vice-President no later than five days prior to the meeting.
- (2) The Vice-President ultimately sets the agenda.
- (3) Agendas for Senate meetings will routinely allow time for the following standard items:
 - Comments from the gallery
 - Approval of prior meeting minutes
 - Executive Board Reports
 - Committee Reports
 - Hall and Area Council Reports
 - Discussion and debate on motions, resolutions, and amendments

Section 5. Quorum

- (1) Quorum is defined as fifty-percent (50%) plus one of the RHA voting representatives.

Section 6. Standard Meeting Procedure

- (1) The Executive Board shall establish a standard meeting procedure as part of the transition activities which occur following the appointment of executives each

spring. This standard meeting procedure shall be approved by a two-thirds majority of the Senate in the first meeting of the Senate of the fall semester and shall be used for the rest of the year.

- (2) Attendance shall be recorded for each Senate meeting by the Administrative Officer. As chair, the Vice President shall call the meeting to order, moderate discussion and debate, and ensure that the agenda is completed.
- (3) All meetings of the Senate are open meetings.

Section 7. Executive Board Veto

- (1) Any resolution of the Senate may be overturned by an Executive Board Veto. A veto shall be enacted by a vote of a minimum of three-fourths executives in favor of the veto.
- (2) An Executive Board Veto shall be overturned by a three-fourths majority vote of the Senators and Senators At Large. Executive members shall have no vote in questions of overturning an Executive Board Veto.

ARTICLE IV: Executive Officers

Section 1. Titles and Purpose

- (1) The RHA Executive Board shall consist of eight undergraduate students. Members titles shall be: President, Vice President, Finance Officer, Chief Information Officer, National Communications Coordinator and Special Events Officer, Student Groups and Organizations Liaison, Administrative Officer, and Public Relations and Outreach Officer.
- (2) Collectively, the members of the Executive Board shall serve the voting representatives of the Senate and all At-Large members of the Residence Hall Association by fulfilling the following purposes: exercise carefully considered and inclusive leadership and guidance, effectively execute their specific respective duties as officers, and work with the Senate committees to uphold the resolutions passed by the senate.
- (3) Once a resolution is officially adopted by the RHA Senate, the Executive Officers should represent the adopted opinion in all professional and public conversations on the issue.

Section 2. Duties of President

- (1) The President shall be the Chief Executive of the Residence Hall Association. As such, he/she shall serve as the recognized spokesperson for students who live on-campus.
- (2) The President shall be responsible for effective leadership to ensure that the roles and functions of the Senate are carried out on behalf of resident students. He/she shall be held responsible for the effectiveness and coordination of the Executive Board.
- (3) The President or his/her designate, shall meet with executives from other student organizations on campus, and with senior campus administrators.
- (4) In the absence of the President, the Vice President, or a designate will assume presidential duties. If the chosen designate is not the Vice-President, they must be approved by a $\frac{3}{4}$ majority of the Senate.

Section 3. Duties of Vice President

- (1) The Vice President shall serve as Chairperson of the Senate meetings. The Vice President shall be responsible to conduct meetings in a fashion that completes established agendas efficiently while providing for broad, representative comment from the membership.
- (2) The Vice President shall be responsible for guiding the Executive Board members in their planning of Senate activities.
- (2) The Vice President shall oversee the logistical efforts of the four standing committees and any Ad-hoc committees of the Senate, and orchestrate committee reports in conjunction with committee chairs and resulting resolutions in Senate meetings.
- (3) In the absence of the Vice President, the President shall act as Chair pro tempore of the Senate.

Section 4. Duties of Finance Officer

- (1) The Finance Officer shall be responsible to maintain an accurate record of all RHA accounts, expenditures, and balances. He/she shall be prepared to make a current and accurate report of RHA funds to the Executive Board and/or the Senate at any time.
- (2) The Finance Officer shall maintain current knowledge of all applicable University and Department of Resident Life policies and procedures for funds and purchasing. He/she shall work closely with the Department of Resident Life Business Manager, and the designated official for the Student and Staff Development Unit in order to orchestrate purchases using the Resident Life funds.

- (3) The Finance Officer shall manage special funding projects as deemed appropriate by the Department of Resident Life.
- (4) The Finance Officer shall be responsible for making all purchases deemed necessary by the RHA Executive Board.

Section 5. Duties of Chief Information Officer

- (1) The Chief Information Officer shall, in conjunction with the Administrative Officer, be responsible for the maintenance of all current files and archive materials. In order to affect rapid updates and communications, the Chief Information Officer shall maintain an updated electronic mail network for all Senate voting members and Executives, all Hall and Area Council executives and unit representatives, and all standing committee advisors.
- (2) The Chief Information Officer shall maintain a membership file containing names, addresses, and phone numbers of all RHA Senate members, all Area and Hall Council Officers, and unit representatives.
- (3) The Chief Information Officer shall serve as chief technology officer for the Residence Hall Association. As such he/she shall be responsible for maintenance of the website and HOTS database. He/she shall work closely with the Department of Resident Life network LAN Administrator.

Section 6. Duties of National Communications Coordinator and Special Events Officer

- (1) The National Communications Coordinator (NCC) shall serve as the liaison to the National Association of College and University Residence Halls (NACURH), the National Residence Hall Honorary (NRHH), and the Central Atlantic Affiliate of College and University Residence Halls (CAACURH). He/she shall be responsible for the coordination of RHA member attendance at national and regional conferences, and for keeping RHA members updated on all national and regional association events and information.
- (2) The National Communications Coordinator shall work with the staff in the Student and Staff Development Unit of the Department of Resident Life in order to coordinate the annual RHA Leadership Welcome Reception, the RHA Year End Reception, and the bi-annual Resident Life Leadership Training Day for all RHA Hall and Area Council Executives and representatives. The National Communications Coordinator shall also work with the SSD Unit Staff in the planning of any retreat activities for RHA, Hall and Area Council officers.
- (3) The National Communications Coordinator shall serve as the RHA Historian and keep records of events, advertisements and pictures which have been archived to be passed on.

Section 7. Duties of Student Groups and Organizations Liaison

- (1) The Student Groups and Organizations Liaison shall be responsible for representation and coordination between RHA and the leadership and membership of other student organizations on campus as deemed necessary and warranted by the Executive Board.
- (2) The Student Groups and Organizations Liaison shall serve as the liaison to the University Student Government Association. He/she shall stay informed of all happenings of all SGA meetings and act as the representative for RHA to SGA.
- (3) The Student Groups and Organizations Liaison shall serve as the liaison to the University Senate. He/she shall stay informed of all happenings of all University Senate meetings and act as the representative for RHA to the University Senate.
- (4) The Student Groups and Organizations Liaison shall be responsible for appointing designates to all relevant campus committees and student governing organizations, as deemed necessary by the Executive Board, for which he/she cannot attend.
- (4) The Student Groups and Organizations Liaison shall provide leadership and coordination in cooperative efforts, programs, or activities, or problem solving efforts with other student groups on-campus as deemed necessary by the Executive Board or stipulated by resolutions adopted by the Senate.
- (5) The Student Groups and Organizations Liaison shall oversee and/or attend all relevant groups.

Section 8. Duties of Administrative Officer

- (1) The Administrative Officer shall serve as Office Manager for the RHA Executive Office and be responsible for getting supply orders to the Finance Officer for purchasing.
- (2) The Administrative Officer shall be responsible for keeping detailed records for Senate and Executive Meetings. This should include Executive and Senate meeting minutes, final text of Senate resolutions, Senate Handbooks and any other files deemed necessary by the Executive Board.
- (3) The Administrative Officer will also keep records of attendance and enforce the attendance policy.
- (4) The Administrative Officer shall be the liaison between “The Voice” newspaper and the RHA Executive Board when the Executive Board decides to print it.

Section 9. Duties of Public Relations and Outreach Officer

- (1) The Public Relations and Outreach Officer shall be the coordinator of all Association relations with media both print and non-print.
- (2) The Public Relations and Outreach Officer shall be the coordinator of marketing and public relations.
- (3) The Public Relations and Outreach Officer shall be the coordinator of the constituency outreach and also recruitment and retention of members.
- (4) The Public Relations and Outreach Officer shall serve as the official liaison between the Hall/Area councils and the Office of Campus Programs.
- (5) The Public Relations and Outreach Officer shall maintain accurate records and contacts for campus list-serves which shall be used in the event of marketing RHA events and materials.
- (6) The Public Relations and Outreach Officer shall be responsible for providing committees with relevant information such as articles from the Diamondback and relevant media, press releases and other pertinent documents from the University through the State level.

ARTICLE V. ADVISOR

Section 1. Appointment

- (1) The Advisor to the RHA for the Department of Resident Life shall be the Associate Director of Resident Life for Student and Staff Development. The Associate Director may request other Department of Resident Life Staff to work with members of the Senate on specific projects in the capacity of Project Advisor on a temporary basis.

Section 2. Role of Advisor

- (1) The Advisor shall serve as the primary liaison between the RHA Executive Board and Senate and the senior administrators of the Department of Resident Life.

Section 3. Authority

- (1) The Advisor shall not serve as an Executive, e.g. he/she will have no formal vote or veto, and will not assume responsibility for any executive task.

Section 4. Duties

- (1) The Advisor shall maintain current knowledge of the RHA Constitution and any amendments made by the Senate. The Advisor shall attend Senate meetings, and meet regularly with the Executive Board. The Advisor shall make him/herself available to individual members of the Executive Board and to other members of the Senate.
- (2) The Advisor shall work closely with the various Hall and Area Council Advisors in order to keep them apprised of RHA Senate activities, standing committee efforts and projects, and coordinated RHA/Hall/Area Council efforts.
- (3) The Advisor may use the resources of the Student and Staff Development Unit in order to provide special leadership training and development programs for RHA Executives and Senate members.
- (4) The Advisor shall oversee and provide supporting structure for the purpose of bringing about a smooth transition of leadership for new Executive Officers during the late spring semester.
- (5) The Advisor, and/or his/her designate will accompany RHA Executives and members attending regional or national conferences.
- (6) The Advisor shall provide support and advice to the RHA, but shall not be expected to take on any duties that already fall under the roles of one of the executive officers or council advisors.

ARTICLE VI. COMMITTEES

Section 1. Purpose of Standing Committees

- (1) The four standing committees are formed to provide thoughtful and in-depth analysis and consideration of existing policies and services, and initiating discussion and exploration on new policies and services as advocated for by the Senate body .
- (2) Standing committee members shall join with University Administrators in the careful analysis, in-depth consideration, and formulation of recommendations for policy and service problems, changes, and improvements.

Section 2. Standing Committees

- (1) There shall be at least, but not limited to, four standing committees serving within and reporting to the Senate: the Resident Life Advisory Team (ReLAtE), the Dining Services Advisory Board (DSAB), the Residential Facilities Advisory Board (ReFAB), and the Transportation Advisory Committee (TAC). All other committees will be of an ad-hoc nature unless approved as a standing committee.

Section 3. Standing Committee Structure and Membership

- (1) All senators shall serve on a standing committee
- (2) Standing committees shall consist of at least seven Senate members which include a chairperson and a vice-chair. Seven of those members will be voting representatives in the Senate who hold no RHA Executive positions. If possible, each of the seven residential communities should be represented; one representative for the Denton, Ellicott, Cambridge, North Hill, South Hill, Leonardtown Communities, and South Campus Commons, respectively. Members will be chosen at the discretion of the Vice-President.
- (3) There shall be no requirement that an Executive Board member be appointed to a standing committee. Any member of the Executive Board may attend at the discretion of the Vice-President.

Section 4. Standing Committee Leadership and Duties

- (1) At the first standing committee meeting members shall elect from within its ranks a committee chairperson. The chair shall then appoint a vice-chair from within the committee.
- (2) The vice-chair shall be responsible for the recording and distribution of committee meeting minutes and shall also assume the duties of the chairperson if he/she is unable to attend committee meetings or represent the committee in matters of official business.
- (3) To be eligible for the position of chairperson, a committee member may not be the current chairperson of another standing committee, and shall not be a member of the Executive Board.
- (3) The chairperson of a standing committee shall be responsible for a number of functions; prior to committee meetings, he/she shall:
 - Notify all members of the date, time and location of the meeting
 - Set agenda and notify all members and department representative of its items for the meeting
 - Prepare any advance materials necessary for the meeting
 - Undertake any necessary consultation with the appropriate department staff
- (4) During the committee meeting, he/she shall:
 - Work to ensure effective and inclusive discussion of issues
 - Ensure that details of discussion and analysis are effectively tracked and recorded to be readily available to the Senate when reporting committee deliberations and recommendations.

- (5) Following committee meetings he/she shall:
- Ensure that accurate minutes were taken and are distributed to committee members, the department representative, the Executive Board, and are available to the Senate if necessary.
 - Respond to inquiries and questions from any Executive Board or Senate member concerning committee deliberations and progress.
 - Ensure the preparation of effective verbal presentations and written materials for the presentation of committee findings, recommendations, supporting data and rationale, or resolutions before the Senate.

Section 5. Department Representative

- (1) Each standing committee shall have a department representative who is the director of the department with which the committee will work.
- (2) Department representatives to standing committees shall have no voting rights in committee decisions. Department representatives shall be full participants in discussion, debate, and formulation of options for committee decisions.
- (3) Department representatives shall attend all committee and Senate meetings deemed necessary by the committee. If unable to attend the department representative shall send another representative of the department with which the committee will work.
- (4) Department representatives may invite additional department staff of committee meetings as is deemed necessary to enhance committee discussion and deliberations.

Section 6. Standing Committee Process

- (1) Standing committees shall investigate and analyze items of concern or interest and present solutions to the Senate and to university administrators in the form of recommendations or resolutions. Ideas for committee may come from the Senate, university administrators, the Executive Board, or general constituents.
- (2) Topics originating in the Senate shall be assigned to the appropriate standing committees for analysis and action. After a committee approves a recommendation or resolution, the resolution shall be submitted to the Senate.
- (3) Topics submitted to standing committees by associated department administrators shall be reported to the Senate even if not approved or recommended by the committee.

- (4) In order for any resolution recommendation to be submitted to the Senate for consideration and/or passage, a three-fourths majority of any standing committee shall be required.
- (5) No resolution originating in a standing committee, having been altered by the Senate, shall pass without support from the authoring committee. If, in the opinion of three-fourths of the authoring committee, the spirit of the resolution has been altered, that resolution may be pulled.
- (6) The Executive Board may enact an executive veto (See Article IV; Section 7) to overrule the authoring committee from pulling and pass the resolution.

Section 7. Ad-Hoc Committees

- (1) An ad-hoc committee may be created through resolution on an as-needed basis.
- (2) Ad-hoc committees in existence for longer than one academic year may be considered eligible for standing committee status. A two-thirds approval in the Senate is required for an ad-hoc committee to become a standing committee.
- (3) Any member of the Senate as well as the hall and area councils may be a member of an ad-hoc committee regardless of membership in other committees, so long as no conflict of interest occurs.

Section 8. Judicial Board

- (1) The Judicial Board shall serve for the purpose of deciding the constitutionality of any action of the Senate or the Executive Council if that action is questionable.
- (2) The Judicial Board shall consist of seven members, a hall or area council president or his/her designate from each of the seven residential communities. Judicial Board members shall not be members of the Senate or the Executive Board.
- (3) Judicial Board members shall be chosen before hall and area council elections for the academic year in which they will serve. They will be notified when elections are completed.
- (3) Quorum for Judicial Board meetings shall be five of seven members present. All decisions shall be made by a two thirds majority vote.
- (4) The Judicial Board shall convene under the consultation of the RHA Advisor.
- (4) A complaint by any member of the Residence Hall Association shall initiate a case for the Judicial Board. A complaint shall be filed no later than two weeks after the alleged violation has occurred.

- (5) The Judicial Board shall be notified within twenty-four hours of when the complaint is made and shall have two weeks to rule on any complaint. Judicial Board rulings shall be provided in writing to the Senate and read during the next Senate meeting.
- (6) All Judicial Board decisions are final

ARTICLE VII. ACCOUNTABILITY

Section 1. Member-in-Good-Standing Policy

- (1) All Executive Board members and senators must meet the requirements of the Member-in-Good-Standing Policy in order to hold office or represent their respective constituencies in the RHA Senate.
- (2) The Member-in-Good-Standing Policy requires that officers and representatives be in current compliance with the University of Maryland Code of Student Conduct, the University of Maryland Code of Academic Integrity, and the Department of Resident Life Residence Hall Rules; under no current sanction of Disciplinary Probation from the Judicial Programs Office or Residence Hall Probation by the Rights and Responsibilities Office; being a currently registered and enrolled undergraduate student at the University of Maryland.
- (3) Any Executive Board member who fails to meet these requirements must either resign his/her post, or face impeachment proceedings (See Article VIII, Section 1). Any voting representative who fails to meet these standards will be denied voting rights in the senate.

Section 2. Excused and Unexcused Absence

- (1) The Executive Board will establish the criteria for excused and unexcused absence as part of its deliberations on Standard Meeting Procedure (see Article III, Section 6, Article XIII, item 5.) during the spring semester. These criteria will apply to the Senate and its various sub-groups: the Executive Council, the Standing Committees, and any Ad-Hoc Committees. These criteria shall be approved by a two thirds majority in the Senate.
- (2) In the interest of the effective conduct of RHA business on behalf of all resident students, the following minimum standards for attendance shall be incumbent upon Executive Officers, Standing Committee Chairpersons, and Voting Representatives to the Senate.
- (3) Executive Board members shall be:
 - Allowed one absence from Executive Board Meetings per semester.

- Allowed one excused absence from Senate meetings per semester.
 - Expected to attend and take part in the Fall Resident Life Leadership Conference.
 - Other absences must be reported and approved by the President and Vice President prior to the event.
- (4) Standing committee chairpersons and vice-chairs shall be:
- Allowed one absence from standing committee meetings per semester.
 - Other absences must be reported and approved by the President and Vice President prior to the event.
- (5) Voting representatives to the RHA Senate shall be:
- Expected to observe a maximum number of absences from Hall or Area Council meetings to be determined by the officers of the Hall or Area Council.
 - Allowed one excused absence from Senate meetings per semester.
 - Allowed one excused absence from their respective standing committee meetings per semester.
 - Other absences must be reported and approved by the President and Vice President prior to the event.
- (6) Any RHA member who exceeds the maximum number of absences may temporarily or permanently lose his/her vote in the Senate. This will be determined by the Executive Board on a case by case basis (See Article XIII, item 6). Decisions on temporary or permanent loss of voting privileges of Executive Board members will be established during the spring semester with the Standard Meeting Procedure.
- (7) The Administrative Officer will be responsible for submitting attendance records to the Judicial Board. If the Administrative Officer is in violation, the Vice President will submit the record to the Judicial Board.

ARTICLE VIII. REMOVAL FROM OFFICE

Section 1. Impeachment of Executive Officers

- (1) Executive Officers may face Impeachment for (1) failure to maintain Member in Good Standing Status, (2) conviction of a felony offense or (3) by ruling of the Judicial Board.
- (2) Impeachment proceedings shall begin with a charge brought upon an Executive Officer. Next there will be the random appointment of an Ad Hoc Investigative Committee by the Advisor to the RHA.
- (3) The Committee will consist of five members of the Senate. One member shall be the one who brought the charge, and the other four shall be randomly selected, with a maximum of one Executive Board member. The Committee shall assemble evidence of

grounds for Impeachment and present said evidence to the Senate for a vote within two weeks.

(4) The RHA Investigative Committee shall use at least one character witness from the RHA Advisor in the presentation.

(5) Through parliamentary procedure, the accused will receive rebuttal time after Investigative Committee presents to the Senate.

(6) A vote to impeach an Executive Officer shall be decided by a three-fourths majority of the voting membership. Each non-Executive voting representative shall have one vote in the impeachment process; Executive Officers shall have one combined vote.

(7) A vote of impeachment shall result in the immediate removal from office of the Executive Officer under Impeachment. Following impeachment a vote by the Senate will be conducted to determine whether the impeached officer will be barred from holding future office in RHA. This will be decided by a simple majority, including the Executive Board members.

Section 2. Removal from Office by Vote of No Confidence

(1) Executive Officers may face Removal by a Vote of No Confidence for (1) gross failure to carry out the duties of office as enumerated in Article IV, (2) failure to comply with minimum standards for attendance as specified in Article VII, Section 3.

(2) A motion for a Vote of No Confidence can be brought by any member of the Senate. Upon a simple majority vote to initiate an inquiry, the Advisor shall randomly appoint an Ad Hoc Investigative Committee consisting of five Senate members. One member of the Ad-hoc Committee would be the member who brought the original charge. The other four will be randomly selected by the Advisor, with a maximum of one Executive Board member. The Investigative Committee shall assemble evidence and present said evidence to the Senate for a Vote of No Confidence within two weeks.

(3) The RHA Investigative Committee shall use at least one character witness from the RHA Advisor in the presentation.

(4) Through parliamentary procedure, the accused will receive rebuttal time after Investigative Committee presents to the Senate.

(5) A vote of No Confidence shall be decided by a two-thirds majority of the voting membership. Non-executive Voting Representatives shall each have one vote on No Confidence Motions; Executive Officers shall have one combined vote.

Section 3. Removal of Standing Committee Chairperson

(1) The Chairperson of a Standing Committee may face removal for (1) failure to comply with the minimum standards for attendance as specified in Article VII, Section 2, or (2) gross failure in Leadership and Duties as specified in Article VI.

(2) The Chair of a Standing Committee shall be removed by the Executive Board with the following stipulations:

- The Executive Board may choose to remove a Standing Committee Chair at any time during the year by a two thirds majority vote. Prior to this the Board shall conduct an informal investigation in order to establish the basis for such an action which will include meeting with the Departmental Representative to the Standing Committee in order to assess grounds for removal.

ARTICLE IX: FINANCE

Section 1. Funding

(1) The RHA budget shall be funded by the Department of Resident Life. Resident Life funds are provided for the basic purposes of office supplies and operating expenses, conference travel and communications.

(2) RHA shall have the option of obtaining outside funding for additional initiatives approved by the Department of Resident Life.

Section 2. Annual Budget

(1) The Executive Board shall compose and establish a primary budget in accordance with annual goals and objectives. This budget shall be made available in a tangible format to the Senate at the first meeting of each semester.

Section 3. No Dues Clause

(1) RHA shall not require any dues from its members.

ARTICLE X: ELECTIONS

Section 1. Regular Election of Executives

(1) Election of the President and Vice President shall occur during one of the Senate Meetings in April and the elect will serve a term which will last for the next academic year.

(2) Candidates for President and Vice President shall be elected individually by the Senate.

(3) Candidates for Finance Officer, Chief Information Officer, Student Groups and Organizations Liaison Officer, National Conference Coordinator and Special Events Officer, Administrative Officer, and Public Relations and Outreach Officer shall be

appointed by the President and Vice President subsequent to their own elections. Individuals interested in these positions shall formally establish their candidacies by announcing their interest by the last Senate Meeting prior to elections at the latest.

(4) In selecting the remaining Officers of the Executive Board subsequent to their election, the President and Vice President shall employ their best judgment in order to create a working team which will act in carrying out the RHA Constitution in the pursuit of the annual goals and objectives of the Senate, and in the interests of the resident student population at-large.

Section 2. Voting Procedures for Election of President and Vice President

(1) All Senate members shall cast only one vote in the election of both the President and Vice President. Voting will occur by secret ballot. Ballots shall be counted by the election chairperson, an RHA Advisor, and one non-running Senator.

Section 3. Election Chairperson

(1) An Election Chairperson shall be appointed by the third Senate meeting of the Spring semester. This official shall be confirmed by a simple majority vote (fifty-percent plus one of quorum) in the Senate. The Election Chair shall be responsible for the following duties:

- developing the nomination form/candidacy form
- ensuring that the Administrative Officer prepares ballots for the election in the April Senate Meeting
- Setting time limits for speeches
- Chairing the portion of the April Senate Meeting in which voting actually takes place
- determining deadline dates for announcement of candidacy for Executive Board Positions

Section 4. Campaigning and Electioneering for Executive Officer Positions

(1) There shall be no time devoted to campaigning or electioneering on behalf of candidates for Executive Board positions during a regular Senate Meeting with the exception of a question and answer period, platform period, and that which is deemed necessary by the Election Chairperson.

(3) A special meeting of the Senate may be called within which the Election Chairperson shall chair the election portion of the meeting.

Section 5. Special Elections

(1) In the event that the position of either President or Vice President becomes vacant, a special election shall be held. An announcement of the vacancy shall be made to all members as soon as the vacancy is official. This announcement shall include a call for nominations of candidates.

(2) An election shall be held during the next Senate meeting following the announcement of the vacancy. The following stipulations shall apply to special elections:

- The Chief Information Officer shall distribute statements of candidacy by those seeking election to the vacant position one week prior to the meeting in which the election will occur. Candidates shall be limited to a statement of 500 words.
- Voting procedures specified in Article X, Section 2 shall apply to special elections.
- The Senate will appoint an Election Chairperson who will assume duties for the special election as specified in Article X, Section 3. Restrictions on Campaigning and Electioneering as specified in Article X, Section 4. shall apply to special elections.

Section 6. Temporary Succession Prior to Special Elections

(1) A vacancy in the President's position shall be filled by the Vice President until a special election is completed. A vacancy in the Vice President's position shall be filled by either a temporary appointment by the President, the assignment of the Vice President's duties among the Executive Board, or a combination of these until a special election is completed.

Section 7. Vacancy in the Executive Board other than President or Vice President

(1) Vacancy in the position of Finance Officer, Chief Information Officer, Student Groups and Organizations Liaison Officer, National Communications Coordinator and Special Events Officer, Administrative Officer or Public Relations and Outreach Officer shall be filled by appointment by the President and Vice President as per Article X, Section 1.

ARTICLE XI: TRANSITIONS IN LEADERSHIP

Section 1. Expectations

(1) The newly elected president and vice president, and their appointments to the remaining Executive Board positions shall work with the outgoing Executive Board members and the advisor to RHA in order to bring about a smooth transition in leadership.

Section 2. Process

(1) The outgoing executives and the advisor shall construct a schedule of group and individual meetings which shall occur closely following elections. Topics of discussion will include:

- Suggestions for undertaking executive duties
- Continuity in goals and objectives from the previous to the coming year
- Orientation of the RHA Constitution and helpful resources
- Orientation to the necessary tasks for the new Executive Board in preparation for the first Senate meeting for the Fall semester.

(2) The outgoing Executive Board shall construct the schedule of transition activities each year according to Article XIII, item no. 7.

(3) The incoming Executive Board shall officially assume their duties after the adjournment of the Year-End Reception.

BY-LAWS

The Executive Board shall exercise authority over the following areas. Decisions in these areas shall not require approval by the Senate.

1. Executive Board Meeting Frequency and Agendas.

The Executive Board shall determine how frequently it needs to meet and how often the advisor to the RHA shall attend. Agenda items for meetings will be selected by the members of the Board.

2. Standard Meeting Protocol for Senate Meetings

The Executive Board shall designate the details of the standard protocols for Senate meetings. Authority is established for the formulation of proposed protocols, which will be presented to the Senate in the first meeting of the Fall semester.

3. Annual Determination of Final Number of Voting Representatives

Representation in the Senate shall be determined on the basis of one representative per 250 residents. Given the realities of annual variations in occupancy, the number of residents in any given residence hall or community will vary from year to year.

The Executive Board shall make annual adjustments to the total number of voting

representatives in response to occupancy changes within the various communities. Upon the assignment of a voting representative for every group of 250 students within a community, the Executive Board will decide the following:

- Whether an additional voting representative shall be added for an existing fraction of the required 250 residents (a minimum of 100 residents is required for the consideration of an addition of a voting representative).

- Whether a decrease in the number of residents has created a fraction of the required number of 250 residents which requires a corresponding decrease in the number of voting representatives assigned (a minimum of 100 residents is required for the consideration of a decrease in the number of voting representatives).

The Executive Board shall establish the final number of voting representatives utilizing the final assignments numbers in August. Voting representative numbers will be announced to the Area and Hall Councils immediately following the opening of the halls for the Fall semester, and prior to Hall and Area Council elections in September.

4. Agenda for Senate Meetings

The Executive Board shall determine the agenda items for the Senate meetings on an on-going basis and give effective notice to Senate members on agenda items. Requests for agenda items received by the Executive Board less than one week prior to the Senate meeting may not receive adequate consideration due to time constraints. The Executive Board shall exercise due discretion in the selection or adjustment of Senate meeting agendas in order to afford adequate time to existing agenda items or to modify agendas in order to treat emerging issues of high priority.

5. Establishment of Criteria for Absence

The Executive Board shall determine the criteria for excused, unexcused, and emergency absences. These criteria shall be employed in order to evaluate attendance as per Article VII,

Section 2. These criteria will be announced to the Senate during the first meeting of the Fall semester, and individual members' absences shall be considered on a case-by-case basis.

6. Authority to Suspend or Deny Voting Rights

The Executive Board shall have the authority to suspend or permanently deny voting rights to any member of the Senate as a result of that member's failure to observe the requirements of Article VII.

7. Structure of Transition in Leadership

The Executive Board, working with the advisor to the RHA, will establish a structure for the smooth transition in leadership of the RHA following the election and appointment of new executives in the Spring semester. This transition shall involve several joint meetings of the outgoing Executive Board, and the council elect, individual meetings between retiring and incoming officers, and preparation of supporting materials. Outgoing executive officers shall prepare binders of information for their replacements which shall include:

- The RHA Constitution
- Revised and updated descriptions of Executive Officer duties
- Suggestions for successful approaches to Executive Officer responsibilities; (e.g. “what I learned....”)
- Helpful contact information and phone numbers
- An Executive Summary for the position for the previous year’s activities

8. Updating of Constitution Upon Amendment

The Administrative Officer shall be responsible to update the RHA Constitution following amendments, or the by-laws by the Executive Board, and for distribution of amended copies to the Senate.

9. Determination of Annual Budget

The Executive Board shall determine the allocations in the annual RHA budget. This budget shall be made available to the Senate by the first meeting of the Fall semester.

Amended (October 14, 2003)

Amended (September 30, 2008)

Amended (October 14, 2008)

Amended (October 28, 2008)

Amended (November 11, 2008)

Amended (December 2, 2008)

Amended (February 3, 2009)

Amended (February 17, 2009)