**Hall Council**

**2017-2018 Elections**

Dear future leader,

I am so excited you are interested in being a member of Hall Council. Residence Hall Association (RHA) and Hall Council has been a fixture of my life since arriving here at Western Kentucky University. The journey you are about to embark on will without a doubt change your life. Picking up an application for Hall Council is the first step in your contribution to this experience. The tight partnership between you, the residents, the Residence Hall Association, Hall Councils, the Department of Housing and Residence Life, and the University is what will drive a positive residential experience this year.

Hall Council is a programming and advocacy board for your hall. In your hall, you will create amazing programs that are going to make someone’s WKU and on campus experience extraordinary. Hall councils can also become an avenue for your voice to be heard in improving the residential experience. In collaboration with the Residence Hall Association, Hall Council will serve as a governing organization that can put your ideas into motion. Hall Council will help you in your future endeavors to become the better leader that employers need, regardless of your career path.

You’re not going on this journey alone. You will have your community members and friends at your side. Living in a Residence Hall is going to be the best decision you have ever made. Your roommate, suitemate, or neighbor could be your best friend for the rest of your life. This year is my fourth year in University Housing, and I cannot imagine a better place to grow and learn new skills.

I encourage you to take this opportunity to be a hall council member, and to make it your own. If you are passionate about something, hall council can share that passion with you, and help you develop your ideas.

In this packet, you will find instructions, important dates, descriptions of positions, guidelines for the campaign process, and the Hall Council application. Please take some time to look through the packet and contact us if you have any questions.

We are very excited that you have decided to get involved with Hall Council and the Residence Hall Association. I hope to see you soon!

*With Best Regards,*

***Kaylan Boyd***

President of the Residence Hall Association

Kaylan.boyd832@topper.wku.edu

 **Important Dates**

**2017-2018**

**Election Packets Due** Monday, August 28, 2017

**Campaigning begins**  Monday, August 28, 2017 (see campaign guidelines)

**Campaigning ends** Friday, September 1, 2017

**Elections**  Wednesday, August 30, 2017 – Friday, September 1, 2017

 (Check your email voting will take place at hall front desk)

**Official Results**

 Candidates notified Monday, September 4, 2017

 Results posted (email) Tuesday, September 5, 2017

**T.O.P. S. Training/Member Induction\*** Saturday, September 9, 2017, 9:00am-3:30pm

*Training Orientation for hall Position Skills (TOPS) is mandatory for all elected council members. This is an opportunity for elected council members to be trained on skills needed for their positions. This will also be an opportunity for Hall Council leaders to meet other members from different halls. Meals and refreshments will be provided.*

**RHA General Assembly Meetings** Wednesday, Sept. 13 @ 7PM in the Housing and Residence Life Office Conference Room 12 located in Southwest Hall

**Hall Council Meetings** Days, times, and locations TBD by Hall Council

**What is RHA?**

The Western Kentucky University Residence Hall Association (WKU RHA), is an affiliate of the National Association of College and University Residence Halls (NACURH), the largest student run organization serving residential students in North America. As part of the Southern Association of College University Residence Halls (SACURH) and the Kentucky Association of Residence Halls (KARH), WKU RHA’s goal is to provide residential students with community building programs, avenues for advocacy, and leadership opportunities through hall councils.

**NACURH**

**SACURH**

**KARH**

**WKU RHA**

**Hall Councils**

**Below is a list of the Hall Councils that are part of RHA:**

**Hall Councils**

Rodes Harlin Hall Council Minton Hall Council

PFT Hall Council Gilbert Hall Council

Bemis Lawrence Hall Council McCormack Hall Council

Barnes Campbell Hall Council McLean Hall Council

Zacharias Hall Council Northeast Hall Council

Meredith Hall Council Southwest Hall Council

Hugh Poland Hall Council Douglas Keen Hall Council

**Each of the councils listed have the following positions available for Hall/Area Council Executive Board.**

**President**

* Preside over Hall Council General Assembly and Executive Board meetings
* Uphold the constitution and facilitate the amendment proposal and voting
* Serve as a budget authority in conjunction with the Administration Chair
* Serve as a member of the Presidents’ Committee
* Ensure that each board member is completing and upholding their position responsibilities
* Meet weekly with advisor
* Attend staff meetings to provide update on Hall Council and RHA
* Be in attendance at all Hall Council functions
* Attend Hall Councils trainings
* Perform any other duties that may fall into the realm and success of Hall Council

**Administration Chair**

* Perform the duties of the Hall Council President in that person’s absence
* Preside over the departmental budget in conjunction with the President and Advisor and share budget information during Hall Council meetings
* Coordinate with Advisor on all Hall Council fundraising efforts
* Record and publish all Hall Council meeting minutes
* Attend all Executive Board meetings
* Be in attendance at all Hall Council functions
* Attend Hall Council trainings
* Perform any other duties that may fall into the realm and success of Hall Council

**Events Chair**

* Coordinate all programming efforts of Hall Council
* Author and evaluate all Hall Council programming through the HRL programming module
* Submit OTMs for Hall Council programs or assign a designee
* Attend all Executive Board meetings
* Be in attendance at all Hall Council functions
* Attend Hall Councils trainings
* Perform any other duties that may fall into the realm and success of Hall Council

**Marketing and PR Chair**

* Coordinate all marketing efforts for Hall Council
* Responsible for communication with residents by responding to emails and social media
* Attend all Executive Board meetings
* Be in attendance at all Hall Council functions
* Attend Hall Councils trainings
* Perform any other duties that may fall into the realm and success of Hall Council

**Hall Communications Coordinator (HCC) (2)**

* Attend all RHA meetings and provide updates on their Hall Council
* Serve on one RHA Committee
* Assist with writing OTMs
* Assist with Hall Council programming
* Attend all Executive Board meetings
* Be in attendance at all Hall Council functions
* Attend Hall Councils trainings
* Perform any other duties that may fall into the realm and success of Hall Council

**2017-2018 CAMPAIGN GUIDELINES**

Since the election is a democratic process, there are a few rules and guidelines that you are required to follow.

* Campaign materials should be tasteful in keeping with the institutional and departmental values. Any materials that are considered inappropriate will be taken down from posting.
* Stacks of campaign material cannot be left on the front desk of your hall or other public places.
* Poster and flyer sizes cannot exceed 8 ½ inches by 11 inches.
* Campaign materials are extended to intellectual property, such as email, personal websites, instant messenger profiles and away messages, Facebook groups and messages.
* Your candidacy for your respective position will be in question if:
	+ Your poster is posted over an opponent’s poster.
	+ Graffiti supporting you, as a candidate, is found on another candidate’s campaign poster.
	+ You, and/or your supporters, are found to be tearing down another candidate’s posters or vandalizing them in any way.
	+ The location where your poster is posted is deemed inappropriate or is not in compliance with University policy.
	+ Two violations of any and all campaign guidelines will result in a revocation of candidacy.
* Election Day Guidelines:
	+ The only information a candidate may publicize is an encouragement for others to vote.

**Complete the next application page, and submit it by the due date to your hall director.**

**Application**

**Personal Information:**

Name:

Year:  Major:       WKUID:       Credit Hours Fall Semester 2017:

Other clubs, jobs, and organization involvement throughout the year:

Intended Position:

Have you held a hall council executive board position in the past? [ ] No [ ] Yes, which position?

If you are running for an executive board position and are not elected for said position, would you like to be considered for one of the floor/building representative positions in your hall council? [ ] No [ ] Yes

T-Shirt Size:

**Contact Information:**

‘17-‘18 Residence Hall Building:  Room Number:

Email:

Contact or Cell Phone Number:

**Statement of Intent:**

With your application, you are required to submit a typed statement of intent that will be printed on the hall bulletin board. Identify the position for which you are running including the building. Residence Hall Association’s purpose is to unite and build the residential community on campus. It works as the umbrella organization for the 15 Hall Councils across campus. **Given the position you are running for, tell us why you are interested in running for that specific position and how would you specifically contribute to build community in your hall if elected?** This is to be completed typed in 12pt standard font and double-spaced on a separate sheet of paper. Please do not exceed one paragraph (up to 6 sentences).

\*All active members of Hall Councils for the 2017-2018 academic year must meet at **2.25 cumulative and semester GPA** and be enrolled in at least 12 credit hours. Grades will be checked prior to elections and at the end of each semester to ensure that all members are meeting the GPA expectations. RHA E-Board and Hall Council members are to be in good standing with the Office of Judicial Affairs. Student conduct will also be reviewed regularly and any members who violate residential and/or university policies are subject to removal from their position.