

The Constitution of the Western Kentucky University Residence Hall Association

Preamble

We, the representatives of Western Kentucky University here fore known as WKU. The name of the organization shall be Residence Hall Association, hereafter referred to as RHA, with authority delegated to us by Western Kentucky University and the Kentucky Association of Residence Halls (KARH) in Compliance with the South Atlantic Affiliate of College and University Residence Halls (SAACURH) and the National Association of College and University Residence Halls (NACURH), do hereby establish and ordain this constitution of the Residence Hall Association.

Article I: The Name

- Section 1: The name of this organization shall be the Residence Hall Association.
- Section 2: Vision Statement: *RHA strives to be the voice of students in residence housing on the WKU campus and to advocate for and enrich their on campus experience.*
- Section 3: Mission Statement: *RHA shall to the best of its ability uphold the three pillars of RHA; resident advocacy, resident engagement, and resident development.*

Article II: The Purpose

- Section 1: To provide a source of information for the residents in those matters concerning the residents.
- Section 2: Solicit residential hall issues from residents and provide a platform to address concerns by serving as an advocate to administrators, staff, faculty, and other campus organizations.
- Sections 3: Engage residents by providing programs that meet the needs of the residential population and support programming efforts of other groups with the department of Housing and Residence Life including Hall Council and others.
- Section 4: Provide leadership, training, and information to prepare residential students within the department of Housing and Residence Life department and beyond.
- Section 5: To provide support and promote a positive living environment for all residents.
- Section 6: To provide support and ensure a diverse living environment for all residents.

Article III: Membership

- Section 1: The general membership of RHA shall consist of all the students residing in the residence halls at WKU.

- Section 2: The General Assembly of RHA shall consist of the non-voting executive board, non-voting advisor(s), non-voting general members in attendance and the voting General Membership in attendance.
- Section 3: The executive board shall be comprised of the President, Vice President for Administration, Vice President for Programming, Vice Presidents for Resident Affairs, Vice President for Marketing and Outreach, National Communications Coordinator, and the National Communications Coordinator Elect.
- Section 4: The voting General Membership shall be comprised of two representatives (Hall Communication Coordinators) from each residence hall and apartment complex operated by the department of Housing and Residence Life. There are not term limits for the residence hall staff. The President shall only vote in instances of a tie.
- Section 5: Membership is extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, physical handicap mental handicap, or any other factors covered by law.

Article IV: Executive Board

- Section 1: Qualification to hold an Executive Board position shall include the following:
- Maintain full time student status at Western Kentucky University
 - Reside in the residence halls during the academic year
 - Maintain a cumulative GPA of 2.25
 - May not serve in the capacity of a Resident Assistant for the department of Housing and Residence Life
 - Must remain in good conduct standing within the department and university
- Section 2: General Duties and Powers:
- Attend all general assembly and executive board meetings
 - Attend positional and hall council leadership trainings
 - Assist in planning the budget
 - Prepare and propose meeting agendas for the RHA General Assembly
 - Serve as a member of the RHA executive board taking on all necessary and related responsibilities as defined in the RHA Executive Board job descriptions
 - Project a positive image of the organization throughout campus
 - Train and provide resources to his or her successor
 - Maintain a minimum of four office hours per week in the Leadership office
 - Meet with an RHA advisor once per week
 - Attend one area signature program each year
 - Attend one hall council meeting per month
- Section 3: The Executive Board members and their responsibilities are:

- A. The President of RHA shall:
 - a. Preside over all RHA meetings including both general assembly and executive board meetings
 - b. Represent RHA to the WKU Student Government Association and Campus Activities Board to stay informed of campus events and represent the residential student voice when appropriate
 - c. Coordinate the election and appointment processes
 - d. Uphold the constitution and facilitate the process of amendment proposal and voting
 - e. Serve as a budget authority in conjunction with the Vice President of Administration
 - f. Perform any other duties that may fall into the realm of the position
 - g. Meet with the Presidents Committee once per month
 - h. Ensure that each board member is completing and upholding their positions responsibilities
 - i. Represent RHA at Housing and Residence Life department meetings
 - j. Represent RHA at Resident Assistant LEAD sessions

- B. The Vice President for Administration of RHA shall:
 - a. Perform the executive duties of the RHA President in that person's absence
 - b. Preside over the departmental RHA budget and RHA checking account in conjunction with the President and share all budget information during RHA meetings
 - c. Coordinate all RHA fundraising efforts
 - d. Record and publish all RHA meeting minutes

- C. The Vice President for Programming of RHA shall:
 - a. Chair the internal Programming Committee
 - b. Coordinate all programmatic efforts of RHA
 - c. Represent RHA on the Housing and Residence Life Programming Committee
 - d. Author all programming wrap-up reports
 - e. Submit OTMs and bids for the RHA programs or assign a designee

- D. The Vice President for Resident Affairs of RHA shall:
 - a. Chair the internal Advocacy Committee
 - b. Coordinate all written resolutions for RHA
 - c. Represent the President of RHA in the absence of the President for all residential concerns
 - d. Coordinate forums with campus departments to advocate for residential needs
 - e. Facilitate feedback and approval sessions for policy and regulation changes

- f. Coordinate with the departmental Assessment Coordinator to determine resident needs
- E. The Vice President for Marketing and Outreach of RHA shall:
 - a. Co-Chair the internal Programming Committee with the Vice President of Programming
 - b. Coordinate with the Housing and Residence Life Marketing Coordinator for all advertisements
 - c. Responsible for communication with residents by responding to emails, voicemails, and social media
 - d. Maintain the RHA website
 - F. The National Communications Coordinator of RHA shall:
 - a. Represent RHA in KARH, SAACURH, and NACURH
 - b. Write the annual National Information Center report and work with advisor to affiliate WKU with NACURH
 - c. Select, train, and lead the delegations to all student conferences in conjunction with a representative of the Resident Staff Association and the National Residence Hall Honorary
 - d. Preside over all delegation meetings in conjunction with advisors
 - e. Coordinate all award bids at the state, regional and national level
 - f. Abide by and uphold the KARH, SAACURH, and NACURH Policy Books
 - g. Train the National Communications Coordinator Elect
 - G. The National Communications Coordinator Elect of RHA shall:
 - a. Serve as an understudy to the current National Communications Coordinator
 - b. Assist the executive board all aspects of RHA responsibilities
 - c. Perform the duties of the National Communications Coordinator in his or her absence
 - d. Ascend to the position of National Communications Coordinator after the position is vacated

Section 4: The term of office for each officer shall be one academic year.

Section: 5 The President may only serve 2 one year terms. Each person may only serve on the Executive Board for a maximum of four years.

Article V: Advisors

Section 1: Two full-time WKU Housing and Residence Life staff members shall hold the office of advisor as an ex-officio and non-voting members.

Section 2: The advisor shall be selected by the Leadership Team of Housing and Residence Life in accordance to their Policy and Procedures and approved by the RHA executive board.

Section 3: The advisors shall serve as consultant to the Executive Board, provide information and guidance to the organization, assist the organization in conducting its activities, and have a consistent presence at executive and general assembly meeting.

Section 4: Each advisor will have one-on-one meetings with half of the executive board. One advisor will meet with the President, Vice President of Resident Affairs, NCC and NCC-Elect. The other advisor will meet with the Vice President of Administration, Vice President of Programming, and Vice President of Marketing and Outreach.

Article VI: Meetings

Section 1: Regular meetings of RHA shall occur every other week during the fall and spring semesters as determined by the Executive Board.

Section 2: The organization shall be governed by the President of RHA, using Robert's Rules of Order where appropriate.

Section 3: Quorum shall consist of 51% of the active membership. No legislation shall be officially approved unless a quorum is present. Vacant or probationary seats shall not be included when calculating to determine if a quorum is present.

Section 4: Voting shall take place through the use of the hall placard. Each residence hall shall have one hall placard. At the request of two (2) active members, a roll call vote or ballot vote shall be taken with the results published in the minutes. Motions requiring a two-thirds (2/3) majority vote include funding requests, closing of nominations, officer recall, and suspensions of the constitution.

Article VII: Hall Council

Section 1: Hall Government Structure

- Hall Government Executive Board shall be structured as such:
 - President
 - Administration Chair
 - Programming Chair
 - Marketing and Public Relations Chair
 - Hall Communications Coordinator (HCC) (2)
 - Additional positions may be added as necessary
- General Assembly shall be structured as such:
 - Voting membership will include a minimum of one Floor Representative per floor
 - General membership shall include any residents living in the building

Section 2: Meeting Times

- Executive board meetings shall be held weekly
- General assembly meetings shall be held weekly

Section 3: Funding

- Each Hall Council shall receive a budget through the department of Housing and Residence Life
- The Administration Chair must work with the advisor to access the funds and to ensure proper and ethical spending
- Each Hall Council may fundraise additional monies

Section 4: Standing

- All Hall Councils shall be classified as good, warning, or bad status
- Good and probation standing shall be defined by having full access to all funds, services, programs, and representation in the RHA General Assembly
- To be in good standing, a Hall Council must:
 - Submit and have approved by the Presidents' Committee, a Hall Council Constitution by October 15
 - Participate in Hall Council training with a majority of members of the Executive Board in attendance
 - Be absent from no more than two General Assembly meetings in a semester
 - Shall submit minutes to the Vice President of Administration
- A hall council may move to warning standing if one general assembly meeting is missed
- Should a Hall Council fail to meet the above criteria, the hall shall be put on alert; if the Hall Council does not fulfill all duties following being placed on alert before the close of the next RHA meeting, the Hall Council shall be placed in bad standing
- Bad standing shall be defined as a freeze of all funds and loss of representation in the general assembly
- Hall Councils shall be given a written statement of bad standing to be delivered to the President and Advisor of the Hall Council by email within one week of the standing change
- In order to be place back in good standing, the Hall Council President must contact and meet with RHA President and provide a verbal and written commitment to correct the offending actions
- If the commitment is approved by the Presidents' Committee (or executive board in case of emergency), the Hall Council will be placed on probation
- Probation is defined as a one month period in which a Hall Council must fulfill all duties and expectations. During the probationary period, the Hall Council will have full access to funds and representation
- If the Hall Council completes all duties and expectations during the month, the Hall Council is placed in good standing

Article VIII: Elections

Section 1: RHA Executive Board Elections shall be conducted in accordance with the Elections Bylaws (See Bylaws).

Section 2: The RHA Advisor will oversee the election process.

Article IX: Impeachment, Removal, and Resignation

Section 1: Just cause for the impeachment of an Executive Board member may occur when a board member is not in good academic or disciplinary standing, has less than a 2.25 GPA, undermines the goals and purposes of the organization, or is charged with misfeasance, malfeasance, or nonfeasance of officer duties in accordance with procedures outline in the by-laws.

Section 2: Any resident may initiate expulsion proceedings if just cause has been found.

Section 3: An officer shall be removed from office when just cause for removal has been established and at leader 2/3 of the active members of this organization who are present at a meeting with such purpose vote to remove the board member.

Section 4: Any vacant Executive Board positions, due to removal or resignation, shall be filled by a Presidential Nomination that is confirmed by a simple majority during a RHA meeting.

Section 5: Executive Board members may also be removed by the Advisor if found to be in violation of the Student Code of Conduct or Hill Topics.

Article X: Funding

Section 1: RHA shall be funded directly by the department of Housing and Residence Life at Western Kentucky University. The Executive Director of Housing and Residence Life shall be consulted for changes in the amount of money received.

Section 2: RHA shall share a checking account to use for all fundraising needs with the National Residence Hall Honorary.

Article XI: Amendments

Section 1: After consulting with the Executive Board or Advisor, any member may propose amendments to this Constitution to the Executive Board for approval prior to the general assembly meeting.

Section 2: This Constitution shall be amended by a vote of at least 2/3 of the voting members of the organization who are present at a meeting with such purpose.