

**The Constitution of
The RHA of
The University of St. Thomas**
Last Revised 10.12.09

Mission Statement

The Residence Hall Association (RHA) serves as a unified voice for residents by acting as a liaison between residents and the Office of Residence Life. We provide an opportunity for residents to make requests, present concerns, and discuss issues impacting their residential experience. RHA encourages active participation in and planning of campus programs, events, and community service. We work to create inclusive and enthusiastic environments where residents are proud of their hall community.

**Article I
Name**

Section 1 - The name of this organization shall be the Residence Hall Association of the University of St. Thomas. The organization shall be designated as RHA and shall be recognized by the following logo:



**Article II
Membership**

Section 1 - RHA Executive Board shall consist of the following positions:

- 1.1 President
- 1.2 Vice President of Operations A
- 1.3 Vice President of Operations B
- 1.4 Vice President of Financial Operations
- 1.5 Vice President of Programming
- 1.6 Vice President of Programming
- 1.7 National Communications Coordinator (NCC)

Section 2 - RHA shall consist of the following:

- 2.1 RHA Executive Board
- 2.2 Elected Representatives of each Residence Hall (Brady, Cretin/Grace, Dowling, Ireland, John Paul II, Morrison, Murray, Flynn)
- 2.3 Representatives of St. John Vianney, NRHH, STAR and USG

Section 3 - Hall Representatives shall consist of the following positions:

- 3.1 Representative A (refer to Hall Governing Documents for complete descriptions)
 - A. Shall submit agenda items to the Executive Board for the RHA meetings
- 3.2 Representative B (refer to Hall Governing Documents for complete descriptions)
 - A. Shall work with the Hall/Area Director and Executive Board regarding finances and budgets
 - B. Shall work with the VP of Financial Operations to receive Co-op funding
- 3.3 Representative C (refer to Hall Governing Documents for complete descriptions)
 - A. Shall be responsible for advertising and marketing events for the hall
- 3.4 Duties for all of the Hall Representatives shall include
 - A. Brainstorming programs and events
 - B. Assist in the creation of a Hall Governing Document with their Hall/Area Director
- 3.5 Each position above shall have one vote.

Section 4 – Hall Councils

- 4.1 Consists of 3 Hall Representatives and an un-denoted number of residents making up a hall governance structure as outlined in each hall's Governing Document
- 4.2 Only the 3 Hall Representatives are official members of RHA and have voting rights.
- 4.3 Hall Councils are encouraged to create member positions within the hall to assist in programming and various hall operations.
- ** Effective only for the 2009-2010 school year, all six Flynn Hall representatives shall have voting rights.

Section 5 - Cretin/Grace Halls

- 5.1 Cretin and Grace Halls may have a joint Hall Council or may act as individual hall councils.
- 5.2 If the halls decide to have a joint council gender of representatives will be 2:1 depending on who receives the most votes (at least one gender must be represented)
- 5.3 The funds of Cretin and Grace Halls shall remain in one account.
- ** 5.1 and 5.2 remain in effect for the 2009-2010 school year, Hall/Area directors and Executive Board will decide whether the council will be joint or not.

Section 6 - Advisors

- 6.1 The RHA Executive Board Advisors shall be appointed by the Residence Life Office and act as non-voting members.
- 6.2 The Area/Hall Directors shall advise individual Hall Councils.

Section 7 - All residents are eligible to pursue an elected Hall Representative or selected Executive Board position on the RHA.

Section 8 - RHA members must hold a cumulative GPA of at least 2.0 and must live in the residence halls for the duration of their term, excluding J-term.

Section 9 - No resident shall be denied membership to RHA on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation or disability.

Section 10 - Each member of the RHA shall hold no more than one position in RHA.

Section 11 - Resident Advisors (RAs), Operations Managers (OMs), and Apartment Coordinators (ACs) may run for a Hall Council position only after initial elections have passed and a vacancy remains; however RAs, OMs, and ACs may serve on the Executive Board.

Article III

Selection and Election Processes

Section 1 - Executive Board Selections

- 1.1 The Executive Board interviews (President, VP of Operations A, VP of Operations B, VP of Financial Operations, VP's of Programming, NCC) will be held in early April. Their term will begin at the end of the year banquet and last until the end of the year banquet approximately one year later.
- 1.2 Those applying for Executive Board positions will fill out a paper application available in March and interview with a selection committee that consists of advisors, graduating or outgoing Executive Board members, and any other staff appointed by the advisors.

Section 2 – Hall Council Elections

- 2.1 Hall Council elections will be run by the Area/Hall Directors (see Hall Governing Documents for complete process)
- 2.2 Hall Representative positions will be conducted online by the Executive Board. Elected members from the hall council will self identify as interested in running for a Representative position. They will complete an application and the Area/Hall Directors will submit the completed applications to the Executive Board
- 2.3 Elections shall take place in the fall.

Section 3 - Election Packet for the Hall Representative positions

- 3.1 A completed application to be considered for the ballot requires:
 - A. A signed Rights and Responsibilities Document
 - B. A statement of intent
- 3.2 Election packets shall be made available at least two weeks prior to the election packet due date.
- 3.3 The three with the most votes will be elected as representatives.

Section 4 - Campaign Guidelines for the Hall Representative positions

- 4.1 Campaign materials shall not be posted prior to submittal of all required documents.
- 4.2 Permission to campaign in the Residence Halls must be given by the Hall/Area Director.
- 4.3 Campaign material must be approved by the Hall/Area Director in each hall.
- 4.4 All campaign materials must be posted in areas designated by the hall director. Materials may not be posted on windows or building doors.
- 4.5 Campaign materials may not be slipped under the doors of residents rooms.
- 4.6 Mailboxes or campus mail cannot be used for campaigning.
- 4.7 Buttons and badges may be worn by any individual.
- 4.8 There will be no additional campaigning during Election Day(s).
- 4.9 No offensive or abusive campaign materials will be tolerated.
- 4.10 No candidate, group, organization, or individual working on behalf of a candidate may spend more than \$50.
- 4.11 Violation of the above guidelines could result in forfeiture of the election.

4.13 There will be no forced voting anytime during elections. Voters will have free-will to vote for who they wish at any point in time.

Section 5 - Voting

- 5.1 On the day(s) of elections write-in candidates will be allowed. A write in for any position must have at least 5 votes in order to win the position.
- 5.2 Write-in candidates receiving 5 votes will be brought before the Executive Board and notified following the next Executive Board meeting of his/her status.
- 5.3 All those who officially live in the residence halls are eligible to vote for candidates running for positions in their hall.
- 5.4 Voting for Hall Representatives will be done online.
- 5.5 In the case of a tie, a runoff shall be held no more than three class days after the initial election.

Article IV Oath

Section 1 - Executive Board

- 1.1 Each Executive Board Member shall take the oath of office, as stated below, when they take office at the end of the year banquet.

Section 2 - RHA

- 2.1 Each RHA member shall take the oath of office, as stated below, at the first official RHA meeting of their term.

I, (state first and last name), promise that I will uphold the Constitution of the RHA, the values and principles of the University of St. Thomas and the Residence Life Office. I will always work to enhance the living environment for the residents on campus and I will faithfully execute the duties of my office to the best of my knowledge and ability.

Article V Conduct of Membership

Section 1 - Ethics

1.1 Ethical Guidelines

A. As student leaders at the University of St. Thomas, we realize and accept our responsibilities as role models to our peers and recognize the necessity and importance of behaving in a manner conducive to the student code of conduct and the mission of the University.

B. All RHA members have the right and the responsibility to confront other members of RHA. This responsibility includes but is not limited to behavior and/or referral of incident to an advisor/supervisor. These are our ethical guidelines, and we will carry these rights and responsibilities with us throughout our association with the RHA.

- 1.2 If a University or Residence Hall policy is violated by any member, the individual case may be reviewed by the Executive Board. A meeting will be held between the President, the Advisor, and the member. Upon review, the President and Advisor shall decide upon the student's status of membership. If a student is placed on conduct probation with the University, it may be grounds for dismissal.
- 1.3 While attending RHA sponsored events, it is expected that behavior will reflect positive leadership. Failure to behave appropriately may result in a meeting with the President and Advisor.

Section 2- Dismissal

- 2.1 Four absences, two tardy attendances count as one absence per term, from the RHA meetings, or placement on academic probation will be brought to the Executive Board and discussed before further action may be taken. A member is considered to be tardy if they enter the meeting after the meeting has been called to order. If a student has a course through the university, which conflicts with the start of the RHA meeting the executive board should be notified, in which they will be pardoned of their tardy and should report to the meeting promptly at the conclusion of their class.
- 2.2 Absent members may/should send a proxy and notify the Executive Board VP of Operations B prior to the RHA meeting; members will still be counted absent. If the proxy is identified prior to the call to order, they shall be recognized as a voting member.
- 2.3 Members will be notified of their third absence, and on their fourth absence may be asked to meet with the President and Advisor to discuss their situation.
- 2.4 Any member may be dismissed by a Hall/Area Director, or the Executive Board Advisor upon violation of the student code of conduct or the RHA Constitution.
- 2.5 Removal of a Hall Representative shall be conducted as outlined in the hall's governing document.

Section 3 – Impeachment of Executive Board Members

- 3.1 Any member of RHA may request impeachment investigations regarding an Executive Board Member by submitting in writing a formal complaint to the Advisor of the Executive Board. The Advisor will make the determination if the complaint should go before RHA for a vote.
- 3.2 If the complaint goes to RHA, a 2/3 majority vote of RHA shall be necessary to bring impeachment charges against any of the Executive Officers
- 3.3 If charges are brought forth, the Advisor will make a final decision regarding the status of the member

Section 4 - Succession

- 4.1 In the event of impeachment or resignation of any Executive Board member a new member shall be chosen by the Advisors after an application is submitted. The advisors will determine if positions need to be reassigned.
- 4.3 Hall Representatives shall be elected to vacant positions according to the individual Hall Governing Documents.
- 4.4 Elections that need to be held mid-term in the halls due to vacancy will be run by the individual Hall Councils.
- 4.5 In the event of an Executive Board vacancy at the start of second semester an interview shall be held for that position.

Article VI Meetings

- Section 1 - Robert's Rules of Order shall be the final authority on all questions of order for the RHA meetings.
- Section 2 - RHA Executive Board shall meet weekly during the academic year, excluding J-term.
- 2.1 Changes to the meeting schedule can be made by the President.
 - 2.2 The Executive Board will meet every Thursday at Noon.
- Section 3 – RHA shall meet weekly during the academic year, excluding J-term.
- 3.1 RHA shall meet every Tuesday at 9:00 p.m. and can only be rescheduled by the president.
 - 3.2 The meetings are open to any residential student upon request
 - 3.3 All matters being voted upon shall require a simple majority vote of 2/3 in attendance
- Section 4 - Hall Councils shall meet according to their Hall Governing document

Article VII Voting Rights

- Section 1 – The Executive Board
- 1.1 The RHA President shall have the power to vote only in the case of a tie vote.
 - 1.2 The Vice President of Operations A, Vice President of Operations B, Vice President of Financial Operations, Vice Presidents of Programming, and the National Communications Coordinator (NCC) shall each hold one vote in the RHA assembly.
 - 1.4 Also outlined in Article 2, Section 3.
- Section 2 – Hall Councils
- 2.1 All Hall Councils shall each receive a maximum of three voting Representatives in RHA. Also outlined in Article 2, Section 3.
 - 2.2 Non-voting Hall Council members or non-RHA members may still be recognized to speak and are encouraged to attend RHA meetings upon request.
- Section 3 – Other
- 3.1 Any other persons not outlined above shall not hold a vote.

Article VIII Finance

- Section 1- Funding Source
- 1.1 RHA receives its funding from Residence Life in late September and again in late February from a fee built into the Housing Fees. Funds are distributed in the following manner to the traditional halls per semester, (Of \$20 total per resident per hall per semester): \$8 for the RHA Executive Board, \$6 to the Hall Councils, \$6 to the Resident Advisors.

1.2 Morrison, Flynn, Grand Ave. Apartments and CDC residents receive \$12 total per resident per hall per semester, \$4 for the RHA Executive Board, \$4 to the Hall Councils, and \$4 to the Apartment Coordinators.

1.3 Hall/Area Directors and the Hall Councils are responsible for keeping track of their hall funds as it is not the responsibility of the RHA Executive Board.

Section 2 – Executive Board Stipend

2.1 Executive Board members are allocated \$2,250 each per academic year.

Section 3 - Allocation Guidelines

3.1 Any person, or group, requesting funds from the RHA Executive Board must submit a written request to the VP of Financial Operations at least three weeks prior to the event. A written request must include: date of program, amount of request, budget breakdown of the event, which semester, and who is the intended audience.

3.2 The RHA Executive Board will review the request within two weeks and notify the applicant.

3.3 The RHA Executive Board reserves the right to deny any request.

Section 4 – Roll-Over Funds

4.1 At the end of the term, the outgoing Executive Board shall have a balance of at least \$1,500 in their account to be used as roll over for summer and opening week programming.

Article IX Governing Documents

Section 1 - Hall Documents

1.1 All halls are responsible for making sure a current electronic copy of their Governing Document is on file with the VP of Operations B prior to the sixth week of the fall semester or all voting rights will be lost until one is turned in.

Section 2 - RHA Constitution

2.1 The Executive Board is responsible for reviewing, revising, and understanding the RHA Constitution prior to the fall semester.

Article X Affiliation

Section 1 - The RHA of the University of St. Thomas shall be affiliated with the National Association of College and University Residence Halls (NACURH), and the Midwest Affiliate of College and University Residence Halls (MACURH).

Section 2 - The RHA of the University of St. Thomas shall be affiliated with the National Residence Hall Honorary (NRHH).

Article XI Conferences

Section 1 - The following members of RHA and NRHH are recommended to attend the conferences as listed:

MACURH – RHA President, RHA PCC, RHA NCC, NRHH President

No Frills – RHA NCC, RHA PCC, NRHH President
NACURH – New RHA President, New RHA PCC, RHA NCC, New NRHH
President

Article XII Amendments

Section 1 – Any member of RHA may recommend an amendment to the RHA Constitution by submitting the proposed Amendment in writing to the Executive Board.

Section 2- Any amendment presented by RHA to the Constitution must be discussed by the Executive Board in a timely manner and the final decision reported back to the requesting member.

Section 3 – The Advisor and Executive Board may make amendments to the Constitution at any time after thorough deliberation.

Article XIII Duties of the Executive Board Members

Section 1 – Duties of the Board

1.1 As paid members of RHA, the Executive Board leads RHA and represents RHA to Residence Life and the University.

1.2 Shall review the Constitution every year prior to the fall semester.

1.3 Attend Executive and RHA meetings.

1.4 Shall act as a liaison to the Residence Halls.

1.5 Shall attend Hall Council programs as to serve the needs of the councils.

1.6 Shall be required to have four office hours (located within the RHA office) every week.

1.7 Shall be required to have two floating hours a week spent at RHA events, in the office, or on their own.

1.8 Shall report his/her activities by Tuesday at midnight on the Executive Report (ER) each week.

1.9 Shall report floating hours on the Executive Report.

1.10 Shall address Residence concerns on the University campus.

1.11 Each outgoing Executive Member shall transition the incoming Executive Member for their position.

Section 2 - Duties of the President

2.1 Shall have the power to vote only in the case of a tie vote and shall only have one vote.

2.2 Act as the official host and representative of RHA in campus functions.

2.3 Represent the concerns of RHA to USG, as the RHA Representative.

2.4 Be responsible for implementing legislation enacted by RHA.

2.5 Preside over meetings of RHA and the Executive Board.

2.6 Shall serve as the primary liaison from RHA to the administration of the University of St. Thomas.

- 2.7 Shall oversee violation of attendance policy meetings, along with the Vice President of Operations (B).
- 2.8 Shall have the power to call an emergency RHA and/or Executive Board meeting with a 24-hour notice.
- 2.9 Shall have the power to appoint a task force or committee whenever necessary.
- 2.10 Shall have meetings with Presidents of all the halls pertaining to RHA.
- 2.11 Shall serve on various special interest committees when requested by RHA, Hall Presidents, and/or an Executive Board member.
- 2.12 Shall attend the Student Leader Luncheon each month.
- 2.13 Shall discuss the results of the RHA assessment(s) each semester.

Section 3 - Duties of the Vice President of Operations (A)

- 3.1 Shall have one vote in RHA.
- 3.2 Shall be responsible for organizing and carrying out the election process for all RHA elected positions.
- 3.3 Shall be responsible for organizing the application and selection process for the Executive Board.
- 3.4 Shall be responsible for monitoring all campaigns to see that policies are adhered to.
- 3.5 Shall be responsible for the RHBO movie selection.
- 3.6 Shall be responsible for updating and maintaining the RHA website.
- 3.7 Shall be responsible for the maintenance of technology and updating of the executive board office equipment.
- 3.8 Shall be responsible for conducting assessments of RHA on a semester basis.
- 3.9 Shall plan and execute both the fall and spring end of semester banquets.

Section 4 - Duties of the Vice President of Operations (B)

- 4.1 Shall have one vote in RHA.
- 4.2 Shall preside over meetings in the absence of the President.
- 4.3 Shall perform the duties of Parliamentarian of the President.
- 4.5 Shall keep updated roster of RHA.
- 4.6 Shall record and distribute agendas to the RHA members.
- 4.7 Shall record and distribute meeting minutes to RHA members.
- 4.8 Shall keep records of attendance at the RHA Meetings and oversee violation of attendance policy meetings, along with President.
- 4.9 Shall plan and execute the RHA retreats.
- 4.10 Shall keep an updated copy of the RHA Constitution.
- 4.11 Shall have access to the individual hall constitutions at any given time.
- 4.12 Shall coordinate and execute the On Campus Marketing (OCM) care packages.

Section 5 - Duties of the Vice President of Financial Operations

- 5.1 Shall have one vote in RHA.
- 5.2 Shall keep financial records of the RHA Executive Board.
- 5.3 Shall work with the Advisor and president on the RHA Executive Board budget each semester.
- 5.4 Shall make deposits, pay RHA bills, and fill out reimbursement forms weekly.
- 5.5 The Hall Councils will set up their own budgets with their Advisors, but can

use the VP of Financial Operations as a resource at any time.

5.6 Shall oversee any co-op funding process and relay any necessary information, to the hall council requesting co-op, about moving funding appropriately.

5.7 Shall coordinate and oversee service projects conducted by RHA.

Section 6 - Duties of the Vice Presidents of Programming (2)

6.1 Each shall have one vote in RHA.

6.2 Shall coordinate promotional items.

6.3 Shall coordinate, plan, and execute multiple events per semester that are attractive to a wide variety of students living on campus. (See appendix 6.3)

6.4 Shall coordinate, plan, and execute RHA's big Fall and Spring Events.

6.5 Shall coordinate RHA's participation and attendance at the Fall and Spring Activities Fair.

6.6 Shall attend PCC chat rooms on the regional level.

6.7 Shall attend the MACURH and No Frills conference and participate in the PCC boardroom. If needed, a proxy in your name may be sent.

Section 7 - Duties of the National Communications Coordinator (NCC)

7.1 Shall have one vote in RHA.

7.2 Shall be responsible for correspondence with NACURH and MACURH, through participation in NCC chats.

7.3 Shall attend the MACURH, No Frills, and NACURH conferences. If needed, a proxy in your name may be sent.

7.4 Shall be responsible for reporting conference information to RHA, prior to the conference.

7.5 Shall be in charge of the application and review process for all conference attendees.

7.6 Shall present all of the information gathered from the conference and an overall recap to RHA. .

7.7 Shall be responsible for putting together bids.

7.8 Shall meet with the NCC advisor as needed.

7.9 The NCC's term starts the day after NACURH and ends the day after NACURH the following year.

7.10 Shall be responsible for reporting RHA news to the St. Thomas Aquin and Bulletin Today.

Article XIV Duties of the RHA Advisors

Section 1 – RHA Co-Advisors

1.1 There shall be Co-Advisors to the Executive Board, the Co-Advisors advise the RHA Executive Board and attend Executive Board meetings. Co-Advisors may also attend RHA meetings.

1.2 Serve as the link between RHA and UST Administration.

1.3 Meet with the VP of Financial Operations to review the budget.

1.4 Make arrangements for Hall Councils and the RHA Executive Board to arrive early on campus when necessary for pre-fall training.

1.5 Shall see that grade requirements are met

- 1.6 Shall oversee RHA Executive Board selection in the spring.
- 1.7 Act as the budget manager for the RHA Executive Board account.
- 1.8 Advise updates and development of the RHA Constitution.
- 1.9 Meet individually with and advise the President.
- 1.10 Responsible for Executive Board supervision, making sure executive members are paid and adhering to their oaths of office.
- 1.11 Handle all contracts binding St. Thomas to performances, speakers, events, and all other agencies.

Section 2 – NCC Advisor

- 2.1 Meet individually with and advise the NCC.
- 2.2 Help prepare delegation to attend MACURH and NACURH. This includes helping to prepare bids, school displays, school cheers, transportation and attending the conferences.
- 2.3 Advise budget for NCC (conferences, affiliation dues, and supplies).
- 2.4 Attend NCC and Advisor training in February (No Frills Conference).

Section 3 – Hall Council Advisor

- 3.1 Advise all aspects of the Hall Councils.
- 3.2 Approve the Hall Council budget and act as the budget manager.
- 3.3 Approve Hall Council funding requests before submitting them to the Executive Board, STAR or any other organization.
- 3.5 Approve all programs and any complimentary request for service (RFS) prior to submittal.

Appendix 6.3

Historical Events put on by the Residence Hall Association-
(Historically coordinated by the Vice President of Programming)

-Tommie Twilight: including hall council's involvement with evening activities during welcome week such as:

- *Dowling: Make your own trail mix and all campus scavenger hunt.
- *Ireland: Ice Cream Social
- *John Paul II: Karaoke
- *Brady: Dance in the Quad/Pizza in basement
- *Selby: Build your own ice cream Sundae
- *Morrison: Food give away
- *Murry: All Campus Scavenger Hunt
- *Cretin/Grace: Food and Mafia games

- Welcome Week BBQ
- Casino Night
- Big 5 Football Game
- Homecoming Parade Floats
- Taste of Saints
- Ultimate Hall Challenge
- Brother/Sister Weekend
- The Price is Right
- C-Store Challenge
- Holiday Time-Out
- Residence Appreciation Week (RAW)
- Hall-A-Palooza
- The Roommate Game
- Cosmic Bingo
- Family Feud
- May Day BBQ