

Seattle University
RHA
Constitution
2014-2015



Residence Hall Association Constitution

ARTICLE I—NAME

The name of the organization shall be the Seattle University Residence Hall Association, hereafter referred to as RHA.

ARTICLE II—MISSION

RHA is an organization, comprised of all Seattle University residents, which is focused on creating a seamless living and learning environment. We accomplish this through social and educational programming that fosters student learning and development through community living in individual halls and throughout the campus. RHA strengthens the Seattle community by recognizing and encouraging leadership potential in its residents and serving as a voice to advocate for the needs of residents.

ARTICLE III – PURPOSE

- A. The Residence Hall Association Executive Council (RHA EC) shall serve as the central administrative body that maintains the efficient operation of RHA, including the RHA Assembly, all standing committees, The Neighborhood Council, and the Hall Councils. The Executive Council is responsible for assuring that the mission of the RHA is achieved, enforcing the governing guidelines provided in the constitution, and promoting the positive development of the organization.
- B. The RHA Assembly shall serve as the representative body of the five (5) residence halls, Bellarmine, Campion, Xavier and, The Neighborhood Council and all standing assembly committees. Its purpose is to discuss and take action on issues and concerns raised by or affecting the residence community.
- C. The Hall Council (HC) shall meet the needs of their specific residence hall by providing social and educational programming and voicing the needs and concerns of their respective buildings to the RHA Assembly.

ARTICLE IV – MEMBERSHIP

- A. Active RHA membership shall consist of the RHA EC, a twelve (12) member Residence Hall Association Assembly, all standing committee members, all HC members, and a non-voting advisor from Housing and Residence Life.
- B. No individual shall be denied membership on basis of age, gender, gender expression, national origin, physical ability, race, religion, sexual orientation, social or financial status.
- C. All students who are currently enrolled at Seattle University and live in Seattle University residence halls are members of RHA in a non-voting capacity.

ARTICLE V – STRUCTURE

- A. The RHA EC shall consist of six (6) officers: President, Vice President of Internal Affairs, Vice President/National Communications Coordinator (NCC) , Finance & Administration Chair, Marketing & Outreach Chair, and Programming Chair. Each RHA EC officer will maintain general Executive Council duties along with that specific to his or her position.
- B. Succession of office shall be as follows: President, Vice President of Internal Affairs, Vice President/NCC, Finance & Administration Chair, Marketing & Outreach Chair, and Programming Chair.

- 1) The President shall be granted the following authority and duties:
 - a) To serve as chief spokesperson for all RHA matters, including those of the RHA EC and the RHA Assembly.
 - b) To serve as liaison to Housing and Residence Life (HRL) and both on and off campus organizations.
 - c) To maintain a close relationship with all executive officers by providing feedback on job performance.
 - d) To serve as chairperson of RHA EC by calling regular meetings and other meetings as needed.
 - e) To develop an agenda for RHA EC and RHA Assembly meetings.
 - f) To conduct RHA EC and RHA Assembly meetings in an orderly and efficient manner.
 - g) To serve as a voting member of the RHA EC only in the event of a tie.
 - h) To lead quarterly President's Round Table meetings.
 - i) To charge committees and task forces as necessary with the approval of the RHA EC.
 - j) To maintain written correspondence with outside organizations and individuals as deemed necessary.
 - k) To delegate university committee assignments to each EC member as appropriate.
 - l) To follow up on all judiciary matters concerning attendance at the RHA Assembly and Committee meetings.
 - m) To coordinate arrangements for RHA EC meetings.
 - n) Will serve as the RHA Representative at SGSU Assembly meetings.
 - o) To work in conjunction with the Marketing & Outreach Chair on all RHA marketing and publicity plans.
 - p) To present information concerning RHA to other on-campus organizations.
 - q) To maintain knowledge and serve as a resource on parliamentary procedure
 - r) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records

- 2) The Vice-President/NCC shall be granted the following authority and duties:
 - a) To serve as the National Communications Coordinator, providing a line of communication between RHA and the National Association of College and University Residence Halls (NACURH) and the Pacific Affiliation of College and University Residence Halls (PACURH).
 - b) To maintain the annual membership in good standing of Seattle University with NACURH, as required by Article VII of the RHA Constitution.
 - c) To report all NACURH and PACURH matters to the Seattle University RHA.
 - d) To attend all major conferences (regional and national) according to budget and facilitate all conference registration
 - e) To coordinate and review regional and national bids.
 - f) To maintain knowledge and serve as a resource on parliamentary procedure.
 - g) To send "Of The Month's" (OTM's) to the Regional Board of Directors at PACURH.
 - h) To organize the RHA Year-end Recognition banquet as decided upon by the EC.
 - i) To complete an annual constitutional review, and submit any necessary changes to the Executive Board and Hall Councils.
 - j) To oversee the training of the NCC in training (NCC-IT) which will include: attending NACURH, assisting in submitting regional OTM's, assisting in writing bids, assisting in conference registration, and other duties as deemed fit by the NCC and RHA Advisor.
 - k) To lead a quarterly meeting of the Vice Presidents of the Hall Councils.
 - l) To assume the responsibilities of the President in their absence and to assume the role of President in the event that he or she is unable to fulfill his or her duties.
 - m) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records

- 3) The Vice President of Internal Affairs shall be granted the following authority and duties:
 - a) To create and implement the RHA election process for Hall Councils.
 - b) To inform residents through the RHA Assembly about matters pertinent to SU.
 - c) To maintain accurate records of all RHA events and activities throughout campus.
 - d) To plan and coordinate RHA EC election transitional process for the following year.
 - e) To lead a quarterly meeting of the Eco Representatives and Assembly Representatives of the Hall Councils.
 - f) To coordinate arrangements for all RHA Assembly.
 - g) To maintain knowledge and serve as a resource on parliamentary procedure.
 - h) To coordinate Standing Assembly Committees.
 - i) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records

- 4) The Finance & Administration Chair shall be granted the following authority and duties:
 - a) To maintain accurate financial records for all RHA funds.
 - b) To prepare financial reports on a monthly and quarterly basis.
 - c) To take roll, accurate notes according to parliamentary procedure at all RHA Assembly and RHA EC meetings, and distribute minutes from preceding meetings to Assembly members (assembly minutes only), Executive Council members, and the RHA advisor.
 - d) To report the financial status of RHA at RHA assembly and RHA meetings.
 - e) To receive applications and petitions of the individual Hall Councils (HCs) requesting information and materials relevant to the request for funds.
 - f) To authorize payment on all RHA reimbursement.
 - g) To propose and maintain a budget for all RHA funds for the entire academic year.
 - h) To meet quarterly with the RHA Advisor and President to assess the budget.
 - i) To serve as advisor to individual HCs in regards to residence hall allocations and advise HC's on financial matters.
 - j) To lead monthly Financial Council meetings with the Financial Officers of all Hall Councils.
 - k) To keep an updated roster of all RHA affiliated members.
 - l) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records
 - m) To coordinate fundraising for RHA.

- 5) The Marketing & Outreach Chair shall be granted the following authority and duties:
 - a) To oversee all official writings and correspondence to residential students.
 - b) To coordinate publicity and distribution of bi-monthly RHA Potty Publications.
 - c) To maintain the RHA website, Facebook, ResidenTV, and other media as decided upon by the Executive Council.
 - d) To serve as a resource to individual HCs in regards to advertising and publicity.
 - e) To maintain visual records of events and assemble a yearly highlights slideshow by the end of Spring Quarter.
 - f) To maintain all advertising supply needs in conjunction with the Finance & Administration Chair..
 - g) To coordinate all advertising and publicity of quarterly RHA programs.
 - h) To assist the President in networking opportunities.
 - i) To coordinate with the President in building relationships with campus and community partners.
 - j) To lead monthly Marketing Council meetings with the Public Relations Officers of all Hall Councils.
 - k) To coordinate all RHA bulletin boards in cooperation with the Resident Director's (RD) and Assistant Resident Directors (ARD) and Hall Councils.
 - l) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records

- 6) The Programming Chair shall be granted the following authorities and duties:
 - a) The Programming Chair shall create consistent, quality programming for the residents of Seattle University, at least twice a quarter.
 - b) To coordinate hall council involvement in quarterly RHA programs.
 - c) To meet monthly with the Programming Coordinators of each Hall Council.
 - d) To coordinate with the Marketing and Outreach Chair on all programming publicity.
 - e) To coordinate organized records, the share drive, and all other RHA Assembly and RHA EC records
To maintain accurate records of all RHA events and activities throughout campus

- 7) All Executive Council Officers shall be granted the following authority and duties:
 - a) To maintain a minimum of four (4) weekly office hours.
 - b) To organize and maintain the RHA office space and supplies.
 - c) To limit all extracurricular commitments outside RHA to twelve (12) hours or less per week.
 - d) Write one "Of The Month's" nomination per month.
 - e) To prepare quarterly reports in a timely manner.
 - f) To maintain a filing system for individual positions on the share drive.

- g) To serve as a voting member of the RHA EC excluding the President.
 - h) To serve as liaison to the Hall Councils excluding the President
 - i) To attend all weekly EC meetings and regular Assembly meetings as decided by the EC.
 - j) Voice student opinions and concerns in a positive and professional manner.
 - k) To assume additional duties as assigned by the President and Advisor.
 - l) To identify and assess areas of concern that require RHA intervention in the form of financial assistance (Hall Council budgets), advocacy, activities planning, and resident community outreach.
 - m) To be familiar with the procedure of business meetings and the RHA constitution and bylaws and ensure the adherence of all stated guidelines.
- C. The Assembly shall consist of the RHA EC, an RHA advisor, and twelve (12) representatives from the residence halls. The Assembly representatives shall be granted the following responsibilities and duties:
- 1. To diligently represent the interests and concerns of each HC to the RHA Assembly.
 - 2. To initiate discussion of issues relevant to each HC, the committees, and the RHA Assembly.
 - 3. To serve as a member of a Standing Assembly Committee.
 - 4. To serve as a voting member of the RHA Assembly in all matters, including the election of RHA EC members.
 - 5. To follow the RHA Assembly attendance policy (refer to Article VII of the RHA Bylaws).
 - 6. To be responsible for posting and passing out designated forms and/or advertisements for upcoming events.
 - 7. The President of RHA has veto power requiring a majority vote of the RHA EC over all RHA matters. All voting members of the RHA Assembly may override this presidential veto with a two-thirds (2/3) majority vote.

ARTICLE VI – AFFILIATION

- A. Seattle University shall be a member of the National Association of College and University Residence Halls (NACURH), and its regional affiliate, the Pacific Affiliate of College and University Residence Halls (PACURH), and shall complete all requirements to maintain annual membership in good standing.
- B. Requirements for good standing with NACURH:
 - 1. Payment of annual fees to NACURH.
 - 2. Submission of school reports (RFI report) to the National Information Center at nacurh.org.

ARTICLE VII – MEETINGS

- A. The RHA Assembly shall meet regularly for approximately two (2) hours, and shall also meet at the President’s discretion. Legislation shall not be passed without a quorum. A quorum shall consist of the majority of the voting members of the RHA Assembly (50% + 1).
- B. The RHA EC shall meet weekly for approximately two (2) hours, unless otherwise deemed necessary by the President and Advisor.
- C. Presidents’ Round Table: This committee shall consist of all HC Presidents and led by the RHA EC President. The committee shall meet quarterly unless otherwise deemed necessary by the RHA EC President.
- D. Vice Presidents’ Council: This committee shall consist of the Vice President from each HC led by the VP/NCC. This committee shall meet quarterly unless otherwise deemed necessary by the VP/NCC.
- E. Sustainability Council: This committee shall consist of the Eco-Rep from each HC led by the VPIA. This committee shall meet quarterly unless otherwise deemed necessary by the VPIA.
- F. Finance Council: This committee shall consist of the Finance Officer from each HC led by the Finance & Administration Chair. This committee shall provide to all HC members necessary information regarding budget, reimbursements, and any other activity deemed appropriate by the Finance & Administration Chair of the RHA EC. This committee shall meet monthly or at the discretion of the Finance & Administration Chair.

- G. Marketing Council: This committee shall consist of the Public Relations Officer from each HC led by the Marketing & Outreach Chair. This committee shall meet quarterly unless otherwise deemed necessary by the Marketing & Outreach Chair.
- H. Residence Hall Community Programming Council: This committee shall consist of the Programming Coordinators from each HC led by the Programming Chair. The RHCPCC will be required to meet at least quarterly or as deemed necessary by the discretion of the Programming Chair.
- I. All meetings shall be held in accordance with the RHA Constitution and Bylaws.

ARTICLE VIII – ELECTIONS

- A. The election process for all RHA EC officers shall begin during the winter quarter each year. The election timeline shall be designed by the RHA Vice-President of Internal Affairs.
 - 1. Candidates shall be elected and approved by a two-thirds (2/3) RHA Assembly vote. (refer to bylaws)
 - 2. The term of office for all RHA EC officers shall begin the day after commencement exercises. The term of office shall be for one (1) academic year. All RHA EC officers must return to the University prior to the new academic year for training.
 - 3. Vacancies in any of the RHA EC positions shall be announced at the first meeting of the RHA Assembly after the resignation occurs. An election process, occurring one (1) week later, will be held to elect the new officer. The VPIA shall serve as the Acting president in case of a vacancy in the office of President.

ARTICLE IX - REMOVAL FROM OFFICE

- A. Any RHA EC officer may be removed from office for failure to perform the duties outlined in the RHA Constitution and Bylaws. This removal requires either a two-thirds (2/3) vote of the RHA Assembly or at the discretion of the Advisor. After three (3) absences from any RHA Assembly and/or RHA EC meeting during one quarter, there shall be cause for review by the RHA EC and Advisor.
- B. Any RHA Assembly representative may be removed from their position for failure to perform duties outlined in the RHA Constitution and Bylaws. This removal requires a two-thirds (2/3) vote of the RHA EC. Two (2) unexcused absences without proxy from RHA Assembly meetings during one quarter shall be cause for review by the respective HC.
- C. If removed from office, an EC member may appeal the decision to the Director of Housing. An Assembly Member may appeal to the Executive Council.

Residence Hall Association Bylaws

ARTICLE I – MEMBERSHIP

- A. All RHA EC officers must meet the following qualifications or be subject to review by the Advisor and/or EC:
 - 1. Shall be a resident student of Seattle University during his/her term of office.
 - 2. Shall be free of any probationary status with the University, the Dean of Students, or Housing and Residence Life.
 - 3. Shall be registered as a full-time student of Seattle University.
 - 4. Shall maintain a minimum cumulative and quarterly grade point average of a 2.5 throughout the term of office.

- B. All RHA Hall Council (HC) representatives shall be currently enrolled at Seattle University and live in Seattle University Residence Halls.
- C. The RHA HCs shall consist of a minimum of twenty-eight (28) combined members that shall be elected from the individual floor/buildings of every residence hall, according to the designations below. Additional members shall be added if needed.

Building	Number of Rep./Floor/Building	Total/Building (s)
Bellarmine	1	6
Campion	1	11
Xavier	1	3
The Neighborhood Council	1	16

- D. An eighteen (18) person RHA Assembly shall consist of thirteen (12) building representatives that shall be elected from the individual HCs according to the building designations below, six (6) RHA EC officers, and the RHA Advisor(s).

Building	Number of Representatives
Bellarmine	3
Campion	4
Xavier	2
The Neighborhood Council	3

ARTICLE II – COMMITTEES

- A. Committees and task forces shall be created at the discretion of the RHA EC President in order to address issues and concerns facing residence hall students as needed or through the assembly.

- B. Committees and task forces shall be created at the discretion of the RHA EC President in order to address issues and concerns facing residence hall students as needed through the assembly.
- C. As non-voting members of RHA, all students who reside in the residents halls have the right to express their concerns to the assembly directly or in collaboration with the Hall Representatives in their residence hall.
- D. In order for an issue to be brought to the assembly, the student and/or Hall Representative must fulfill the following criteria:
- E. They must make sure that the issue is relevant and has an effect on all the residence halls on the Seattle University Campus.
- F. If and only if this criterion is met, then the student and/or Hall Representative will create a bid to present at the next scheduled assembly meeting that meets the following criteria.

- G. The bid must identify the need based on empirical data or testimony (i.e. statistics, petitions, etc.)
- H. The bid must propose a plan of action within financial reason, to resolve the issue.
- I. After the bid is presented voting will commence, voting procedure is as follows:
- J. A fifty percent (50%) plus one (1) voting members of the RHA Assembly shall be required to establish quorum, conduct business, and vote. Legislation shall not be passed without quorum.
- K. In order for a proposal to pass through the RHA Assembly, a two-thirds (2/3) majority vote is required. The two-thirds (2/3) majority vote required shall be defined as two-thirds (2/3) of the total voting RHA Assembly members present.
- L. The RHA EC members do not carry voting rights in RHA Assembly meetings, except in the case of a tie, in which the RHA EC President shall cast their vote.
- M. The RHA President shall not vote except in the case of a tie of votes cast by RHA EC members in RHA EC or Assembly meetings.
- N. Should the bid receive a proposal to pass; the RHA EC will bring it to the attention of Housing and Residence Life under the council of the RHA EC advisor.

ARTICLE III - VOTING PROCEDURES

- A. A fifty percent (50%) plus one (1) voting members of the RHA Assembly shall be required to establish quorum, conduct business, and vote. Legislation shall not be passed without quorum.
- B. In order for a proposal to pass through the RHA Assembly, a two-thirds (2/3) majority vote is required. The two-thirds (2/3) majority vote required shall be defined as two-thirds (2/3) of the total voting RHA Assembly members present.
- C. The RHA EC members do not carry voting rights in RHA Assembly meetings, except in the case of a tie, in which the RHA EC President shall cast their vote.
- D. The RHA President shall not vote except in the case of a tie of votes cast by RHA EC members in RHA EC or Assembly meetings.

ARTICLE IV - SUCCESSION OF OFFICE

- A. In the event of an absence of the President and the Vice President of Internal Affairs simultaneously, the Vice President/NCC shall act as President. This position shall be held for no more than two (2) weeks until the return of either officer or elections are held to fill the position of President and/or Vice President of Internal Affairs within the remaining RHA EC members. In the absence of the Vice President/NCC, the succession of office will follow the order stated in Article V, Section C of the RHA Constitution.
- B. In the event that the President neglects his/her duties or acts against the principles of the Constitution and its Bylaws, he/she shall be removed from office by a two-thirds (2/3) majority vote of the Assembly and/or at the discretion of the advisor. The Vice President of Internal Affairs shall succeed as President and along with the other RHA EC members, a new Vice President of Internal Affairs shall be appointed after an interview and application process. He/she must then be approved by a two-thirds (2/3) majority vote of the RHA Assembly.
- C. In the event that an EC member neglects his/her duties or acts against the principles of the RHA Constitution and Bylaws, he/she shall be removed from office by a two-thirds (2/3) majority vote of the Assembly and/or at the discretion of the Advisor. The remaining EC members shall absorb the position until a new individual is chosen through an interview and application process. The individual selected to fill the vacancy must then be approved by a two-thirds (2/3) majority vote of the RHA Assembly.

ARTICLE V-FUNDS

- A. The RHA EC shall devise a budget from funds allocated by Housing and Residence Life.
- B. The RHA EC shall allocate funds through the Finance & Administration Chair to the individual HCs at the beginning of the academic year and at the beginning of each quarter exercising budgetary discretion when necessary.
- C. The RHA EC, upon facts presented by the Finance & Administration Chair, shall withhold funds from any HC not properly represented in the RHA Assembly or standing committees. Proper representation will be based upon the attendance guidelines set forth in Articles VII and VIII of the RHA Bylaws. The RHA EC may reinstate funds when the delinquent residence hall reestablishes proper representation.

- D. The RHA EC may establish a fund in which a HC who has exhausted the majority of its funds may apply for a grant. The RHA EC shall decide the rules and guidelines of obtaining a grant from this fund.

ARTICLE VI - PARLIAMENTARY PROCEDURE

- A. The book Robert's Rules of Order Revised shall serve as a parliamentary guide to interpret meeting procedure. The Vice President of Internal Affairs and the Vice President/NCC shall resolve any parliamentary disputes and serve as parliamentarians at RHA Assembly meetings.

ARTICLE VII - RHA ASSEMBLY ATTENDANCE

- A. Each representative shall attend meetings of the RHA Assembly.
- B. The Finance & Administration Chair shall review the attendance of Assembly, , concerning any HC, as a group, who misses more than one (1) meeting per quarter, without a proxy.
- C. A representative may choose a proxy. The proxy will default to the HC President. If the President cannot attend, then the Vice President shall serve as proxy, following through the line of succession. A representative may have one (1) designated proxy per quarter. The proxy possesses all the rights and privileges of the elected representative they replace during RHA Assembly meetings (refer to Article V Section C of the RHA Constitution.)
- D. A representative must contact the Finance & Administration Chair concerning attendance issues and the use of a proxy at least 24 hours in advance of an assembly meeting. Failure to give proper notification to the Finance & Administration Chair will result in one (1) absence, though voting rights will remain.
- E. The RHA EC may declare a representative inactive and revoke all benefits of RHA Assembly membership to the affiliated HC after two (2) absences.
- F. Two (2) tardies per quarter shall constitute one (1) absence.. A representative shall be considered tardy upon their arrival to the RHA Assembly five (5) minutes after the RHA President has called the meeting to order and will be considered absent twenty (20) minutes after the meeting is called to order.
- G. Each HC must have the designated number of Assembly Representative(s) in appropriate dress (business casual) present at each meeting to remain in good standing with RHA. Failure to abide by the dress code shall result in one (1) tardy.
- H. Failure to perform these tasks by a HC as a group shall result in the consequences stated in Article IX of the RHA Bylaws.

ARTICLE IX - RHA ASSEMBLY DISCIPLINARY PRODECURES

- A. In the case of two (2) absences per HC at RHA Assembly, the RHA EC shall suspend the budget of the respective HC effective at 12:01am following the RHA Assembly at which the second absence occurred.
- B. The RHA EC Finance & Administration Chair shall contact the HC President, HC Advisor, and the HC Finance Officer of their suspended budget status through an immediate notification, followed by a formal letter.
- C. During the freezing period the HC shall make no purchases, however they must continue to have formal representation at RHA Assembly. The RHA EC Finance & Administration Chair shall deny any attempt for reimbursement during this period.
- D. The HC President shall meet with their HC to review the attendance problem and propose a written solution to the RHA EC for review within five (5) school days. Failure to submit a proposal within this given period shall result in deduction of the remaining HC funds by five percent (5%) per day beginning the sixth day.
- E. The RHA EC shall review the written proposal submitted by the HC and decide whether the solution is adequate. In the case of an inadequate proposal, the HC shall repeat the previous procedure until approved by the RHA EC.
- F. The RHA EC Finance & Administration Chair shall contact the HC President, HC Advisor, and the HC Finance Officer of their decision through an immediate notification, followed by a formal letter.
- G. Each HC shall be allowed one (1) freezing of funds a year as a result of an RHA Assembly absence. In the case of a second incident, ten percent (10%) of their remaining budget shall be deducted from their

funds, which will return to the RHA general fund.

ARTICLE XI – RECOGNITION & AWARDS

- A. Hall Council of the Year and other presented bids will be voted on at an Assembly meeting during the Spring quarter
- B. The Assembly members nominated will be excused for the discussion.
- C. The Hall Council of the Year must win by a 50% + 1 majority vote, by secret Ballot only.
- D. Winner will be announced at the RHA End of the Year Banquet.
- E. Bidding must be consistent with NACURH bidding process as outlined by NACURH.

ARTICLE XII – COMPENSATION

The RHA EC officers shall be compensated in the form of payment of housing space in any Seattle University residence hall. This housing space shall be defined as the price of one-half (1/2) of a double room in a traditional residence hall. Officers must be notified that this compensation may affect their financial aid.

ARTICLE XIII – AMENDMENTS

Any member of the RHA Assembly may propose an amendment to the Bylaws by presenting it in writing to the RHA Assembly. The proposal for the amendment must be turned in to the RHA EC President in written form two (2) weeks prior to its presentation. The RHA Assembly shall review the amendment. After discussion and revision, the RHA Assembly shall be required to act upon the amendment. Acceptance of the proposed amendment shall require a two-thirds (2/3) majority vote of the RHA Assembly.

Residence Hall Association Hall Council Constitution

We, the residents of the hall, in order to establish an organized body to represent our interests in hall affairs, to justly allocate programming funds, and to provide means to improve our living community, do hereby establish the Constitution.

ARTICLE I – NAME AND PURPOSE

- A. The name of this organization shall be the Residence Hall Association Hall Council, hereafter referred to as HC.
- B. The purpose of the HC shall be to assess the needs of resident students, provide input to Housing and Residence Life policy decision making, and implement programs and activities through elected representatives. Because the goal of residence hall living is to complement and execute knowledge gained from the classroom, the HC works in conjunction with the educational mission of the University to develop the whole person.
- C. The duties of the HC shall be as follows:
 - 1. Meet regularly during the academic year.
 - 2. Implement events for the hall.
 - 3. Maintain a hall programming budget provided by the RHA Executive Council.
 - 4. Serve as a liaison between residents and the RHA Executive Council.
 - 5. Provide a representative to serve RHA Assembly and appropriate committees.
 - 6.

ARTICLE II -- MEMBERSHIP

- A. A Hall Council member must be a resident from the appropriate building who is in good standing with the university (must maintain 2.0 grade point average post quarter to stay in Hall Council). Resident Assistants, SGSU officers, and Senators cannot be elected as a HC member. No HC member shall be denied eligibility on the basis of age, gender, gender expression, national origin, physical ability, race, religion, sexual orientation, and social or financial status.
- B. The VP/IA shall determine eligibility of the Hall Council candidates, after which the representatives shall be elected to their respective residence halls.
- C. Replacement of Hall Council member
 - 1. If a HC member resigns from their position, a replacement may be elected at the discretion of each building. The newly elected representative shall assume all the rights and responsibilities of the representative their replaces.
 - 2. If a HC member moves out of the building from which they hold an elected position, the representative must resign their position and may run for another representative position in the other building they move to.
 - 3. A representative may be expelled by the HC for the following reasons:
 - a) Embezzling hall funds.
 - b) Falsifying hall records.
 - c) Exemplifying conduct contrary to the Code of Student Conduct.
 - d) Not fulfilling attendance requirements.
 - e) Not appropriately representing building residents.
 - 4. A representative may be expelled by either of the following procedures:
 - a) By submitting a petition with twenty-five percent (25%) of the residents' signatures to the HC President. The President shall conduct a vote by written ballot. A two-thirds (2/3) majority vote shall be required to expel a representative. If the representative is expelled, the election procedures shall take place as described in Article II, Section B.
 - b) A representative may be expelled by a two-thirds (2/3) majority vote of the HC after it has been brought to the attention of the HC Advisor and Resident Assistant Liaison(s).
- D. Attendance policy shall be determined at the discretion of each HC.
- E. Voting Procedures
 - 1. Fifty percent (50%) plus one (1) voting members of the HC shall be required to establish quorum

- and to conduct business.
2. The two-thirds (2/3) vote required shall be defined as two-thirds (2/3) of the voting members present.

ARTICLE III – OFFICERS

- A. Officers and Duties: The following offices shall be filled by a HC representative. The positions of RHA Assembly and President shall not be filled by the same representative.
 1. The President shall be granted the following authority and duties:
 - a) Set agenda and run weekly hall council meetings
 - b) Distribute recognition items and Of The Month deadlines
 - c) Delegate tasks to other officers and hall council members
 - d) Work with the building's Assistant Residence Director, Resident Assistants, and Executive Council Liaison
 - e) Attend quarterly Presidents Round Table meeting with the Executive Council President
 2. The Vice President shall be granted the following authority and duties:
 - a) Plan leadership and staff development activities
 - b) Take roll at Hall Council meetings
 - c) Issue any necessary warnings when members are absent more than the allowed amount
 - d) Coordinate projects as necessary within the Hall Council
 - e) Attend Vice President meetings with the Executive Council VP/NCC
 - f) Assume the President's responsibilities in absence of the President
 3. Finance Officer shall be granted the following authority and duties:
 - a) Take minutes at Hall Council meetings
 - b) Keep accurate records of Hall Council expenditures, receipts, etc. and report them to the Executive Council Finance & Administration Chair
 - c) Attend the monthly Financial Council meetings and report on the budget of their Hall Council
 4. Public Relations shall be granted the following authority and duties:
 - a) Work with Assembly Representatives to conduct a needs survey of the residents in their respective buildings
 - b) Creating a marketing and outreach plan for each program
 - c) Establish and distribute a monthly newsletter about Hall Council and upcoming events
 - d) Attend quarterly meetings with Marketing & Outreach Chair
 5. The Programming Coordinator (s) shall be granted the following authority and duties:
 - a) Organize building-wide programs and events with other buildings
 - b) Collaborate with PR Officer for advertising and publicity of Hall Council events
 - c) Coordinate with Resident Assistants in programming
 - d) Attend quarterly Residence Hall Community Programming Council meetings and report to Hall Council about information addressed at meeting
 6. The RHA Assembly representative shall be granted the following authority and duties:
 - a) Attend regularly scheduled RHA Assembly meetings and report relevant information to Hall Council
 - b) Participate in a Standing Assembly Committee and attend any pertinent meetings
 - c) Establish quarterly survey to assess resident needs
 - d) Relay resident suggestions, concerns and results of resident survey to Executive Council
 - e) Take Executive Council recommendations back to Hall Councils
 - f) Actively advocate for the needs and wants of the residents
 7. The Eco Representative shall be granted the following authority and duties:
 - a) Attend EcoRep training
 - b) Assess sustainability needs within the hall, and develop improvements

- c) Promote and encourage sustainable programing practices
- d) Implement at least one (1) program per quarter focused on sustainability and environmental justice
- e) Attend monthly Sustainability Meetings with the VP/NCC
- f) Attend the SU EcoAliance meetings and help to promote related events

8. The Hall Representative shall be granted the following authority and duties:

- a) Represent resident interests and concerns by presenting at Hall Council meetings
- b) Encourage residents to attend RHA programs

The Hall Council (HC) shall be composed of the following representatives according to the following:

Building	Number of Rep./Floor/Building	Total/Building (s)
Bellarmino	1	6
Campion	1	11
Xavier	1	3
The Neighborhood Council	1	16

B. Liaison/Advisor

1. RA Liaison(s) shall be granted the following authority and duties:
 - a) To provide helpful advice and supply HC's with the resources necessary to program, advocate and recognize their hall's residents effectively
 - b) Make sure University values are upheld by Hall Council's actions
 - c) To provide a link of communication between the RHA EC liaison, HCs and RAs of the halls

2. The Hall Council advisor shall be granted the following authority and duties:
 - a) To attend all HC meetings.
 - b) To work closely with officers to ensure that meetings are organized.
 - c) To provide leadership training for the HC.
 - d) To assist the group in interpreting University and Building policies as they relate to HC activities and programming.
 - e) To provide assistance and approval in budgetary procedures.
 - f) To assist in other procedures upon the request of the HC.
 - g) To mediate conflicts between HC members.
 - h) To serve as a liaison between the HC and the University.

3. The Executive Council Liaison shall be granted the following authority and duties:
 - a) To assist the HC RA with the role of advising.
 - b) To assist in the interpretation of University and Building policies as they relate to HC activities and programming.
 - c) To attend HC meetings throughout the year

4. General Duties
 - a) To promote RHA participation.
 - b) To act as a resource person with knowledge and experience with programming.
 - c) To attend the RHA end of the year banquet.
 - d) Work with Hall Council to plan and implement programs
 - e) Attend weekly Hall Council meetings
 - f) Promote the three pillars of RHA: Advocacy, Programming and Recognition
 - g) Attend and promote other Hall Council events
 - h)

C. The term of office shall be for one academic year.

- D. Officers may be removed from their position in a similar manner to that outlined in Article II, Section C. Officers expelled from their office are also expelled from the hall representative position. Officers shall be required to resign from their position when changing buildings.

ARTICLE IV – MEETINGS

The HC shall meet a minimum of once a week on a regularly scheduled day and time agreed upon by the HC. A quorum of fifty percent (50%) plus one (1) of the members must be present to call a meeting to order and to call for a vote. All meetings shall be open to the University unless previously announced twenty-four (24) hours before the meeting by the President. In extreme cases, the President, or a simple majority of the HC, may call a special meeting.

ARTICLE V - AMENDMENTS AND BYLAWS

Proposals for amendments shall be submitted to the RHA Assembly by any resident. After discussion, the RHA Assembly shall vote on the amendment. A two-thirds (2/3) vote shall be required to pass the proposed amendment (refer to the Residence Hall Association Bylaws, Article III).

ARTICLE VI – FUNDING

The HC will receive a percentage of the total RHA budget, to be determined annually by the RHA EC. In order to receive funding from the RHA budget, each HC must be properly represented in the RHA Assembly as outlined in the Residence Hall Association Bylaws. Each HC must submit a quarterly budget report due in the ninth week of each quarter. A copy of this must be submitted to the HC Advisor and the RHA EC Finance & Administration Chair reporting how the HC spent their money for the quarter. Funding may be available to individual floors from the HC.