

Eastern Illinois University
Residence Hall Association
Constitution

Article I: Name

Section 1: The name of this organization shall be the Residence Hall Association, hereafter referred to as RHA.

Article II: Purposes

Section 1: The purpose of RHA shall be to serve as the governing body of residence hall students through engaging students with leadership, service, and programming opportunities. RHA will advocate for a diverse community that serves all students of all backgrounds.

Section 2: RHA shall review and make recommendations upon University Housing policies and procedures and, also, act as a liaison between the administration and the residents for the betterment of the Eastern Illinois University Residence Halls.

Article III: Members

Section 1: All members must be students residing in Eastern Illinois University Residence Halls or Greek Court.

Section 2: Each building, Greek Court Council, and the National Residence Hall Honorary hereafter referred to as NRHH shall be allocated three RHA representatives of who may vote during official business. Eligible buildings are as follows: Andrews, Ford, Lawson, Lincoln, McKinney, Pemberton, Powell-Norton, Stevenson, Taylor, Thomas, Weller, and Greek Court. RHA will work with Housing and Dining to determine building eligibility and make changes accordingly.

- (a) Halls are required to send three RHA Representatives to general RHA meetings.
- (b) The official names of the RHA representatives must be submitted to the VPAF upon election.
- (c) Halls are required to have representatives in attendance at RHA meetings. RHA Representatives that have more than two unexcused absences without a proxy a semester will lose voting privileges for their hall.
- (d) A Resident Assistant or RHA executive officer may not be an RHA representative unless the Resident Assistant is a voting member of NRHH.
- (e) Each RHA Representative in attendance is a vote for the hall council. Hall councils that do not have all three representatives will have as many votes as they have representatives in attendance.
- (f) RHA Representatives may choose to serve on an RHA committee. Once the representative has committed to the committee, attendance is required unless a valid excuse is given, or a proxy is sent in their place. If there has been no attendance or a proxy has not been sent for three or more meetings, then the representative may lose voting rights.

Section 3: A proxy may be appointed if the RHA representative cannot attend a meeting. In order to gain voting privileges a proxy must:

- (a) Must be a recognized member of their respective council.
- (b) Must report to the RHA Executive Board prior to roll call stating they will serve as proxy for an individual.
- (c) The RHA VPAF will keep record within the official RHA General Assembly Minutes and attendance tracking system who the proxy is, where they live, and reason for proxying.
- (d) RHA Representatives who send a proxy may only do so up to three times a semester.

Article IV: Officers and Their Respective Responsibilities

Section 1: The executive board of RHA shall consist of the President, Vice President of Administration and Finance, Vice President of Community Engagement, Vice President of Strategic Communications, National Communications Coordinator, and Advisor(s). The line of succession for the board is President, Vice President of Administration and Finance, Vice President of Community Engagement, Vice President of Strategic Communications, National Communications Coordinator, and Advisor(s).

Section 2: The Executive Board Officers must reside in the Residence Halls or Greek Court.

Section 3: The Executive Board must not hold a formal Hall Council Executive Board position during their term of service on the RHA Executive Board.

Section 4: The Executive Board is required to attend the following meetings on a weekly basis, pending schedule and class availability:

- (a) Attend an Executive Board Meeting
- (b) Attend a weekly one on one with an Advisor
- (c) Attend the RHA General Assembly meeting

Section 5: Each Executive Officer shall maintain a minimum 2.25 grade point average. GPAs will be checked by the advisor(s) each semester in office. After one semester, if they are not in good academic standing, they will be removed from office.

Section 6: Each Executive Officer must be in good judicial standing with the University.

Section 7: When the Executive Board members vote, each individual casts a vote in a way determined by the President. In the event the Executive Board vote leads to a tie, the President will work with the Advisor(s) to determine a course of action.

Section 8: Each Executive Officer shall compose Transition Materials that shall be handed to the Position-Elect including but not limited to:

- (a) Transition Binder, which shall include:

- i. RHA Constitution
 - ii. Position Specific Materials
 - 1. Officer Responsibilities
 - iii. Transition Report
 - iv. Other items deemed necessary by the officer.
- (b) In the event that a position is left vacant after elections all transition materials shall be handed to the RHA Executive Board.

Section 9: Each Executive Officer shall have a Transition Meeting with the Position-Elect, in which the executive officer shall hand over and go over all Transition Materials and help make the transition as seamless as possible.

- (a) In the event that a position is left vacant after elections, the RHA Executive Board shall have a Transition Meeting after the position is filled.

Section 10: The **RHA President** shall:

- (a) Uphold the RHA Constitution.
- (b) Preside at all regular and special meetings.
- (c) Seek the aid of the Advisors in matters of administrative policy or any other areas as needed.
- (d) Endeavor to unify the membership.
- (e) Coordinate all RHA retreats.
- (f) The official representative and spokesperson of RHA.
- (g) Be responsible for the proposed agenda.
- (h) Determine the agenda for each meeting.
- (i) Appoint RHA members to outside committees as needed.

Section 11: The **RHA Vice President of Administration and Finance**, hereafter referred to as the **RHA VPAF** shall:

- (a) Assume the duties of the President in a time of absence or disability.
- (b) Coordinate all RHA recognition efforts.
- (c) Update, keep accurate records of, and oversee the following:
 - i. RHA finances, financial transactions, and report the RHA financial situation at meetings
 - ii. Submitted Legislation
 - iii. RHA Constitution and Bylaws
 - iv. RHA Meeting Attendance and Roll Call
 - v. Coordinate OCM (On-Campus Market) Efforts, including:
 - 1. Delivery of Care Packages and Linens
- (d) Present a budget proposal to the organization by the end of the spring semester for the upcoming fiscal year.
- (e) Coordinates the Spring leadership conference.

Section 12: The **RHA Vice President of Community Engagement**, hereafter referred to **RHA VPCE** shall:

- (a) Advocate on the behalf of RHA to ensure collaboration and engagement between RHA, Hall Councils, student organizations, departmental staff, and other residence life leaders to promote inclusivity and advocacy.
- (b) Complete the following programming duties:
 - i. Oversee RHA's programming efforts in Diversity, Equity, and Inclusion week
 - ii. Serve as the Homecoming Liaison for RHA and attend all necessary Homecoming meetings, relay information to RHA, and coordinate RHA participation in Homecoming Week
 - iii. Organize Neighborhood Week in conjunction with the Executive Board
 - iv. Ensure that RHA is participating in programming events such as community service
 - v. Any additional programming efforts as deemed necessary and approved by the Executive Board

Section 13: The **RHA Vice President of Strategic Communications**, hereafter referred to as the **RHA VPSC** shall:

- (a) Oversee all marketing and communication efforts for RHA.
- (b) Work in conjunction with all other Executive Officers to send out a weekly newsletter to all RHA Representatives.
- (c) Communicate with members about all meetings and special meetings. This includes email, online, and other forms of communication.
- (d) Coordinate with a member of the NRHH Executive Board to host and plan the RHA/NRHH Fall Leadership Conference
- (e) Oversee all social media accounts, including but not limited to:
 - i. Instagram
 - ii. Facebook
- (f) Work with advisors to keep the website updated
- (g) Maintain and update an RHA Representative Guide.
- (h) Work in conjunction with the Advisor(s) to order RHA Merchandise if needed.

Section 14: The **RHA National Communications Coordinator**, hereafter known as the **NCC**, shall:

- (a) Be the liaison between NACURH (National Association of College & University Residence Halls), GLACURH (Great Lakes Affiliate of College & University Residence Halls, and RHA.
- (b) Attend all conferences or send and train a designee in their place.
- (c) Relay information concerning the National and Regional Affiliates to RHA.
- (d) Work in conjunction with the NRHH-CC to facilitate the selection and leading of all conference delegations, bid and legislation writing and reviewing.
- (e) Act as Parliamentarian to RHA.

Section 15: The **RHA Advisor(s)** shall:

- (a) Oversee all RHA activities.
- (b) Assure that RHA adheres to Housing & University policies.
- (c)) Provide final interpretation of the Constitution.
- (d) Update the RHA website as needed.

Article V: Elections

Section 1: During elections, the highest officer as determined by the constitutional order, who is not running for another position, will preside over the meeting. If an RHA Executive Board member is unable, the Advisor(s) will consult with committee chairs or another designee to run the meeting.

Section 2: The election process shall be the following:

- (a) Candidates are strongly encouraged to submit a bid to the RHA Executive Board in a process determined by the board. The RHA Executive Board decide on deadlines as well.
 - i. The bid should include the following information:
 - 1. A profile of the candidate containing the candidate's qualifications, goals, and an "about me" section.
- (b) RHA will hold a nomination meeting as determined by the RHA Executive Board. During these meetings, candidates may nominate themselves or be nominated by another individual. The nomination must be seconded. The nomination must then be accepted by the candidate.
 - i. Candidates must submit a bid by the deadline after being nominated.
- (c) RHA will hold an election period. Those who were not nominated cannot run for a position.
- (d) If there are no candidates for a position, then individuals may bid for the position from the floor. The RHA Executive Board must notify the general assembly about open positions. Candidates that wish to be nominated for an open position are encouraged to bring a letter of intent to the elections meeting. The letter of intent can include:
 - i. Candidate experience
 - ii. Candidate goals for the position
 - iii. Candidate "about me" section
- (e) The elections meeting will follow the process below:
 - i. The Chairperson will open the floor for the first position election. The President will ask for candidates to confirm their nomination to run for the position.
 - ii. The first candidate (going in gavel order) which is President, VPCE, VPSC, and NCC. The President candidates will give a speech of no more than 10 minutes. The other candidates running for VPCE, VPSC, and NCC will give a speech for no more than 5 minutes. After each speech, the candidates will be subjected to a question-and-answer session from the general assembly for a period of 5 minutes, extendable up to two times.

iii. Following all the candidates' speeches, the general assembly will have a discussion of all candidates. The discussion may be no longer than 5 minutes, extendable of no more than two times.

1. Discussion content may only be information that was in the speech, bid, or question and answer session. No outside information may be included.

(f) To vote, someone must call to question, and it must be seconded. All votes will be cast by secret ballot. The Advisor(s) will collect and count votes.

(g) The Chairperson will announce the winner.

(h) This process will continue until all positions are filled.

(i) The RHA Executive Board may change this process as needed and at their discretion.

Section 3: Executive Term of Office

(a) Each Executive will serve for one full academic year.

(b) Elections shall occur at the end of each spring semester.

(c) Terms begin at the end of the year banquet and end at the following end of the year banquet.

Section 4: Vacancy of Executive Board Members

(a) In the event of a vacancy of any position on the Executive Board the current Executive Board in consultation with the Advisor(s) will develop a course of action within 2 weeks of the announced vacancy.

(b) The Executive Board will propose the action plan to the RHA Representatives on the RHA general assembly meeting following their decision.

(c) If the course of action is not supported by any RHA Representative(s), any objections should be overseen by the Executive Board.

Article VI: Meetings

Section 1: Regular meetings of RHA shall be held in accordance with the RHA Bylaws and Robert's Rules of Order, Newly Revised.

Section 2: Quorum shall be defined as the attendance of fifty percent plus one of the total voting members at a given meeting from the member councils of the RHA.

Section 3: Special meetings may be called by the President. Members will receive notice of the meeting from an RHA officer at least one day before the meeting.

Section 4: All meetings shall be open, and visitors shall be welcome unless two-thirds (2/3) of the members in good standing present vote to close the meeting.

(a) The members of RHA shall not vote on nor propose any legislation in closed meetings.

Article VII: Impeachment

- Section 1:** Any Executive Officer may be impeached. Proposals of impeachment against members or officers may be brought forth by any member at any time, provided that the officer or member is notified of the impeachment in writing before any public action is taken.
- Section 2:** Proposals must be submitted to the RHA Advisor(s), who will then form an ad hoc committee of no less than three RHA members, excluding the author of the proposal and the member in question.
- Section 3:** Causes for impeachment include failure to fulfill the duties of office, abuse of powers of office, misrepresentation of RHA, improper use of RHA monies, or any other actions not in keeping with the expectations of an RHA member or Executive. The committee is charged with determining if there is cause for impeachment and basing their recommendation to RHA on these criteria.
- Section 4:** After investigation, the committee must make its report at a regularly scheduled meeting.
- Section 5:** The impeachment hearing shall be the first order of business on the meeting's agenda and the meeting will be run as determined by the highest-ranking officer not under impeachment and the ad hoc committee, the vote must be tabled for a period of no less than seven days, at which time members are expected to seek the opinions of their Executive Board or Hall Council.
- (a) A two-thirds (2/3) majority vote of voting members is necessary to remove the Executive. The result is immediate.
- Section 6:** Impeachment is not necessary to remove a member who ceases to live in a residence hall or who does not meet qualifications as stated in the bylaws under Article II.

Article VIII: Methods of Revising and Amending

- Section 1:** A submitted amendment must be tabled by RHA for a period of no less than seven days, at which time members are expected to seek the opinion of their Executive Board or Hall Councils. Amendments must be ratified by a two-thirds (2/3) vote of the voting members.
- Section 2:** A submitted constitution must be tabled by RHA for a period of no less than seven days, at which time members are expected to seek the opinions of their Executive Board or Hall Councils. Revised constitutions must be ratified by a two-thirds (2/3) vote of the voting members.
- Section 3:** The Constitution and Bylaws must be reviewed by RHA at least every three years by the Executive Board.
- Section 4:** The RHA Executive board reserves the right to make friendly amendment to the RHA Constitution and Bylaws.
- (a) Friendly Amendments shall be defined as:

- i. Punctual Changes
 - ii. Grammatical Changes
- (b) Friendly Amendments should not change the content and meaning of the Constitution and Bylaws.

Article IX: RHA Conferences

Section 1: Delegate Requirements

- (a) Delegates will be chosen for conferences by a process and criteria determined by the NCC and NRHH-CC.
- (b) Delegates are required to attend all conference events including but not limited to programming sessions, social opportunities, ceremonies, etc. Absences from these events will be handled by the Advisor(s) and NCC on a case-by-case basis.
- (c) The NCC and NRHH-CC will select a delegation leader to serve as a point person for the delegates not in boardroom. The NCC and NRHH CC will create a process to select this individual. The delegation leader may not be an NCC or NRHH CC. The delegation leader responsibilities may include, but are not limited to, supporting delegates as they attend programs, keeping track of delegates, answering questions, coordinating with advisors, and helping as needed.
- (d) If a delegate is unable to attend or find a substitute, then University Housing and Dining Services will be reimbursed for the price of the conference.

Section 2: Predetermined Delegates

- (a) The RHA Executive Officers, who are officers at the time of the NACURH conference, wishing to attend the conference, shall have all costs paid by University Housing and Dining Services depending on available funds.
- (b) RHA shall accept the NRHH-CC into their delegation for the GLACURH and NACURH conferences. The NRHH Liaison shall uphold the duties as specified in the NRHH Constitution. RHA shall consider the NRHH-CC a full delegate.
- (c) The RHA Executive Board delegates to GLACURH shall be the NCC. The President and other Executive Board members are encouraged to apply to attend the conference.

Section 3: Business Meeting

- (a) RHA shall cover the full cost of the GLACURH Regional Business Conference for the NCC.

Eastern Illinois University
Residence Hall Association
Bylaws

Article I: Definition of a Residence Hall

Section 1: All University-owned or operated housing of Eastern Illinois University (excluding University Court and University Apartments) shall be considered as a Residence Hall by the Residence Hall Association.

Article II: Qualifications of Executive Officers

Section 1: Candidates for RHA offices qualify if they:

- (a) Are members of RHA at the time of their election.
- (b) Have attended greater than or equal to 2 RHA meetings, including the meeting where nominations are held. Candidates who do not meet the meeting requirement may work with the Executive Board to request approval to accommodate special circumstances.
- (c) Have a minimum cumulative grade point average of 2.25.
- (d) Candidate must be in good judicial standing with the University.
- (e) If elected, the candidate must withdraw candidacy from the alternate Resident Assistant candidate pool.

Section 2: RHA Support

- (a) Anyone seeking support from RHA for a state, regional or national position is required to have a minimum cumulative grade point average of 2.25 in order for RHA to give their support.
- (b) Anyone holding a state, regional or national position that has been given RHA support for the position must maintain a 2.25 grade point average and in good judicial standing throughout their term of office in order to keep RHA support.

Article III: Meetings

Section 1: RHA shall meet every Thursday that school is open, except during final examination week, at 5:00 p.m. unless otherwise specified by the President of RHA.

Section 2: The place of the meetings shall be determined by the RHA Executive Board.

Section 3: The time and place of any special meeting shall be determined by the President and included in the notification of the special meeting, at least 24 hours before the time of the meeting.

Article IV: Financial Records

- Section 1:** All of the financial records of this organization shall be kept in the RHA office and shall remain there unless removed from that office by the RHA VPAF or by one of the Advisor(s).
- Section 2:** No one shall be denied access to these records as long as at least one member of the RHA Executive Board is present to ensure security and understanding of these records.
- Section 3:** The RHA Fiscal Year shall run from May 1st to April 30th.
- (a) After the election of the incoming VPAF, the outgoing RHA VPAF shall work with the RHA Advisor(s) to help draft a new budget for the following fiscal year as a part of the transitioning process.
 - (b) The budget proposed from spring semester will determine the RHA budget for the following year.
 - (c) The current RHA VPAF shall present a proposed budget to the RHA General Assembly no less than two weeks until the end of the spring semester.
 - i. A two-thirds (2/3) majority vote of voting members is necessary to approve the budget.

Article V: Purchase Requests

- Section 1:** A purchase request can be put forth by any Executive Officer.
- Section 2:** All requests will need to be submitted to the RHA VPAF no later than one week before funds are needed.
- Section 3:** The process for a purchase request will be as follows:
- (a) The requesting officer will work with the RHA VPAF to determine how much money is left in the line item.
 - (b) The requesting officer will work with the Advisor(s) to get the appropriate information needed to complete the request.
 - (c) After the information is gathered the following actions will take place:
 - i. If the request is above the amount of \$50:
 - 1. The request must be put up to a vote by the RHA General Assembly
 - a. The request needs a majority vote (51%) to pass.
 - (a) If it passes, the request will go to RHA Advisor(s), and they will fulfill the request.
 - (b) If it fails, the request is not approved, and funds are not received.
 - ii. If the request is below \$50:
 - 1. The request does not need RHA General Assembly Approval.
 - 2. Goes to RHA Advisor(s) and they will work to fill the request.

Article VI: Contributions/Donations

- Section 1:** RHA shall allocate no more than one-third (1/3) of the original line item per semester specified in the budget for university affiliated support at one time.
- Section 2:** RHA shall allocate no more than one-third (1/3) of the original line item per semester specified in the budget for non-university affiliated support at one time.
- Section 3:** Allocations may occur only if:
- (a) The solicitor contacts the RHA President and fills out the proper form one week before approaching the assembly.
 - i. A two-thirds (2/3) majority vote of voting members is necessary to approve all donation requests.

Article VII: Committees

- Section 1:** Committees will be used at the chairperson's discretion. The duties of the committee(s) will be as follows but not limited to:
- (a) An executive board member will act as the chairperson for the committee
 - (b) The committee will have no more than five General Assembly members
 - (c) A committee member will give updates to the General Assembly.
 - (d) The committee will work to plan events
 - (e) Members may work with other committees on campus
- Section 2:** Outside Committees
- (a) The RHA Executive Board will appoint members to outside committees as deemed necessary, including but not limited to the Department of Housing and Dining departmental committees.

Revised summer of 2022- Amendments, Grammar, and Formatting.

Appendix

RHA Creed

Created August 2015

The Residence Hall Association is the voice of students on campus. RHA has a strong foundation in Community, Student Growth and Advocacy.

Through Community, RHA creates programs that engage students, challenge perceptions, and strengthen relationships.

Through Student Growth, RHA exposes students to new opportunities and experiences, furthering their development.

Through Advocacy, RHA speaks on behalf of campus residents. RHA voices community needs, shares concerns, and influences change for these students.

As an organization on campus with a large student population to serve, RHA believes in this foundation to truly personalize the residential experience for every student that crosses our path.

We are not just another student organization. Together, we reach for a common goal and bring students together by investing in them.

We are the heart of our communities. We are their leaders, followers, visions, and passions. The residential experience is not simply mine or yours, together, it is ours.