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: Purpose  
Section 1: The purpose of RHA shall be: to deal with matters of mutual interest to the member councils; to coordinate the joint activities of the member councils; to act as a mediating body for member councils; and to act as an advocate for the councils and their members.  
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.  
Section 3: RHA will support fundraising efforts and promote awareness of all University Housing and Dining leadership scholarships.

Article III: Members  
Section 1: All must reside 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, Carman, Douglas, Ford, Lawson, Lincoln, McKinney, Pemberton, Stevenson, Taylor, Thomas, Weller and Greek Court.  
(a) Each of the three RHA Representatives must be determined at the beginning of each semester by the governing council of their building in which they reside.  
(b) The official names of the RHA representatives must be submitted by the governing bodies they represent to the RHA secretary prior to the third week of the current semester.  
(c) An RHA Representative may hold an executive board position in his or her council in addition to the RHA representative title.  
(d) A Resident Assistant or RHA executive officer may not be a RHA representative unless the Resident Assistant is a voting member for NRHH  
(e) All RHA Representatives should attend the RHA meetings or send a proxy in his or her place.  
(f) All RHA Representatives are required to serve on one RHA committee, or face suspension of voting privileges, with review of the Committee chair, RHA Executive board, and RHA advisor. The suspension of voting privileges shall occur in the event that a committee member has three unexcused absences in a semester.  
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 his or her respective council.  
(b) Individual intending to proxy for a RHA Representative must report to the RHA secretary prior to roll call stating they will serve as proxy for an individual  
(c) The RHA Secretary 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
**Article IV: Officers & Their Respective Responsibilities**

**Section 1:** The executive board of RHA shall consist of the President, Vice President, Secretary, Treasurer, National Communications Coordinator, and Advisor(s).

(a) The Executive Board must reside in the Residence Halls or Greek Court.

(b) The Executive Board must not hold a formal Hall Council Executive Board position during their term of service on the RHA Executive Board.

(c) The Executive Board is required to dedicate at least one hour per week to work related to RHA business as monitored by the RHA President and Advisors.

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

**Section 2:** The 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) Be the official representative and spokesperson of RHA.

(f) Be responsible for the proposed agenda.

(g) Determine the agenda for each meeting.

(h) Appoint RHA members to outside committees as needed.

(i) Attend all conferences.

**Section 3:** The Vice President shall:

(a) Assume the duties of the President in time of absence or disability.

(b) Serve as ex-officio chairperson of all committees.

(c) Keep the Constitution and Bylaws up to date.

(d) Appoint chairpersons and members of all committees with the assistance of the Executive Board.

(e) Keep an accurate file of all committee reports.

(f) Appoint Assistant Vice President in times of need to:

   (i) Perform and assist duties of committee chairpersons and the current vice president to fulfill committee obligations.

**Section 4:** The National Communications Coordinator/Illinois Communications Coordinator, hereafter known as NCC/ICC, shall:

(a) Be the liaison between NACURH (National Association of College & University Residence Halls), GLACURH (Great Lakes Affiliate of College & University Residence Halls), IRHA (Illinois Residence Hall Association), and RHA.

(b) Attend all conferences or send and train a designee in their place.

(c) Relay information concerning the National, Regional, and Subregional Affiliates to RHA.

(d) Organize all affiliation materials as deemed required for affiliation by NACURH, GLACURH and IRHA; including but not limited to facilitating dues payment and report submission.

(e) Work in conjunction with the NRHH CC to facilitate the selection and leading of all conference delegations, Of the Month submissions, bid and legislation writing and reviewing.

(f) Act as Parliamentarian to RHA.
Section 5: The Secretary shall:
(a) Notify all members of all regular and special meetings.
(b) Keep accurate file of all correspondence.
(c) Call the roll and keep accurate record of the attendance at all regular and special meetings.
(d) Take minute’s at all regular and special meetings.
(e) Keep an accurate file of all submitted legislation.
(f) The Secretary shall be in charge of coordinating the RHA Retreats.

Section 6: The Treasurer shall:
(a) Keep an accurate file of RHA’s transactions.
(b) Report to each regular meeting the financial situation of RHA.
(c) Make financial transactions for RHA with the President’s approval.
(d) Present a budget proposal to the organization by the end of the fall semester for the upcoming fiscal year.
(e) Coordinate and be responsible for distribution of all On Campus Marketing fundraising efforts.
(f) Serve as the Homecoming Liaison for RHA including attending all necessary homecoming meetings, relaying information to RHA Representative and coordinating participation in Homecoming Week activities.

Section 7: The Advisors shall:
(a) Oversee all RHA activities.
(b) Assure that RHA adheres to Housing & University policy.
(c) Provide final interpretation of the Constitution.

Section 8: Each Executive votes only in the case of a tie, with the exception of the President, who shall vote only if there is a tie within the Executive vote.

Article V: Elections
Section 1: During elections, the highest officer as determined by their constitutional order, not running for another position will preside over the meeting.

Section 2: The nominees of the election shall:
(a) Submit an application to run to the RHA mailbox or RHA advisor
   a. The application will be due the Friday before nominations begin.
   b. The application will be updated yearly by the President of RHA.
(b) Nominations:
   a. Applicants will be nominated one week prior to elections.
   b. Nominations may be done from the floor up to the day of elections only for positions that have not been applied for.
(c) Create a candidate profile describing their goals and qualifications for the office.
   a. The profile shall be two pages in length:
      i. Page one will be a profile of the candidate containing the candidates qualifications, goals, and an about me section.
      ii. Page two will be a letter of recommendation written by a member of housing professional staff, student staff, or other advisor/faculty members.
      iii. All materials are due by a time specified by the current RHA executive board.
(d) Give a speech no longer than three minutes in length.
(e) Speak in an order as determined by the President.
(f) Will submit to a question and answer period from the General Assembly not to exceed five minutes in length or as determined by the President.
(g) A five minute discussion period will be held after all candidates for the specified position have spoken
(h) Shall remain out of the assembly during the speeches and questions of other candidates.

Section 2: 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 3: 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 1 week of the announced vacancy
(b) The Executive Board will propose the action plan to the RHA Representatives for approval
(c) If the course of action is not approved the Executive Board will work with the RHA Representatives to come up with an appropriate course of action

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 Residence Hall Association
Section 3: Special meetings may be called by the President. Each member will receive a written notice of the meeting at the address on file with the Secretary or be informed directly by an 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.
Section 5: The members of RHA shall not vote on nor propose any legislation in closed meetings.

Article VII: Impeachment
Section 1: Any executive 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, 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.

Section 6: A two-thirds (2/3) majority vote of voting members is necessary to remove the Executive. The result is immediate.

Section 7: 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 Amending
Section 1: A submitted amendment must be tabled by RHA for a period of not less than seven days, at which time members are expected to seek the opinion of their Executive/Hall Councils. Amendments must be ratified by three-fourths (3/4) vote of the voting members.

Article IX: RHA Conferences
Section 1: Delegate Requirements
(a) Delegates will be chosen for conferences by a process and criteria determined by the NCC/ICC 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 and NCC/ICC on a case by case basis.
(c) 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: Pre-determined 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, IRHA, 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/ICC and the President. The cost for the NCC/ICC and the President shall be paid in full by RHA.

Section 3: Business Meetings
(a) RHA shall cover the full cost of the Regional No Frills Business Meeting, IRHA Spring Retreat, IRHA Winter Business Meeting and the IRHA Semi Annual Meeting for the NCC/ICC and NCC/ICC-Elect (if applicable).

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 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 3 RHA meetings, including the meeting where nominations are held.
(c) Have a minimum cumulative grade point average of 2.25.
(d) If elected, 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 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.

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 Treasurer or by one of the Advisors.  
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 January 1st to December 31st.  
(a) After the election of the incoming RHA treasurer, the outgoing RHA treasurer shall work with the RHA advisor to help draft a new budget for the following fiscal year as a part of the transitioning process.  
(b) This budget will be a starting block for the budget proposed at the end of the fall semester.  
(c) The current RHA Treasurer shall present a proposed budget to the RHA General Assembly no less than two weeks until the end of the fall semester.  
(d) A two-thirds (2/3) majority vote of voting members is necessary to approve the budget.

Article V: 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 from the RHA Treasurer, one week before approaching the assembly.  
(b) The Treasurer must be presented with a written statement detailing where the money will be, along with any and all receipts.  
(c) A two-thirds (2/3) majority vote of voting members is necessary to approve all donation requests.

Article VI: Committees  
Section 1: Committee’s duties are given below. Subcommittees may be formed at the chairperson’s discretion.  
(a) Committee Chairs must submit an attendance sheet of all present and absent committee members for each meeting held to the Vice President.
(b) Committee Chairs shall keep accurate financial records of all transactions and submit them to the RHA President and Treasurer by the last Thursday of every month.

(c) The suspension of voting rights shall occur in the event that a committee member misses more than one-third (1/3) of committee meetings due to unexcused absences in a semester.

(d) Voting rights will be reinstated as determined by the RHA Executive Board on a case-by-case basis. Any appeals on this decision will be reviewed by the RHA Advisors.

(e) Committees shall be made up of RHA reps and Hall Council members.

(f) Committee chairs must be currently or have been an RHA representative and be elected based on the procedures for RHA Executive board members.

(g) Committee must have bi-weekly meetings that must be scheduled by the third RHA meeting of the year.

(h) On weeks the committees do not meet, they must give a report at RHA on their meetings.

(i) All events must be planned a month before the event is to take place.

Section 2: Ad Hoc Committees shall:

(a) Have a specific mission.

(b) Exist for a designated period of time as designated by the RHA Vice-President.

(c) Not infringe on the duties of another committee.

Section 3: The Programming Committee shall:

(a) Be a source of academic, diversity, and social programming ideas for RHA.

(b) Work with the Executive Board on the planning, organization, and implementation of special events and programs for RHA, including but not limited to:

   i. Kids and Friends Weekend
      1. Committee members shall create a theme for Kids and Friends weekend and work to incorporate the theme into all weekend events.
      2. The Committee shall act as a task force that leads the RHA sponsored weekend event.

Section 4: The Social Justice and Diversity Committee shall:

(a) Bring awareness to pertinent campus issues surrounding social justice and diversity.

(b) Work with the Executive Board on the planning, organization, and implementation of special events and programs for RHA, including but not limited to:

   i. The Tunnel of Oppression
      1. The Committee shall work with the Housing Social Justice, Diversity and Community Engagement Committee and create experiences with the aim of bringing awareness to diverse groups of people.
      2. Act as liaison between the Tunnel of Oppression Committee and RHA
      3. The Committee shall act as a task force to keep all the Halls informed about The Tunnel of Oppression and aid in the individual halls contributions when needed.

   ii. Social Justice and Diversity Week
      1. The Committee shall act as a task force to unite other Registered Student Organizations in the common goal of coming together to during Social Justice and Diversity Week.
      2. The Committee shall plan and execute the RHA sponsored event for
Social Justice and Diversity Week.
3. This includes the writing on the wall program as well as daily events for the week.

(c) The committee chairperson shall serve as a student member on the University Housing and Dining Services Social Justice, Diversity and Community Engagement Committee.

Section 5: Community Service Committee shall:
(a) Organize service activities each semester for various charities and other community groups.
(b) Provide councils and general assembly with opportunities to participate in at least one community service activity each semester.
(c) Spring Program Event
   i. The Committee shall aid in the creation of a theme for the Spring Program Event.
   ii. The Committee shall act as a task force in the execution of the weeklong event.

Section 6: Outside Committees
(a) The RHA Vice President will appoint members to outside committees as deemed necessary, including but not limited to the Department of Housing and Dining departmental committees