CONSTITUTION OF THE RESIDENCE HALL ASSOCIATION
UNIVERSITY OF NEBRASKA AT KEARNEY

Article I-Name
The name of this organization shall be the Residence Hall Association (RHA).

Article II-Purposes
The purposes of this organization shall be:
Section A. To act as the representative governing body for the residence halls.

Section B. To promote a positive on-campus living environment.

Section C. To promote intra- and inter-residence hall programming.

Section D. To facilitate communication between residence halls, other campus organizations and regional and national affiliations by serving as a point of contact.

Section E. To support and sponsor programs and events between residence halls and campus organizations.

Section F. To address and represent the entire residence hall system (as a unit) in determining issues and concerns affecting residence hall life.

Article III-Membership

Section A. The membership of this organization shall consist of two elected voting representatives, the Vice President and RHA Representative from each hall. Other members of the Residence Halls are welcome to attend meetings at any point throughout the year as non-voting members.

Section B. Qualifications:
1. A member must be enrolled at the University of Nebraska at Kearney (UNK), must be an occupant of the UNK residence hall system, and must be in good academic and disciplinary standing at the university.

2. Membership shall be in accordance with the University of Nebraska at Kearney non-discriminatory policy.

Section C. Election of Representatives: The Representatives (Vice President/RHA Rep.) must be elected by each residence hall at the beginning of the year Community Assembly Executive board elections by a majority vote.
Section D. Responsibilities of Members:

1. To attend, participate, and be on time to all general RHA meetings.

2. To participate in at least one standing RHA committee, which includes doing outside work and attending committee scheduled meetings.

3. To inform and represent their individual residence hall regarding RHA and residence hall issues and activities.

4. To work at all RHA-facilitated events under the direction of the respective Executive Board member. If unable to attend, the member must inform an executive member of his or her absence prior to the event.

Section E. Loss of Voting and Requesting Funds Privileges:

1. Each Hall is allowed two votes-One from each voting delegate (Vice President and RHA Rep.)

2. A Residence Hall that acquires three unexcused absences at RHA meetings or events will lose one vote. At this point the hall is unable to request funds for the duration of the respective semester. If four unexcused absences are acquired, the hall loses both of its votes. Two tardies to meetings/events counts as one absence.

3. An excused absence must be brought up 24 hours prior to the event. Any excuse given after this time is at the discretion of the Secretary/Treasurer whether to allow or not.

4. If a Hall is not present for a Request for Funds presentation, the Representatives of that Hall will be unable to receive feedback from their Community Assembly. Therefore, they must abstain from the vote on that Request.

Section F. Dismissal of Representatives:

1. A representative shall be dismissed from his/her position if the he/she accrues three unexcused absences from regular sessions per semester. An excused absence must be reported to an executive board member before the general assembly meeting. Absences deemed excusable are at the discretion of the secretary/treasurer executive board.
   a. Regular sessions includes RHA sponsored events, weekly meetings, and committee responsibilities.

2. When a representative’s position is vacated, it shall be the duty of the Community Assembly of each residence hall to appoint or elect a replacement. The Hall Director will be responsible for appointing replacement representatives from the Greek chapter houses.
Article IV-Executive Board

Section A. The Executive Board of the organization shall be:

1. President
2. Vice President
3. Secretary/Treasurer
4. Programming Chair
5. National Communications Coordinator (NCC)
6. National Communications Coordinator In-Training (NCC-IT) (Spring Semester)

Section B. Qualifications

1. An Executive Board member must be enrolled full-time at the University of Nebraska Kearney, must be an occupant of the UNK residence hall system, and must be in good academic and disciplinary standing at the university. Each Executive Board Member must maintain minimum cumulative grade point average of 2.5 on a 4.0 scale. Each executive board member will be required to submit their grades to the RHA Advisor by the first day of classes of each semester.

2. An Executive Board member shall not hold an executive board position in their hall’s Community Assembly excluding the NRHH President.

3. The President of the Residence Hall Association shall not serve on the executive board in Student Government or as a President of a Sorority/Fraternity on campus. If the President desires an executive position in another campus organization, he or she must obtain approval from the RHA advisor prior to seeking that position.

Section C. Election of the Executive Board

1. Term of Office: The officers shall serve a term of one full academic year beginning in the fall semester following election.

2. Nomination Procedures: Members of the RHA delegation may declare candidacy or nominate others (both in and not in delegation) for executive board elections. Candidates/Nominees for all executive offices must fill out an application. All applications will be completed one week prior to the elections and turned into the Residence Life RHA Staff Advisor.

3. Election Procedures: The positions listed above, excluding the National Communications Coordinator, shall be elected at the end of the spring semester proceeding the term of office. The National Communications Coordinator shall
be elected at the end of the fall semester proceeding the term of office, and shall serve as the National Communications Coordinator In-Training until he or she assumes the office of National Communications Coordinator at the next NACURH. The elections shall be held by secret ballot of voting membership. The candidates receiving the plurality vote shall assume their respective offices. To maintain fairness of the elections and voting procedures, the RHA Advisors will be responsible for conducting the elections process.

4. Election Process: At the beginning of the spring semester the Advisors shall set the election schedule, which can be no later than 3 weeks prior to the end of the Spring Semester.

5. Voting Procedures: Each delegate receives one vote for each office election. Tabulation of the votes will be done by the RHA Advisors. A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the candidate(s) receiving the least number of votes is/are dropped and another ballot is taken. This procedure continues until one candidate achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked. When balloting is declared deadlocked, the Advisors will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, the president shall cast the tie breaking vote to achieve a majority and declare a candidate elected. Quorum for voting on such elections requires two-thirds of the RHA delegation to be in attendance.

Section D. General Responsibilities of the Executive Board:

1. To attend all executive board and organizational meetings.

2. To perform all other duties assigned by the organization.

3. To be non-voting members.

4. To maintain the minimum office hour per week (one hour for the Vice President, Programming Chair, Secretary/Treasurer, and NCC or two hours for the President)

5. To attend all Community Assembly meetings in the hall for which they reside. If scheduling conflicts occur, an arrangement shall be made between the RHA executive board and the affected Community Assembly.

6. To head and attend assigned RHA -committee meetings.

Section E. Specific Duties of Executive Officers

1. President
a. To preside at and execute all general assembly meetings of the organization.

b. To coordinate all executive board meetings.

c. To calendar all meetings of organization.

d. To vote ONLY in the case of a tie.

e. To chair the Constitution and Bylaws Committee.

f. To reserve the right to appoint a Parliamentarian during his or her term of office.
   i. The Parliamentarian shall not be a voting member of the delegation or a member of the executive board.
   iii. The Parliamentarian shall organize one parliamentary procedure workshop per semester.

g. To attend the MACURH Regional Conference

2. Vice President
   a. To act as a President Pro Temp in the absence of the President

   b. To chair the Public Relations Committee

   c. To assist the Programming Chair with their duties (event planning, advertisements, etc.)

   d. To coordinate files and records of all events.

   e. To authorize parliamentary procedure in the absence of the Parliamentarian.

   f. To attend all Student Government cabinet meetings and report to RHA on Student Government activities, which includes acting as a liaison between the two organizations.

   g. To organize the Student Body Presidential question and answer forum prior to the Student Government Elections each year.

   h. To coordinate/run the beginning of the year delegation retreat.

   i. To coordinate/run the end of the year recognition event.

3. Secretary/Treasurer
   a. To record and distribute minutes and agendas of all meetings.
b. To record and enforce attendance

c. To present an up to date copy of the budget to the Executive board at the beginning of every month

d. To be responsible for RHA correspondence

e. To coordinate the payment of the organization’s authorized bills

f. To report the financial status of the organization at each meeting.

g. To compile the organization’s budget.

h. To be responsible for Request for Funds and Follow-up forms.

i. To compile a monthly financial summary for the RHA advisor

j. To chair the fundraising committee

k. To coordinate and maintain a scrapbook containing pictures and information dealing with RHA activities

4. Programming Chair

   a. To organize all programming events facilitated by RHA.

   b. To conduct meetings (separate from RHA to plan RHA facilitated events.)

   c. To coordinate publicity for events with the help of the Vice President.

   d. To keep files of all events.

   e. To chair the Programming Committee.

   f. To attend all MACURH Regional Conferences and No Frills Conference as a voting member in the Programming Communications Coordinator (PCC) Boardroom.

5. National Communications Coordinator (NCC)

   a. To serve as a representative and liaison between the UNK RHA and state, regional, and national affiliates.

   b. To attend all required business meetings: Midwest Affiliate of College and University Residence Halls (MACURH), NO FRILLS, and National Affiliate of College and University Residence Halls (NACURH) as funding allows.
c. To coordinate delegations for MACURH and No Frills

d. Report to UNK RHA regarding state, regional, and national information and activities.

f. To coordinate and facilitate the writing of bids for regional awards.

g. To maintain affiliation status with NACURH.

6. National Communications Coordinator In-Training (NCC-IT)-If Applicable

a. To assist the NCC in the performance of his or her duties.

b. To attend required NO FRILLS and NACURH business meetings.

c. To coordinate a delegation for NACURH Annual Conference

d. To compile and write a report for NACURH Information Center

e. This position shall be in effect only during the spring semester.

f. The NCC-IT shall assume full NCC duties at NACURH.

Section F. Dismissal of Executive Board Members: Representatives who are dissatisfied with the way in which an officer is conducting himself/herself or their responsibilities may voice a complaint by submitting in writing the cause of failure of the officer to the Executive Board and the organization’s advisor(s). Should the need for an impeachment arise, the following guidelines shall be followed:

1. The complaint must be submitted in writing to the charged officer and Executive Board Members and advisors at least 24 hours in advance of submitting the complaint to the general membership.

2. The charged officer will be given the opportunity to defend himself/herself to the general membership. At that time, the general delegation will decide whether impeachment proceedings are necessary by a vote.

3. RHA may then drop the charges; may ask for the officer’s resignation; or initiate dismissal proceedings by:

   a. Mailing to each representative a written statement of the charge, and notice of the voting one week prior to the vote.

   b. Requiring a two-thirds majority of active voting membership for impeachment by those voting.
Article V - Advisors

Section A. Duties

1. To be responsive to the organization’s needs.

2. To be familiar with and serve as a resource for University facilities, services and procedures, which affect the activities of the group.

3. To be a custodian of all records, files and financial accounts for the organization.

4. To audit the RHA checkbook on a monthly basis.

5. To hold one-on-one meetings with assigned executive board members each week.

Section B. Appointment: The advisors will be chosen by Residence. All recommendations and/or complaints about the advisors must be made to Residence.

Article VI - National Residence Hall Honorary

Section A. The Big Blue Chapter of NRHH shall operate as its own organization and be recognized by the Residence Hall Association.

Section B. The President of NRHH or otherwise appointed representative shall attend at least two RHA meetings every month to give an update to the RHA delegation of NRHH chapter happenings.

Section C. The NRHH President shall have access to the RHA office for the purpose of conducting NRHH related business.

Section D. The Residence Hall Association shall allocate a portion of their budget to NRHH based on their needs for that academic year.

Article VII - Complaints

Section A. Complaints about general delegation members:

1. Complaints shall be submitted in writing to the President to be dealt with accordingly.

2. The complaint should include complete, factual, non-biased information.

Section B. Complaints regarding committees:

1. Complaints shall be submitted in writing to the Vice President to be dealt with accordingly.

2. The complaint should include complete, factual, non-biased information.
Section C. Complaints regarding Executive Board members:

1. Complaints shall be submitted in writing to the advisors to be dealt with accordingly.

2. The complaint should include complete, factual, non-biased information.

Article VII-Committees

Section A. There shall be four standing committees:

1. Constitution/By-laws/Legislation and Fundraising: The purpose of this committee is to address any issues, concerns, drafts, or revisions of the RHA governing documents (the Constitution and By-Laws) under the direction of the President. This committee also delivers our fundraising care packages through the academic year.

2. Public Relations: The purpose of this committee is to work toward promoting RHA on UNK’s campus as well as advertising for events and programs that RHA is sponsoring under the direction of the Vice President.

3. Programming: The purpose of this committee is to work on organizing details of programs and other RHA sponsored events under the direction of the Programming Chair as well as working with the Public Relations committee to put forth advertising and promotion.

4. Sustainability Committee: This committee will help keep the campus updated on the process of sustainability and creating new more efficient ways to conserve energy. This committee will be chaired by the Secretary/Treasurer.

5. The Executive Board shall be responsible for deciding which representatives are placed on the four committees each year.

Section B. Additional committees may be formed or abolished as deemed necessary by the Executive Board or general membership and must include at least six members of the voting delegation.

Article IX-Meetings

Section A. Regular meeting time and place shall be established by the Executive Board to be determined at the end of each academic year.

Section B. Procedure in meeting not covered in the constitution is governed by Robert’s Rules of Order (Newly Revised).

Section C. Simple majority of the voting representatives constitutes a quorum.

Article X-Finance
Section A. A minimum budget shall be set up and supported by each hall represented by RHA. The money shall be made available to RHA from each individual residence hall’s revenue fund account.

Section B. The amount of the social fee to be collected from the residence hall residents shall be set by the Office of Residence Life.

Section C. All expenditures are authorized by the organization and accounted for by the Treasurer.

Section D. The RHA checkbook shall be kept in the possession of the RHA Advisor, with transaction records turned over to the RHA Treasurer on a regular basis for budget recording.

Article XI-Request for Funds

Section A. The funds must be used for activities held by the residence halls or on-campus student organizations, open to all campus, and for the benefit of students on campus. Inappropriate requests for funds include requests for donations, requests for money that is used in an inappropriate way (i.e.: donations, activities against university policies or state and federal law), or to reimburse the organization after the event has taken place.

Section B. All requests for RHA funding must follow the following procedures:

1. **Type the Request for Funds Form.** All lines must be filled out.

2. 4 weeks prior to the event - Send a copy of the Request for Funds Form, and a current semester Hall budget to the RHA Treasurer by the Friday before the next Executive meeting (the following Tuesday) via email (rha@lopers.unk.edu) or the RHA office in the student union office 142 C.

3. 3 weeks prior to the event - attend the RHA meeting.

4. 2 weeks prior to the event RHA Delegation Votes on Request.

5. During the event the RHA banner must be displayed or the group will have to return half of the amount they received from RHA.

6. 1 week AFTER the event – turn in a copy of the Request for Funds Follow up Form to the RHA Treasurer. If this form is not turned in your hall will lose their voting privileges and the ability to reapply for funds until this form is turned in.

Section C. Money that is left over from an event or not used as outlined in the original request for funds that was filled out must be returned to the Residence Hall Association along with all receipts.

Article XII-Amendments to the Constitution
Section A. The Constitution shall be amended by written petition to the Constitution/By-Laws committee and shall be submitted to the residence hall Community Assemblies for approval by 2/3 vote of those governments.

Section B. Upon passage by the Community Assemblies, the amendment must be approved by 2/3 of the voting membership of the RHA delegation.

Section C. Upon passage by the residence hall governments, it shall be submitted to Student Senate for approval by ¾ vote of its senators.

Section D. Amendments to this constitution become effective upon approval of RHA, the hall Community Assemblies, and the Student Government.

Article XIII-Ratification

This constitution shall go into effect upon approval of 2/3 of the residence halls