

Constitution and Bylaws for the
Residence Hall Association
of the University of Southern Mississippi



Last Revised: August 2025

Article I: Structure

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

Article II: Purpose & Slogan

Section 1: The purpose of RHA shall be to review and make recommendations regarding Residence Life policies and procedures and serve as a liaison between residents and the administration. RHA shall also be charged to provide and encourage programs and services for students living on campus, evaluate the needs and opinions of residence hall students, and to develop student leaders.

Section 2: The slogan of RHA shall be: *Living. Learning. Leading.*

Article III: Membership

Section 1: All students living on-campus shall be deemed members of the RHA and shall be represented through their respective Hall Representatives. The number of Hall Representatives shall be based on the number of applicants that are deemed eligible for active membership.

- a. As this is a student organization, all students are permitted to attend all RHA events. However, as stated above, only residents who live on camps can be considered actual members of the Residence Hall Association.

Section 2: All Hall Representatives are considered voting delegates of RHA.

Article IV: Meetings

Section 1: RHA shall meet in the RHA Center when school is in session during the Fall and Spring Semesters with days and times being at the discretion of advisors and executive board.

Section 2: Regular meetings of RHA will operate in accordance with the RHA Constitution and *Robert's Rules of Order Newly Revised*.

Section 3: The President of RHA reserves the right to call special meetings.

Section 4: All General Body meetings are open to the public and visitors are welcome. Contrarily, all Executive Board meetings are closed. During a closed meeting, only the

Executive Board, RHA Advisors, and Hall Representatives (if needed), are allowed to be in the meeting. No visitors or guests shall be allowed in a meeting during a closed session.

Section 5: The minutes of any general meeting shall be made available to the public by the Director of Administration through the RHA Website or any form of communication if deemed necessary.

Section 6: The President and/or Advisor(s) reserves the right to ask any unorderly attendees to leave a meeting or event.

Article V: Voting

Section 1: The members shall not vote on or propose any legislation in a closed meeting unless stated otherwise by the Executive Board or Advisory Board.

Section 2: Each voting member shall hold the right to one (1) vote per matter within RHA.

Section 3: In the matter of a tie, the Executive Board (excluding the President) shall cast their votes. If a consensus is not reached following the votes by the Executive Board, the President shall then cast his/her vote to reach a final decision.

Section 4: All voting members must reside in the hall they represent.

Article VII: Executive Board

Section 1: The Executive Board shall consist of the President, National Communications Coordinator, National Residence Hall Honorary President, Director of Administration, Director of Finance, and Director of Marketing & Programming.

Section 2: Responsibilities of the President:

- a. Preside over monthly RHA general body meetings.
- b. Preside over all Executive Board Meetings.
- c. Attend regular meetings with the RHA Advisors, weekly or as needed.
- d. Reserve the right to call a special meeting for RHA when necessary.
- e. Uphold the Constitution and present any proposed changes to the Executive Board and Advisors for approval.
- f. Work with the RHA Advisors on the coordination of all training efforts.
- g. Shall have the power of the veto.

- h. Serves as the official representative and spokesperson for the organization and serves as a role model for RHA members.
- i. Prepare and attend an Executive Board retreat to coordinate the coming fall and spring semesters' goals and activities.
- j. Endeavor to unify the organization.
- k. Provide leadership and supervision for the Executive Board.
- l. Maintain a positive working relationship with RHA Advisors, Executive Board, Hall Representatives, and general body members.
- m. Develop recognition of RHA members with the National Communications Coordinator.
- n. Oversee the recruitment and training of Hall Representatives for each semester.
- o. Inform Hall Representatives when two meetings have been missed.
- p. Maintain four (4) office hours per week utilized in the best interest of RHA.
- q. Attend weekly Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the advisors. Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and the revocation of the Residence Life Housing Scholarship.
- r. Create an agenda for all RHA and Executive Board meetings with direction from the Advisors and Executive Board.
- s. Assemble and update the RHA roster of all active and engaged members and distribute accordingly.

Section 3: Responsibilities of the National Communications Coordinator:

- a. Correspond with State, Regional, and National Residence Hall Associations and universities affiliated, or non-affiliated, with State, Regional, and National Residence Hall Associations.
- b. Prepare, organize delegations, and attend SAACURH and NACURH Conferences (Work with advisors on conference selection, conference preparation, travel arrangements, registration, etc.)
- c. Act as a Parliamentarian to RHA.
- d. Coordinate bid process for state and regional conferences.
- e. Provide support for Hall Representatives and Executive Board.
- f. Update the Constitution and educate members about constitutional procedures.
- g. Maintain a positive and working relationship with Hall Representatives, Executive Board, RHA Advisors, and committee members.
- h. Maintain attendance records of the Executive Board
- i. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the President and/or the Advisor (s). Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and revoking of the Residence Life Housing Scholarship.

- j. Attend an executive board retreat to coordinate the coming fall and spring semester's goals and activities.
- k. Endeavor to improve and promote RHA.
- l. Assist in the recruitment and training of RHA Hall Representatives for the fall and spring semesters.
- m. Maintain four (4) office hours per week utilized in the best interest of RHA.
- n. Attend regular meetings with the RHA Advisors, scheduled as needed based on season.

Section 4: Responsibilities of the National Residence Hall Honorary President:

- a. Shall adhere to the responsibilities of the President listed in the National Residence Hall Honorary Constitution.
- b. Maintain a positive and working relationship with Hall Representatives, Executive Board, RHA Advisor, and committee members.
- c. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the President and/or the Advisor(s). Failure to receive consent before an absence may result in immediate probation; on the second occurrence, removal from the Residence Hall Association Executive Board and further action by the National Residence Hall Honorary Advisor(s) may be suggested.
- d. Endeavor to improve and promote RHA alongside the National Residence Hall Honorary.
- e. Coordinate recognition efforts of RHA members with the President.
- f. Attend an Executive Board Retreat to coordinate the coming fall and spring semester's goals and activities.
- g. Adhere to the agreed upon care package system in coordination with RHA

Section 5: Responsibilities of the Director of Administration:

- a. Record minutes at all General Body, Executive Board, and all other special meetings.
- b. Coordinate RHA Center Reservations to include processing all reservation requests, confirming requests with various parties, and monitoring center usage.
- c. Maintain all RHA files to include minutes, room reservations and signage requests.
- d. Maintain a positive working relationship with Hall Representatives, Executive Board, RHA Advisors, and committee members.
- e. Maintain individual attendance records for all RHA General Body Members and Executive Members
- f. Manage all RHA office operations.
- g. Provide directions to the Executive Board and RHA members in RHA Center usage and Center improvements
- h. Monitor supplies for RHA on a bi-weekly basis – coordinate with Director of Finance to purchase supplies as needed.

- i. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the President and/or the Advisor. Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and revoking of the Residence Life Housing Scholarship.
- j. Attend an Executive Board retreat to coordinate the coming fall and spring semester's goals and activities.
- k. Endeavor to improve and promote RHA.
- l. Assist in the recruitment and training of Hall Representatives for the fall and spring semesters.
- m. Maintain four (4) office hours per week utilized in the best interest of RHA.
- n. Attend regular meetings with the RHA Advisors monthly or as needed.

Section 6: Responsibilities of the Director for Finance:

- a. Work with Advisor(s) to inventory, organize, and manage the distribution of Care Packages.
- b. Maintain accurate, timely records of all transactions regarding RHA funds and be able to produce these at the request of any RHA Executive Board member or Advisor.
- c. Report financial status of RHA to its members at all meetings.
- d. Coordinate all fund-raising efforts – evaluate the strengths and limitations of fundraising efforts and report evaluations to the Executive Board and RHA Advisors
- e. Research fundraising opportunities – make recommendations for future fundraising ideas based upon this research.
- f. Assume responsibility for all financial activities of RHA.
- g. Coordinate with the Director of Marketing and Programming for outreach to outside entities (i.e. Catering, Union Complex, Local Businesses).
- h. Attend weekly Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the President and/or the Advisor. Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and revoking of the Residence Life Scholarship.
- i. Attend an Executive Board retreat to coordinate the coming fall and spring semester's goals and activities. Endeavor to improve and promote RHA.
- j. Maintain a positive and working relationship with Hall Representatives, Executive Board, and RHA Advisors.
- k. Assist in the recruitment and training of Hall Representatives for the fall and spring semesters.
- l. Maintain four (4) office hours per week utilized in the best interest of RHA.
- m. Attend regular meetings with the RHA Advisors monthly or as needed.

Section 7: Responsibilities of the Director of Marketing & Programming:

- a. Coordinate marketing efforts for all RHA functions and events through on-campus resources.
- b. Review and improve all RHA correspondence and publicity.
- c. Promote the participation of the hall in RHA and its activities.
- d. Serve as head of RHA Social Media Management (i.e. Instagram and Eagle Hub)
- e. Responsible for press releases for events and other RHA activities with guidance from the Residence Life Manager of Marketing Services.
- f. Coordinate with the Director of Finance for outreach to outside entities (i.e. Catering, Union Complex, Local Businesses).
- g. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the President and/or the Advisor. Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and revoking of the Residence Life Scholarship.
- h. Attend an Executive Board retreat to coordinate the coming fall and spring semester's goals and activities.
- i. Endeavor to improve and promote RHA.
- j. Maintain a positive and working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.
- k. Assist in the recruitment and training of RHA Representatives for the fall and spring semesters.
- l. Maintain four (4) office hours per week utilized in the best interest of RHA.
- m. Attend regular weekly meetings with the RHA Advisors.

Section 8: Qualifications of all Executive Board Members:

- a. Be a member of RHA for one (1) full semester preceding the selection process. Those seeking the presidency shall have served one (1) semester preceding the selection process as a member of the Executive Board. In the instance that no current executive board member seeks to assume presidency, the National Communications Coordinator will serve as the Interim President until a qualified candidate is found.
- b. Maintain a **2.75 cumulative GPA**. If an executive board member falls below the GPA requirement, he or she will remain on the board with scholarship, but on a probation period and will be expected to meet the GPA requirement by the end of the next semester. If the GPA requirement is not met, he or she will no longer be qualified to be an Executive Board member and scholarship will be discontinued.
- c. Reside in a residence hall during the appointment period.

- d. May not be a Resident Assistant (with the exclusion of the National Residence Hall Honorary President), Senior Resident Assistant, or a professional staff member of the Department of Residence Life or the University of Southern Mississippi.
- e. Be in good standing with the University of Southern Mississippi and the Department of Residence Life.

Section 9: The Executive Board shall serve as the RHA voting body and have all rights and privileges as those of the Hall Representatives from the last meeting of the spring semester till the first meeting of the fall semester only. This shall allow the Executive Board to operate during the absence of the Hall Representatives and help the organization properly function to better residential life while away from school to be better prepared for the incoming school year.

Section 10: All Executive Board members must give two weeks' notice prior to resignation from their position to the President and RHA Advisors. The Executive Board members' scholarship will be pro-rated for the time served unless the resignation is not taken in good standing, in which case the Executive Board member's scholarship may be charged back for the entire semester.

Article VIII: Hall Representatives

Section 1: Hall Representatives:

- i. Each Residence Hall will have one representative per RA area of responsibility (wing, floor, section, etc.) The Hall Rep will be chosen via the Executive Board after completing the application process.
- ii. Hall Representatives will serve as a liaison between the Residence Halls and the RHA Executive Board.
- iii. Hall Representatives will have priority rights for attending student leadership conferences when needed.

Section 2: Responsibilities of Hall Representative:

- a. Attend all General Body meetings. Absences are allowed with prior consent from the President and/or for academic purposes.
- b. Endeavor to improve and promote RHA.
- c. Attend check-in meetings with the RHA Representative(s).
- d. Maintain a positive working relationship with Hall Representatives, RHA Executive Board, and committee members.

- e. Coordinate with the acting Director of Marketing and Programming to ensure halls are involved with and updated on upcoming events. (flyer distribution, committee recruitment)
- f. Assist in recruitment for future Hall Representatives and all events/efforts of RHA.
- g. Maintain active communication with residents and the Executive Board.
- h. The Duties of the Hall Representatives are flexible, but it is important to note this will be an unpaid position.

Article IX: Executive Board Selection

Section 1: Regular selection for the next year.

- a. Selection of the officers shall take place in February. Applications shall be available for no less than one (1) week with sufficient advertising. The Executive Board will set a specific deadline for submission of applications with majority consent of the Hall Representatives. This date will be included in all advertisements.
- b. Selection of the National Residence Hall Honorary President shall follow the guidelines of those listed out in National Residence Hall Honorary Constitution.
 - c. Approval and selection procedure.
 - 1. The current Executive Board members and the RHA Advisor shall interview each applicant and present the results of the interview to the Hall Representatives.
 - 2. The Executive Board and Advisor(s) shall vote upon each position with consideration of the interview results. The candidate's application will be made available before a vote takes place.

Section 2: Executive Board vacancies before mid-semester of the spring term.

- a. The open position(s) shall be, if needed, temporarily replaced with an appointee of the President with consent of the Executive Board and the RHA Advisors.
 - i. If the Presidency position is the vacant position the National Communications Coordinator shall temporarily replace the President.

Section 3: Executive Board vacancies after mid-semester of the spring term.

- a. In event of an Executive Board vacancy after mid-semester of the spring semester, the President shall nominate with the consent of the Executive Board and RHA Advisors a candidate for majority approval by the Hall Representatives.
- b. The President shall also provide sufficient information on the nominee for the Hall Representatives at the time of the nomination of the candidate. Sufficient information shall be defined as questions asked during the normal interview process of Executive Board selection.

Section 4: In the event of an emergency, the President with the advice and consent of the RHA Advisors may select an Executive Board member to fill a vacancy with the support of the existing Executive Board members until or if a replacement can be made.

Article X: RHA Advisors

Section 1: Section 1: There shall be at least one advisor for RHA, who shall include at least one Professional Staff Advisor.

Section 2: The advisor shall have signature authority over RHA funds, and file all original copies of financial transactions of RHA.

Section 3: Responsibilities of the Advisor(s):

- a. Participate actively in RHA and its functions.
- b. Attend all meetings of RHA and Executive Board and when needed at other special meetings.
- c. Assist the Executive Board in decision making.
- d. Provide leadership for the Executive Board and Hall Representatives.
- e. Evaluate the performance of Executive Board members.
- f. Assist in coordinating leadership training for RHA.
- g. The advisor reserves the right to place any member of RHA on probation or to request a resignation of that member with consent of the RHA Executive Board.

Article XI: Terms of Office

Section 1: The term of office for all Executive Board members shall be from the time of their induction into office to the end of the National Association of College and University Residence Halls (NACURH) Conference, the NACURH-to-NACURH cycle.

Section 2: The term of office for all Hall Representatives shall be from the time of their induction into office to the end of the academic year.

Article XII: Impeachment of Executive Board Members and RHA Representatives

Section 1: Charges against any Executive Board member (hereafter named of the accused) must be in writing and submitted to the Executive Board, and RHA Advisor(s). An RHA member, Executive Board Member, or the RHA Advisor may submit these.

Section 2: The RHA Advisor(s) shall notify and give a copy of the charges to the accused.

Section 3: The charges shall be sent to an Ad-hoc committee. This committee shall consist of the RHA Advisor(s) and two (2) University Faculty/Staff members. This Ad-hoc committee should consist of no less than three (3) members.

Section 4: An RHA Advisor shall chair this committee.

Section 5: The Ad-hoc committee shall set a period for the investigation proceedings. This period should be no less than one (1) week.

Section 6: The Ad-hoc committee has the power to subpoena any pertinent documents and/or persons involved.

Section 7: After the investigation, the Ad-hoc committee will present a report and their recommendation of either to impeach or place on probation the accused. Then each member of the Ad-hoc committee will cast their vote. A two-thirds vote is required to move the recommendation of the Ad-hoc committee.

Article XIII: Free Access to Records

Section 1: No one shall be denied access to the financial records of RHA as long as at least one Executive Board member or the advisors are present to ensure security and understanding of these records.

Article XIV: Methods of Amending

Section 1: The RHA constitution may be amended as follows:
Submit amendments to RHA Representatives and the Executive Board at least one week prior to consideration of said amendment.

- a. A vote on the amendment must take place two weeks before the proposed amendment is presented.
- b. The amendment must be approved by two-thirds of members present.

Article XV: Non-Discrimination

Section 1: The University of Southern Mississippi offers equal education and employment opportunities to all persons without regard to sex, race, religion, color, sexual orientation, or current federal and state regulations subject to reasonable standards of admission and employment. Therefore, RHA shall operate in accordance of AA/EOE/ADA. All inquiries concerning discrimination should be directed to the RHA Advisor.

