Constitution and Bylaws for the

Residence Hall Association (RHA)
of the University of Southern Mississippi

Revised: May 2016
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 in regard to Residence Life policies and procedures, and serve as a liaison between residence 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 RHA Representatives. The number of RHA Representatives shall be based on the number of applicants that are deemed eligible for active membership.

a. Previous members that are still in pursuit an undergraduate degree and no longer meet general membership requirements due to external factors (i.e. such as moving off-campus), shall be granted membership into RHA with the approval of the Executive Board and RHA Advisor(s). They shall be known as Members-at-Large.

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.

a. The Director of RHA reserves the right to call full delegation meetings in place of committee meetings as needed.

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 Director of RHA reserves the right to call special meetings.

Section 4: All meetings are open to the public and visitors are welcomed unless a quorum calls for a closed session, which requires a two-thirds vote. During a closed session, only the Executive Board, RHA Representatives, and RHA Advisors 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 Associate Director of Marketing & Programming through the RHA Newsletter or any form of communication.
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 member (excluding Members-at-Large) shall hold voting rights within RHA.

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

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

Section 5: The Executive Board may vote on any financial situation in the amount of $750.00 and under. If the amount exceeds $750.00, the RHA Representatives will be required to vote.

Section 6: If the financial transaction involves an external organization (i.e. residence halls, housing organizations, etc.), it is the responsibility of the Associate Director of Finance to communicate the final decision to the party within 48 hours following the vote.

Article VI: RHA Representatives and Members-at-Large

Section 1: RHA Representatives must attend each RHA meeting and attend meetings on time.

   a. Each representative is allowed to be late if he or she has already received approval from Executive Board prior to the meeting.

Section 2: Each representative is allowed a total of three (3) unexcused absences per semester between general body and committee meetings. On the second unexcused absence, the RHA Representative will receive a notice stating that only one more unexcused absence is allowed by that representative. If a third, unexcused absence occurs, the RHA Representative or Member-at-Large will not be able to apply for/attend the next upcoming conference, his/her voting privileges will be revoked and they will be deemed ineligible to run for an Executive Board Position.

Section 3: Vacancies

   a. Any open position(s) shall be, if needed temporarily replaced with an appointee of the Director.

Section 4: RHA Representatives shall join at least one (1) of RHA's standing committees and maintain active membership.

Section 5: RHA Representatives shall vote on any legislation or proposals brought before RHA.

Section 6: It is the responsibility of all RHA Representatives to represent the interest of their respective halls at the RHA meetings, and to communicate the activities of RHA to their halls.
Section 7: It is the responsibility of all members to refrain from using the organization's title for the enhancement of any endorsement without consent of a majority vote of the Executive Board.

Section 8: RHA Representatives are required to participate in all RHA programming unless he/she has received approval from the Executive Board and Advisors one (1) week prior to the event.

a. The first program shall be during the Fall semester. Program coordination skills shall be taught at the RHA Retreat.
b. The Associate Director of Marketing & Programming should be notified of each program and he/she must approve all programs.
c. Failure to participate in programming will result in not being able to apply for/attend the next upcoming conference, his/her voting privileges will be revoked and they will be deemed ineligible to run for an Executive Board Position.

Section 10: RHA Representatives shall be responsible for writing two (2) Of-The-Month (OTM) per semester. The NRHH President and NRHH Vice President of Recognition shall facilitate the writing and submission process.

Section 11: Reward System

a. The Residence Hall Association shall operate on a reward system, in which representatives will be able to earn reward points for each semester in office.

1. Reward points will be gained through various organization activities as specified by the Reward System handout.

Section 12: RHA Representatives shall maintain good academic standing with the University whose standards are set forth by the Registrar's Office. GPAs will be checked at the end of each semester.

Article VII: Executive Board

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

Section 2: Responsibilities of the Director:

a. Preside over biweekly RHA meetings.
b. Preside over all Executive Board Meetings.
c. Attend a regular weekly meeting with the RHA Advisors.
d. Reserve the right to call a special session of RHA when necessary.
e. Uphold the Constitution and present any proposed changes to the RHA Representatives 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 semester's goals and activities.

j. Endeavor to unify the organization.

k. Serve on the Housing Appeals Committee when needed.

l. Provide leadership and supervision for the Executive Board.

m. Maintain a positive working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.

n. Develop recognition of RHA members with the National Communications Coordinator.

o. Oversee the recruitment and training of RHA Representatives for each semester.

p. Preside over the Community Service Committee.

q. Maintain three (3) office hours per week utilized in the best interest of RHA.

r. Write two (2) Of-The-Months (OTM) per semester.

s. Attend weekly Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the advisors and executive board. Failure to receive consent before an absence may result in immediate probation; the second such occurrence may result in recommendation for impeachment and the revoking of the Residence Life Scholarship.

t. Create agenda for all RHA and Executive Board meetings with direction from the RHA Director, Advisors, and Executive Board.

u. Assemble and update the RHA roster of all 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. Submit an annual report to the NACURH Information Center.

c. Attend, prepare and organize delegations for MARHS, SAACURH, and NACURH Conferences (conference selection, conference preparation, travel arrangements, registration, fundraising opportunities, etc.)

d. Act as a Parliamentarian to RHA.

e. Serve as a member of the Housing Appeals Committee when needed.

f. Coordinate bid process for state and regional awards through advising the Conference Involvement Committee.

g. Provide support for RHA Representatives and Executive Board.

h. Update the Constitution and educate members about constitutional procedures.

i. Maintain a positive and working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.

j. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the Director 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.

k. Attend an executive board retreat to coordinate the coming fall and spring semester's goals and activities.

l. Endeavor to improve and promote RHA.

m. Assist in the recruitment and training of RHA Representatives for the fall and spring semesters.
n. Maintain three (3) office hours per week utilized in the best interest of RHA.
o. Write two (2) Of-The-Months (OTM) per semester.
p. Attend regular bi-weekly meetings with the RHA Advisors. Meetings will be weekly around conference times.
q. Chair the Conference Spirit Committee.

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 RHA Representatives, Executive Board, RHA Advisor, and committee members.
c. Serve on the Housing Appeals Committee when needed.
d. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the Director and/or the Advisors. 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 may be suggested.
e. Attend a retreat to coordinate the coming fall and spring semester's goals and activities.
f. Endeavor to improve and promote RHA alongside with the National Residence Hall Honorary.
g. Coordinate recognition efforts of RHA members with the Director.
h. Promote the writing of Of-The-Months (OTM) to all members of RHA.
i. Attend an Executive Board Retreat to coordinate the coming fall and spring semester's goals and activities.
j. Collaborate with the National Communications Coordinator to submit annual reports to the NIC.

Section 5: Responsibilities of the Associate Director for Administration:

a. Record minutes at all RHA, Executive Board, and all other special meetings.
b. Handle all RHA correspondence including typing letters/memos and other necessary paperwork.
c. Coordinate RHA Center Reservations to include processing all reservation requests, confirming request with various parties, and monitoring center usage.
d. Oversee desk operations.
e. Maintain all RHA files to include correspondence, committee reports, agendas, minutes, program files, and all other pertinent documents.
f. Serve on the Housing Appeals Committee when needed.
g. Maintain a positive working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.
h. Manage all RHA office operations.
i. Provide direction to the Executive Board and RHA members in the area of RHA Center usage and Center improvements.
j. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the Director 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.
k. Attend an Executive Board retreat to coordinate the coming fall and spring semester's goals and activities.
l. Endeavor to improve and promote RHA.
m. Assist in the recruitment and training of RHA Representatives and Voting Delegates for the fall and spring semesters.
n. Maintain three (3) office hours per week utilized in the best interest of RHA.
o. Write two (2) Of-The-Months (OTM) per semester.
p. Attend regular meetings with the RHA Advisors.
q. Chair the Resident Involvement Committee.

Section 6: Responsibilities of the Associate Director for Finance:

a. Inventory, organize, and distribute Care Packages to residence halls.
b. Notify all members of regular and special meetings.
c. Inform RHA Representatives when two meetings have been missed.
d. Maintain individual attendance records for all RHA Representatives and Voting Delegates.
e. Meet with Executive Board Members and the RHA Advisors to formulate the budget for the academic year.
f. Maintain accurate, timely records of all transactions regarding RHA funds and be able to produce these at the request of any RHA member, Executive Board, Advisor, or Committee chair.
g. Report financial status of RHA to its members at all meetings.
h. Coordinate all fund-raising efforts – evaluate the strengths and limitations of fundraising efforts and report evaluations to the Executive Board and RHA Advisors.
i. Research fundraising opportunities – make recommendations for future fundraising ideas based upon this research.
j. Assume responsibility for all financial activities of RHA.
k. Make sure that the fundraising account remains above one thousand dollars ($1,000).
l. Attend weekly Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the Director 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.
m. Attend an Executive Board retreat to coordinate the coming fall and spring semester's goals and activities.
n. Endeavor to improve and promote RHA.
o. Monitor supplies for RHA on a bi-weekly basis – purchase supplies as needed.
p. Serve as a member of the Housing Appeals Committee when needed.
q. Maintain a positive and working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.
r. Meet once a month with the Director to review RHA finances.
s. Assist in the recruitment and training of RHA Representatives for the fall and spring semesters.
t. Maintain three (3) office hours per week utilized in the best interest of RHA.
u. Write two (2) Of-The-Months (OTM) per semester.
v. Attend regular meetings with the RHA Advisors.
x. Chair the Community Outreach Committee.
y. Meet with the NRHH President and Advisor to manage the NRHH string account.
Section 7: Responsibilities of the Associate 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. Distribute RHA materials (flyers, letters, etc.) to halls.

e. Serve as head of RHA Social Media Management (i.e. Facebook, Twitter, Google+, etc.)

f. Responsible for press releases for events and other RHA activities with guidance from the Residence Life Manager of Marketing Services.

h. Attend all Executive Board meetings and RHA meetings. Absences are only allowed with prior consent from the Director 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.

j. Endeavor to improve and promote RHA.

l. Maintain a positive and working relationship with RHA Representatives, Executive Board, RHA Advisors, and committee members.

m. Serve on the Residence Life Rental Agreement Appeals Committee when needed.

n. Assist in the recruitment and training of RHA Representatives for the fall and spring semesters.

o. Maintain three (3) office hours per week utilized in the best interest of RHA.

p. Write two (2) Of-The-Months (OTM) per semester.

r. Attend regular bi-weekly meetings with the RHA Advisors.

s. Chair the Special Events Committee

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 directorship 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 directorship, the National Communications Coordinator will serve as the Interim Director 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.
Section 9: The Executive Board shall serve as the RHA voting body, and have all rights and privileges as those of the RHA 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 RHA 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 Director 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: Executive Board Selection

Section 1: Regular selection for the next year.

a. Selection of the all offices shall take place in November. 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 RHA 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 RHA Representatives.
   2. The RHA Representatives shall vote upon each position with consideration of the interview results. The candidate’s application will be made available before a vote will take 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 Director with consent of the Executive Board and the RHA Advisors.
   1. If the Directorship position is the vacant position the National Communications Coordinator shall temporarily replace the Director.

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 Director shall nominate with the consent of the Executive Board and RHA Advisors a candidate for majority approval by the RHA Representatives.

b. The Director shall also provide sufficient information on the nominee for the RHA Representatives at the time of the nomination of the candidate. Sufficient information shall
be defined as, but not limited to, questions asked during the normal interview process of Executive Board selection.

Section 4: In the event of an emergency, the Director 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 IX: RHA Advisors

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

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

Section 3: The graduate advisor for RHA shall be a grad student needing practicum. Selection for this position will be as follows:
   a. Selection of the Graduate Advisor shall take place in August. Applications shall be available to any interested party. The Executive Board will set a specific deadline for submission of applications. This date will be included in all advertisements.
   b. Approval and selection procedure.
      1. The current Executive Board members and the RHA Advisor shall interview each applicant and the Executive Board shall vote on the candidates.

Section 4: Responsibilities of the Advisor:

   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 RHA Representatives and Voting Delegates.
   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.

Section 5: Responsibilities of the Graduate Advisor:

   a. Participate actively in RHA and its functions.
   b. Attend weekly meetings of RHA and Executive Board and when needed at other special meetings.
   c. Assist the Executive Board in decision making.
   d. Assist in the evaluation of the performance of Executive Board members.
   e. Provide leadership for the Executive Board and RHA Representatives.
   f. Assist in coordinating leadership training for RHA.
Article X: RHA Committees

Section 1: There will be four standing committees. All RHA Representatives and Members-at-Large will be required to serve on at least one of these committees. The Executive Board and RHA Advisors with consent and approval of the RHA Representatives will appoint chairpersons for these committees.

Section 2: The standing committees and goals for these are:

Resident Involvement Committee
This committee focuses on the development of RHA and its members through the planning of leadership retreats, recognition and awards, and RHA Center improvements. This committee shall assess for on campus students and work with the administration to address the issues, concerns and feedback provided by residence hall students. The goal of this committee is to make on-campus living a more positive experience for students.

Community Outreach Committee
This committee coordinates programs that will serve the local community as well as on-campus in an attempt to outreach individuals in need. They will serve as the philanthropy committee. This committee is also responsible for the fundraising efforts of RHA. This Committee will strive to get more residence hall students committed to community service activities.

Special Events Committee
This committee coordinates "special events" for on-campus students; they will serve as the programming committee. These events may be geared toward providing entertainment and social activities for on-campus students. These events may be social or educational. This committee is also responsible for promotional items of RHA such as t-shirts, giveaways, pens, etc.

Conference Spirit Committee
This committee focuses on the spirit of the various conferences within NACURH, SAACURH, MARHS, and NO FRILLS. This committee will involve writing bids for conferences. This committee will also oversee conference preparations which include, but are not limited to, participation with spirit, philanthropy, and programming during the conferences. The goal of this committee is to become more involved in all levels of NACURH, SAACURH, MARHS, and NO FRILLS, and to make each conference a positive experience for students.

Section 3: Ad-hoc committees shall be formed at the discretion of the Director of RHA and Advisor(s). The Executive Board and RHA Advisors will select chairpersons for ad-hoc committees.

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 RHA Representatives shall be from the time of their induction into office to the end of the academic year.

Section 3: The term of office for the Committee Chairs shall be from the time of their appointment to the end of the academic year.

Section 4: The term of office for the Graduate Advisor shall be from the time of their induction into office to the National Association of College and University Residence Halls (NACURH) Conference.

Article XII: Impeachment of Executive Board Members and RHA Representatives

Section 1: Charges against any Executive Board member or RHA Representative (hereafter named accused) must be in writing and submitted to the Executive Board, RHA Advisors, and RHA Representatives. 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: The 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 insure 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 before two weeks after the proposed amendment is presented.
b. The amendment must be approved by two-thirds of the members.

**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.