Residence Hall Association Constitution
Rutgers University
New Brunswick Campus

Article 1: Name

The name of the organization shall be the Rutgers University Residence Hall Association (RHA).

Article 2: Mission

The mission of this organization shall be to celebrate the unique campus residential cultures while bringing together the larger New Brunswick/Piscataway residential community. RHA will provide educational, service and social programming, leadership development opportunities and serve as the voice of the residential population by acting as advocates for change.

Article 3: Membership

Section 1: General Membership

A. All Rutgers University resident students are considered general body members.
B. General body members are allowed to attend general body Campus Council meetings and participate in committee work, but do not have voting privileges.

Section 2: Voting Membership

A. Voting members consist solely of properly elected President, Campus Chairs, Vice Presidents, Secretaries, Treasurers, Communication Coordinators and Residence Hall/Apartment Representatives.
B. Committee Chairs not serving in a dual role as a Residence Hall/Apartment Representative will not be considered voting members.
C. The President and Campus Chairs of RHA will only vote in the event of a tie.
D. The Executive Board shall be voting members of RHA only in the event that a decision needs to be made at the executive level of the organization and does not consider an opportunity for RHA Campus Council involvement.

Section 3: Voting Member Responsibility

A. All voting members of RHA or a designated proxy must attend all RHA regular General Assembly meetings and all assigned Committee meetings.
B. All voting members of RHA or a designated proxy must represent and vote according to the interests of the residential population and/or their respective hall.
C. All Residence Hall/Apartment Representatives must serve on a RHA Campus Council committee.
Article 4: Executive Board/Committee

Section 1: Positions

A. The Executive Board of RHA will consist of six executive positions: President, Vice President for Administration, Vice President for Advocacy, Vice President for Programming, Secretary/Treasurer, and Communications Coordinator.

B. Additionally, the five Campus Councils will have Executive Committees consisting of Campus Chair, Secretary, and Treasurer.

Section 2: Meetings

A. The RHA Executive Board shall plan Executive Board meetings and assist Campus Chairs in planning general body and Executive Committee meetings for the Campus Council.

B. The Campus Council Executive Committee shall plan campus specific General Assembly and Executive Committee meetings.

C. The meetings of the Executive Board/Committee shall be held each week and will be determined through coordination of weekly availability.

Section 3: Eligibility for Office

A. The Executive Board/Committee members must be full time resident students.

B. All Executive Board/Committee members shall maintain a 2.5 GPA during their term of office, effective as of the spring elections.

Section 4: Benefits

A. The RHA Executive Board and Campus Chairs will be guaranteed on-campus housing for the following academic year.

B. The RHA President will be able to select a single room or apartment with apartment mates of choice following spring election.

Article 5: Executive Board/Committee Members

Section 1: Executive Board Positions

A. President

B. Vice President for Administration

C. Vice President for Advocacy

D. Vice President for Programming

E. Secretary/Treasurer

F. Communications Coordinator

Section 2: Executive Board Responsibilities

A. President

   a. Preside over all RHA Executive Board meetings.
   b. Represent RHA to the greater university community.
   c. Serve as the official representative of Residence Hall Association and the Executive Board.
d. Oversee all RHA endeavors and assure goals are being achieved.

e. Develop Executive Board agendas and oversee financial guidelines and processes.

f. Appoint RHA Representatives and Committees as needed.

g. Serve as a member of the Vice President Leadership Cabinet.

h. Serve as a liaison to Rutgers University Student Assembly (RUSA)

i. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.

j. Meet with RHA Advisor on a regular basis.

B. Vice President for Administration

a. Assume presidential responsibilities in absence of the President.

b. Coordinate Committee Chair meetings as necessary.

c. Responsible for membership coordination (i.e. overseeing impeachment practices, allocation process management, and voting privileges).

d. Train Campus Chairs in their roles to oversee Campus Councils.

e. Serve as a resource for Parliamentary Procedure.

f. Plan and oversee RHA retreats and/or leadership development days.

g. Serve as the liaison to one (1) specific Campus Council as directed by RHA President and Advisor.

h. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.

i. Meet with RHA Advisor on a regular basis.

C. Vice President for Advocacy

a. Identify New Brunswick wide and specific hall issues.

b. Appoint local campus or New Brunswick wide representation or represent RHA to campus constituencies including but not limited to Housing, Dining Services, Department of Transportation Services, RUTV and RUPD.

c. Oversee Campus Council committees for advocacy.

d. Survey student satisfaction and need through the use of survey instruments of focus groups.

e. Work in conjunction with Communications Coordinator to benchmark other schools in an effort to research and clarify policies and practices and submit proposals for recommended change.

f. Be abreast of current residence hall policies and serve as a reference.

g. Explore and coordinate opportunities for town hall meetings.

h. Serve as the liaison to one (1) specific Campus Council as directed by RHA President and Advisor.

i. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.

j. Meet with RHA Advisor on a regular basis.

D. Vice President for Programming

a. Oversee coordination of campus wide and campus specific educational, service, and social programming.

b. Develop campus wide traditions and assist Campus Councils in identifying campus wide traditions.

c. Oversee Campus Council committees for programming.

d. Work in coordination with executive board to develop budget plan specific to programming.

e. Work in conjunction with Communications Coordinator to utilize resources of National Association of College and University Residence Halls (NACURH) for program ideas and information.
f. Develop relationships with Recreational Services and student organizations to develop cooperative programming and to limit overlap of large programming initiatives.
g. Oversee advertising of events.
h. Oversee programming reservation process for venue space and ensure appropriate security measures have been addressed and planned for.
i. Serve as the liaison to one (1) specific Campus Council as directed by RHA President and Advisor.
j. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.
k. Meet with RHA Advisor on a regular basis.

E. Secretary/Treasurer
a. Take attendance and accurate minutes of all Executive Board meetings.
b. Distribute copies of minutes to identified individuals within three (3) business days.
c. Keep accurate files of all past and current RHA business.
d. Responsible for bi-monthly audits of all RHA budgets or as requested.
e. Oversee development of budget allocations.
f. Maintain relations with Campus Council Secretaries and Treasurers.
g. Develop protocol for reporting structures for the Campus Councils.
h. Notify Vice President for Administration and RHA Advisor of absences.
i. Serve as the historian for the RHA.
j. Serve as the liaison to one (1) specific Campus Council as directed by RHA President and Advisor.
k. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.
l. Meet with RHA Advisor on a regular basis.

F. Communications Coordinator
a. Responsible for outside correspondence on a campus level, regional level with the Central Atlantic Affiliate of College and University Residence Halls (CAACURH) and national level with the National Association of College and University Residence Halls (NACURH).
b. In the absence of the President or the Vice President, act as Parliamentarian.
c. Oversee RHA election processes.
d. Develop application and selection processes for conference participation.
e. Arrange and head conference delegations.
f. Update the National Information Center (NIC) files as needed.
g. Represent Rutgers University at all regional CAACURH and national NACURH events.
h. Coordinate leadership recognition through NACURH Of The Month (OTM) program.
i. Communicate information received through campus correspondence and provide information on state, regional and national conferences.
j. Serve as the liaison to one specific campus council as directed by RHA President and Advisor.
k. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.
l. Meet with RHA Advisor on a regular basis.
Section 3:  *Campus Council Executive Committee Positions (Livingston, Busch, College Avenue, Douglass and Cook)*

A. Campus Council Chair
   a. Preside over all respective Campus Council General Assembly and Executive Committee meetings.
   b. Represent RHA to the campus in which associated.
   c. Oversee all campus based RHA endeavors and assure goals are being achieved.
   d. Develop Campus Council General Assembly and Executive Committee agendas and oversee financial guidelines and processes for the campus.
   e. Serve as a liaison to appropriate RUSA Campus Council.
   f. Serve regular service hours per week at a scheduled time in the RHA office, as defined by the RHA Standing Rules.
   g. Meet with RHA Advisor on a regular basis.

B. Secretary
   a. Take attendance and accurate minutes of all Campus Council General Assembly and Executive Committee meetings.
   b. Distribute copies of minutes to identified individuals within three (3) business days.
   c. Keep accurate files of all past and current campus based RHA business.
   d. Maintain relationship with Executive Board Secretary/Treasurer.
   e. Notify Campus Chair, Vice President for Administration, Secretary/Treasurer and RHA Advisor of absences.
   f. Serve as the historian for the Campus Council.
   g. Serve as Parliamentarian for the Campus Council.
   h. Meet with RHA Advisor on a regular basis.

C. Treasurer
   a. Keep accurate record of all Campus Council transactions
   b. Complete bi-monthly audits of Campus Council RHA budgets or as requested.
   c. Oversee development of campus based budget allocations in coordination with Campus Chair, Secretary/Treasurer and Advisor.
   d. Maintain relationship with Executive Board Secretary/Treasurer.
   e. Meet with RHA Advisor on a regular basis.

Section 4:  *Elected Positions*

All elected officers, with the exception of Committee Chairs, may only hold one elected position at any time.

Section 5:  *General Duties*

A. To attend and actively contribute to all RHA Executive Board, regular business, General Assembly meetings, programs and Committee meetings, if applicable.
B. Attend designated training and planning programs prior to hall opening.
Section 6: **Succession and Resignation**

If the Presidency is vacant, the Vice President of Administration shall become President.
In the occurrence of a vacated executive office other than the Presidency, an election shall be held for that vacancy as described in the Elections Guidelines.

Article 6: **Committees**

Section 1: **Committee Types**

A. **Standing**
   a. At a minimum, Standing Committees shall include Advocacy and Programming.
   b. Campus Councils, in collaboration with the Executive Board liaison, may establish, in their by-laws, specific campus based Standing Committees in addition to Advocacy and Programming.

B. **Ad Hoc**
   a. Ad Hoc Committees will be developed at the recommendation of the RHA President based on need and in consultation with the Executive Board.
   b. The Ad Hoc Committees will exist until the goals have been accomplished or until dissolved by the RHA Executive Board.

Section 2: **Committees Chairs Appointment**

A. Will be selected by committee members who serve as Residence Hall/Apartment Representatives.
B. Chairs may or may not choose to continue as the Hall/Apartment representative.

Section 3: **Committee Chair Duties**

A. To attend and actively contribute to General Assembly meetings.
B. To plan for and facilitate respective committee meetings.
C. To meet biweekly alternating with the Campus Council meeting time.
D. To report progress to appropriate Vice President on RHA Executive Board.
E. To collaborate with other Campus Council committees on issues impacting the Rutgers wide community.

Article 7: **Advisors**

Section 1: **Duties and Responsibilities**

A. To act as a resource at executive board and general assembly meetings and for all committee work.
B. To keep the Executive Officers informed on University and Housing and Residence Life matters.
C. To oversee financial guidelines and processes.
D. To coordinate training session prior to hall opening.
E. To provide leadership opportunities and guidance to RHA members.
F. To hold one-on-one meetings with members of the Executive Board/Committees.
G. To attend RHA Executive Board/Committee and Campus Council meetings.
H. To attend and advise conference delegations.
I. To certify all election results.
J. To oversee election processes in the event of extenuating circumstances.

Section 2: Advisor Appointment

A. The Coordinator of Special Programs for Residence Education shall be a permanent Advisor to RHA, and serve as the Primary Advisor.
B. The Coordinator will report to the Associate Director of Residence Life-Residence Education who is ultimately responsible for the Residence Hall Association area.
C. At the discretion of Residence Life, additional Advisors may be appointed.

Article 8: Budget

Section 1: Responsibility and Management

A. The RHA Secretary/Treasurer, at the discretion of the RHA President and the Advisor(s), shall be responsible for all the monies contained in the account.
B. Monies shall be allocated to Campus Councils and Residence Hall/Apartment Governments.
C. Protocols must be followed for requesting money and for reporting from Campus Council level to RHA Executive Board level.
D. All transactions of funds from the account of the RHA shall be accessed only by the RHA Secretary/Treasurer or Campus Council Treasurer with the approval of the President or respective Campus Chair and the RHA Advisor(s) in order to withdraw or deposit various monies.
E. Each Executive Board member and Committee Chairperson is responsible for keeping accurate records of monetary transactions as related to his/her own needs, programs and activities. These records must be submitted to the appropriate Treasurer in a timely fashion to facilitate budget planning.

Article 9: Meetings and Attendance

Section 1: Executive Board Meetings

A. All Executive Board members are required to attend weekly Executive Board meetings, which will be scheduled based on board availability.
B. Executive Board Campus Council liaisons are required to attend two (2) Executive Committee planning meetings per month and one (1) Campus Council General Assembly meeting.
C. Executive Board/Committee positions may be terminated as a result of three (3) excused or two (2) unexcused absences per semester.

Section 2: Campus Council Meetings

A. All Campus Council Executive Committee members are required to attend weekly Executive Committee meetings.
B. All Campus Council Executive Committee members and Residence Hall/Apartment Government Representatives are required to attend Campus Council General Assembly and Committee Meetings, which alternate on a weekly basis.
C. Campus Council General Assembly and Committee Meetings will be held on each campus at times defined in By-Laws
D. Campus Council Executive Committee members will not be required to be active members of committees but should be present and supportive of committee efforts.

E. Executive Committee positions may be terminated as a result of three (3) excused or two (2) unexcused absences per semester.

F. Unexcused absence from two (2) General Assembly meetings or Committee meetings or the failure to send a hall proxy in a semester timeframe shall result in the loss of hall voting privileges and monetary support for the remainder of the semester. Impeachment proceedings shall commence on the third absence.

**Article 10: Elections**

**Section 1: Executive Board Elections**

A. Elections of the RHA President, Vice Presidents for Administration, Advocacy, and Programming, Secretary/Treasurer, and Communications Coordinator for the following academic year will be held during the spring semester and should be finalized no later than the first Wednesday of the month of April.

B. Elections for the Campus Chair positions for the following academic year will be held during the spring semester, two (2) weeks later than the Executive Board, and should be finalized no later than the third Wednesday of the month of April.

C. Elections for the Campus Council Secretary and Treasurer positions will be elected from Residence Hall/Apartment Representatives who express interest and within the voting body of each Campus Council. Positions must be elected by the second Campus Council meeting of the fall semester.

D. The Communications Coordinator will oversee the elections process as long as he/she is not running for office.

E. Residents wishing to run for office must complete the required application/platform by the established deadline.

F. All resident students will vote for Executive Board and respective Campus Chairs as defined in the Elections Guidelines.

**Section 2: Residence Hall and Apartment Government Elections**

A. Elections of the Hall and Apartment Governments will be held during the month of September and completed by the dates determined by the RHA Executive Board.

B. Halls and Apartments on all campuses will be required to elect an established number of representatives per hall/apartment as defined by their by-laws.

C. Voting processes will be established in hall/apartment and residents will only be able to vote for representatives within their respective hall/apartment.

D. Election proceedings may vary by Hall/Apartment at the discretion of the Residence/Area Director according to guidelines provided by the RHA Executive Board.

**Section 3: Temporary Appointments to Vacant Executive Board Positions**

A. In the event of an impeachment or resignation of an Executive Board officer, or a vacancy in an Executive Board position, the President of the RHA shall have the authority to appoint a member to the vacant position.

B. This temporary appointment shall be in effect until elections for the vacant position are concluded.
C. This appointment shall last until revoked by the RHA President, by a two-thirds (2/3) vote of the RHA Executive Board, or by the election of a permanent replacement to the position, whichever shall occur first.

Article 11:  Impeachment

Section 1:  Executive Board/Committee Impeachment

A. Upon unanimous vote of the members of the RHA Executive Board or upon a two-thirds (2/3) vote of all eligible voters present at all Campus Council General Assembly meetings, an Executive Board member shall be removed from his/her position.

B. Upon recommendation from the RHA Executive Committee or Advisor and upon a two-thirds (2/3) vote of all eligible voters present at a specific Campus Council General Assembly meeting, an Executive Committee member or Residence Hall/Apartment Representative shall be removed from his/her position.

C. The impeachment proceedings shall consist of:
   a. Presentation of the petition and reading of the charges against the individual(s).
   b. Individual(s) defense.
   c. Discussion of charges.
   d. Voting on dismissal.

D. Voting power shall be determined on a one (1) vote per person basis.

Section 2:  Residence Hall/Apartment Officer Impeachment

A. An Individual Hall/Apartment Government Advisor has discretion over impeachment and subsequent re-election of Hall Government officers, excluding Representatives, and may consult the RHA Executive Board if necessary or desired.

B. The Executive Committee shall be responsible for informing the Hall/Apartment Government Advisor of any transgressions committed by a member of the Hall/Apartment Government, and for requesting or recommending the impeachment of a Hall/Apartment Government officer.

Section 3:  Filling of Vacancies

A. Vacancies for all positions shall be filled in accordance with the requirements set forth in the Elections Guidelines.

Article 12:  Quorum

Quorum is defined as a representation of fifty percent (50%) plus one (1) of the voting General Assembly membership. Quorum must exist for all business to be transacted and can be overridden at the RHA Advisor’s discretion.

Article 13:  Amendments

Section 1:  Proposal and Presentation

A. Amendments may be proposed in writing by any voting member of the organization as well as any Executive Board/Committee member and must be submitted to the
Executive Board before the Executive Board meeting prior to its presentation at Campus Council General Assembly meetings.
B. The amendment will be presented at the next regular General Assembly meeting(s).

Section 2: Voting Process

A. Voting power will be determined on a one (1) vote per person basis.
B. A vote of three-fourths (3/4) of the entire voting membership population is required to amend the constitution.

Article 14: By-Laws/Standing Rules

Section 1: Proposal and Establishment

A. The RHA shall establish Standing Rules to govern the specific functions of the body.
B. Standing Rules may be proposed or amended in a similar manner as amendments to the RHA Constitution; however, a majority vote is required to amend By-Laws.
C. Standing Rules must adhere to the rules as set forth by RHA Constitution.
D. Each Campus Council will produce its own Standing Rules.

Article 15: Resolutions and Motions

Section 1: Voting Procedures

A. A resolution or motion is passed when the appropriate majority of the voting representatives cast their vote in favor of that resolution or motion.
B. The Executive Board, by majority vote, has the authority to veto a resolution or motion based on constitutionality, legality, or general welfare of the body.
C. If a resolution or motion is not approved by the Executive Board, the voting representatives have the power to override the Executive Board’s decision with a two-thirds (2/3) of the voting representatives, except in cases where the motion or resolution has been determined unconstitutional or illegal.

Article 16: Ratification

This Constitution shall become effective upon ratification by three-fourths (3/4) of the voting membership.