



# CONSTITUTION

## PREAMBLE

All residential students have the opportunity to become active members of their residential community. The mission of this organization is to become the central group for representing all residential students. It is the mission of this group to advance and improve growth and involvement within the residence hall community.

## ARTICLE I

### The Name and Purpose

#### Section 1. The Name

The name of this organization shall be "Residence Hall Association" or "Utica College Residence Hall Association."

#### Section 2. The Purpose

1.) The purpose of the Residence Hall Association is to bring residents together and promote a positive residential community. The Residence Hall Association is a forum for residents to: exchange ideas about building and campus-wide programming, develop leadership skills, engage in community advocacy and community service, and work together in an effort to further improve the quality of life in the residence halls.

2.) The Residence Hall Association shall:

- a. Provide resources and direction for residents to establish their own activities.
- b. Address all matters that concern the residents of Utica College
- c. Serve as the means by which Utica College residence hall populations affiliate themselves with the National Association of College and University Residence Halls (NACURH) and the North East Affiliate of College and University Residence Halls (NEACURH).

#### Section 3. Membership

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, or sexual orientation. This policy shall include, but not be limited to, recruiting, membership, organizational activities, and/or opportunity to hold office.

**ARTICLE II**  
**The Membership**

Section 1. Membership Eligibility

Good Voting Standing shall be deemed as:

- 1.) General Membership – Attending three (3) consecutive Residence Hall Association meetings to establish voting standing and maintaining attendance of at least three (3) meetings per month.
- 2.) Executive Board – Attending three (3) consecutive Residence Hall Association meetings to establish voting standing and not missing more than two (2) meetings per semester.

Section 2. The Executive Board

The RHA Executive Board shall consist of the following members:

- 1.) One (1) President
- 2.) One (1) Vice President
- 3.) Two (2) National Communications Coordinators (NCCs)
- 4.) One (1) Treasurer
- 5.) One (1) Public Relations Director
- 6.) One (1) Secretary
- 7.) One (1) Creative Director
- 8.) One (1) Advisor as assigned by the Office of Residence Life

Section 3. General Membership

Any and all residential students of Utica College are welcomed and encouraged to participate in the Residence Hall Association and to get involved with as many events and committees as possible. Each general member will serve as a building representative for the residence hall where he or she lives.

**ARTICLE III**  
**Election of Membership**

Section 1. General Executive Requirements

Executive Board members shall:

- 1.) Maintain residency at Utica College throughout the term.
- 2.) Maintain GPA as required by individual officers' duties and responsibilities.
- 3.) Be members of the General Assembly and be in good voting standing.

Section 2. Method of Nomination of the RHA Executive Board

- 1.) Each candidate shall be nominated by a member of the General Assembly.
- 2.) Candidates must be members of the General Assembly and be in good voting standing.

- 3.) Nominated candidates must accept their nomination before they can be elected to office.

#### Section 3. Term of Membership

All Executive Board members shall take office the last meeting of the spring semester and remain in office through the upcoming academic year (defined as the end of the spring semester).

#### Section 4. Election Procedures for Executive Board Members

- 1.) Nominations for Executive Board positions shall be held during the first meeting of each April.
- 2.) All Executive Board officers shall be elected in the spring semester during the second meeting of each April.
- 3.) Upon acceptance of nominations, candidates for RHA Executive Board shall prepare a statement as to their qualifications and skills. General Assembly members may not nominate themselves.
- 4.) The General Assembly votes by paper ballot for each nominated candidate after all statements from candidates are heard.
- 5.) Upon all votes being received, a member from the Elections Committee shall tally the votes and announce the winner to the General Assembly.
- 6.) No candidate may be elected to more than one (1) Executive Board position. Should a candidate be elected to more than one (1) position, the candidate must choose which position s/he would like to accept. The office that said person vacates shall be taken by the runner-up to that office.

#### Section 5. Transitioning

- 1.) The first meeting following the election shall be designated as the shadowing meeting. The Executive Board elect shall attend the Executive Board meeting and sit with the Executive Board during the meeting.
- 2.) The second meeting following the elections shall be designated as the inaugural meeting for the newly elected Executive Board. This meeting shall be run by the newly elected Executive Board.
- 3.) Following the last meeting of the semester, the outgoing Executive Board and newly elected Executive Board are to agree upon a meeting day and time so that the upcoming year may be discussed and any information not already given to the newly elected Executive Board may be transferred.

### **ARTICLE IV Duties and Responsibilities**

#### Section 1. General Executive Duties and Responsibilities:

All Executive Board members shall:

- 1.) Attend all Executive and Special meetings.
- 2.) Attend at least one (1) Program Event and one (1) Program Fundraiser.

Section 2. The President shall:

- 1.) Maintain a cumulative GPA of 2.5.
- 2.) Preside over all Residence Hall Association and Executive Board meetings.
- 3.) Create an agenda for all Residence Hall Association and Executive Board meetings.
- 4.) Create any ad-hoc committees deemed necessary by the officer holder, Executive Board or General Assembly.
- 5.) Make appointments to any elected position should the position become vacant until an election is held for that position. Such appointments must be seconded by one (1) other Executive Board member and approved by a 2/3 vote of the Residence Hall Association's General Assembly.
- 6.) Schedule special meetings for urgent matters and/or policy issues as needed.
- 7.) Act as main spokesperson for all Residence Hall Association business that may take place outside of the residence hall community.
- 8.) Have a vote only to break ties.
- 9.) Have the power to veto any decision made by the General Assembly or Executive Board.
- 10.) In the event that this office becomes vacant for any reason, the Vice President shall immediately assume the position for the remainder of the term. If the Vice President declines, an election shall occur within twenty (20) class days of the vacancy.
- 11.) Take on the responsibilities of the Public Relations Director with the assistance of the Vice President should the position become vacant until the position is filled.

Section 3. The Vice President shall:

- 1.) Maintain a cumulative GPA of 2.0.
- 2.) Preside over Residence Hall Association and/or Executive Board meetings in the event of the President's absence.
- 3.) Have the option to assume the President's office for the remainder of the term should that office become vacant.
- 4.) Have one (1) vote in all matters.
- 5.) In the event that this office becomes vacant for any reason, there shall be an election within twenty (20) class days of the vacancy's occurrence, which must follow the prescribed rules for nomination of an Executive Board member.

Section 4. The National Communications Coordinators shall:

- 1.) Serve as the liaison between NACURH, NEACURH and the Residence Hall Association.
  - a. Be the official representative between NACURH and Utica College.
  - b. Be knowledgeable about NACURH, NEACURH and the Residence Hall Association.
  - c. Keep abreast of all changes in NACURH, NEACURH and the Residence Hall Association.

- 2.) Organize and submit a research or resource report on some aspect of Utica College's residential living environment, government or programs to the National Information Center once per year.
- 3.) Submit nominations for other regional or national awards and honors, when applicable (See the awards section of the NCC handbook).
- 4.) Keep a notebook or file of all correspondence received and sent.
  - a. Communicate regularly with the Regional Board of Directors and other NCCs in the region.
  - b. Answer all correspondences (i.e.: letters, questionnaires, etc.) promptly.
  - c. Keep regional and national newsletters for reference and submit articles. Share the information you receive in newsletters with others in the Residence Hall Association and Office of Residence Life.
- 5.) See that the Residence Hall Association takes advantage of the benefits and services offered by NACURH and NEACURH.
  - a. Request files, reports and video tapes from the National Information Center. Each school receives 100 free pages a year (See your Resource Files Index).
  - b. Utilize NACURH corporate sponsors and corporate contract discounts.
- 6.) Serve as the delegation chairperson of the Residence Hall Association during regional and national conferences.
  - a. Serve as the chairperson of the delegation and spokesperson of the group.
  - b. Be the official representative at business meetings of NEACURH and NACURH.
  - c. Attend all NCC meetings at regional and national conferences.
  - d. Report to your delegation about the business conducted at meetings.
- 7.) Be responsible for all pre-conference materials, arrangements and communications.
  - a. Submit conference registration materials and fees on time.
  - b. Make sure program session forms are returned and assist in the preparation of any Utica College sessions.
  - c. Be responsible for the school display, banner or other region-specific activity if desired by your organization.
- 8.) Be responsible for making sure membership dues are paid and registration forms are taken care of at the National Conference or sent into the National Information Center by June 15 of each year.
- 9.) Be Responsible for assisting in the planning of all conferences by sharing ideas with the Conference Chairperson and staff.
- 10.) Give reports on NEACURH and NACURH at each Residence Hall Association meeting.
- 11.) Train Utica College's new NCC. Be sure to pass your NCC handbook, RFI and Video Tape Index on to him/her, as well as your files of correspondence, regional and NACURH business, any conference materials and any other pertinent NCC information.
- 12.) Inform the Regional Director and the National Information Center of any changes in status, be it a new NCC or change in address or telephone information. All

changes in information are due in the regional office within two (2) weeks of occurrence.

- 13.) Have one (1) vote on all matters.
- 14.) Maintain a cumulative GPA of 2.0.

Section 5. The Treasurer shall:

- 1.) Maintain a cumulative GPA of 2.0.
- 2.) Maintain all financial records and accounts.
- 3.) Handle and supervise all transactions of the treasury and any specially created funds.
- 4.) Present any proposals requesting funds from other organizations.
- 5.) Be present at all fundraising events.
- 6.) Present a financial report at all General Assembly meetings.
- 7.) Present a statement of transactions at all Executive Board meetings.
- 8.) Present any transactions, not deemed fixed expenses, to the General Assembly for approval.
- 9.) Have one (1) vote in all matters.
- 10.) In the event that this position becomes vacant for any reason, the President shall assume the role of treasurer until an appointment is made within nine (9) days with the approval of the Executive Board.
- 11.) Devise a budget per semester and for the entire academic year for proper planning of all income and expenses based on the guidelines set forth under the Financial Policy of this Constitution.
- 12.) Present the budget at the beginning of each academic year to the General Assembly for approval as defined in the Financial Policy.

Section 6. The Public Relations Director shall:

- 1.) Attend all Special Meetings and function of the Residence Hall Association.
- 2.) Have one (1) vote in all matters.
- 3.) Work with the Creative Director to make signs and thoroughly advertise upcoming events throughout the campus. Either the President or Vice President shall approve all advertisements prior to being made public.
- 4.) Advertisements shall be given to the President or Vice President at least two weeks prior to the event, allowing for time to edit and re-work. Advertisements shall be made public at least one full week prior to the event.
- 5.) Maintain contact with other campus organizations.
- 6.) Coordinate events and activities with other campus organizations.
- 7.) Maintain a cumulative GPA of 2.0.

Section 7. The Secretary shall:

- 1.) Be responsible for recording the minutes of all Executive Board, General Assembly and Special Meetings and for making public said minutes at least 48 hours prior to the next meeting.

- 2.) Read recorded minutes from the previous Executive Board, General Assembly and/or Special Meeting at each Executive Board, General Assembly and/or Special Meeting.
- 3.) Maintain a file of all minutes and of all correspondences within the jurisdiction of the Utica College Residence Hall Association.
- 4.) Record and maintain attendance records of all Executive Board, General Assembly and Special Meetings.
- 5.) Inform any Residence Hall Association member when they are no longer in good voting standing through e-mail or written notification within five (5) days of such change in their voting status.
- 6.) Maintain the archives of the Utica College Residence Hall Association.
- 7.) Have one (1) vote in all matters.
- 8.) In the event that this position becomes vacant for any reason, the Vice President shall assume the role of the secretary for no more than twenty (20) days within which a new Secretary shall be appointed.
- 9.) Take a roll call vote when such votes occur.
- 10.) Maintain a cumulative GPA of 2.0.

Section 8. The Creative Director shall:

- 1.) Attend all Special Meetings and functions of the Residence Hall Association.
- 2.) Have one (1) vote in all matters.
- 3.) Work with the Public Relations Director to make signs and thoroughly advertise upcoming events on campus.
- 4.) Plan, design and create all decorations for the events and functions.
- 5.) Maintain a cumulative GPA of 2.0.

Section 9. General Members shall:

- 1.) Represent the interests of their respective building residents at the Residence Hall Association meetings.
- 2.) Have one (1) vote in all matters.
- 3.) Provide their respective residents with Residence Hall Association information once a month.
- 4.) Gather input from respective residents regarding issues in the building once a month.

Section 10. The Advisor shall:

- 1.) Act as an advisor on all matters as necessary.
- 2.) Have an ex-officio seat during all meetings.
- 3.) Have the power to override a Residence Hall Association decision if:
  - a. The action is or shall result in a violation of college policy, city, state, or federal law.
  - b. The action is or shall, in his or her opinion, be destructive or jeopardize the purpose of the Residence Hall Association.

- c. The action is or shall compromise the health and safety of the learning environment of any of the Utica College residents.
- 4.) Examine the academic records of all candidates running for Executive Board office to ensure that they meet the requirements set forth in Article IV of the Constitution.
- 5.) Attend the functions that the Residence Hall Association establishes, barring unforeseen circumstances.

## **ARTICLE V Impeachment**

### Section 1. The Executive Board

- 1.) Any member(s) of the Executive Board may be impeached for reason including by not limited to:
  - a. Neglect of duties
  - b. Insufficient participation
  - c. Abuse of powers
  - d. Actions contrary to the goals of RHA
  - e. Direct violation of the Constitution
- 2.) Impeachment of Executive Board members shall be considered upon presentation to the President a formal letter stating the charges being brought and their reasons.
  - a. If charges are being brought against the President, the formal letter shall be presented to the Vice President.
- 3.) Upon presentation of charges, the Executive Board members not being charged shall convene within ten (10) class days to discuss if the charges filed should be heard.
- 4.) If deemed necessary, the formal charges shall be presented and heard in front of the General Assembly.
- 5.) The accused shall prepare a defense by the second General Assembly meeting following the Executive Board meeting.
- 6.) For impeachment to occur, there must be a  $\frac{3}{4}$  vote of the General Assembly in attendance, in favor.

## **ARTICLE VI Financial Policy**

### Section 1. Budget

- 1.) A budget for the Residence Hall Association shall be created following the basic accounting principle of matching revenues and expenses in equal amounts.
- 2.) The budget shall be made by the second academic Friday of the fall semester and a budget adjustment should be completed by the second academic Friday of the spring semester.
- 3.) At the completion of the budget, the Treasurer shall submit the budget to the General Assembly and the budget shall be approved by a  $\frac{2}{3}$  vote of the General Assembly.

## Section 2. Expenses

- 1.) The following percentages are the recommended guideline to allocate the expected revenue.
  - a. Crystal Ball 40%
  - b. Luau 40%
  - c. Miscellaneous 15%
  - d. Hall Improvements 5%

## Section 3. Residence Hall Association Agency Account

The Residence Hall Association Agency Account shall always maintain at least 25% of the total amount at the beginning of the fall semester.

## Section 4. Income

- 1.) The budget must include an estimate of revenue from the following:
  - a. Care Package Orders
  - b. Fundraisers
- 2.) All income shall be placed in the Residence Hall Association Agency Account
- 3.) There must be a minimum of one (1) fundraiser during each the fall and spring semesters.

## **ARTICLE VII**

### **Residence Hall Association Procedures**

#### Section 1. Meetings

- 1.) The Residence Hall Association advisor shall coordinate with the Executive Board to have the first Executive Board meeting of the fall semester.
- 2.) Meetings shall begin the second full week of classes in the fall and the first full week of classes in the spring.
- 3.) The time, place and date of the meetings are to be determined by the Executive Board with the advice of the General Assembly.
- 4.) Meetings shall be held every week of the fall and spring semesters.
- 5.) Meetings shall not be held on the last week of each semester.
- 6.) No business may be conducted without a quorum in attendance. The quorum of the Residence Hall Association shall be 50% of the total number of eligible voting members plus 1. Vacant seats shall not be counted.

#### Section 2. Legislation

- 1.) Any member of the Residence Hall Association General Assembly shall have the power to initiate change deemed necessary for the welfare of Utica College residents and the Residence Hall Association.
- 2.) Members may have items placed on the agenda by raising their hand at the New Business portion of the meeting. The item shall be tabled for at least one week and discussed at the following meeting.

### Section 3. Archiving

The members of the Residence Hall Association shall endeavor to create an archive that shall include but not be limited to: meeting agendas, meeting minutes, financial records, attendance records, forms, legislation, governing documents and correspondences.

### Section 4. Voting

- 1.) A simple majority of those present voting in the affirmative shall be necessary for the passage of legislation, resolutions and bylaws unless otherwise indicated in the Constitution.
- 2.) Fund requests in the amount of less than \$25.00 and non-fiscal matters not needing to be brought back to the residents may be voted on at the meeting they were introduced at.
- 3.) All fund requests in excess of \$25.00 and non-fiscal matters deemed important enough to be brought to the attention of the other residents may be tabled until the next Residence Hall Association meeting if necessary for proper consideration of the matter.

## **ARTICLE VII Bylaws**

### Section 1. Bylaws

This membership shall have in its authority the power to set up and enforce bylaws for the purpose of augmenting, but not changing, this Constitution.

## **ARTICLE IX Amendments**

### Section 1. Amendments

This Constitution may be amended, expanded or repealed by a roll call vote of all members in good voting standing with a 2/3 vote of all those voting having a vote in the affirmative. Any such vote must be well advertised and should be representative of the whole population.

## **ARTICLE X Creation and Enactment**

### Section 1. Constitution Enactment

- 1.) This Constitution shall permanently go into effect immediately upon its acceptance with a 2/3 vote of members present on this date: April 1, 2009.
- 2.) This document shall replace the previous Utica College Residence Hall Association Constitution accepted on May 3, 2005, and the Utica College Hall Council Constitution in effect prior to that.