

Northwest Missouri State University
Residence Hall Association Constitution

Article I. Name of the Organization

The name of the organization shall be the Northwest Missouri State University Residence Hall Associate, hereafter referred to as RHA.

Article II. Statement of Non-discrimination and Non-hazing

RHA, in affiliation with The Department of Residential Life at Northwest Missouri State University, fosters an inclusive environment focused on:

Safety: Creating communities free of bias, assumptions, and discrimination

Respect: Demonstrating behaviors of kindness and compassion towards oneself and others

Growth: Challenging each other to learn and understand themselves and others

RHA will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

Article III. Mission Statement

RHA is a student-run organization dedicated to promoting involvement and leadership among the campus community. RHA serves as a voice for all residents and as a catalyst for improvement.

Article IV. Affiliation

Section 4.01 – NACURH & MACURH

RHA shall be affiliated with the NACURH, Inc. (the former National Association of College and University Residence Halls), and the Midwest Affiliate of College and University Residence Halls (MACURH).

Section 4.02 – Residential Life

RHA shall be affiliated with the Department of Residential Life at Northwest Missouri State University and all associated hall governments.

Section 4.03 – NRHH

RHA shall be affiliated with the Bearcat Chapter of the National Residence Hall Honorary (NRHH). NRHH provides Organizational Representatives to RHA.

Article V. Hall Councils

The governing and programming bodies of the individual halls have varied organizational structure and shall be referred to as Hall Councils.

Hall Councils are subsidiaries of RHA. Hall Councils operate to improve the quality of life in each residence hall. Hall Councils’ duties include identifying and sponsoring programs for their residence halls and making improvement to the living environment and amenities available to residents.

Article VI. Membership

Any student living within the residence halls sanctioned by the Northwest Missouri State Department of Residential Life and the Missouri Academy for Science, Mathematics, and Computing is a constituent of RHA. These constituents are represented in RHA by one of the following: General Body Members, Hall Representatives, Distinguished Voting Members, and Organizational Representatives.

Section 6.01 – General Body Members

General Body members are non-voting members of RHA who are encouraged to uphold and carry out the provisions of the RHA constitution. The General Body members may be active in publicizing and implementing RHA events. In meetings, General Body members may participate in all activities. These members do not hold an office, but are encouraged to apply for Committee Chair positions. Each General Body member is strongly advised to serve on one RHA Standing Committee throughout the trimester by attending the bi-weekly committee meetings and assisting in organizing committee programs.

Section 6.02 – Hall Representatives

Hall Council participation in RHA General Body meetings will strengthen a cooperative relationship among the organizations. Each Hall Council is required to provide at least one and no more than three official representatives to attend RHA General Body meetings.

Section 6.03 – Distinguished Voting Members

- A. Distinguished Voting Members are General Body Members of RHA who have shown outstanding dedication and commitment to the organization.
- B. RHA members who have a 90% attendance rate for one trimester will be allowed to petition the Secretary to be considered a Distinguished Voting Member the next consecutive operating trimester.
- C. All Distinguished Voting Member petitioners must be brought before and approved by the RHA Executive Officers.
- D. Distinguished Voting Members shall be held to the same rules and standards as all other voting members.

Section 6.04 – Organizational Representatives

Any on-campus organization wanting to be associated with and receive benefits from RHA is required to provide a liaison between the two organizations. The liaison is encouraged to attend all RHA General Body meetings and report all organizational activities.

Article VII. Voting and Speaking Privileges

Section 7.01 – Official Voting Status

RHA Executive Officers (excluding the President), Hall Representatives, Committee Chairs, Distinguished Voting Members, and Organizational Representatives who are granted voting rights, shall have official voting member status. Members may hold only one voting-member position.

Section 7.02 – Substance Voting

Substance Voting is defined as the procedure RHA undergoes to vote on issues governed by the constitution or bylaws. Only the Hall Representatives, Distinguished Voting Members, Committee Chairs, Organizational Representatives with voting rights, and Executive Officers (excluding the President) will be allowed to participate in Substance Voting.

Section 7.03 – General Body Voting

General Body voting is defined as the procedure RHA undergoes to vote on issues of no substance. General Body Voting will proceed with either a raise of hands or a statement of yeas or nays. Only a simple majority is required for General Body voting. Any member can request a vote of the General Body through a motion, second, and majority of substance vote.

Article VIII. Executive Board

The Executive Board shall consist of the Executive Officers and the Committee Chairs. The Executive Officers shall consist of the President, Vice President, Secretary, and National Communication Coordinator (NCC).

Section 8.01 – Requirements and Restrictions

- A. Must meet and maintain all eligibility requirements set forth by the Northwest Missouri State University while in office and at time of elections.
- B. Must have at least a 2.5 cumulative grade point average when elected. This GPA must be maintained throughout the duration of office. Executive members shall have a one trimester probationary period to raise their GPA, as monitored by the advisors.
- C. Executive Officers are not eligible to serve on any Hall Council Executive Board, nor may the President or Vice President of RHA serve as a Residential Life Student

Staff member (RA, SA, BRIDGE, etc.) or a Missouri Academy Community Leader during the term of office.

- D. Executive Officers must have been an active member in the Northwest RHA chapter for at least one trimester.
- E. Shall be responsible for upholding and fulfilling provisions of the RHA Constitution and monitoring others to ensure all duties and responsibilities are fulfilled.
- F. The term of office for each executive position shall last from induction to the end of the following spring trimester, or the next spring trimester in the case of an individual elected to fill a mid-cycle vacancy.

Section 8.02 – Definitions of Positions

- A. The President shall preside over operations of the RHA.
- B. The Vice President shall coordinate RHA committees in accordance with the purpose of RHA.
- C. The Secretary shall keep accurate records of meetings.
- D. The NCC shall act as a liaison among the University, MACURH, and NACURH.
- E. The President-Elect shall shadow the President. (See Bylaws §4.02)
- F. The Secretary-elect shall shadow the Secretary. (See Bylaws §4.06)
- G. The Vice President-Elect shall shadow the Vice President. (See Bylaws §4.04)
- H. The NCC-Elect shall shadow the NCC. (See Bylaws §4.08)
- I. The Committee Chairs shall preside over their respective committees.

Article IX. Committees

The committees of RHA shall maintain relations with University departments by establishing educational and social programs. Each committee will have a committee chair(s), as determined by the Vice President.

Section 9.01 – Standing Committees

Standing Committees will work to promote the mission of RHA. See Bylaws § 3.02 for Voting Member Responsibilities and Bylaws § 5.01 for Committees.

Section 9.02 – Committee Chairs

Each committee shall have a chair.

Section 9.03 – Ad hoc Committees

Ad hoc Committees are created as needed to carry out RHA business that requires a group of members beyond that already established by a Standing Committee. See Bylaws § 5.04 for Ad hoc Committees.

Article X. Advisement

RHA shall be advised by professional staff members as appointed by the Department of Residential Life. The advisors shall provide support, input, and encouragement at every official RHA event, as well as financial oversight.

Article XI. Meetings

A quorum for the transaction of official business (e.g. substance voting) shall occur when one more than half the voting RHA membership is present. All official RHA business and substance voting will be conducted using Robert’s Rules of Order.

Section 11.01 – General Body Meetings

RHA will meet once a week.

Section 11.02 – Executive Officer Meetings

The Executive Officers will meet once a week.

Section 11.03 – Committee Chair Meetings

The Committee Chairs will meet bi-weekly prior to the General Body Meeting.

Section 11.04 – Financial Meetings

The General Body will meet at the start of each academic year to vote upon a budget.

Section 11.05 – Special Meetings

Special Meetings may be called as needed. See Bylaws § 7.06.

Article XII. Election of the Executive Board

Section 12.01 – Executive Officers

Executive Officers shall be elected through a simple majority vote of the General Body. Elected officers shall be officially inducted between Spring Break and Finals Week of the Spring Trimester annually.

Section 12.02 – Committee Chairs

Committee Chairs will be appointed by the Vice President with the consent of the rest of the Executive Officers.

Section 12.03 – Vacancies

- A. Vacancies for Committee Chairs will be filled by appointment by the Vice President.
- B. Vacancies for Executive Officer positions will be filled through a two-week nomination process.
- C. Vacancies in representative positions will be filled by the represented organization.

Section 12.04 – Impeachment

- A. Impeachment shall be defined as the procedure by which any member of RHA may be accused of inappropriate activities.
- B. Grounds for impeachment include, but are not limited to: misrepresentation, negligence of office, absence of authority, or failure to meet the qualifications outlined.
- C. Any member may be considered for impeachment based upon recommendations to the President and a petition signed by at least 25% of the voting members. Recommendation should be taken to the Vice-President in the event of Presidential impeachment.
- D. To be removed, there must be a two-thirds majority vote following a presentation of the articles of impeachment, with opportunity for rebuttal.

Article XIII. Amendments

Section 13.01 – Yearly Review

The Executive Officers shall coordinate with an Ad hoc Committee to review the Constitution and Bylaws annually and propose changes accordingly to the General Body. At least one Executive Officer shall be in attendance at all Constitution Ad hoc Committee meetings.

Section 13.02 – Proposal

- A. Is considered official RHA business.
- B. Any voting member shall have the right to propose an amendment.
- C. The President shall not be permitted to propose an amendment.
- D. Amendments must be proposed in writing at any RHA General Body meeting.
- E. Amendments must be on the floor for at least two RHA General Body meetings before a vote may be called.
- F. Amendments to amendments may be presented orally during the official transaction of business.

Section 13.03 – Ratification

- A. Will be conducted through a vote of all official RHA voting members.
- B. Will require a two-thirds majority of voting members present.
- C. Will go into effect as soon as ratified unless specifically stated within the proposal.

XIV. Bylaws

RHA bylaws will be a specific list of laws and orders, which will govern the operation of RHA. The purpose of bylaws is to establish specific guidelines, which are not completely outlined. The procedure in which to amend the bylaws is the same as the procedure to amend the Constitution, which is outlined in Article XIII, excluding §13.03b. Ratification of Bylaws requires a simple majority vote.

Northwest Missouri State University
Residence Hall Association Bylaws

Article I. Hall Councils

Section 1.01 – Voting Privileges

To maintain voting status, each hall representative is responsible for active participation on a RHA committee and attendance at weekly RHA General Body Meetings. See Bylaws § 3.02.

Section 1.02 – Constitution

Current Hall Council constitutions must be on file with the Secretary of RHA by the last meeting in October. Not submitting this constitution will result in a loss of the respective hall's voting rights until a current constitution is submitted to the Secretary.

Article II. Membership

Section 2.01 – Membership Selection

Every on-campus resident is a constituent of RHA and able to become a General Body member.

Section 2.02 – Organizational Representation

- A. Organizations requesting representation must submit a formal request to the Secretary via the RHA email address two weeks prior to requesting attendance before the RHA body.
- B. Requests for Organizational Representation will be reviewed by the Executive Officers to determine if the requesting organization's mission meets the mission of RHA and should go before the General Body for a vote.
- C. The requesting organization shall make a formal presentation before the General Body prior to voting on the request.
- D. The General Body will then vote if the organization will be recognized and/or allowed voting members. Organizations will be allowed no more than two voting members.

Section 2.03 – Currently Recognized Organizations

The Bearcat Chapter of the National Residence Hall Honorary (NRHH) is RHA's sister organization. NRHH may have up to two voting representatives at RHA General Body meetings.

Article III. Voting & Speaking Privileges

Section 3.01 – Official Voting Rights

- A. The President shall have no voting rights unless there is a tie.
- B. The Vice President, Secretary, and NCC shall each have voting rights.
- C. Each Committee Chair shall have voting rights. Before discussion, each committee chair must caucus with his/her committee and vote for the committee.
- D. Each Hall Council shall send up to three Hall Representatives with voting rights.
- E. Distinguished Voting Members shall each have voting rights.
- F. Currently Recognized Organizations shall send no more than two Organizational Representatives with voting rights.

Section 3.02 – Voting Member Responsibilities

Each member with voting rights is responsible for representing their constituents with the vote. All members are required to attend weekly meetings and be active in a committee. If a member is unable to attend a meeting, they are expected to notify the Secretary at least 24 hours in advance to obtain an excused absence or submit the name of a proxy.

Section 3.03 – Proxy

Every voting member is expected to attend every scheduled RHA meeting. If unable to attend and aware in advance, individuals should submit the name of an approved proxy to attend and vote in their place. This name must be a current member of the same hall, organization, or committee the vote is from.

This name must be submitted to the Secretary 24 hours before the RHA General Body meeting.

Section 3.04 – Absences

- A. Members are only allowed three unexcused absences before their voting privileges are terminated.
- B. Excused absences include: illness, family emergencies or other non-academic conditions to be excused by the discretion of the secretary (on a per case basis).
- C. An unexcused absence shall be defined as missing a meeting without sending an approved proxy.

Section 3.05 – Termination of Voting Rights

- A. The Secretary is responsible for notifying members (and the represented organization) who have lost their voting rights due to not meeting the responsibilities listed above.
- B. If the member missing three or more meetings wishes to still be active in RHA, they are free to attend meetings as a General Body member. They are restricted from having a vote for the remainder of the trimester.
- C. Those individuals who had their voting rights terminated can regain their voting rights at the start of the new trimester if their represented organization chooses to do so.
- D. Distinguished Voting Members who have had their voting rights revoked can regain their voting rights only after showing a new full trimester of 90% attendance and re-petitioning for DVM status.
- E. In the event that a member loses voting privileges, organizations and Hall Councils are required to appoint new representatives before the vote can be used to represent the group in quorum or official business. These appointments must be made to the Secretary by noon the day of the first meeting this representative will be voting. Distinguished Voting Members may not appoint a replacement for themselves in the event they have lost voting rights.

Article IV. Executive Board Duties and Responsibilities

Section 4.01 – President

- A. To act as the official representative and spokesperson for RHA in concordance with the wishes of RHA.
- B. To preside over RHA General Body Meeting and Executive Officer Meetings.
- C. To act as the moderator for all discussions within the RHA body, utilizing Robert's Rules of Order as necessary.
- D. To form Ad Hoc committees and appoint members and chairs as needed with the approval of the RHA Executive Board and the consent of the voting members.

- E. To appoint organizational liaisons as necessary.
- F. To vote only in the case of a tie of the RHA body.
- G. To take appropriate actions towards any officer or member not performing the duties required through recommendation outlines in Constitution Article XII, § 12.04.
- H. Coordinate or delegate the planning of the annual banquet.
- I. To update all other MACURH Presidents on RHA operations.
- J. To oversee the modification of the webpage.
- K. To train the President-elect.
- L. Serve a minimum of five office hours per week. (See § 9.01) One of these hours can be dedicated to a 1:1 meeting with the position advisor.

Section 4.03 – Vice President

- A. To coordinate and be responsible for all Standing Committees.
- B. To facilitate and coordinate bi-weekly meetings with the Committee Chairs.
- C. To serve as Programming Communications Coordinator (PCC) at the MACURH Annual conference unless otherwise designated by the executive officers.
- D. To assist the President in carrying out the operations of RHA.
- E. To serve as Parliamentarian and have an updated copy of the RHA Constitution.
- F. To preside in the absence of the president and appoint a Parliamentarian, in these cases.
- G. To assume the office of the President in the case of a vacancy.
- H. To vote on all issues brought before RHA except when acting as chair, when a vote will only be solicited in case of a tie.
- I. Will assist in planning the annual banquet.
- J. To update and modify the webpage regarding positional responsibilities.
- K. To train the Vice President-elect.
- L. Serve a minimum of five office hours per week. (See § 9.01) One of these hours can be dedicated to a 1:1 meeting with the position advisor.

Section 4.05 – Secretary

- A. To take roll at every RHA meeting and monitor attendance, enforcing the attendance policy when necessary.
- B. To record and keep accurate minutes of all RHA General Body meetings.
- C. To distribute the official minutes to all advisors and members of RHA in a timely manner.
- D. To assist the President with official RHA business as necessary.
- E. To make monthly reports as to the state of the overall RHA budget to the RHA body and individual reports to the committee chairs.

- F. Facilitate funding requests submitted and presented before the RHA body.
- G. To vote on all issues brought before RHA.
- H. Will assist in planning the annual banquet.
- I. To update and modify the webpage regarding positional responsibilities.
- J. To train the Secretary-elect.
- K. Serve a minimum of five office hours per week. (See § 9.01) One of these hours can be dedicated to a 1:1 meeting with the position advisor.

Section 4.07 – National Communication Coordinator (NCC)

- A. To act as a liaison between RHA and NACURH.
- B. To act as a liaison between RHA and MACURH.
- C. To update all other MACURH NCCs on RHA operations.
- D. To be responsible for providing an organized bank of resources gathered from the National Information Center (NIC) or other universities to be utilized by NWMSU.
- E. To submit a yearly report to the NIC in accordance with the NACURH guidelines (RFI report).
- F. To lead the NWMSU delegation to conferences and/or national, state, or regional business meetings.
- G. To train the NCC-elect
- H. To uphold the expectations and responsibilities outlined by the NACURH Board of Directors.
- I. To assist the President with official RHA business as necessary.
- J. To vote on all issues brought before RHA.
- K. Will assist in planning the annual banquet
- L. To update and modify the webpage regarding positional responsibilities.
- M. Serve a minimum of five office hours per week. (See § 9.01) One of these hours can be dedicated to a 1:1 meeting with the position advisor.

Section 4.05 – President-Elect

- A. To attend all Executive Board meetings following acceptance of the position.
- B. To attend the NACURH conference
- C. To assist the standing President in tasks and duties as appropriate.
- D. To preside over one General Body Meeting prior to their official induction.
- E. To shadow one office hour per week.

Section 4.06 – Vice President-Elect

- A. To attend all Executive Board meetings following acceptance of the position.
- B. To assist the standing Vice President in tasks and duties as appropriate.
- C. To preside over one General Body Meeting prior to their official induction.

- D. To shadow a minimum of three office hours prior to their official induction.

Section 4.07 – Secretary-Elect

- A. To attend all Executive Board meetings following acceptance of the position.
- B. To assist the standing Secretary in tasks and duties as appropriate.
- C. To preside over one General Body Meeting prior to their official induction.
- D. To shadow a minimum of three office hours prior to their official induction.

Section 4.08 – National Communication Coordinator-Elect

- A. To attend all Executive Board meetings following acceptance of the position.
- B. To attend the NACURH conference and shadow at least one boardroom.
- C. To assist the standing NCC in tasks and duties as appropriate.
- D. To preside over one General Body Meeting prior to their official induction.
- E. To shadow a minimum of three office hours prior to their official induction.

Section 4.09 – Committee Chairs

- A. To preside over respective committee.
- B. To maintain a committee budget.
- C. To assist the Executive Officers with official RHA business as necessary.
- D. To vote on all issues brought before RHA.
- E. To attend bi-weekly Committee Chair Meetings.
- F. To attend weekly RHA General Body meetings.
- G. To fill out a wrap up report after each program and submit this to the Vice President within two weeks of the ending of the event.

Article V. Committees

Section 5.01 – Standing Committees

Standing Committees will work to promote student engagement, sustainability, diversity, and healthy living. The Standing Committees shall be recognized as:

- A. Betterment
 - 1. To provide improvements to the residence halls and campus in response to resident’s concerns and desires using resources available to them on campus.
 - 2. To investigate, and act, if need be, on concerns brought to the attention of the group, in correspondence with the level of concern and need.
 - 3. To be a liaison between students and administration with respect to campus/hall improvement.

B. Recruitment and Retention

1. To promote interest in joining RHA.
2. To program in order to create relationships between the halls and RHA.
3. To help residents find their place within and stay connected during their time on campus.

C. Events

1. To provide a welcoming, stress-free, and productive atmosphere for all residents on campus.
2. To work with other organizations on campus to provide alternative activities for our residents.

Section 5.02 – Ad hoc Committees

Any member who expresses a perceived need and intent to carry out a purpose currently unfulfilled by the Standing Committees may chair an Ad hoc committee with the approval of the President and the consent of RHA. Committee Reports will be expected at each RHA General Body meeting. The Ad hoc committee will exist until the need is fulfilled or the committee does not fulfill its duties. The Ad hoc Committee will include all volunteers deemed necessary to complete the required task. The Ad hoc Committee Chair shall not hold a vote in Substance Votes unless already possessing one.

Article VI. Advisement

Advisors will be assigned by the Department of Residential Life.

Section 6.01 – RHA Advisor

- A. At least one advisor shall be the central RHA advisor, primarily advising the Executive Officers and ensuring that the organization upholds the purpose of RHA.
 - a.
- B. This RHA Advisor shall also serve as the Treasurer for the organization, responsible for managing the disbursement of funds and supervision of the budget.

Section 6.02 – Committee Advisors

Other advisors shall directly advise committees in accordance with the purpose of RHA. These advisors will also work directly with the Committee Chairs to help strengthen the leadership qualities of the chair.

Article VII. Meetings

Section 7.01 – General Body Meetings

RHA General Body meetings will be held weekly while classes are in session for the fall and spring trimesters. The President shall be able to cancel or change the meeting time within a week of the proposed-changed meeting and the consent of RHA.

Section 7.02 – Executive Officer Meetings

The Executive Officer meetings will be held once a week prior to the General Body Meeting. These meetings may be changed by the President with the consent of the Executive Officers.

Section 7.03 – Executive Officer and Advisor Meetings

The Executive Officer and Advisor meetings will be held once a week prior to the General Body Meeting. These meetings may be changed by the President with the consent of the Executive Officers and Advisors.

Section 7.04 – Committee Chair Meetings

The Committee Chair meetings will be held every other week prior to the General Body Meeting. These meetings may be changed by the Vice-President.

Section 7.05 – Financial Meetings

Financial Meetings shall be held at the start of each academic year after voting members have been secured by each of the Hall Councils and will be intended only to review and make necessary changes to the RHA budget. This meeting may be called as a part of a General Body Meeting or separately, so long as quorum is met.

Section 7.06 – Special Meetings

- A. Special Meetings may be called by the President or by a two-thirds majority of the voting members. An official declaration of the intent and agenda for this meeting must be submitted either by the President or by the voting member who initially made the motion. This agenda may not be amended or changed during the meeting.
- B. Two weeks' notice must be given prior to the Special Meeting taking place and must include at least two different forms of publicity.

Article VIII. Election of the Executive Board

Section 8.01 – Election Process

- A. The election of Executive Officers shall begin with publicity of open offices and the election schedule. Publicity shall begin on the Monday following the return from Winter Break.
- B. Nominations will be accepted beginning the first business day in February and shall be open for two weeks.
- C. Voting for RHA Executive Officers shall take place during the General Body Meeting following the closing of nominations.
- D. If during the voting process, nominations no longer exist for the position, informal nominations may be made from the General Body.
- E. If a nominee is not elected for the position for which the nominee is running, the option to run for the next position will be made available if already nominated.
- F. Upon election, the elected member has until the first business meeting in March to accept their position.
- G. Inauguration of elected officers shall occur at the Annual Banquet.

Article IX. Business Operations

Section 9.01 – Business Operations

Each RHA Exec Officer shall provide active contact for residents via office hours and direct communication systems for a minimum of standard business hours while classes are in session and additional time as necessary.

Section 9.02 – Budget

- A. The RHA Executive Officers shall, prior to the beginning of the academic year, allocate funds to the organization in a provisional budget.
 - 1. The official voting members of RHA at the yearly Financial Review Meeting shall then approve or amend the provisional budget.
 - 2. Any changes made to the budget during the course of the year must be approved by the official voting members of RHA.
 - 3. All issues surrounding the budget shall be considered issues of substance and must pass with a two-thirds majority vote.
- B. Any student-run organization requesting funds shall submit their request in writing two weeks prior to presenting request for money from the General Body.
 - 1. Organization must demonstrate an attempt to acquire funds by other means such as fundraising, where applicable.
 - 2. Organizations affiliated with RHA must present an up to date organization budget with their request for funds.
 - 3. Funds must be used to benefit students on campus.
 - 4. Organizations not affiliated with Residential Life may not request funds from RHA more than once in a two-year time period.
 - 5. Groups may not request more than \$1000 per academic year.
- C. Funding Requests
 - 1. Organizations requesting funds must fill out a funding request form.
 - 2. The funding requests shall be submitted to the RHA email address two weeks prior to requesting attendance before the RHA body.
 - 3. Funding requests will be reviewed by the Executive Officers to determine if the request meets the mission of RHA and should go before the General Body for a vote.
 - 4. The requesting organization shall make a formal presentation before the General Body prior to voting on the request.

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