

The Constitution of Manchester University Residence Hall Association

North Manchester, IN

MISSION STATEMENT

We, the members of the Manchester University Residence Hall Association (RHA), encourage a stimulating living/learning environment by promoting and implementing cultural, academic, and social activities among residents. As the residential hall governing body, we also strive to improve the residential experience of our students.

PREAMBLE

We, the members of Manchester University RHA, with the desire to preserve within the University an atmosphere of community, free discussion, inquiry and self-expression to ensure the personal freedom and social, intellectual, spiritual, physical, emotional and cultural wellness of the residents, do hereby establish this constitution for the residents of the University.

FRANCHISE and CITIZENSHIP

RHA meetings shall be open to all students living in residence halls. RHA is a student run organization made up of representatives from each residence hall. We strive to enhance the quality of life in each residential living area.

DIVERSITY STATEMENT

The Manchester University RHA does not discriminate on the basis of factors such as national or ethnic origin, race, color, age, gender, sexual orientation, religion, disability or veteran status.

ALCOHOL POLICY

All RHA members, including Executive Board (E-Board) and hall representatives, must abide by all alcohol policies as stated in the Manchester University Source or face forfeiture of their positions. Members who violate these policies may be asked to step down at the discretion of the Hall Director Advisors and/or Director of Residential Life (Director of ResLife).

Article I: Objectives of RHA

SECTION 1. The objectives of this organization shall be:

1. To promote cultural, academic, and social activities among residents.
2. To promote the best living conditions and services possible for its members and residents.
3. To maintain a representative form of government and to protect the interests of all residents in the halls.

Article II: Membership

SECTION 1. The RHA shall consist of residents presently living in the Manchester University residence halls consisting of East, Garver, Helman, Oakwood, Schwalm and East Street Apartments.

Article III: Structure of RHA

SECTION 1. RHA E-Board and Hall Representatives

1. The E-Board of RHA shall consist of the President, Vice President, Secretary, Treasurer, and National Communication Coordinator (NCC).
2. The executive officers shall not be of first-year student status the academic year they hold office unless deemed otherwise appropriate or necessary by the President or Advisors.
3. The E-Board member must have prior Hall Council or RHA Representative experience, unless deemed otherwise appropriate or necessary by the President or Advisors.
4. There shall be two Hall Representatives from each hall.
5. The Executive Officers, with the exception of the NCC, will be elected by a majority of the students voting in the spring general elections.
6. Each Executive officer and Representative has one vote, with the exception of President, who votes only to break a tie.
7. The E-Board officers and Hall Representatives must maintain a 2.3 or better GPA. Special circumstances may be addressed by the RHA Advisors.
8. The E-Board officers and Hall Representatives must live in Manchester University residence halls during their term of office.
9. The Executive officers and Hall Representatives shall not hold the position of Resident Assistant (RA).
10. Each Executive officer will chair at least one committee.
11. There is a two-year term limitation on holding the same E-Board position.

SECTION 2. Responsibilities of E-Board Officers and Hall Representatives

ALCOHOL POLICY: All RHA members, including E-Board and hall representatives, must abide by all alcohol policies as stated in the Manchester University Source or face forfeiture of their positions. Members who violate these policies may be asked to step down at the discretion of the Hall Director Advisors and/or Director of ResLife.

Part A. President

1. The President shall call all meetings of the RHA. She/he shall also call all meetings to order and preside over them.
2. The President shall confer with the Advisors on all matters.
3. The President shall have a working knowledge of the RHA Constitutional Articles and provisions.
4. The president shall hold elections for the next year's E-Board.

5. The President, in conjunction with the Advisors, has the power to create *ad hoc* committees with the consent of 2/3 of the voting membership present at the announced meeting.
6. The President has the power to appoint committee chairperson(s).
7. The President shall meet with the Advisors weekly, prior to E-board meeting.

Part B. Vice President

1. The Vice President shall act as an assistant to the President.
2. The Vice President shall assume the responsibilities of the President in the event the President is unable to carry out his/her duties.
3. The Vice President shall complete the term of President in the event that the President is unable to carry out his/her office at any time during the term.
4. The Vice President shall oversee all advertising efforts.

Part C. Secretary

1. The Secretary shall take attendance as well as minutes at all RHA meetings, and enforce the attendance policy.
2. The Secretary shall send minutes to each member. A copy of the minutes shall be sent to the Director of ResLife, each Hall Director, and each member of RHA at least 24 hours after the previous meeting.
3. The Secretary shall maintain all records of the RHA and make them available upon request of any member of RHA.
4. The Secretary shall maintain a file of all minutes to be kept in the RHA office.
5. The Secretary shall, in conjunction with the RHA E-Board, compile an agenda before each general meeting.

Part D. Treasurer

1. The Treasurer shall file a clear and concise report of all financial transactions of the RHA with the Advisors twice a month, the Director of ResLife at the end of each year and at any other time deemed necessary by the Advisors.
2. The Treasurer shall be responsible for verifying available funds for proposed programs.
3. The Treasurer shall make the books or any other financial information of the RHA available upon request of any member of RHA.
4. The Treasurer shall allocate funds only with the consent of a majority vote of membership present at the announced meeting.
5. The Treasurer shall be responsible for obtaining and preparing all forms required by either the University, local, state or federal governmental agencies.

Part E. National Communication Coordinator (NCC)

1. The NCC must be acquainted with all residence halls and their policies.
2. The NCC shall act as the RHA Parliamentarian.
3. The NCC shall serve as Manchester University's representative at state, regional, and national conferences.
4. The NCC shall serve as liaison between NACURH (National Association of University and University Residence Halls), GLACURH (Great Lakes Affiliate of University and University Residence Halls), IRHO (Indiana Residence Hall Organization) and Manchester University's RHA.
5. The NCC shall organize and submit a research or resource report to the National Information

Center (NIC) once a year.

6. The NCC shall submit applications for NACURH, GLACURH, and IRHO awards and honors when applicable.
7. The NCC shall serve as the delegation chairperson for Manchester University's RHA during state, regional, and national conferences.
8. The NCC is responsible for making sure membership dues are paid and a registration form is sent in each year to the National Chapter of RHA.
9. The NCC shall be responsible for the Resource File Indices (RFIs), and will make them available for use by all Residential Life staff and RHA members.
10. The NCC will be appointed through nominations and elections.
11. The NCC will be selected in December.
12. The NCC will have a four-month training period, January-May.
13. The NCC in Training may hold an Executive position in RHA.
14. The position of NCC Trainee does not have voting privileges (unless all ready instated in E-board).
15. The Representatives and Executive officers term of office shall be from June 1 of one year to June 1 of the following year. The NCC position will be filled by May 1 for a year and a half. The officer-elect shall have an internship with the current officer.

Part F. RHA Representatives

1. Representatives shall act as liaisons between their residence halls and RHA.
2. Representatives are to serve to represent the opinions and issues of their halls.
3. Representatives shall serve on at least one committee per semester.
4. Representatives shall report RHA activities and decisions to their respective
 - a. Hall Council at each regularly scheduled Hall Council meeting.

Part G. Advisor

1. The Advisor to RHA shall be appointed by the Director of ResLife.
2. The Advisor is not a voting member of the RHA.
3. The Advisor shall be present at E-Board and general meetings to act as a resource.
4. The Advisor, in conjunction with the Treasurer, is responsible for all financial expenditures.
5. The Advisor shall meet with the Director of ResLife on a regular basis to discuss the proceedings of RHA.

SECTION 3. Committees of the RHA

1. Committees of the RHA will consist of members of the Association and will be geared toward improving residence hall life.
2. The President, in conjunction with the Advisors, has the power to create/delete any committee with the consent of 2/3 of the voting membership present at the announced meeting.
3. The President, with the consent of RHA, has the power to appoint all committee chairs.

Article IV: Elections

SECTION 1. E-Board and Hall Representative Elections

1. There shall be elections held during the General Elections (approximately the third week in

April) for the following year's officers.

2. Officer Elect shall be trained in that position for two weeks by the preceding officer.
3. Officer Elect is officially sworn into the position three weeks after elections.
4. The Representative and officer term of office shall be from the first week of May of one year to the first week of May the following year.

SECTION 2. Procedures of E-Board and Hall Representative Elections

1. Elections will be done internally with the General Assembly.
2. Details of the election process will be determined by the current E-Board officers and communicated to the General Assembly no later than two (2) weeks prior to the anticipated election date.

SECTION 3. In Case of Vacancies

1. Each candidate is allowed a five (5) minute presentation, non-extendable, about themselves.
2. Each candidate is allowed five (5) minutes for questions & answers, extendable.
3. Each candidate will leave the room as the General Assembly and Executive Board discuss the candidate's qualifications based on facts. Bias and conjectures during this time will be discouraged by the Advisors.
4. Voting will then be done by secret ballot, done by the Advisors and president, if the president is not on the ballot.

Article V: Meetings

SECTION 1. Meeting Procedures

1. Meetings shall be held a minimum of two (2) times per month.
2. The first general RHA meeting of the academic year shall be held by the second full week of classes during the Fall Semester.
3. The E-Board shall hold an Executive meeting before each general meeting to set the agenda.
4. All meeting procedures must follow Parliamentary Procedure.
5. Quorum is required to pass any motion brought in front of RHA. Two thirds (2/3) of the current voting membership present shall constitute a quorum.
6. Members of RHA shall not miss more than two (2) meetings per semester in a row. Absences must be approved ahead of time by the President or Vice President.
7. A vote must be taken in order to allocate money.

SECTION 2. Voting Members of RHA

1. All RHA E-Board Officers are voting members of RHA with the exception of the President who votes only to break ties.
2. All RHA Representatives and RAs are voting members of RHA unless they have been suspended by proper impeachment proceedings.
3. Any position may have voting rights revoked for violation of Article V, Section I, Number 6.
4. The Secretary will notify the Hall Council President when a representative loses voting privileges.
6. An individual or Hall Council may appeal to the E-Board to have voting privileges re-instated, this will be debated during the next E-Board meeting.

SECTION 3. Introductions of Motions and Proposals

1. All Executive Officers and Hall Representatives have the power to introduce motions and proposals.
2. Any student of a residence hall shall have the power to create a proposal to initiate an act within RHA. If the proposal is within limitation of the RHA constitution, the RHA E-Board shall conduct a vote on the proposal at the next regularly scheduled general meeting. A majority of the votes is required to pass the proposal.

SECTION 4. Meeting attendance

1. All Hall Representatives are required to attend every general and their respective committee meetings.
2. The President or Committee Chair must be notified of absences prior to the missed meeting.
3. Representatives shall find a proxy to attend meetings to represent them when absent. This can be any resident of the hall they represent.
4. If there are two or more consecutive absences by a Hall Representative, their RHA-approved funding will be frozen until the Hall Representatives have established two consecutively attended meetings.
 - a. Since there are to be two reps per hall, any absence will be counted, by either representative, against their respective hall.

Article VI: Amendments and Ratifications

SECTION 1. Amendment and Ratification Allowance

1. This constitution may be amended and ratified with a majority vote when there is quorum present.

Article VII: Hall Councils

SECTION 1. Hall Council Constitution

1. Individual residence hall constitutions shall not be in direct conflict with this RHA constitution.

SECTION 2. Hall Council Elections

1. Hall Council applicants must follow the petitioning and campaigning procedures as outlined in Article IV.
2. Hall Council elections shall occur in close proximity to the RHA elections in the spring semester. Officer elect shall be trained in the position by the preceding officer.
3. The term of office shall be from the first week of May of one year to the first week of May of the following year. During which time they must live in Manchester University residence halls.

SECTION 4. Governing Document

1. The constitutions of Manchester University Hall Councils are bound by this constitution.
2. Hall Council shall submit their constitution at the end of each academic year. Constitutions must be in compliance with RHA's.

Article VIII: Removal of Officers and Representatives

SECTION 1. Grounds for Removal

1. Failure to comply with the duties stated in this RHA constitution will constitute grounds for removal from office by the RHA General Assembly, E-Board, Advisors, and/or the Director of ResLife.
2. Any officer found responsible for violating a policy listed in the MU source may also face removal from office by Advisors and/or Director of ResLife.
3. Only E-Board members are subject to removal by General Assembly and/or E-Board.
4. At any time during his/her term, any RHA member can resign from their position.

SECTION 2. Removal from Office by Advisors and/or Director of ResLife

1. In the event that an officer is facing removal by the Advisors, a preliminary meeting will be set with the officer and Advisors in which the reason for removal will be explained.
2. If possible, an action plan for improvement, including a deadline for said improvements, will be set and must be adhered to. Officer will be removed if goals are not met in the allotted time.
3. A statement of removal will be made at the RHA meeting immediately following the date of the officer's removal. While the Advisors will respect confidentiality and never disclose the reason for removal with the General Assembly, the officer will have the opportunity and option disclose said information during the statement of removal.

SECTION 3. Removal from Office by General Assembly and/or E-board

1. Any member of RHA may submit to the Advisors a written grievance against any E-board member that has shown less than acceptable job performance according to this constitution.
2. That officer will be informed verbally and in writing of the grievance. A meeting will be scheduled between the Advisors and the officer to see if the problem can be resolved. This meeting must take place no later than 7 days after the grievance is submitted. If a resolution is not reached, removal proceedings will begin.
3. At the next RHA meeting, removal proceedings are commenced by a majority vote of the RHA quorum. The officer being removed is not allowed a vote in any of the proceedings.
4. If quorum is reached, an announcement is to be made in the minutes that discussion and/or removal will take place at the following RHA meeting.
5. The RHA meeting following the removal announcement must include discussion on the removal of the officer in question. At that time, the officer will be allowed to publicly address the grievance.
6. Following the discussion, a majority vote of all RHA voting members is required to remove the member from RHA.
7. Any member thus removed will be ineligible to hold an E-Board position in RHA until the following academic year, although that person may attend any open RHA meeting as a student of Manchester University.
8. At any time during the grievance and removal process, the officer in question will have the right to resign.

SECTION 4. Removal from Office by Resignation

1. To resign from their position, an officer must submit a written letter of resignation to the RHA

- E-Board and Advisors clearing stating a resignation date.
2. A statement of resignation will be made to the GA at the meeting following the receipt of a resignation letter.
 3. At no time will any member be forced to give an explanation for resignation. The option of disclosure is that of the member.

Article IX: Finances

SECTION 1. Allocation of Funds

1. The Residence Hall Programming funds will be allocated by the Director of ResLife and any changes in the Residential Life programming budget are to be taken to the RHA general assembly and pass by a 2/3 majority vote of the Resident Hall Councils.

SECTION 2. Expenditures

1. Expenditures will be overseen by the RHA Treasurer, RHA President, RHA Advisors, and the Director of ResLife. Individual Hall Council funds will be overseen by the Hall Treasurer, Hall President, and the Hall Director. Proposals must be turned in for all expenditures at least one week prior to the date the funds are needed, and receipts must be maintained for reimbursement.

Article X: Programming

SECTION 1. Eligibility for Prizes

1. RHA members are not eligible to win any prizes purchased for RHA sponsored programming.

SECTION 2. Attendance Policy

1. If any RHA member is not going to be in attendance at an RHA sponsored event, it is their responsibility to inform a member of the E-Board, preferably the President, at least 24 hours in advance.
2. Committee members must be present at their programs.
3. Committee members are responsible for any set up or clean up that is needed in addition to that which is already provided by MU staff members.
4. If any committee members are not going to be present at their program, the committee lead must be made aware of the situation. It is the responsibility of the committee member to find a replacement.

RHA Constitution
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