

Constitution for the University of Central Arkansas (UCA) Resident Housing Association (RHA)

ARTICLE I. -NAME

This organization shall be known as the Resident Housing Association, hereinafter referred to as RHA. The RHA shall operate under the powers and limitations of this constitution and the policies of the University of Central Arkansas.

ARTICLE II. -PURPOSE AND GOALS

Section I. Purpose

The purpose shall be to represent and help provide for the needs and wishes of the residents of On-Campus Housing to Housing and Residence Life and the rest of the college

Section II. Objectives

1. To plan, implement, evaluate and support a spectrum of services and programs that enhance the On-Campus Community.
2. To serve as a liaison between on-campus residents, housing, University administration, and other student organizations on campus.
3. To inform residents about campus and housing issues that will affect them and promote the most favorable environment possible in the residence halls on the University of Central Arkansas campus.
4. To promote leadership within the residential community.
5. To act as a forum for the exchange of ideas.

Section III. Goals

1. To assist and provide input to the Housing staff on issues and policies that will effect the community environment of residential students.
2. To sponsor campus wide events pertaining to the residence halls as a whole. Such events shall include programs of a social and instructional nature.
3. To assist in individual hall activities such as individual hall programs or joint hall programs, which, while not including all residence halls, would be special activities of interest to those halls.
4. To assist in the organization and promotion of approved hall intramural activities.

ARTICLE III.- MEMBERSHIP

Section I. Eligibility

1. Membership to RHA is open to all students enrolled at the University of Central Arkansas.
2. Any member or officer having two unexcused absences a semester from any meeting or event may be removed from the organization. A quorum of 50% + 1 of all voting members with at least 1/2 of all the halls represented and a two-thirds majority vote must be obtained to remove the individual.

ARTICLE IV.- OFFICERS

Section I. Requirements for Officers

The officers of RHA, must meet the following requirements:

1. Have a 2.50 cumulative grade point average during term of office.
2. Be an enrolled student in good standing with the University of Central Arkansas.
3. Must live in on-campus housing during their term of office.
4. Must have at least one year of experience in Hall Council/RHA.
5. Must be able to hold two office hours excluding executive board, general assembly, or other RHA meetings.

Section II. Conditions Beyond Requirements

1. In the event that candidates meeting requirements for positions as outlined in this constitution are not available, than RHA will accept applicants from members regardless of the length of time of their active participation for elections as outlined in Article IV and in the case of vacant position elections (Article V Section IV).

Section III. General Functions

1. Operating within the confines of the by-laws, the Executive Council shall insure that the purpose of the Residence Hall Association, as stated in the Constitution, is carried out.
2. All Executive Members should have one vote in RHA Executive Council and General Assembly meetings except for the President. The President shall only vote in case of a tie.
3. The Executive Board must prepare an annual report of suggestions for the coming year, reflections of the previous year.
4. The Executive Board shall confer with the treasurer and advisor as to major changes in the annual budget.
5. The Executive Board must meet with an advisor on a weekly or as needed basis.

Section IV. Officers and Duties

1. President
 - A. The President shall preside over meetings of RHA and shall call special meetings as necessary and may increase regular meetings if necessary.
 - B. The President shall be responsible for the administration and the enforcement of the RHA Constitution and by-laws.
 - C. The President shall delegate appointments as agreed upon by a simple majority of the RHA.
 - D. The President shall perform all other executive functions proper as chief executive officer of RHA.
 - E. The President shall establish all committees and chairpersons.
 - F. The President shall represent the Residence Hall Association in all official capacities in the university community.
2. Vice President
 - A. The Vice President shall preside over the Council in the absence of the President, and represent the RHA in all official and formal capacities at the University in the absence of the President.
 - B. The Vice President shall be responsible for producing a newsletter in August, November, February, and April.
 - C. The Vice President shall be responsible of all fundraising efforts.
 - D. The Vice President shall be responsible for the organization and distribution of Welcome Kits and Finals Kits.

3. Secretary
 - A. The Secretary shall keep minutes of the meetings, an attendance roll, a report of excessive absences, and all correspondences of the RHA.
 - B. The Secretary shall provide a copy of the minutes of each RHA meeting to all representatives, one to each Hall Coordinator, Area Coordinator, Associate Director and Director of Housing.
 - C. The Secretary shall be responsible for compiling the RHA handbook, which shall be a complete compilation of all hall officers, their hall and room number, email addresses and phone numbers.
4. Treasurer
 - A. The Treasurer shall be responsible for all the financial matters of RHA.
 - B. The Treasurer shall be able to inform RHA of its financial status at each meeting to the best of his/her abilities.
 - C. The Treasurer shall submit a written itemized sheet to the executive board each month on the organization's spending that occurred during the month.
5. National Communications Coordinator (NCC)
 - A. The NCC shall be the link between the National Association of College and University Residence Halls (NACURH) and its Southwest Atlantic Affiliate (SWACURH), and the UCA RHA.
 - B. The NCC shall comply with all rules and regulations set up by the NACURH guidelines.
 - C. The NCC shall attend NACURH, SWACURH, No-Frills and all in-state conferences during his/her term of office, provided funds are available.
 - D. The NCC shall be responsible for selecting and organizing conference delegations.
 - E. The NCC shall prepare and preside over conference delegation meetings.
 - F. The NCC shall keep communications with other schools and report that information to RHA general assembly.
6. National Residence Hall Honorary (NRHH) Coordinator
 - A. The NRHH Coordinator shall be in link with the regional and national associations of National Residence Hall Honorary.
 - B. The NRHH Coordinator shall be responsible for choosing Of The Months (OTMs), by a committee during his/her term of office.
 - C. The NRHH Coordinator shall submit OTMs to the Regional Associate Director of NRHH by the 15th of each month for the previous month's nominations (i.e. October OTMs are due November 15th)
 - D. The NRHH Coordinator shall keep RHA and executive council members informed of NRHH activities locally, regionally and nationally.
7. Programming Coordinator
 - A. The Programming Coordinator shall have the power to appoint a programming committee of which at least half of the members shall be RHA representatives.
 - B. The Programming Coordinator shall be responsible for coordination and advertising for all events and activities sponsored by the RHA Executive Council.
 - C. The Programming Coordinator oversees all programming committees necessary for the execution of RHA sponsored events.
 - D. The Programming Coordinator shall serve on campus-wide committees regarding programming events where RHA is co-sponsoring.

ARTICLE V.- ELECTION, REPLACEMENT AND REMOVAL OF OFFICERS

Section I. Election Process

1. Elections shall be no later than the fourth week in March for the coming year.
2. The Executive Board members shall be elected by a vote of the student housing population.
3. The term of office for officers shall be two semesters.

Section II. Line of Succession

1. In the event the Campus-Wide President is incapable of completing their term of office, the line of succession will follow the order of Article IV Section IV.

Section III. Removal of an Officer

1. Officers are subject to removal from office by RHA and/or the RHA's staff advisor should the requirements in Article IV, Section I, be violated.
2. A quorum (see Article VI, Section III) must be present at the meeting and a two-thirds majority vote obtained to remove an officer.

Section IV. Replacement of Officer Vacancies

1. In case of a vacancy in any office, a letter of resignation must be submitted to the Executive Council and General Assembly, and immediately upon resignation and a new officer shall be elected to complete the term within two weeks of the vacancy.
2. The vacancy will be advertised and applications will be accepted. The RHA general assembly members will hold an election, after applications the application deadline.
3. The office of President, however, shall be occupied by the Vice President for the remainder of the term.
4. If the Vice President does not want the position, elections will be held.

Section V. Appointment

1. If the election processes fail to fill positions, even taking into consideration requirement exceptions as outlined in Subsection C of this article, than the RHA Executive Board shall fill the position with any resident at large or with any full-time undergraduate student by appointment and a 2/3 affirmative vote of the Executive Board.

ARTICLE VI.- MEETINGS

Section I. Regular Meetings

1. The regular meeting of the RHA at UCA shall be held once per week, time and place to be decided upon at the first meeting of the executive council at the beginning of the academic year.
2. Meetings shall be held to discuss current issues, promote development, and/or plan programming.

Section II. Called/Special Meetings

1. A called/special meeting of RHA shall be held when the officers vote to have one. A called/special meeting shall be defined as any meeting other than a regular meeting.

Section III. Quorum Defined

1. A quorum shall consist of 50% + 1 of all voting members with at least 1/2 of all the halls represented to conduct business.

ARTICLE VII.- ADVISOR

Section I. Selection

1. The advisor must be a faculty/staff member.
2. The Office of Housing and Residence Life staff will select the advisor every two years.
3. The advisor shall attend business meetings and to the best of his/her ability, see that the organization's purposes/activities are within University policy.

ARTICLE VIII. - STANDING OR SPECIAL COMMITTEES/CONSTITUTIONAL AMENDMENTS

Section I. Standing/Special Committees

1. Committees may be created and/or dissolved by the Executive Council.
2. Such committees shall discharge such responsibilities as may be assigned by the Executive Council.

Section II. Constitutional Revision

1. The constitution may be revised or amended at any meeting provided notice has been give to members prior to that meeting as to the need for such revision or amendment.
2. Amendments will be submitted in writing to RHA at a regularly scheduled meeting.
3. After an amendment has been brought before the General Assembly and discussed, the representatives shall carry the amendment back to their respective hall councils for approval.
4. After being submitted to the residence hall councils, a vote will take place during an RHA meeting.
5. A proposed amendment will go into effect if approved by a two-thirds majority of quorum (see Article VI, section III).

ARTICLE IX.- FINANCES

Section I. Accounting Year

1. The accounting year for RHA will be from July 1 to June 30th.
2. The funds of this organization shall be accrued by fees, fines, dues, and by such other means as the organization shall determine.

Section II. Dues

1. There are no dues for the organization.

Section III. Monetary Transactions

1. In order for a monetary transaction to take place (sign check, deposit, etc.) and be authorized, it must be approved by both Advisor and Treasurer.
2. All RHA transactions (should/must) have the signature of the Treasurer and Advisor.

Section IV. Contracts

1. In order for a contract to be binding, both advisor and President must sign the contract.

Section V. Dissolution of Organization and Allocation of Remaining Funds

1. Should the organization be dissolved for any reason, all the monies will go to the UCA Housing and Residence Life Office.

**The University of Central Arkansas (UCA)
Resident Housing Association (RHA)
Hall/Apartment Council Constitution**

Article I- Name

Section 1:

The name of this organization shall be Resident Hall/Apartment Council, hereinafter referred to as Hall/ Apartment.

Article II- Mission

Purpose of the Organization

The purpose of this organization is to be the highest governing body of a Hall/Apartment. Acting as a liaison between the residents and staff of the Hall/Apartment and various organizations such as the Resident Housing Association (RHA), it is the duty and responsibility of this organization to formally pursue efforts to transform resident concerns, suggestions, and comments into working policy in accordance with the needs of the residents. This shall be done in cooperation with Hall/Apartment Staff including Resident Assistants, Residence Coordinators, and any other staff considered a part of the residence hall. A primary task of Hall/Apartment shall be implementing programs designed to inform residents of issues on campus, to acquaint residents with one another, and promote a sense of community. Hall/Apartment will also promote a healthy living environment. This Constitution provides a means for this organization to govern residents of Hall/Apartment responsibly.

Article III- Membership

Section 1: General Membership

- A. All residents of the Hall/Apartment are automatically a part of the Hall/Apartment Council.

Section 2: Hall/Apartment Council Executive Board will consist of:

- A. Officers:
 - 1. President.
 - 2. Vice President.
 - 3. Treasurer.
 - 4. Secretary.
 - 5. RHA Representative.
 - 6. Floor Representative

Article IV- Duties of Officers

Section 1: The duties of ALL officers shall be as follows:

- A. To enforce this Constitution and bylaws at all times.
- B. Officers must attend executive board meetings and other meetings related to their offices.
- C. Present officers are to act as the authority to interpret the Constitution and are to be present at constitutional revisions each year. The Constitution will be revised and will become effective the third meeting of the fall semester.
- D. A two week notice is required if an officer is vacating his or her position. In these two weeks, elections for the new office will be held.
- E. Must maintain a cumulative 2.00 or higher grade point average, or the officer will be placed on a one semester probation.

Section 2: The duties of the president shall be as follows:

- A. To preside over all meetings.
 - 1. To welcome residents and open Hall/Apartment Council meetings.
 - 2. To recognize all speakers:
 - a. Committees Reports.
 - b. New Business.
 - c. Treasurer-Budget report.
 - d. Open floor for comments.
 - e. Call for a vote on issues when needed.
 - f. Close meetings.
- B. To have an equal vote on any hall issue or election; are not permitted to cast a deciding vote in the case of a tie.
- C. To oversee all committees and committee chairpersons
- D. Attend bi-weekly RHA meeting
- E. Refer to Article IV, section 1.

Section 3: The Duties of the Vice President shall be as follows:

- A. To hold elections for open government positions (see Article VI).
- B. To serve in the role of the President when the President is absent.
- C. Refer to Article IV, Section 1.

Section 4: The Duties of the Treasurer are as follows:

- A. To collect all money due to the Hall/Apartment Council.
- B. To promptly process all purchase requests and agency account requests.
- C. To keep accurate and up to date accounts of all financial transactions and to present to Council in bimonthly reports.
- D. Participate in fundraising events.
- E. Refer to Article IV, section 1.

Section 5: The duties of the Hall/Apartment Secretary shall be as follows:

- A. Keep proper records through notes and pictures of the Hall/Apartment Council meetings, programs, and other various events that may proceed for the better well being of the Hall/Apartment Council.

Section 6: The duties of the RHA Representative shall be as follows:

- A. To be responsible for representing their Hall/Apartment Council at all official RHA programs.

Section 7: The duties of the Floor Representative shall be as follows:

- A. To be responsible for representing their floor in their Hall/ Apartment Council at all official Hall/Apartment programs

Article V- Attendance

Section 1: All Hall/Apartment Council Members are encouraged to attend Hall/Apartment Council meetings and delegated committee meetings.

Section 2: All Hall/Apartment Executive Members are required to attend Hall/Apartment Council meetings and delegated committee meetings.

Article VI- Election

Section 1: All officers:

- A. Shall be elected the second week of fall by all-Hall/Apartment council vote.
- B. Must win by a simple majority vote; in the event of a tie a revote will be taken.
- C. Will serve only a one-year term, unless re-elected.

Article VII- Voting

Section 1: Every member of the Hall/Apartment has an equal vote in all elections.

Section 2: A hall/apartment vote shall be held within the following manner:

- A. Voting will be conducted through a show of hands unless it is an election.
- B. Voting will take place within a Hall/Apartment council meeting.

Section 3: An election vote shall be held within the following manner:

- C. Residents will vote by using a secret ballot and must reach a simple majority.
- D. Voting will take place within a Hall/Apartment council meeting.

Article VIII- Advisors

Section 1: Advisor to the Hall/Apartment Council shall be the Residence Coordinator as appointed by the department of Housing and Residence Life.

Article IX- Committees

Section 1: Committees shall be appointed as necessary.

Article X- Duties and Powers

Section 1: The Hall/Apartment Council shall have all the duties and powers as outlined in the Constitution and its bylaws.

Article XI- Bylaws

Section 1: The Council may adopt bylaws to this Constitution.

Section 2: The purpose of such bylaws shall be explained and define in detail the methods of the Council.

Section 3: The Residence Coordinator has final say on all proceedings unless deemed bias motivated; in which case official functions will be taken to the RHA General Assembly.

Article XII- Impeachment

Section 1: Any officer, committee chairperson, or member may be expelled from the Hall/Apartment Council for neglect duties, abuse of powers, actions contrary to the aims of the Hall/Apartment Council, or direct violation of this Constitution and bylaws, rules and regulations.

Section 2: A three-fourth vote is necessary for expulsion.

Article XIII- Amendments

Section 1: Proposed Amendments to this Constitution shall be submitted in writing by any resident at any Hall/Apartment Council Meeting.

Section 2: Any proposed amendment shall be read to the Government by the Vice-President, recorded and shall be voted upon at the next regular meeting of the Hall/Apartment Council.

Section 3: Amendments shall become part of the Constitution only if approved by a three-fourths majority of the total membership of the Hall/Apartment Council.

Article XIV- Ratification

Section 1: This Constitution shall be ratified by a three-fourths majority of votes cast by the Council.