

Constitution of the Residence Hall Association (RHA)

Residence Life & Housing
Bridgewater State College
Bridgewater, Massachusetts

Preamble

We, the resident students of Bridgewater State College, do hereby ordain and establish this constitution, which is dedicated to the idea that all members of the residential community play a critical role in community development and governance.

Article I: Name of the Organization

The name of the organization shall be the “Residence Hall Association. (RHA)”

Article II: Statement of Purpose

- 2:1 To direct and guide matters affecting student life in the residence halls in cooperation with the administration of the college and the apartment/residence hall councils (RHCs).
- 2:2 To increase the sense of individual and group responsibility among resident students.
- 2:3 To plan and implement programming which encourages community, education and development.
- 2:4 To promote better communication and understanding between residence hall students and the college administration.

Article III: Membership

- 3:1 All resident students shall be members of RHA. Official representation to RHA shall be based upon the fall occupancy of the residence hall – One representative per 60 residents (and one for the remainder if it totals 31 or more). No residence hall, regardless of students, shall have less than three representatives. Specific representation is detailed in 3:2 below.
- 3:2 Each RHC recognized by the Residence Life & Housing Office shall have representatives to RHA in accordance with Article 3:1, and as listed below:

Miles/DiNardo Hall Council	7 representatives + 1 President = 8 voting RHA members
Shea/Durgin Hall Council	12 representatives + 1 President = 13 voting RHA members
Great Hill Apartments Hall Council	3 representatives + 1 President = 4 voting RHA members
Pope/Scott Hall Council	6 representatives + 1 President = 7 voting RHA members
Woodward Hall Council	4 representatives + 1 President = 5 voting RHA members
East Hall Council	5 representatives + 1 President = 6 voting RHA members

- 3:3 All RHC representatives shall be voting members.
- 3:4 Alternates may be appointed by each residence hall council to attend RHA meetings in the event that a representative cannot attend.
- 3:5 The elected officers of RHA shall be President, Vice President, Treasurer, Secretary, Program Coordinator, Public Relations Officer and the National Communication Coordinator(s).
- 3:6 The Executive Board of RHA shall consist of the President, Vice President, Treasurer, Secretary, Program Coordinator, Public Relations Officer, National Communication Coordinator(s), and the Advisor(s).
- 3:7 The RHA/RHC Advisor(s) shall be non-voting members of RHA.

- 3:8 RHA meetings shall be open to non-resident students and other members of the Bridgewater State College Community.

Article IV: Election and Terms of Officers

- 4:1 Officers shall be elected for the following academic year by the close of the academic year.
- 4:2 Terms of office of all elected officers shall extend from the end of their predecessors term to the close of the academic year with the exception of the National Communication Coordinator(s) whose term ends at the closing of the NACURH national conference.
- 4:3 Any member of RHA may be nominated to be an elected officer of RHA upon presentation of a letter of intent to the presiding officer. Letters must be submitted as determined by the Executive Board.

Article V: Election and Terms of Representatives

- 5:1 Elections shall be held during the first three weeks of the fall semester.
- 5:2 Terms of appointment for all representatives shall extend through the end of the academic year.
- 5:3 Elections shall be administered by the RHA Executive Board and/or Residence Life & Housing Staff.

Article VI: Duties of Officers and Representatives

- 6:1 The powers and duties of the President of RHA shall be as follows:
- a. The President shall be a non-voting member of RHA, except in the case of a tie.
 - b. The President shall call and preside at all RHA meetings.
 - c. The President and Advisor(s) may authorize emergency expenditures from the RHA account.
 - d. The President shall have the power to appoint a representative from RHA to various college committees from the entire residence hall student population, subject to the approval of RHA.
 - e. The President shall be a non-voting member of all committees.
 - f. The President shall be an official spokesperson for RHA,
 - g. The President shall perform all duties necessary to the proper function of this office.
- 6:2 The powers and duties of the Vice President of RHA shall be as follows:
- a. The Vice President shall be a non-voting member of RHA.
 - b. The Vice President shall perform all duties of the President in their absence.
 - c. The Vice President shall be a non-voting member of all committees, except in the case of a tie vote.
 - d. The Vice President shall be responsible for the overall coordination of standing committees of RHA.
 - e. Vice President shall have the power to appoint special committees as deemed necessary.
 - f. The Vice President shall be responsible for appointing committee chairpersons.
 - g. The Vice President and Advisor(s) may authorize emergency expenditures from the RHA account.
 - h. The Vice President shall perform all duties necessary to the proper function of this office.
- 6:3 The powers and duties of the Secretary of RHA shall be as follows:
- a. The Secretary shall be a non-voting member of RHA.
 - b. The Secretary shall keep accurate records of all proceedings of RHA and make minutes available to all members and required college staff.
 - c. The Secretary shall handle all RHA correspondence.
 - d. The Secretary shall maintain a roster of RHA members.
 - e. The Secretary shall keep RHA meeting attendance records.
 - f. The Secretary and Advisor(s) may authorize emergency expenditures from the RHA account.
 - g. The Secretary shall be responsible for the overall coordination of executive board offices elections.
 - h. The Secretary shall perform all duties necessary to the proper function of this office.

- 6:4 The powers and duties of the Treasurer of RHA shall be as follows:
- a. The Treasurer shall be a non-voting member of RHA.
 - b. The Treasurer, in conjunction with the RHA executive board, shall prepare an annual budget. Said budget shall be presented to RHA and ratified by two thirds of the membership.
 - c. The Treasurer shall receive all financial receipts and account for all expenditures of RHA.
 - d. The Treasurer shall receive all money for deposit into the RHA Account and forward to the RHA advisor(s).
 - e. The Treasurer and Advisor(s) may authorize emergency expenditures from the RHA account.
 - f. The Treasurer shall perform all duties necessary to the proper function of this office.
- 6:5 The powers and duties of the Program Coordinator of RHA shall be as follows:
- a. The Program Coordinator shall be a non-voting member of RHA.
 - b. The Program Coordinator shall be the liaison between RHA and Student Involvement and Leadership.
 - c. The Program Coordinator shall assist the RHCs with their programs.
 - d. The Program Coordinator shall handle all correspondence, contracts, and negotiations with outside presenters and Student Involvement and Leadership.
 - e. The Program Coordinator and Advisor(s) may authorize emergency expenditures from the RHA account.
 - f. The Program Coordinator shall fulfill the duties of the Public Relations Officer in the event of a vacancy.
 - g. The Program Coordinator shall perform all duties necessary to the proper function of this office.
- 6:6 The powers and duties of the Public Relations Officer shall be as follows:
- a. The Public Relations Officer shall be a non-Voting member of RHA.
 - b. The Public Relations Officer shall be responsible for all advertisements of RHA programs, events, and meetings.
 - c. The Public Relations Officer shall be responsible for all publications the Bridgewater State College student newspaper.
 - d. The Public Relations Officer shall be responsible for maintaining an RHA bulletin board.
 - e. The Public Relations Officer shall be responsible for publishing one newsletter per semester.
 - f. The Public Relations Officer and Advisor(s) may authorize emergency expenditures from the RHA account.
 - g. The Program Coordinator shall fulfill the duties of the Program Coordinator in the event of a vacancy.
 - h. The Public Relations Officer shall perform all duties necessary to the proper function of this office.
- 6:6 The powers and duties of the National Communication Coordinator(s) of RHA shall be as follows:
- a. The National Communication Coordinator(s) shall be a non-voting member of RHA.
 - b. The National Communication Coordinator(s) shall be the chief liaison between RHA and the Associations to which it belongs, specifically the National Association of College and University Residence Halls (NACURH) and the Northeast Affiliate of College and University Residence Halls (NEACURH).
 - c. The National Communication Coordinators(s) shall report at each RHA meeting relevant information received from NACURH and NEACURH; report RHA's activities to regional and national offices and represent RHA at conference business meetings.
 - d. The National Communication Coordinator(s) shall be responsible for leading conference delegations to the regional and national conferences and acting as the contact person for RHA during conference time.
 - e. The National Communication Coordinator(s) shall at all times comply with guidance and policies established by the National Board of Directors of NACURH, Inc.
 - f. The National Communication Coordinator(s) shall provide leadership development opportunities including regional, National, and the National Residence Hall Honorary.
 - g. The National Communication Coordinator(s) and Advisor(s) may authorize emergency expenditures from the RHA account.
 - h. The National Communication Coordinator(s) shall perform all duties necessary to the proper function of this office.

- 6:7 The powers and the duties of the representatives of RHA shall be as follows:
- a. The RHA Representatives shall represent the residents of their residence hall at RHA meetings.
 - b. The RHA Representatives shall act as liaisons between their residence hall and RHA.
 - c. The RHA Representatives will be voting members of RHA.
 - d. The RHA Representatives must sit on at least one (1) standing committee of RHA.
 - e. The RHA Representatives shall perform all duties necessary to the proper function of this office.

Article VII: Line of Succession or Vacancy

- 7:1 The line of succession for the Residence Hall Association shall be as follows: President, Vice President, Secretary, Treasurer, Program Coordinator, Public Relations Officer, and National Communication Coordinator(s).
- 7:2 If the officer of any member of RHA, except that of the Residence Hall Representatives, is vacated, a notice of this vacancy must be posted within one week so as to fully inform the association of the vacancy.
- 7:3 Any member of RHA may be nominated to fill a vacancy on the association upon presentation of a letter of intent to the presiding office. Letters must be submitted within one week of the posting of the notice of vacancy.
- 7:4 Elections to fill a vacancy shall be conducted as follows:
- a. RHA will vote to fill the vacancy within one week of receiving all letters of intent.
 - b. Upon receiving the results of the elections, the President of RHA will inform the successful candidate, who will assume the powers and duties of the vacated office immediately.

Article VIII: Meeting of the Residence Hall Association

- 8:1 Regular Meetings
- a. RHA will meet at least once per week.
 - b. RHA meetings shall be conducted in accordance with Robert's Rules Revised at the discretion of the President.
 - c. A majority of the elected representatives and two-thirds of the executive board shall constitute a quorum, and a body so constituted shall enact any rule for the association and may transact all business which may properly come before the association.
 - d. Any motion presented at a meeting shall be approved by two-thirds vote of the members present.
 - e. Any member of RHA may request that a vote be conducted by secret ballot.
- 8:2 Special Meetings
- a. The Executive-Board may convene a special meeting of RHA.
 - b. Any representative of RHA may request that the President call a special meeting if he/she submits a petition signed by two-thirds of the RHA membership.

Article IX: Voting

- 9:1 In all matters, unless specifically noted, a two-thirds vote shall determine the outcome of all voting.
- 9:2 The President of RHA shall have the power to vote only in the case of a tie.
- 9:3 The voting members of RHA shall have the power to allocate money.
- 9:4 In the event that less than four of the six RHCs are present or the representatives have not yet been elected, then the Executive Board of the RHA may transact any and all appropriate business including monetary allocations by a two-thirds vote.

Article X: Special and Standing Committees

- 10:1 In order to ensure that the association is meeting the needs of our constituency; standing committees will be established each academic year.

- 10:2 When deemed necessary, the Executive Board of RHA may create or dissolve special committees.
- 10:3 The Vice President shall appoint chairperson(s) for each committee.
- 10:4 It is the duty of the chairperson(s) of each of the committees to attend all RHA meetings, and to report upon the progress of the committee.
- 10:5 It is the duty of the chairperson(s) to inform the Vice President of the date, time, and location of all committee meetings.
- 10:6 Committee members have to be voting members of RHA.

Article XI: Residence Hall Association Treasury

- 11:1 RHA shall be funded by the Residential Activity Fee. The total income from this fee shall be based upon the occupancy of the residence halls at \$10.00 per student per semester. The RHA allocation from this fee shall be \$5.00 per residential student per semester. This money shall be used for the execution of programming and activities designed by and for the residential students.
- 11:2 RHA shall allocate funding for the RHCs according to the occupancy levels established by the Residence Life and Housing Office. Each RHC will be allocated \$3.00 per student residing in the residence hall per semester. This money shall be used for the execution of RHC sponsored programming and activities.
- 11:3 RHA shall allocate \$5.00 per student residing in the Great Hill Student Apartment's according to the occupancy levels established by the Residence Life & Housing Office. This money shall be used for the execution of the Apartment's RHC sponsored programming and activities.
- 11:4 RHA shall allocate funding for Resident Assistant programming according to the occupancy levels established by the Residence Life & Housing Office. Each Resident Assistant staff will be allocated \$2.00 per student residing in the residence hall per semester. Money will be allocated based on a majority vote by the Resident Assistant staff of that residence hall. This money shall be used for the execution of Resident Assistant programming and activities.
- 11:5 All funds generated via fundraising efforts shall be deposited into fundraising accounts for each organization.

Article XII: Set of Standards for Members

- 12:1 Absenteeism
- a. Members who will be absent from a meeting should inform the secretary of the RHA in advance in order to be excused from the meeting.
 - b. Representatives who will be absent from a meeting should arrange for an alternative to attend the meeting.
 - c. The Executive Board shall reserve the right to use their discretion in dealing with absences.
- 12:2 All officers and representatives shall conduct themselves at RHA meetings so as to contribute to the proper function of this body. Failure to execute this standard shall be grounds for dismissal.
- 12:3 Attendance Policy: RHA requires the President and all RHA Representatives from each RHC to attend RHA meetings. Members must inform the secretary of RHA before the meeting if they will be absent.
- a. If a RHC as a whole misses two consecutive meetings, the funds for that RHC will be automatically frozen. To regain use of funds, the RHC must attend two consecutive meetings. In the interim the advisor of the RHC will be responsible for the allocation of funds.

Article XIII: Dismissal or Impeachment

- 13:1 Grounds for dismissal or impeachment must deal directly with the failure of an association member to perform the duties necessary to the proper function of his/her office, or failure to fulfill the requirements of his/her position as stated in this constitution.

- 13:2 Any member of RHA may be dismissed from office according to the following procedures:
- a. A petition stating specific dismissal or impeachment charges will be presented to the highest-ranking officer of the RHA not directly involved in the case. Such a petition must be presented at least 48 hours before a regular meeting of the RHA.
 - b. Upon receipt of such a petition by the officer specified in section 13:2a, the officer will inform the individual who is being charged, and call a special meeting of RHA (if necessary). The petition must be accepted by at least one-fourth of the elected membership.
 - c. A quorum for such a meeting will be two-thirds of the members of RHA
 - d. The individual who is being charged shall be given adequate time during the meeting to respond to allegations.
 - e. All votes conducted to determine dismissal or impeachment shall be conducted by secret ballot.
 - f. Dismissal or impeachment of the officer or representative shall be effected by no less than two-thirds vote of the members present.

Article XIV: Amendments to the Constitution

- 14:1 RHA reserves the right and power to make any amendment to this constitution which is deemed, by membership, to be in the best interest of the association.
- 14:2 Amendments may be proposed by any member. Such proposals must be made in writing and presented at any regularly scheduled meeting.
- 14:3 All voting on proposed amendments shall be normally tabled until the next regularly scheduled meeting unless otherwise waived by RHA.
- 14:4 Amendments to this constitution shall be effected no less than two-thirds vote of the members present.

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