

Residence Hall Association Constitution

- I. Name
 - a. The official name of the organization shall be the Residence Hall Association at Arizona State University – Tempe Campus (RHA@ASU).
- II. Membership
 - a. Every resident of the residence halls at Arizona State University is a member of RHA@ASU.
- III. Purpose
 - a. The purpose of the organization is to enhance the quality of residence hall life and provide a cohesive voice for the residents by:
 - i. Addressing the concerns of the on-campus populations to university administrators and other campus organizations.
 - ii. Providing cultural, diversity, educational, and social programming.
 - iii. Establishing and working with individual hall councils.
- IV. University Compliance
 - a. All RHA members and their activities shall be in compliance with the policies and procedures established by Residential Life, Arizona State University, and the Arizona Board of Regents.
- V. Representation
 - a. Each Hall Council will be granted three voting representatives to voice student concerns in the RHA General Council. They must live in the hall they represent and cannot be a professional staff member. If a Hall Council does not have as many residents as voting seats at a General Council meeting, one Community Assistant residing in that hall may cast one vote with that Hall Council.
 - b. The Council of Community Assistants will be granted three voting representatives.
- VI. Meetings
 - a. Meetings of the RHA General Council will take place weekly at a time set by the Director for the duration of a semester.
 - b. Anyone desiring to appear on the agenda must contact the Director.
 - c. The minimum quorum to conduct business will be two-thirds of the possible Hall Representatives.
 - d. Meetings will be conducted in accordance with a parliamentary procedure chosen by the Director and approved by the General Council.
 - e. The suggested meeting agenda will include call to order, roll call, approval of last meeting's minutes, guest speakers, announcements, old business, new business, open forum, hall reports, officer reports, recognition, and adjournment.
- VII. Funding
 - a. RHA@ASU is funded by its members. Each member pays a semester fee established by RHA and Residential Life.
 - i. No more than 50 percent of each resident's fee will be dispersed to their Hall Council.

- ii. No more than 5 percent of RHA's total budget will be dispersed to non-affiliated organizations.
- iii. The budget of RHA@ASU must be approved by a two-thirds majority each semester.
- iv. At the end of each spring semester, Hall Councils must retain \$0.50 per bed space for the following fall semester's startup budget. Any remaining funds revert to the RHA budget.

VIII. Hall Councils

- a. Each complex will have a Hall Council advised by a professional staff member.
 - i. An advisor will be appointed by residential life.
 - ii. The expected advisor duties will be determined by and agreed upon by the RHA advisor, AD of HC, president and programmer.
 - iii. The advisor is expected to attend advisor luncheons
- b. Hall Council Presidents and Programmers
 - i. Among each Hall Council Executive Board, there will be a President and a Programmer elected by the RHA General Council, whose term begins at the close of the prior spring semester and terminates at the close of the spring semester the following year.
- c. Qualifications
 - i. Must have and maintain a minimum 2.5 semester and cumulative grade point average (GPA), if a GPA exists at ASU.
 - ii. Cannot act as an RHA Executive Board member, Community Assistant, or professional staff member or FYRE or Residential College live-in para-professional.
- d. General Responsibilities
 - i. Must be a member of RHA@ASU.
 - ii. Return to campus early each semester for training and assistance setting up new Hall Councils.
 - iii. Provide weekly written officer reports detailing their efforts of the past week and the weeks coming.
 - iv. Attend weekly RHA meetings.
 - v. Provide end-of-year written officer report by Reading Day.
 - vi. Perform 10 hours of community service each semester.
 - vii. Adhere to General Expectations Agreement.
- e. Positions
 - i. Presidents--whose duties include but are not limited to; running all weekly Hall Council meetings, serving on a Hall Council Presidents Board, overseeing the duties of their Hall Council Executive Board, maintaining relationships with Community Assistants in the Residence Halls, casting the deciding vote in case of a tie, and assisting Programmer with general responsibilities.
 - ii. Programmers--whose duties include but are not limited to; providing at least four programs per semester covering cultural, diversity, educational, and social areas, advertising programs, serving on a Hall Council Programmers Board, acting as liaison for

Community Assistants doing programming in their halls, and assisting President with general responsibilities.

- f. Compensation
 - i. Each President and Programmer will receive a room credit in an amount agreed upon by Residential Life and RHA.
 - ii. Each President and Programmer may receive an honorarium provided by the RHA budget.
 - iii. Honorariums are pro-rated and may be challenged. A two-thirds vote of the Hall Representatives is needed to withhold any portion of an honorarium.
 - iv. Compensation will be determined prior to elections for President and Programmer positions.

IX. General Council

- a. The General Council will be comprised of the Hall Council representatives and an Executive Board, advised by a professional staff member.
- b. Executive Board Members
 - i. The General Council Executive Board will include the Director, Associate Director of Campus Affairs, Associate Director of Hall Councils, Associate Director of Business Administration, Associate Director of Programming, Associate Director of Advertising and Public Relations, Associate Director of National Communications, Associate Director of Community Engagement, Associate Director of Information Technology and the NRHH Chancellor, elected by the RHA General Council, whose term begins at the close of the prior spring semester and terminates at the close of the spring semester the following year.
- c. Qualifications
 - i. Must be a member of RHA@ASU.
 - ii. Must have and maintain a minimum 2.5 semester and cumulative grade point average (GPA), if a GPA exists at ASU.
 - iii. Cannot act as a Hall Representative, Community Assistant, or professional staff member.
- d. General Responsibilities
 - i. In preparation for the new academic year and promotion of RHA, must return early to the ASU residence halls.
 - ii. Serve approximately six office hours each week, including finals week.
 - iii. Attend weekly RHA Executive Board, General Council, and one-on-one meetings.
 - iv. Provide weekly written officer reports detailing their efforts of the past week and the weeks coming.
 - v. Provide end-of-year written officer report by Reading Day.
 - vi. Perform 10 hours of community service each semester.
 - vii. Adhere to General Expectations Agreement.
- e. Positions and Duties

- i. Director--whose duties include but are not limited to; running all meetings, acting as a liaison to Residential Life, representing RHA on-campus, overseeing the activities of the Executive Board, overseeing the activities of the summer assistants and casting the deciding vote in case of a tie.
- ii. Associate Director of Campus Affairs--whose duties include but are not limited to; acting as the Director in his or her absence, advising Ad-Hoc and standing committees, planning and implementing campus forums and focus groups based on current issues, maintaining relations with all on-campus student organizations, and promoting community in the residence halls.
- iii. Associate Director of Hall Councils--whose duties include but are not limited to; acting as a liaison to the Hall Councils as well as the Hall Council advisors, overseeing a board made up of the Hall Council Presidents, overseeing distribution of hall cup points, organizing fall and spring training, conducting a fall leadership camp, organizing the RHA awards banquet, and attending advisor luncheons.
- iv. Associate Director of Business Administration--whose duties include but are not limited to; preparing the budget each semester, ensuring that guidelines for proposals are met, reconciling RHA accounts, recording meeting minutes, assisting the Associate Director of National Communications with fundraising, maintaining office supplies and the organization thereof.
- v. Associate Director of Programming--whose duties include but are not limited to; providing at least five programs each semester covering cultural, diversity, educational, and social areas, coordinating with the Associate Director of Advertising & Public Relations to advertise for said programming, overseeing a board made up of the Hall Council Programmers, finding a staff advisor to be responsible for all collaborative programming in or with RHA, and acting as a liaison to other programming organizations.
- vi. Associate Director of Advertising & Public Relations--whose duties include but are not limited to: increasing awareness of RHA, promoting the principles of RHA, surveying resident opinions and feedback, utilizing public relations resources, coordinating with the Associate Director of Programming and the Associate Director of Community Engagement to advertise RHA programs and events, and overseeing a board made up of the Hall Council Public Relations Liaisons.
- vii. Associate Director of National Communications--whose duties include but are not limited to; overseeing the participation of RHA@ASU in regional and national conferences, overseeing fundraisers for conference funds, assisting the AD of Business Administration with office maintenance, communicating on a

- regional and national level, and coordinating all regional and national bid writing with the assistance of the Executive Board.
- viii. Associate Director of Community Engagement--whose duties include but are not limited to; implementing 3 community service events per semester, promoting community service events throughout campus with assistance of the Associate Director of Advertising and Public Relations, serving as a liaison to the National Residence Hall Honorary, and organizing and implementing consistent staff bonding events.
 - ix. Associate Director of Information Technology--whose duties include but are not limited to; creating and maintaining the official RHA website on a weekly basis, overseeing all technology-related activities for RHA and its campus wide activities and assisting hall councils with technology related issues at their request, and working with the Associate Director of Business Administration to ensure digital access to RHA documents is readily available.
 - x. NRHH Chancellor--The National Residence Hall Honorary (NRHH) Chancellor, to be determined by NRHH, will act as an ex-officio officer of the Executive Board in accordance with the Governing Documents of NRHH and will promote Of-the-Months (OTMs) in RHA.
 - xi. Other ex-officio officers--Any member of RHA@ASU who holds a regional or national position may act as an ex-officio member of the Executive Board at the discretion of the Director, but will not receive financial compensation.
- f. Compensation
- i. Each Executive Board member will receive a room credit in an amount agreed upon by Residential Life and RHA.
 - ii. Each Executive Board member will receive an honorarium provided by the RHA budget.
 - iii. Honorariums are pro-rated and may be challenged. A two-thirds vote of the Hall Representatives is needed to withhold any portion of an honorarium.
 - iv. Compensation will be determined prior to elections for Executive Board positions.
- g. Advisor
- i. An advisor to RHA@ASU will be appointed by Residential Life.
 - ii. The advisor's expected duties will include attending one-on-ones with the Executive Board, organizing advisor luncheons, attending all general council meetings, keeping communication with hall council advisors, attending regional and national conferences, and acting as a mediator between RHA and Residential Life.
- X. Standing Committees & Other Officers
- a. Qualifications
 - i. Must be a member of RHA@ASU.

- ii. Must have and maintain a minimum 2.5 semester and cumulative grade point average (GPA), if a GPA exists at ASU.
 - iii. Cannot act as professional staff member, Community Assistant, FYRE para-professional, or hold any other RHA affiliated positions.
 - b. General Responsibilities
 - i. Serve approximately three office hours each week.
 - ii. Attend weekly RHA General Council and one-on-one meetings.
 - iii. Form committee and host meetings if committee chair.
 - iv. Provide weekly written officer reports detailing efforts of the past week and the weeks coming.
 - v. Provide end-of-year written officer report by Reading Day.
 - vi. Perform 10 hours of community service each semester.
 - c. Committee Chair Member Compensation
 - i. Each Standing Committee Chair and other officer will receive a room credit in an amount agreed upon by Residential Life and RHA.
 - ii. Each Standing Committee Chair and other officer will receive an honorarium provided by the RHA@ASU budget.
 - iii. Honorariums are pro-rated and may be challenged. A two-thirds vote of the Hall Representatives is needed to withhold any portion of an honorarium.
 - d. Ad-Hoc Committees
 - i. Ad-Hoc committees may be formed to respond to critical student issues as necessary. The chair will be appointed by the Director and will not be financially compensated.
 - ii. Ad-Hoc Committee chairs will report directly to the Associate Director of Campus Affairs.
- XI. Elections for Presidents and Programmers
 - a. Eligibility
 - i. Candidates must fulfill qualifications listed for Presidents and Programmers at the start of their term of office.
 - b. Timeline
 - i. Elections shall occur in the spring semester, preferably in late March or early April to allow transition time for the officers.
 - ii. Intent-to-run forms must be made available two weeks before an election.
 - iii. If no eligible candidates run for a position, special elections will occur after regular elections to fill that position.
 - c. Running for Office
 - i. All positions will be run for separately. There shall be no slates or tickets.
 - ii. No one may run for more than one position at a time.
 - iii. There shall be no campaigning.
 - iv. Résumés

1. Résumés should not exceed one page front and back or two single sided pages typed. Résumés must be black and white.
 2. Résumés should contain general background information, relevant experience, qualifications, and goals for the upcoming year.
- XII. Elections for Executive Board Members
- a. Eligibility
 - i. Candidates must fulfill qualifications listed for executive board members at the start of their term of office.
 - b. Timeline
 - i. Elections shall occur in the spring semester, preferably in late March or early April to allow transition time for the officers.
 - ii. Intent-to-run forms must be made available two weeks before an election.
 - iii. If no eligible candidates run for a position, special elections will occur after regular elections to fill that position.
 - c. Bidding for Office
 - i. A bid process will be used for all regularly elected Executive Board members.
 - ii. All positions will be run for separately. There shall be no slates or tickets.
 - iii. No one may run for more than one position at a time.
 - iv. There shall be no campaigning.
 - v. Bids
 1. Bids should not exceed three pages front and back or six single sided pages typed. Bids must be black and white.
 2. Bids should contain general background information, relevant experience, qualifications, and goals for the upcoming year.
 - d. Meeting Structure for All Elections
 - i. All positions elected by the General Council of RHA will use the following structure.
 - ii. Each candidate shall give a three minute presentation. All other candidates for the position should exit the room during another candidate's time.
 - iii. After a presentation, a candidate will answer questions from the Hall Representatives. Questions must be submitted to the Director in advance.
 - iv. A two minute question and answer session will follow. Questions during this time should clarify information from the candidate's presentation.
 - v. After each candidate presentation a two minute pro/con session will follow. Statements during pro/con must be fact-based on the presentation or bid.

- vi. After all candidates have presented and answered questions, a five minute discussion period will take place.
- vii. Voting will be done by secret ballot. The advisor and director will collect and count the ballots. A candidate must receive a simple majority of votes to win the election. If no simple majority is reached, the lowest candidate is dropped from the ballot and discussion and voting occur again until a majority is reached.
- viii. The director will verbally offer positions to candidates who receive a simple majority. Candidates have twenty-four hours to respond to the offer.

e. Special Elections

- i. Special elections will take place if an Executive Board, President, or Programmer position is vacated during the year or if no eligible candidate runs for a position during regular elections. A committee comprised of the Director, Associate Director of Hall Councils, and Associate Director of Programming, or their Executive Board designee (if a conflict exists), retain the right to appoint a member of RHA to a vacant position based on the time and situation in which the vacancy occurs.
- ii. The special election process shall occur as a regular election process with the exception of bids. Candidates may choose to give the Hall Representatives a 1-2 page resume of their experience and qualifications.

XIII. Probation and Dismissal

a. Probation

- i. If any Executive Board member (including ex-officio), Committee Chair, compensated Hall Council Executive Board member, or other officer fails to meet the qualifications or duties described in the Constitution, the Director may place them on probation for one semester. The Executive Board and Advisor will determine necessary action toward any member placed on probation.

b. Grounds for Removal

- i. An Executive Board member (including ex-officio), Committee Chair, compensated Hall Council Executive Board member, or other officer may be removed from their position by the Director, Executive Board, or two-thirds vote of the General Council for the following actions:
- ii. Failure to fulfill the duties, qualifications, or responsibilities of the position.
- iii. Suspension, expulsion, or withdrawal from ASU.
- iv. Accumulation of two or more unexcused absences from required RHA meetings and events.
- v. Abuse of power and authority.
- vi. Behavior offensive to the well-being of RHA@ASU.
- vii. Unauthorized expenditure, misuse of organization funds, or forging of documents.

- viii. Possession or illegal use of drugs or alcohol in the residence halls or during RHA sponsored events.
- ix. Felony conviction.
- c. Meeting Structure for Removal by General Council
 - i. The officer whom the motion for removal regards will be notified with a list of grievances one week before the motion will come before the General Council. A copy of this list will be provided to the Director and Advisor(s).
 - ii. The person making the motion and the person whom the motion regards may be present during each other's presentation; however, during discussion by the General Council, the person whom the motion regards will not be present.
 - iii. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Council.
 - iv. The person whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Council.
 - v. The General Council will discuss with a ten minute time limit, which can be extended by a simple majority.
 - vi. Note will be taken of any new grievances made during discussion. If new grievances are made, the person whom the motion regards will have five minutes to review and two minutes to address the General Council in response.
 - vii. The General Council will have three minutes to discuss any response made by the person whom the motion regards.
 - viii. A two-thirds majority of the General Council is required to remove an officer.
- d. Process of Removal
 - i. Notification of removal will be done in writing
 - ii. Upon receipt of removal compensation, including room credit and stipend, will be prorated.
 - iii. All Executive Board Members, Presidents, Programmers and other officers who have been removed from their position by the director has the opportunity to appeal before the General Council or Executive Board
- e. Appeals Process for Removal
 - i. An appeal is possible through the General Council requiring two-thirds majority approval of the General Council to reverse the decision of the Director or Executive Board.
 - ii. An appeal through the Executive Board will require a two-thirds majority decision of elected members in order to reverse the decision of the director.
 - iii. Any removal involving a violation of the Student Code of Conduct Violation or Residential Life Hall policy may be appealed to the

Executive Board, but instances involving these violations may not be appealed to the General Council

- iv. The General Council Appeals Process will follow the same procedure as the meeting structure for the General Council Removal Process.

f. Succession

- i. An officer should notify the Director and advisor in writing upon resignation.
- ii. The Director may appoint a member of RHA to hold a vacant position until Special Elections can be held. If the position of Director is vacant, the Associate Director of Campus Affairs may hold the position until Special Elections can be held.
- iii. No Executive Board member (including ex-officio), Committee Chair, compensated Hall Council Executive Board member, or other officer who is removed from his or her position by the Director or Executive Board may hold another office in RHA for one year excepting those removed for failure to meet GPA requirements.

XIV. Interpretation

- a. Interpretation of this document is at the discretion of the Director but may be overturned by two-thirds majority of the General Council.

XV. Amendments

- a. Amendments to the Constitution of RHA@ASU must be ratified by a two-thirds majority of the Hall Representatives.

This constitution was ratified by the General Council on February 3, 2005. Last amended February 5, 2009.