



# Constitution of the Rose-Hulman Residence Hall Association

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## Mission

- To promote and improve the Rose-Hulman residence hall community

## Membership and Voting

- General Members
  - Consists of all students of Rose-Hulman Institute of Technology who pay the residence hall activities fee.
    - Any student not living in a Residence Hall may choose to pay the Residence Hall activities fee in order to become a general member.
  - May vote on all proposals.
- Active Members
  - Include all general members who attend at least five meetings during the academic year.
  - May vote on all proposals, in officer elections, and on constitutional amendments.

## General Assembly

- RHA general assembly shall meet each week with the exception of tenth week and finals week. The president may, as needed, call additional meetings and cancel weekly meetings.
- The meeting structure will follow as defined in the procedural document.

## Proposals

- All proposals must be submitted to the executive board as per the procedural document. The proposal will be presented and voted upon by the General Assembly if deemed constitutional by the executive board.
- All proposals are due by the date and time set in the Procedural Document. No late proposals will be accepted.
- The Executive Board and Advisor(s) reserve the right to turn away proposals that are financially inappropriate or irresponsible, which can then be edited and resubmitted according to the rules set in the Procedural Document.
- The following activities will NOT be funded by proposals:
  - Alcohol
  - Illegal Activities
  - Souvenirs/Personal Items
- Any student who signs up for an RHA event and does not attend that event may be subject to penalty, including but not limited to reimbursing RHA for incurred costs.

- Proposals will be broken down into one of two categories:
  - **Campus Events:**
    - Must be open to all general members of RHA
    - Include all committee proposals with the exception of recognition events
  - **Floor or Hall Events:**
    - Must be open to all members of the floor(s) or hall(s)
    - May be open to a group of floors or halls
    - Complement but do not replace floor money
    - Will not fund food and gas

## Floor Money

- Two representatives per RA are required to attend each meeting in order to obtain floor money
  - Only one Residence Life Staff member per RA may count towards the weekly attendance for floor money.
  - All members of Residence Life Staff will still receive credit for attendance towards their active membership.
- For each meeting attended, the following amount of money will be added to the floor money balance:  $s * 1.5^n - s * 1.5^{n-1}$ 
  - $s$  = factor which accounts for the number of residents on a specific floor. It is defined such that if all meetings in a quarter are attended by a floor, that floor earns \$5 per resident total.
  - $n$  = number of meetings during the active quarter that the floor attendance quota has been met
- Must be spent in the academic year it is earned
- May be earned from other RHA events
- May be spent without explicit RHA approval
- Floor money may not be spent on:
  - Alcohol
  - Illegal Activities
- Summer Floor Money

- Any floor money that is unspent at the end of the academic year is allocated to the summer Residence Halls in which Rose-Hulman students are living and may be spent at the discretion of the summer resident assistants.
- All RHA rules still apply to any money spent during the summer months.
- All reimbursements will be handled at the beginning of the following year.
- All floor money remaining after the summer is returned to the RHA general funds.

## Pre-allocated funds

- The executive board may allocate money before the beginning of the academic year for specific events.
- These events must still be proposed and approved by the general assembly. If the event is not approved by the general assembly, the pre-allocated fund will be returned to general funds.
- Campus Improvement Funds
  - The executive board may set aside money at the beginning of the academic year for improvements to the residence hall community.

## Reimbursement

- Any person who has spent money approved at an RHA meeting or floor money may request reimbursement in a timely manner at the discretion of the Vice President. This will be detailed in the Procedural Document.
- A receipt must be turned in as well as a Reimbursement or Payment Form (found on the RHA website).
- The advisor(s) may refuse to authorize a reimbursement.

## Officers and Committees

- **All officers shall**
  - Have a quarter and cumulative GPA of 2.0 or greater throughout their terms.
  - Pay the activities fee
  - Have lived on campus from the beginning of the academic year in which they are running for office, and must live on campus during their term. An exception to the residency requirement may be made by a 2/3 vote of confidence of active members.
- **Officer Duties:**
  - The President shall:
    - Preside over General Assembly meetings.
    - Act as official representative of RHA.

- Form committees as necessary to promote the mission of RHA.
- Conduct quarterly one-on-one meetings with each member of the Executive Board.
- Preside over weekly Executive Board meetings and prepare the weekly agenda.
- The Vice President shall:
  - Maintain accurate, up-to-date financial records and present a report at each meeting.
  - Maintain a roster of active members.
  - Maintain a roster of floor attendance.
  - Disburse authorized funds.
  - Preside over weekly meetings in absence of President.
  - Preside over weekly Executive Board meetings in the absence of the President.
- The On Campus chair shall:
  - Organize and execute on campus activities sponsored by RHA and not handled by Service Chair.
  - Obtain student feedback on campus improvement.
  - Be responsible for updating the movie selection for the movie streaming service in the Residence Halls.
- The Service Chair shall:
  - Coordinate quarterly blood drives.
  - Coordinate all other service-related projects.
- The Off Campus chair shall:
  - Set up and coordinate any off campus activities not covered by other committees.
  - Maintain a contact record of off campus partners
- The Publicity chair shall:
  - Issue General Assembly meeting reminders.
  - Inform the student body of RHA events and activities.
  - Coordinate the design and purchase of RHA promotional items.
  - Be responsible for appointing a webmaster

- Be responsible for updating RHA social media.
- The Secretary Shall:
  - Be responsible for taking and tracking attendance at General Assembly meetings.
  - Manage the borrowing of RHA equipment.
  - Record minutes at Executive Board meetings
  - Send sign-up lists to appropriate parties and keep a record of members who do not attend events they signed up for.
  - Serve as chair for Campus Connections Committee concerning special campus issues.
- The National Communications Coordinator (NCC) shall:
  - Coordinate a delegation to state, regional, and/or national conferences
  - Maintain lines of communication with related organizations
  - Prepare bids and other materials needed for state, regional, or national conferences
  - Attend Fall Business Meeting and other RHA business meetings
  - Be responsible for campus recognition on behalf of RHA
- The Residence Hall Association Advisor(s) shall:
  - Be an on campus residence life professional
  - Provide year-to-year continuity, guidance, and ideas for RHA
  - Have the power to veto decisions that are not in the best interest of the institute.
  - Have ultimate authority over the funds of RHA.
- **Elections:**
  - Election of officers shall take place during the last three weeks of winter quarter.
  - Nominations must be made at least one week in advance of election.
  - Active members will be notified of the election at least one week in advance.
  - Officers shall be elected in the following order; President, Vice President, On Campus, Service, Off Campus, Publicity, and NCC.
  - Officers are elected by a blind vote requiring simple majority of active members in attendance.

- If a tie should be reached, additional discussion time will be held and a vote shall then be taken again. Should a tie be reached again, another discussion and vote shall be taken at the following meeting.
  - If there are more than two candidates for an office, the top two candidates from a first round of voting shall be voted upon again, unless a simple majority is reached in the first round of voting.
  - Candidates not elected for one position may "trickle down" to no more than two other offices, but if nominated for another office that nomination counts as a "trickle down."
    - Only one other nomination will count towards the "trickle down" count.
  - The format of elections shall be available in the procedural document.
- **Installation of Officers:**
  - All officers shall assume their position at the beginning of spring quarter after receiving training information from the previous officer, past Executive Board member, or advisor(s).
- **Vacancy of Office:**
  - A vacant office shall be filled by an appointment by the President with strong consideration of the recommendations of other executive board members.
  - In case of the vacancy of the Presidency, the Vice President shall assume the position and then appoint a new Vice President.
  - In the case of the vacancy of the Advisor(s), the Dean of Student Affairs shall assume the position until a replacement is found.
- **Removal of Office:**
  - An officer may be removed from office in the event that their duties are not fulfilled. The petitioning party must make the intention known a week in advance. A 2/3 majority of the active members in attendance and approval of the advisor(s) are required.
  - The advisor(s) shall have the power to immediately remove any officer in the case of an emergency. If the advisor(s) removes an officer in this way, that officer may appeal the advisor's decision to RHA at the next regular meeting. A 2/3 majority of the active members is needed to reverse the advisor's decision and restore the officer.

## Amendments

- Proposed amendments to this document must be provided in writing to all active members and read aloud one week before they are voted on. Amendments are approved by a 2/3 vote of active members present.



- Any changes to the constitution concerning grammatical and formatting corrections/changes need not be presented and voted on by active members of the General Assembly. Only issues that change the procedures and affect students or the operation of RHA need voting.