

Minot State University
Residence Hall Association Constitution
Recognized on August 21st, 2014

Revised May 2017

Article I: Name

The name of this organization shall be Residence Hall Association, hereafter referred to as RHA.

Article II: Purpose and Goals

The purpose of this organization shall be to unify all the residence halls on Minot State University's campus, working toward their own benefit as well as that of the University. The organization, through its members, shall perform all functions necessary to provide residents with a constructive, educational, and social life while residing in the residence halls. Also, to provide a channel for communication among Minot State University Residence Halls and the Housing Administration.

Article III: National Affiliation

The RHA's national affiliate is the National Association of College and University Residence Halls, INC., hereafter referred to as NACURH. "The purpose of NACURH and the regional Midwest Association of Colleges and Universities Residence Halls, hereafter referred to as MACURH, is to design and facilitate programs and informational services to promote the educational goals of residence hall students through discussion groups, seminars, speakers at the annual conference, and other means of information exchange throughout the year. There are two major ways in which NACURH attempts to fulfill its goals. First is the generation of new and fresh ideas for all college and university campuses by providing an 'environment' for those ideas to grow. This 'environment' takes the form of conferences, both NACURH and MACURH, that are attended by member school delegations every year. These conferences provide an opportunity for enhancing leadership skills, developing new program ideas, and revitalizing motivation among delegates. Second is the maintenance of a viable communication network between all college and universities. This is best accomplished through the effective use of the national Information Center and the services it offers. By taking an active role in NACURH and the services it has to offer, each residence hall student can help this organization accomplish its basic goal of improving residence halls nationwide" (NACURH NCC Handbook, 1992).

Article IV: Membership & Voting

Section 1: Executive board

- A. The Executive Board shall consist of five elected officers: President, Vice President/National Communications Coordinator, Secretary/Treasurer, and Co- Coordinators of Events
- B. The terms of office for the Executive Board shall begin after the results of the elections are posted.
- C. All Executive Board members must maintain 2.50 cumulative GPA on a 4.0 scale.
- D. All Executive Board member may not be under University disciplinary sanction or academic probation, neither while running nor in office.
- E. Any residence hall student can run for an office by filling out an application. Applications will be available following the completion of the room selection process.
- F. Voting will take place in a determined location, no earlier than 7 business days after the completion of the room selection process.
- G. The campaigning will be left to the discretion of the current Executive Board and the advisor.
- H. The terms of office shall begin at the completion of the final cross-over meeting during the spring semester where a transition of position will be conferred.

Section 2: Executive Board Duties and Responsibilities

- A. All Executive Board Members:
 - 1. Shall be a student with a 2.50 GPA or higher on a 4.0 scale.
 - 2. Shall be an occupant of a residence hall or campus apartment for the entire term in office.
 - 3. If hired as a Resident Assistant, executive and standing committee heads must resign from being elected to the RHA Executive Board, unless approved by the advisor or Residence Life Coordinator.
 - 4. May only miss two (2) Executive Board meetings per academic semester. After that disciplinary action may be taken by the RHA Executive Board advisor.
 - 5. Committee charring as assigned:
President, Policy Committee; Vice President/NCC, Food Service Committee; Secretary/Treasurer, Fundraising Committee; Co- Coordinators of Events, Events
 - 6. Shall attend at least two (2) major events throughout the semester.
 - 7. Shall communicate between all positions of the organization, including with advisors.
 - 8. Shall coordinate between RHA and the Student Government Association when necessary.
 - 9. Shall maintain office hours as stated in the By-Laws.
- B. President
 - 1. Shall preside over the RHA meetings.
 - 2. Shall be responsible to the members of RHA.
 - 3. Shall make all appointments as provided for by Article II.
 - 4. Must attend biweekly meetings, as needed, with the advisor.
 - 5. Shall be in charge of all social media postings regarding meeting times and RHA updates.

6. Shall serve as the liaison between RHA and the Student Government Association when necessary. The president may designate another executive member as appropriate.
 7. Other duties as necessary.
- C. Vice President/National Communications Coordinator (NCC)
1. Shall assume the duties of the president in his/her absence.
 2. Shall coordinate the election process of the chairs of standing committees as well as the Hall Representatives.
 3. Shall make sure the committees are kept organized and continue to meet throughout the semester.
 4. Shall be required to maintain contact with all schools in the Midwest Affiliate and Universities Residence Halls region.
 5. Shall represent MSU at MACURH, No Frills, and NACURH, if funding is available.
 6. Shall perform any other duties as outlined in the NACURH NCC handbook.
 7. All other duties as assigned.
- D. Secretary/Treasurer
1. Shall record the complete minutes of all business meetings.
 2. Shall be required to report the minutes of the last meeting; record attendance; and give copies to the other members of the Executive Board as well as the Advisor.
 3. Shall prepare and maintain the RHA budget for each academic year.
 4. Shall record all financial transactions and prepare vouchers from general purchases.
 5. Shall be in charge of providing all new members with RHA binders.
 6. All other duties as assigned.
- F. Co-Coordination of Events
- A. Shall attend all RHA meetings and report information to the Committee of Student Organization (CSO)
 - B. Shall attend all Committee of Student Organization (CSO) meetings and represent the Residence Hall Association.
 - C. Shall be responsible for any and all proposals to CSO.
 - D. Shall be responsible for the planning and advertising for RHA events, including all social media postings in regards to events.
 - E. Shall prepare all vouchers from program and event purchases.
 - F. All other duties as assigned.

Section 3: Executive Board Compensation

- A. Executive Board members will be compensated based on the RHA By-Laws Article II, Section 1.

Section 4: Hall Representative and General Membership Duties and Responsibilities

- A. Voting members shall consist of the Hall representative for each residence hall and the executive members.
 1. The terms of office for Hall Representatives shall begin at the completion of the final cross-over meeting during the spring semester where a transition of position will be conferred. For Hall Representatives elected at the beginning of the fall term, the terms of office will begin at the meeting following the completion of the election.
 2. For Hall Representative positions not filled during the spring election, an election shall take place in fall.

3. All voting members of RHA, as noted above in Section 4, part A, except the President, shall have one vote. The President may vote only in case of a tie. No person may hold two voting positions concurrently in a vote.
 4. Proxies can represent any voting member of RHA at General Meetings. They need to identify themselves during roll call, and can vote on any issue before the Board. The proxy holds the vote for the entire meeting unless verbal transformation is recorded in the minutes of returning the rights back to the person the rights belong to.
- B. Two Hall Representatives will be elected by the residents living in the residence halls.
- C. Duties of the Hall representative shall include:
1. To represent the Residence Hall from which they were elected.
 2. To report ideas, concerns, needs, activities, and the actions of their respective hall to the RHA meeting.
 3. To work with Floor representatives, Resident Assistants, and Hall Directors in creating building programs/activities.
 4. Shall actively participate in committee work.
 5. Must maintain a 2.00 GPA on a 4.0 scale.
- D. Compensation
1. Each Hall Representative and Executive will be compensated with an RHA jacket for their term.
 - a. If the Hall Representative resigns or is removed from their position at any time during their term, they will be responsible for half the cost of the jacket. Exceptions will be considered by the executive board.
 - b. After the second meeting of the spring semester, any new appointed hall representative can request a jacket, and RHA will meet half of the cost as compensation.
- E. All students residing in the residence halls will be general non-voting members of the RHA and can attend any open meetings, participate in committees, and activities. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization based on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, veteran status, or such other factors that cannot be considered lawful.

Article V: Committees

Section 1: Committees will be assembled as they are necessary for various events or projects.

- A. These committees shall be chaired by the designated executive member and advised by an appropriate RHA advisor.

Article VI: Meetings

Section 1: Regular meeting of RHA shall be held biweekly at a time and place designated by the RHA Executive Board and advisor.

Section 2: Special meetings may be called at the discretion of the President or advisor with a twenty-four hour notice.

Section 3: A quorum (half of the voting membership plus one) must be present in order to conduct a formal business meeting. If no quorum, an informal meeting can be held, but no voting can take place.

Section 4: Robert's Rules of Order Newly Revised shall be the parliamentary authority.

Article VII: Amendments

Section 1: Amendments must be submitted to the Executive Board one meeting prior to the presentation to the General Meeting.

Section 2: Proposed amendments must be read at two consecutive meetings. After the second reading, discussion and voting will take place.

Section 3: Amendments must have had a two-thirds affirmative vote of the membership present in order for the RHA to adopt the amendment and submit it to the Student Welfare and University Affairs committees for the final approval.

Article VIII: Residence Hall Association Constitution

Section 1: The Constitution must be ratified every five (5) years or as needed. The adoption of this Constitution nullifies all other Constitutions.

Section 2: A special standing committee will be formed for the ratification of the Constitution for that year.

Section 3: The ratification must pass a unanimous vote of the Executive Board. Any changes that need to be made must be reverted to the standing committee and then resubmitted to the Executive Board until passed.

Section 4: The ratification changes must have a two-thirds vote of the general membership to be passed. If any changes occur during the general meeting, the standing committee must revise and go through the steps as stated in Section 3, Article VII.

Article IX: Financial Structure and Responsibility

Section 1: The RHA will be funded through the RHA Fee. The Executive Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the MSU residence hall student body.

Section 2: The RHA will hold fundraising activities.

Section 3: All funds will be deposited in a University account at the business office.

Section 4: The Hall Representatives may request money for his/her respective Hall Directors in providing building and floor activities.

Section 5: All Student Activities Fee funds that RHA receives will be deposited into RHA's Minot State University Business Office Account.

Article X: Advisor and Student Activities Advisor

Section 1: The Coordinator of Residence Life will be the advisor to the RHA.

Article XI: Conference Delegations

Section 1: NCC may attend NACURH, No Frills, and MACURH conferences if funding is available.

Section 2: The President should attend MACURH if funding is available.

Section 3: Funding will determine the additional number of delegates able to attend conferences.

Section 4: Students who want to attend the conferences will need to apply. The NCC, the advisor and two appointed students who did not apply will review all applications. Those students returning to the halls and what they will bring back to the halls will have first priority.

Article XII: Discipline and Removal from Office

Section 1: In general decisions regarding discipline up to and including removal from offices of the RHA are the responsibility of the RHA Executive Board and the RHA President.

- A. Removal from position: Any person in an elected position will be removed from their position in the event that they have had three (3) or more unexcused absences from general RHA meetings or have not met the expectations as outlined in Section 2(A-F) for executive members and Section 4 (C) for Hall Representatives.

Section 3: Complaints

- A. No disciplinary action shall be considered unless a formal, written complaint is submitted by a member of the RHA to the RHA President. If the complaint should be against the President, the written document should be submitted to the Vice President. Complaints must be as specific as possible, so the charges against the member are clear and understandable. Anonymous complaints will not be accepted.
- B. The representative for whom the complaint is against will be provided a copy of the complaint, excluding the submitter's name. The representative will have three school days to provide a written response. Responses after the specified deadline will not be accepted.
- C. The RHA President shall consult with the complainant and the subject representative (separately) in an attempt to fully understand the relevant issues prior to presenting the complaint to the Executive Board. The advisor shall be used as consult as needed and may be present at the interviews.
- D. The Executive Board will review written statements provided and hear from the RHA President regarding the initial consultation. An advisor will be present during all such meetings. Should the complaint be against a member of the Executive Board or the President, that member will be recused from the process except as the subject senator.
- E. The Executive Board may choose to consider the written documents only or may choose to interview anyone that may have information regarding the matter. Interviews will not be conducted as a hearing. The Executive Board will make a recommendation to the President regarding disciplinary action, and the President (in consultation with an Advisor) will implement disciplinary action and document the final decision. The recommendation of the board will be written and will include a brief justification and/or reasoning behind the recommendation. The President is not required to accept the recommendation of the Executive Board.

Section 3. Discipline

- A. The recommendation of the Executive Board regarding discipline may include:
 1. Dismissal of the charges
 2. Verbal counseling
 3. Documented counseling
 4. Documented reprimand
 5. Probation
 6. Suspension with or without pay
 7. Removal from office

- B. The President's final decision will be made in writing and addressed to the subject Representative with copies to the complainant.
- C. With any disciplinary action the Representative has the right to attach written comments for the record.
- D. With any action that involves the loss of pay or removal from office, the representative has the right to appeal the action.
- E. When the final decision involves removal from office the Representative will have the option to resign. If this option is exercised the right of appeal is forfeited.

Section 4: Appeals

- A. Any Representative subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.
- B. To appeal, the Representative must file a written appeal to the President of the RHA within seven calendar days of the decision. The appeal may not introduce new information that was not previously documented and available to the Board.
- C. Upon receipt of the appeal notification, the RHA President will convene the full Senate to review and discuss the original complaint, the response provided by the Representative, the Executive Board recommendation, and the President's final decision. Representative members may make inquiries of the Executive Board and President to ascertain relevant facts of the matter. A motion to overturn the disciplinary action must be made by an RHA member and then seconded. A two-thirds vote of those present (provided a quorum is present) is required support the motion. If no motion is made or no second is made then the appeal will not be overturned.
- D. If the disciplinary action is overturned, all loss of pay will be reinstated, if applicable. If a removal action is overturned the Representative will return to office as if they had not been removed.
- E. A lesser form of discipline may be implemented based by a separate motion passed by a simple majority of the RHA.

Section 5. Record Keeping

- A. All documentation related to this section will be maintained in the Student Advisor's office and will be maintained in compliance with the Family Educational Rights and Privacy Act (FERPA).

Minot State University Residence Hall Association By-Laws

Article I: General Eligibility of Officials

Section 1: All Candidates

- A. Officers of the RHA must maintain no less than a 2.50 cumulative grade point average on a 4.0 scale.
- B. Hall Representatives of the RHA must maintain no less than a 2.00 cumulative grade point average on a 4.0 scale.
- C. Officers of the RHA must carry no less than of 12 semester hours.
- D. Any officer who resigns shall not be eligible to hold an office again for one year without gaining approval of the Executive Board.

Section 2: Presidential Candidates

- A. Candidates seeking the office of President of the RHA must have served as an official in the Association for one academic year or gain approval of the Senate.

Article II: Duties and Responsibilities

Section 1: Executive Officers

- A. Executive officers shall maintain three (3) office hours per week during the academic year. The president shall maintain four (4) office hours per week during the academic year.
- B. Each Executive member elected for the fall semester will receive a name plaque for their term.
 1. If an Executive member resigns or is removed from their position at any time in the middle of their term, they will be responsible for half the cost of the name plaque. Exceptions will be considered by the rest of the executive board.
- C. The RHA president shall receive a \$400 compensation per semester.
- D. The RHA vice president/NCC, secretary/treasurer, and co-coordinators of events shall receive a \$300 compensation per person per semester.
 1. All compensations must be distributed from the General RHA Account.
 2. The distribution of the compensations to any executive members shall be contingent on the following:
 - a. The fulfillment of at least four (4) office hours for the president and three (3) office hours for the remaining executives per week during the academic semester.
 - b. A mid-semester evaluation shall be conducted of the individual executives by the appropriate individuals to determine if the individual shall receive half of their compensation at this time.
 - i. The evaluation shall be conducted by the executive member, other executive members, and the advisor(s).
 - ii. The executive member must receive an evaluation of performance in regards to fulfilling positional duties, service to the organization, and professional behaviors.

- iii This evaluation shall take place at mid-semester according to the official academic calendar.
3. An end of the semester evaluation shall be conducted of the individual executives by the appropriate individuals to determine if the individual shall receive the remaining half of their compensation at this time.
 - a. The evaluation shall be conducted by the executive member, other executive members, and the advisor(s).
 - b. The executive member must receive a satisfactory evaluation of performance in regards to fulfilling positional duties, service to the organization, and professional behaviors.
 - c. This evaluation shall take place no later than the last RHA general meeting according to the official academic calendar per semester.

Section 2: Hall Representatives

- A. Refer to Article IV, Section 4 for duties, responsibilities and compensation.

Article III: Committees

Section 1: In General

- A. Officials of the Association Senate that sit on RHA and administrative committees shall provide a report to the Senate regarding the proceedings of these committees.
- B. Ad hoc committees may be formed as necessary and prudent.

Section 2: Policy Committee

- A. This committee shall be charged with reviewing and revising the RHA Constitution and Bylaws, with approval of the Senate, as necessary and prudent.
- B. This committee shall also be charged with reviewing current policy and the addition of new policy.
- C. Membership shall include:
 1. Chair: shall be the current RHA President.
 2. Three or more other members of the RHA
 3. Any current on-campus MSU students interested in being involved in the Policy Committee.
- D. Chairs shall:
 1. Call no less than one meeting per month during the academic year.
 2. All meetings shall be open to all students, faculty, and staff apart of Residence Life.
 3. Special meetings may be called upon the request of three committee members.
 4. Share the responsibility of keeping minutes and making them available before the next meeting.

Section 3: Events Committee

- A. This committee shall be charged with sponsoring, implementing, and coordinating or directing Residence Hall activities as well as promoting a broad educational, social, cultural, and recreational program for Residence Life.
- B. Membership shall include:
 1. Chairs: shall be the current Co-Coordinator of Event.
 2. Three or more other members of the RHA

Section 4: Fundraising Committee

- A. This committee shall be charged with the fundraising for the RHA.
- B. Membership shall include:

1. Chair: Secretary/Treasurer
2. Three or more other members of the RHA

Section 5: Food Service Committee

- A. This committee shall be charged with working with Sodexo Dining Services and the Student Government Association at regular Food Service meetings to address new opportunities and concerns.
- B. Membership shall include:
 1. Chair: shall be the current Vice President/NCC
 2. Three or more other members of the RHA