Lincoln University RHA Constitution

# Preamble (including goals, objectives and mission statement)

## We, the residents of the Lincoln University residence halls, under the authority of the Office of Residence Life, hereby create a system that: encourages cooperation, coordination, cohesion, and communication among residence halls; enhances student development through educational and social programming; promotes the welfare of the university community as a whole; and establishes an effective and representative body for residence hall related issues. Therefore, we hereby establish this constitution of the Lincoln University Residence Hall Association.

# Mission Statement:

## The mission of The Lincoln University Residence Hall Association is to enhance and develop the life of residential students through advocacy, programming, and leadership opportunities and by providing a place to voice concerns about Residence Life procedures, policies, and facilities.

# Name of the Residence Hall Association

## The organization shall be called the Lincoln University Residence Hall Association, hereinafter referred to as the RHA.

# Diversity Statement

## RHA will not discriminate against people based on race, ethnic origin, gender, gender expression, sexuality, religion, national origin, marital status, veteran status, economic status, age, sexual orientation, political affiliation, size, and/or physical or mental abilities.

# Anti Hazing Policy

## The RHA will follow the Lincoln University Student Handbook’s definition of Hazing : “Hazing is strictly prohibited. Lincoln University prohibits any student-chartered organization, fraternity, sorority, social fellowship, athletic team, other recognized student organization, person or group using University facilities, and individuals who are members of any such groups or organizations or who attend events and activities sponsored, organized, or supported in any way by those organizations from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.”

# Membership Guidelines

## RHA is the second largest organization on campus. All residents are automatically apart of the organization and count as members.

# Organization of the RHA

## RHA will be comprised of the following executive board members:

### President

### Vice President

### Treasurer

### Secretary

### National Communications Coordinator

### National Residence Hall Honorary Communications Coordinator

# Executive Board Election/Appointment

## The RHA Executive Board positions elections will be held during the spring semester.

## Requirements for holding a RHA Executive board position:

### Students that run for Residence Hall Association positions will need to have a 2.75 cumulative GPA and 2.5 Semester GPA. One (1) year of hall council experience

### Registered Student

### Reside on campus in a on campus residence hall

### Must be in good judicial standing

### Any Resident Assistant may not bid for any RHA Executive Board positions

# Executive Board Position Descriptions

## President

### Serve as the official representative of the RHA to campus

### Preside over all RHA general meetings and executive board meetings

### Handle all matters pertaining to the general welfare of the organization unless delegated to another position

### Make appointments to committees and other organizations as deemed appropriate and necessary

### Vote only in the case of a tie at RHA meetings

### Provide for the election proceedings of positions of members and the executive board

### Serve as the liaison to the residence life/housing staff, office and administration

## Vice-President

### Assume the duties of the president in his/her absence

### Coordinate and oversee the committees within the RHA

### Hold judiciary meetings as necessary and revise the constitution as deemed appropriate

### Chair or aid in large scale programming or general programming for the RHA

### Serve as parliamentarian

### Know and interpret the general parliamentary procedure for the organization

## Treasurer

### If there exists a finance committee, this person would serve as chair

### Collect, record, and deposit all forms of funds for the RHA

### Prepare reports (weekly, semester, monthly and/or annually) for the RHA determined and outlined in the responsibilities

### Coordinate the budget and all expenditures for the RHA insuring that there are no outstanding debts

### Maintaining a good relationship with local vendors

### Train and coordinate other financial officers in the RHA

### Prepare semester financial reports

## Secretary

### Maintain records of the RHA including minutes, attendance reports, program reports, and correspondence

### Distribute materials to the appropriate students, faculty, administration, staff, etc.

### Send out reminders or updates to members and other appropriate students, faculty, administration, staff etc. as deemed necessary

### Oversee communication within the organization including contact lists, e-mail lists, etc.

### Maintain a recognition program within the organization

### Serve as a liaison to a university committee/housing committee

## National Communications Coordinator (NCC)

### Serve as the liaison between the RHA, NACURH and the regional affiliate

### Attend and vote at regional and national conferences, in particular, NCC Business Meetings

### Serve as the delegation chair for conferences

### Coordinate all aspects of forming and sending a delegation to conferences including funding, spirit and other activities

### Relay information from other NACURH member schools to the RHA

### Prepare and submit all dues and reports as requested by NACURH and the regional affiliate, including monthly newsletters to regional institutions

### Coordinate the Of the Honorary chapter Month process (nominations and selections) in the absence of a National Residence Hall Communications Coordinator

## National Residence Hall Honorary Communications Coordinator (NRHH CC)

### Serve as the liaison between the Of the Months, NACURH and the regional affiliate

### Attend and vote at regional and national conferences, in particular, NCC Business Meetings

### Serve as the co-delegation chair for conferences

### Coordinate all aspects of forming and sending a delegation to conferences including funding, spirit and other activities

### Relay information from other NACURH member schools to the NRHH

### Prepare and submit all dues and reports as requested by NACURH and the regional affiliate, including monthly newsletters to regional institutions

### Coordinate the Of the Month process (nominations and selections)

## Advisor

### Attend RHA meetings and functions

### Interpret institutional policy and parliamentary procedure as appropriate

### Serve as an ex-officio member of the RHA

### Provide guidance, advice and support to RHA members as appropriate

### Provide history for the organization as necessary

### Provide stability as an ex-officio member of the organization

# Impeachment and Removal of Executive Board Officers or RHA Members

## In the event a Hall Council member cannot fulfill their duties to the organization, an

## impeachment process may ensue:

### A written document must be presented to the designated RHA advisors.

### Within 48 hours, the RHA board will meet, will do the voting. The person who submitted the documented grievance will be given the floor to present their reason for impeachment. The executive board member will be given the floor to defend the situation.

### Impeachment will require a 51% vote of the members; Voting will be done by a secret ballot, which is counted by the advisors of the Residence Hall Association

### Any member of RHA (including Hall Council members and residents) can submit written documentation to begin the impeachment process.

### Any impeached RHA executive board member has the right to appeal within 72 hours of the decision. The appeal and final vote will be decided by the RHA campus chair

### Failure to adhere to any Residence Hall Association instructions may result in board disbandment or specific removal of positions. This includes but is not limited to reporting to trainings, submitting monthly reports, doing programs, etc.

# Parliamentary Procedures

## The Residence Hall Association will use Robert’s Rules of Order to maintain order during

## meetings.

# Ratification and Amendment of the constitution

## This constitution will be ratified by a 2/3 majority approval by the RHA.

# Meeting structure

## The schedule shall be decided by the RHA Executive board.

# Quorum

## Quorum will be reach by a 2/3 majority of the number of members of the RHA.

# Attendance

## Hall council liaisons can miss 3 meetings per semester and 6 total for the year to be in good

## standing with RHA.

# Finances

## RHA will receive funding from The Department of Residence Life, when there is no funding

## available, the Residence Hall Association will fundraise money for the organization at large can

## utilize. A sub budget will be created as a reserve for the Hall Councils to utilize until they

## fundraise for money.

# Election Procedures

## RHA Executive Board Elections will be held in the Spring during April but before May for the

## current academic year.

### All positions must be advertised as vacant.

### All current executive board members must run again for the following year

### Students must complete an application form and turn it in by a designated date.

### All Students must campaign for a week

### Elections will be held at least 3 weeks before the end of the current school year for the next academic year

### If a position is vacant, the executive board can appoint a member to the position.

# NACURH affiliation and responsibilities to NACURH

## The RHA will stay in affiliation and good standing with the following organizations:

### National Association College and University of Residence Halls (NACURH)

### Central Atlantic Association of College and University Residence Halls (CAACURH)

### Every year during April or May the Residence Hall Association National Communications Coordinator will submit all items to NACURH and NRHH necessary to keep in affiliation with the organization.