

# **Residence Hall Association**

## **Constitution**

### **University of Wisconsin – Whitewater**

Organization Created	April 28, 1993
Constitution Adopted	April 28, 1993
Standing Rules Adopted	April 28, 1993
Constitution Revised	April 14, 2005
Constitution Revised	April 19, 2006
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Constitution Revised	April 6, 2011
Constitution Revised	February 15, 2012
Constitution Revised	April 4, 2012

**Article I: Name**

**Section 1:** This organization shall hereafter be known as the Residence Hall Association (RHA).

**Section 2:** This organization will exist in association with the Office of Residence Life (ORL) of the University of Wisconsin at Whitewater (UWW).

**Article II: Purpose**

**Section 1:** To represent the residents of UWW residence halls to the University community and the ORL as provided by the University implementation of Wisconsin Statute 36.09(5).

**Section 2:** To serve the residents of UWW residence halls with learning services, leadership, and all dimensions of programming in order to create a responsible learning community.

**Section 3:** To create unity among members and to provide social, cultural, and intellectual development for the residents.

**Section 4:** To formulate, review, recommend, and maintain University housing policies and procedures.

**Section 5:** To act as liaison between administration and the residents for the betterment of UWW.

**Article III: Membership**

**Section 1:** The general membership of RHA shall consist of students of UWW residence halls recognized as such by the ORL.

**Article IV: Assets and Support Revenues**

**Section 1:** The RHA shall be funded as prescribed by the Office of Residence Life at the University of Wisconsin at Whitewater.

**Section 2:** The Office of Residence Life has the authority to change the amount of the allotments (stated in section 1 of this article) distributed to RHA and respective halls at any time.

**Section 3:** The use and acquisition of all funds distributed to RHA is for the benefit of the residents. It is not to be used for the sole benefit of an officer or member.

**Section 4:** At the beginning of each fall semester, the Executive Board shall prepare a balanced budget

for the current fiscal year (July 1- June 30). This budget will be voted on by the Assembly at each meeting if there are any changes.

**Article V: Assembly**

**Section 1:** All business of RHA shall be regulated by this Assembly with the exception of when Executive Board members are given discretion under this Constitution.

**Section 2:** The Assembly of RHA shall be comprised of:

1. Two (2) representatives of each low-rise residence hall, with the exception of Goodhue Hall when utilized as a residence hall, which will have one (1) representative.
- 2.
3. Three (3) representatives of each mid-rise residence hall
- C) Four (4) representatives of each high-rise residence hall.
- D) Two (2) representatives from the National Residence Hall Honorary (NRHH).

**Section 3:** All representatives must maintain a 2.0 cumulative GPA while serving on the Assembly. First semester students are waived from GPA requirements.

**Section 4:** Executive Board members will have a vote, but do not affect the Quorum count.

**Section 5:** The powers of the Assembly shall be:

- A) To Vote (One [1] vote per Representative).
- B) To overturn any decision of the Executive Board by a majority vote.
- C) To overturn any decision, committee appointment, or other delegation of duty made by the President by a majority vote.
- D) To approve all presidential appointments.
- E) To recall members of the Executive Board.
- F) To make recommendations of action to the LIT of each residence hall.
- G) To elect the Executive Board.
- H) To take other actions necessary to achieve the purpose of RHA.

- I) To amend the Standing Rules.
- J) When voting on internal monetary requests under \$750.00 that have the ability to be voted on that night by the RHA assembly, if the entire Assembly is in complete favor of voting on that night by the RHA assembly, if the entire Assembly is in complete favor of voting on the internal monetary request they may do so ; however, if any voting member requests with the second of another voting member that the internal monetary request be brought back to the LIT teams for discussion; the request must be honored with no debate and no vote to counteract the request of the voting member unless a voting member raises concern about the request being time sensitive, the executive board with consultation from advisers, would be allowed to deny the request to take it back to the LITs and have the assembly vote on the request that night.
  - a) that any internal monetary requests under \$750.00 have the ability to be voted on that night by the RHA Assembly, if the entire Assembly is in complete favor of voting on the internal monetary request
  - b) that all internal monetary requests greater than \$750.00 have to be taken back to the LIT teams regardless, prior to approval
  - c) that all external monetary requests, regardless of amount, be taken back to the LIT teams for discussion prior to approval

**Section 6:** Quorum shall consist of two-thirds (2/3) of the Assembly.

**Section 7:** The Executive Board and Assembly shall abide by the RHA Constitution, and Standing Rules.

#### **Article VI: Executive Board**

**Section 1:** The executive authority of the RHA shall be vested in the RHA Executive Board consisting of a President, Vice-President, Executive Assistant, Co-Program Coordinators (2), Marketing Coordinator (MC), the National/Wisconsin Communications Coordinator (NCC), and NCC Elect.

**Section 2:** The powers of the Executive Board shall be:

- A) To vote (One [1] vote per Executive Board Member).
- B) To act as the official voice of residents of UWW residence halls.

- C) To review and make recommendations to the ORL on policies, rules, and regulations.
- D) To initiate programs and services for residents of the residence halls.
- E) To prepare a fiscal budget that shall meet the needs of the residents.
- F) To appropriate all funds from the RHA Budget with Assembly approval.
- G) To examine all records of RHA at any time.

**Section 3:** Requirements for holding office:

- A) Executive Board officers must be RHA members for the duration of their terms.
- B) Executive Board officers may not:
  - a. Hold multiple RHA Executive Board positions including NCC/WCC Elect. However, the current NCC/WCC may rerun for their current position.
  - b. Represent a hall or NRHH.
- C) Candidates for President and Vice-President must complete two (2) academic semesters as UWW residence hall students by the onset of their first full semester in office. All other candidates must complete one (1) academic semester as UWW residence hall students by the onset of their first full semester in office.
- D) Candidates for RHA Executive Board positions must have a minimum 2.3 cumulative GPA and be in good academic standing upon election and throughout their term.
- E) Candidates for the NCC/WCC or NCC/WCC Elect position must have attended at least one (1) WURHA, GLACURH, or NACURH conference.

**Section 4:** Election of the RHA Executive Board:

- A) The election shall be decided by pluralistic vote.
  - B) The elections will be held by secret ballot, even when only one person runs for a position.
  - C) Timeline for Elections
4. Nominations for the NCC/WCC Elect shall open at least three weeks prior to the regional or state spring business conference. Nominations for NCC/WCC Elect will be open for two meetings, with elections held on the second last meeting before the regional or state spring business

conference.

b. Nominations for the remaining positions shall be taken in March or April and remain open for two (2) consecutive meetings.

c. The Executive Board shall decide, within these guidelines, when elections will be held.

D) Elections shall be held in the following order: President, Vice President, Executive Assistant, Co-Program Coordinators (2), Marketing Coordinator (MC), and National Communications Coordinator (NCC).

E) The Parliamentarian will be appointed by the President.

F) Co-Programmers will be elected simultaneously. The two (2) candidates with the most votes will receive the positions. Each voter is allowed to vote for two different candidates for Co-Programmer.

G) Procedures for Elections

a. Each candidate will give a three minute (non-extendible) speech followed by seven minutes (non-extendible) of question and answer. A candidate may use up to one (1) additional minute to finish the question he/she is currently on after the seven minutes.

b. After all candidates for a position have gone; an open discussion will take place followed by the vote.

H) The president will vote at the same time the assembly votes. The vote will not count unless there is a tie.

I) Vacancies

a. If a vacancy occurs on the Executive Board, the President shall hold a special election.

b. If the President position is vacated, the Vice President may assume or decline the position, but if he/she assumes the position as President, he/she must be confirmed by a 2/3 majority vote of the RHA assembly.

**Section 5: Term of Office:**

A) Newly elected officers shall take office during the last RHA meeting of the spring semester, with the exception of the NCC/WCC Elect who shall take office immediately. The NCC/WCC Elect will become NCC after the NACURH conference.

B) All Executive Board officers shall hold office until the newly elected take office or until he/she

becomes ineligible, resigns, or ceases to live in a residence hall recognized by the ORL at UWW.

C) Any officer elected due to vacancy will take office immediately after being elected and serve until the end of the current academic year.

**Section 6:** The duties of the Executive Board shall be described in the Standing Rules.

**Section 7:** The Executive Board may make discretionary expenditures up to \$50 for RHA operations without Assembly approval. All such discretionary expenditures must be reported at the following meeting. Anything over \$50, and not already specified in the budget, requires a simple majority vote.

**Section 8:** The RHA Executive Board shall supervise the affairs of RHA between business meetings and during the summer and make recommendations to the ORL. The Executive Board shall be subject to the orders of the Assembly, and none of its actions shall be in conflict with actions taken by the Assembly.

#### **Article VII: Affiliations**

The RHA may affiliate with the National Affiliate of College and University Residence Halls (NACURH), the Great Lakes Affiliate of College and University Residence Halls (GLACURH), and the Wisconsin United Residence Hall Association (WURHA).

#### **Article VIII: Parliamentary Authority**

**Section 1:** The parliamentary authority of RHA shall be the current edition of Robert's Rules of Order, Newly Revised.

**Section 2:** Abstentions are an exception: they will count as a "no opinion" vote and will not be a negative (nay) vote.

**Section 3:** The RHA Constitution will have precedence over the LIT Constitutions.

#### **Section 4: Interpretation**

- A) The Parliamentarian shall interpret Robert's Rules of Order.
- B) The Vice President shall interpret the RHA Constitution.
- C) The Assembly may overturn these interpretations with a 2/3 majority.

#### **Article IX: Petitions and Review**

**Section 1:** RHA Members have the right to petition and review the actions of the Assembly and Executive Board. Such a petition must be considered at the next meeting after the petition has been submitted to the President. The petition must contain two-thirds (2/3) of RHA Member signatures and

shall override any Assembly or Executive Board decision.

**Section 2: Recall of an officer:**

Any Executive board officer may be recalled. In order to recall an officer, a motion to bring up the officer's removal will require a majority to bring the question. If the motion passes, discussion on removal of the officer will commence at the next scheduled meeting. The officer in question will be allowed to speak on their behalf. After speaking the assembly will vote, and with a 2/3 vote the officer in question will be removed from office.

**Section 3: Recall of a representative:**

A representative may be recalled by a petition containing a majority of signatures of that hall's residents. The other option for removal of a representative is the process for the Recall of an officer.

**Article X: Amendments**

**Section 1:** A proposed amendment to the Constitution or Standing Rules must be submitted to the Vice President in writing at least one (1) week in advance. Proposed amendments are then brought to the Assembly, in written form, to include the rationale of the amendment, the current language of this Constitution and Standing Rules, and the proposed change. The President will set the date to vote on the proposed amendment(s), which will require a two-thirds (2/3) majority vote of the Assembly to pass. Any amendments to the Constitution may be submitted by any resident of the Residence Halls.

**Article XI: Non-Discrimination Statement**

“The University of Wisconsin at Whitewater is committed to equal opportunity for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital status, Vietnam-era veteran status, parental status and pregnancy in its educational programs, activities, and employment policies.”



## **RHA STANDING RULES**

The RHA shall use the following standing rules unless the Assembly change or make additions to them with a simple majority vote.

### **S.R. Article I: Job Descriptions**

These are the job descriptions of the Executive Board, Advisor, and Representatives, which would take effect at the last meeting of the academic year. Upon the last meeting of the semester, the Executive Board member shall take the RHA oath. All Executive Board members are expected to attend weekly RHA meetings. ALL executive board members shall be available to communicate with LITs upon request. The duties listed will include, but not be limited to the following:

#### **A) President**

- a. Shall preside as chairperson of the Assembly and the Executive Board.
- b. Shall be the representative with the official voice for RHA.
- c. Shall enforce the Constitution and Standing Rules.
- d. Shall coordinate and oversee all Executive Board members and their RHA activities.
- e. Shall be responsible for attending or coordinating RHA representation to committees.
- f. Shall meet with the advisor on a weekly basis.
- g. Shall be responsible for meeting with the Director of Residence Life to give updates related to RHA.
- h. Shall have the authority to make decisions in the best interest of the organization with justifiable cause.
- i. Shall appoint the parliamentarian from the Executive Board for the academic school year.
- j. Shall be responsible for checking over all Resolutions before submitted to the Assembly.
- k. Shall coordinate the awards for the Residence Life Reception of Excellence.
- l. Shall keep and maintain records of actions taken by the Executive Board and Assembly.
- m. Shall attend at least one LIT meeting per hall a semester
- n. Shall attend or be responsible for finding a replacement to attend WSG meetings.
- o. Coordinate RHA Welcome Team Training
- p. Organize a LIT focus group once a semester

**B) Vice President**

- a. Shall preside as chairperson at meetings in the absence of the President.
- b. Shall assume the duties of the President if the office becomes vacant.
- c. Shall assist the President.
- d. Shall coordinate a monthly audit and may be audited by the ORL at any time.
- e. Shall interpret the Constitution and Standing Rules.
- f. Shall meet with the Advisor as often as necessary.
- g. Shall be responsible for all RHA funds.
- h. Shall keep accurate records of all income and expenses.
- i. Shall produce a semesterly report of major donations and sources of income.
- j. Shall prepare a weekly report of the current balance at every RHA meeting. This will include a list  
of the checks issued, deposits made, and accounts receivable as necessary.
- k. Shall prepare and present, with the help of the Executive Board, a balanced budget for the fiscal  
year to the Assembly.
- l. Shall be responsible for looking over all Constitution changes to check the validity of the proposed  
amendment.
- m. Shall be responsible to communicate with LIT Administrative Coordinators on a monthly basis to  
review LIT budgets.
- n. Shall be responsible for the organization and coordination of all fundraising efforts, including, but  
not limited to the distribution of loft rentals and OCM fundraisers.
- o. Shall work with LITs to facilitate RHA fundraising projects.
- p. Shall check the RHA main email and forward all necessary emails
- q. Shall work with and make sure to receive broken down budgets from the co-programmers and  
NCC/WCC
- r. Attend at least one LIT for each LIT a semester

**C) Executive Assistant**

- a. Shall preside as chairperson of the Assembly in the absence of the President and Vice President.
- b. Shall keep accurate minutes of all Assembly and Executive Board meetings and for the distribution of the Assembly meeting minutes.
- c. Shall keep accurate records of attendance for all Assembly meetings.
- d. Shall prepare an agenda with the help of the President and distribute meeting packets.
- e. Shall keep accurate records of legislation.
- f. Shall keep accurate and up-to-date files.
- g. Shall order and organize RHA office supplies.
- h. Shall maintain an accurate inventory of all office supplies and materials owned by RHA.
- i. Shall secure a meeting place for the Assembly meetings each semester.
- j. Shall coordinate of one or more major philanthropy project(s) a year.
- k. Shall meet with the Advisor as often as necessary.
- l. Shall maintain an updated roster of LIT Execs.
- m. Shall communicate with LIT Communication/Recognition Coordinators on a monthly basis.
- n. Shall recognize of the outstanding members of the Residence Life community.
- o. Attend at least one LIT meeting for each LIT a semester
- p. Coordinate existing incentive programs

**D) Co-Program Coordinators**

- a. Shall oversee and facilitate programming presented by RHA or cooperatively sponsored by campus-wide LITs. At least seven (7) programs a semester shall be administered and presented by these programmers with or without campus-wide LIT coordination.
- b. Shall keep records and up-to-date files of RHA programs.
- c. Shall inform the proper administrators of concerns with programs.
- d. Shall communicate with LIT Programmers and AHDs on a regular basis to coordinate RHA/LIT

sponsored events and program dates.

- e. Shall plan, coordinate, and implement publicity in conjunction with the PRD for RHA and/or campus-wide RHA/LIT sponsored programs.
- f. Shall have final approval of all RHA and/or campus-wide RHA/LIT programming publicity.
- g. Shall meet with the Advisor as often as necessary.
- h. Shall order decorations/items needed for all RHA and/or campus-wide RHA/LIT programs.
- i. Shall put on at least one program a semester with NRHH
- j. Shall hold at least one program a semester in the Residence Halls/working with LIT's
- k. Shall have at least one philanthropy program a year
- l. Shall give a broken down budget for each program to the Vice President
- m. Attend at least one LIT meeting for each LIT a semester

**E) Marketing Coordinator**

- a. Shall promote goals and activities of RHA through University media as needed.
- b. Shall meet with the Advisor as often as necessary.
- c. Shall collaborate with other student organizations.
- d. Shall create advertising for fundraisers developed by RHA and programs in conjunction with the Co-Programmers.
- e. Shall keep the RHA web page up-to-date or collaborate with someone to do so.
- f. Shall distribute an informational source to students in the residence halls monthly.
- g. Shall communicate with SEAL.
- h. Shall update facebook and twitter page weekly
- i. Shall make sure that RHA is involved in the involvement fair every semester
- j. Attend at least one LIT meeting for each LIT a semester

**F) National Communications Coordinator /Wisconsin Communications Coordinator**

- a. Shall be the official representative to WURHA, GLACURH, and NACURH.

- b. Shall be the liaison between the University and WURHA, GLACURH, and NACURH.
- c. Shall make WURHA, GLACURH, and NACURH conference and delegation arrangements.
- d. Shall meet UWW's obligations to WURHA, GLACURH, and NACURH.
- e. Must attend WURHA, GLACURH, and NACURH as well as all business meetings at no cost to the NCC.
- f. Shall submit an annual National Information Center (NIC) report.
- g. Shall inform UWW of the NIC privileges.
- h. Shall meet with the Advisor as often as necessary.
- i. Shall choose the delegations for WURHA, GLACURH, and NACURH.
- j. Shall be in charge of bid teams for WURHA, GLACURH, and NACURH, of which they must submit bids for all applicable awards and other honors.
- k. Shall work in conjunction with the Co-Programming Coordinators to raise funds for the WURHA, GLACURH, and NACURH conferences.
- l. Shall re-affiliate UWW with WURHA, GLACURH, and NACURH.
- m. Shall transition the NCC Elect once he/she is elected.
- n. Shall include the NCC Elect in the planning for the NACURH conference.
- o. Shall give a broken down budget for each conference to the Vice President
- p. Shall give a wrap-up report following each conference to RHA Executive board and Assembly
- q. Shall nominate people for service pin awards for: WURHA 2 year service pins and 4 year service pins, GLACURH 4 year service pins, NACURH 4 year service pins
- r. Attend at least one LIT meeting for each LIT a semester
- s. Coordinate conference recognition at the end of each conference

**G) NCC/WCC Elect**

- a. Shall be a co-representative at No Frills, WURHA, French Dip and NACURH.
- b. Must attend all remaining conferences upon election for the remainder of the term and be a co-

representative for all conferences post election at no cost to the NCC/WCC Elect.

- c. Shall work with the current NCC/WCC to ensure a proper transition.
- d. Shall attend Executive Board meetings and weekly RHA Meetings
- e. Shall serve as a voting member of the RHA Executive Board
- f. Shall meet with the Advisor as often as necessary.
- g. Shall collaborate with NCC/WCC to determine in-office training.
- h. Shall be paid a pro-rated amount upon election.

**H) Advisor(s)**

- a. Shall be appointed by the ORL.
- b. Shall maintain regular communication with all Executive Board members.
- c. Shall attend Assembly and Executive Board meetings.
- d. Shall coordinate, with the Executive Board, Fall Orientation Training.
- e. Shall coordinate, with the Executive Board, a retreat to be scheduled in the Fall and Spring semesters.
- f. Shall work on team building with the Executive Board.
- g. Shall be available as a resource person to RHA.

**I) Hall Representatives**

- a. Shall have the responsibility to vote on behalf of residents of their residence hall or NRHH.
- b. Shall communicate information to and receive feedback to from the residents of their respective halls or NRHH.

**S.R. ARTICLE II: OFFICE HOURS**

All Executive Board members will serve 5 office hours a week and be available by appointment. At the discretion of the executive board and consultation/approval from their advisor, office hours may be subject to change on any given week.

### **S.R. ARTICLE III: EXECUTIVE BOARD HONORARIUM**

The assembly will be given the opportunity to fill out an evaluation form created by the advisor(s) on each executive board member and advisor twice each semester.

The executive board will fill out a similar evaluation on their fellow executive board members.

The advisor(s) will have one on one meetings with each executive board member and share the results of the feedback, as well as the advisor's own observations in terms of that individuals performance.

The advisor(s) will then share with the assembly a short presentation of the evaluation results. These will be compilations of the evaluations and not share any specific individual feedback.

If the advisor(s) decide the executive board member should not receive their full stipend amount, they will go through the appropriate payroll process for approval to deduct from that amount. The final stipend amount will remain confidential unless the executive board member should choose to disclose this information.

The advisor(s) will also work to create other job performance related actions that would be appropriate for the behavior, in accordance with current university payroll guidelines and departmental procedures.

Should the assembly decide that they would like to recommend a reduced stipend amount to the advisor(s), they may move to do so. The assembly will then be given the opportunity to discuss and vote on a recommendation by a two-thirds vote. This recommendation would then be given to the advisor(s) for consideration.

### **S.R. Article IV: Checkbook Procedure and Rights**

RHA will have the following checking account to be held in Hyer Hall Cashier's Office.

A) This account will have 2 signers: Either the Vice President or President and an Advisor. This account will consist of all RHA funds that are to be voted on by the Assembly. At the end of each conference the remaining funds shall be placed in the respective carry over line. At the end of each program, excess funds shall be moved to the respective carry over line.

All people requesting a check from RHA shall go through the following procedures:

#### **A) Requesting a check-**

Submit a letter to the RHA Vice President requesting a check that states the purpose, amount, payee, and the date needed. After the purchase, a receipt must be forwarded to the RHA Vice President. The receipt must be submitted to the RHA Vice President within the two weeks of purchase.

**B) Requesting a reimbursement-**

Submit a letter to the Vice President requesting a check that states the purpose, amount, payee, date needed, and a receipt of purchase.

**C) Request for Funds-**

Obtain a funding request form from the Vice President, complete the appropriate sections and submit back to the Vice President.

**D) Resident Assistant Funds Request-**

Resident Assistants may submit a request for \$50.00 each semester for a program. The form must be submitted two weeks prior to the event. The funds will be voted upon by the Assembly the night of the proposal.

**S.R. Article V: Awards**

- A) These awards will be given out annually at the discretion of the Executive Board.
- B) RHA Executive Board Members and RHA Programs are ineligible to apply for these awards.

<b>Award Name</b>	<b>Recipient Receives</b>	<b>Board Member to Coordinate Award</b>	<b>Given Out</b>
LIT of the Year	Certificate	Vice President	Reception of Excellence
Advisor of the Year	Certificate	NCC	Reception of Excellence
Outstanding Service to RHA	Certificate	Co-Programmers	RHA Meeting
Exceptional Leader Scholarship*	\$500 (\$250 from RHA & \$250 from NRHH)	President/NRHH	Reception of Excellence
Program of the Year	Certificate	Co-Programmers	Reception of Excellence
Outstanding Assembly Member	Certificate	PRD	RHA Meeting
Resident of the Year	Certificate	Executive Assistant	Reception of Excellence

\* Qualifications for the Exceptional Leader Scholarship:



- Must currently be living in a residence hall in UW-Whitewater.
- Must have lived in the residence halls for three semesters (including current semester).
- Must return to residence hall in UW-Whitewater as a student next semester.
- Must have a current cumulative grade point of 2.7 or higher.
- May not be a current executive board member of RHA or NRHH.