

The Constitution of the Residence Housing Association of Grand Valley State University

ARTICLE ONE: NAME

The student organization for housing of Grand Valley State University shall be known as the Residence Housing Association, hereafter referred to as RHA. Our mission is to improve the community through empowering students with collaborative experiences and leadership development while advocating for residents.

ARTICLE TWO: PURPOSE

RHA will be the voice for student residents. We will be a respected organization for the programs we provide, the leadership development of our members, our ability to advocate for students, and our influence into creating a unified community. We will work collaboratively to provide residential experiences for students living on campus as well as sustaining opportunities for on-campus living.

ARTICLE THREE: MEMBERSHIP

Section One: General Assembly Membership

- A. The membership of RHA shall consist of any interested student currently enrolled at GVSU. It is the policy of GVSU and RHA that no person on the basis of race, ethnicity, sexual orientation, personal beliefs, age, gender, political affiliation, marital status, economic status, or disability shall be discriminated against in educational programs, facilities, activities, or admissions.

Section Two: Voting Members

- A. In order to earn voting status, General Assembly members must have attended 2 (two) consecutive meetings. Voting status is awarded at the second meeting attended.
- B. Once voting status is achieved it is the responsibility of all RHA members to be absent for no more than one (1) meeting a month. In case of an absence another voting member may be sent as a proxy; however, this is still considered an absence.
- C. The members of the RHA Executive Board shall be voting members with the exception of the RHA President who shall only have a tie-breaking vote.
- D. If more than one meeting is missed during a month voting status will be revoked until it can be reestablished according to Article Three, Section Two, Subsection A.

Section Three: Member Responsibilities

- A. It is the responsibility of all members to represent the interests of their respective community.
- B. It is the responsibility of RHA members to report any pertinent events or information to the General Assembly.

ARTICLE FOUR: EXECUTIVE BOARD and EX:OFFICIO BOARD

Section One: Description

- A. The Executive Board shall consist of six (6) core members (in order of succession): President, Executive Vice President, Vice President of Records, Vice President of Programming, Vice President of Public Relations and the Communications Coordinator
- B. The Ex:Officio Board shall consist of three (3) members: Historian, Newsletter Editor, NRHH Liaison.
- C. Sub-regional, Regional, or National Board Members from GVSU will be considered Ex:Officios, but are not considered members of the Ex:Officio Board. They are required to be voting members of RHA to receive financial support.
- D. Elected Program Chairs will be considered Ex:Officios but not members of the Ex: Officio Board.

Section Two: Qualification

- A. Candidates for positions must meet the following criteria in order to be elected:
 - a. Ability to demonstrate advanced leadership skills.
 - b. Ability to exercise tact and discretion in relationships with others.
 - c. Knowledge and understanding of the RHA Constitution and structure; and a working knowledge of the University structure.
 - d. Ability to communicate with others in a written and/or oral fashion.
 - e. Knowledge of parliamentary procedure and meeting etiquette.
 - f. Ability to organize and motivate others.
 - g. All candidates must be in good academic standing as determined by the Office of the Registrar at the time that they are elected/appointed.
- B. Each Executive Board member and Ex:Officio Board member must be a registered full-time undergraduate student at GVSU.
- C. Each Executive Board member must carry a 2.50 cumulative GPA and be in good judicial standing at GVSU.
- D. Each Ex:Officio must carry a 2.50 cumulative GPA, with the exception of first semester students, and be in good judicial standing at GVSU.
- E. No RA/MA/ALA/AMA shall hold the position of President or Executive Vice President.
- F. Each Executive Board member and Ex:Officio Board member must obtain and hold voting rights.
- G. Each Executive Board member must reside in Grand Valley State University owned housing. Automatic resignation will occur if a member moves to off-campus housing during their term of office.
- H. Ex:Officio Board members will not be permitted to serve in multiple Ex:Officio positions or serve on the Executive Board concurrently.
- I. The term of the Executive Board shall be from the close of one school year to the close of the following school year, excluding the NCC whose term shall end after the close of the national conference.
- J. No student may hold the office of President for more than 2 academic school years.

Section Three: Elections

- A. Letters of intent for any Executive Board position must be submitted to the President at least one week prior to the start of the elections for the following year.
- B. Each candidate may submit more than one letter of intent, but may only take office for the first position they are elected to.
- C. Election procedures shall be as follows:
 - 1. 5-minute Speech/Presentation.
 - 2. 3-minute Question and Answer Period.
 - 3. 5-minute discussion over all candidates for one position.
- D. New Executive Board members will be installed by the final meeting of the school year or at the RHA/NRHH Recognition Banquet.
- E. Ex:Officio Board members will be elected at the beginning of the school year.

Section Four: Removal of elected RHA Officers

- A. Before the attempted removal of an elected officer, the officer must be placed on review.
 - a. Review hearings must be conducted by the executive board.
 - b. The consequences drawn from the review hearing will be determined by the executive board.
- B. Two out of the three Conditions listed below must be met for the initiation of a review hearing:
 - a. Twenty percent (20%) of the voting body, supported by a petition, feels that the officer isn't fulfilling his/her duties.
 - b. Twenty percent (20%) of the voting body, supported by a petition, feels that the officer is partaking in acts of misconduct.
 - c. The officer has accumulated three (3) or more unexcused absences.

Section Five: Removal of Advisors

- A. The Executive Board may make a recommendation to the Office of Housing and Residential Life for removal of an Advisor.

Section Six: Vacancies

- A. In case of a permanent vacancy in the office of President, the Executive Vice President will become the President. The Executive Board will then appoint a new Executive Vice President. Appointment is subject to General Assembly majority approval of voting members present.
- B. Any permanent Executive Board vacancy, excluding the office of President, may be filled by Executive Board appointment subject to General Assembly majority approval of voting members present.
- C. Any permanent Ex:Officio Board vacancy may be filled by Executive Board appointment subject to General Assembly majority approval of voting members present.
- D. In the case that Executive Board positions, excluding the office of the President and the Executive Vice President, cannot be filled by on-campus residents, vacancies may be filled through an interim process as described in Article 4, Section 7.

Section Seven: Interims

- A. Interims may only be appointed if Executive Board positions cannot be filled by on-campus residents.
- B. Interims shall recruit on-campus residents for their position while they are serving as an interim.
- C. The interim appointment process may only be initiated after a two month search period for potential on-campus Executive Board members has been completed by the Executive Board. The search period for a position shall begin on the night of the election for that respective position. At the conclusion of the two month search period, the President shall publicly open up the vacant positions to all fulltime undergraduate students.
- D. Interim Qualifications
 - a. Interim candidates must show that they are fully capable of meeting the expectations as stated in Article 4, Section 2, subsection A.
 - b. Interim candidates must have lived in Grand Valley State University owned housing for a period of no less than two academic semesters. Spring and summer semesters do not qualify.
- E. Interims shall be appointed per Article 4, Section 6, subsection B.
- F. Interims shall only be appointed on a temporary basis for a period of no more than one academic semester. At the conclusion of the academic semester for which they are appointed in, if no on-campus resident has asked to be appointed to their respective position, the interim may request reappointment for the following semester.
- G. Once an interim is appointed and approved during an academic semester, the interim shall serve in that position until the completion of the academic semester.
- H. Interims shall be encouraged to pursue on-campus residency.

- I. Any one person may only serve as an interim on the Executive Board for no more than two academic semesters (combination of Winter or Fall). After serving as an interim on the Executive Board for a total of two academic semesters (combination of Winter or Fall), the individual will no longer be eligible for an Executive Board position as an interim. If a person resigns from an interim position at any point, they will no longer be eligible for an Executive Board position as an interim.
- J. Interims shall be required to submit a written transition report at the end of their term.

ARTICLE FIVE: EXECUTIVE BOARD RESPONSIBILITIES

Section One: All Executive Board Members

- A. Carry out such directives as are included in this document.
- B. Strive to unify the GVSU community.
- C. Promote RHA as a positive influence on campus.
- D. Provide both oral and written forms of transition for the incoming Executive Board by the close of the final General Assembly of the school year, with the exception of the NCC who will transition at the national conference.
- E. Support Community Councils in the development of their communities.
- F. Visit two Community Council events which may include, but are not limited to meetings or programs per semester. No more than two (2) Executive Board members shall visit the same Community Council at one time.

Section Two: President

- A. Preside over all RHA meetings.
- B. Draw up an agenda for each meeting with the aid of other Executive Board officers.
- C. Represent RHA at all functions that require representation, or appoint a representative in his/her place to be the official representative and spokesperson of RHA.
- D. Maintain active communication with the Director of Housing and Residence Life, or a designee, to exchange information about the progress of the organization, residential life, and the campus.
- E. When invited or by placing an appointment with the housing staff, represent RHA at all housing meetings or appoint a representative in his/her place.
- F. Keep RHA in good status with the Office of Student Life by completing the appropriate registration paperwork each semester.
- G. Meet with the advisors and each Executive Board member individually at least once a month.
- H. Meet with the NRHH President at least once a month to discuss current issues of each organization.
- I. Facilitate a Community Council Presidents' roundtable once a month.
- J. Be responsible for counting ballots and keeping accurate records of all voting results.
- K. Attend at least one sub-regional and one regional function while in office. These functions may include, but are not limited to business meetings and conferences.
- L. Address any duties deemed necessary by the organization or the Advisor(s).

Section Three: Executive Vice President:

- A. Perform the duties of the President in his/her absence.
- B. Work with housing advisors to organize a Fall Community Council Retreat and Winter Community Council Retreat.
- C. Organize a bi-annual Open Forum.
- D. Organize and educate the Community Councils on the Community of Excellence Award and oversee the bid/selection process.
- E. Address any duties deemed necessary by the organization or the President.

Section Four: Vice President of Records

- A. Perform the duties of the President in the absence of the President and the Executive Vice-President.
- B. Be responsible for the recording of the minutes from General Assembly meetings, Executive Board meetings, Allocations Committee meetings, and when requested, special meetings.
- C. Be responsible for having a copy of the recorded minutes and other documents either online or in the RHA office within two (2) weeks of the meeting date.
- D. Be responsible for compiling accurate attendance records of all General Assembly meetings' attendees.
- E. Check the RHA e-mail account and reply to messages or forward to appropriate persons.
- F. Create and distribute a RHA membership/contact database.
- G. Be responsible for creating, maintaining and updating the RHA listserv.
- H. Co-coordinate the RHA/NRHH end of the year recognition banquet with a NRHH representative.
- I. Be responsible for picking up and distributing RHA mail from the Central Housing Office and the Student Organization Center.
- J. Advise the Historian. Contact this Ex:Officio at least twice a month and report their actions to the Executive Board.
- K. Address any duties deemed necessary by the organization or the President.
- L. Continually update all financial records and budgets in a timely fashion.
- M. Be responsible for compiling an expected budget for the upcoming year. Work with the Executive Board to prepare an allocation presentation to the Housing Office of GVSU.
- N. Prepare an annual fundraising goal sheet with the advice of the President and an Advisor.
- O. Organize fundraising activities as needed, advise fundraising committees as needed.
- P. Attend the Campus Life Board meetings and be responsible for preparing the budget for the Student Life appropriations process.
- Q. Chair the Allocations Committee.
- R. Review all accounts with Advisors.

Section Five: Vice President of Programming

- A. Maintain and actively promote the programming library.
- B. Advise all RHA Program Chairpersons and Committees and provide them with the necessary program manuals.
- C. Collect RHA program evaluation reports within two weeks of the program's completion.
- D. Present a budget to the Finance Chair for all programs.
- E. Encourage RHA involvement in GVSU programming initiated by other organizations (co-sponsorship).
- F. Publicize all RHA activities using any form of media that complies with University Policies.
- G. Be a resource to Community Councils with programming and publicity for their events.
- H. Be responsible for a bi-weekly Programming or Publicity Presentation at the General Assembly meeting to further help Community Councils with innovative programming.
- I. Coordinate one RHA Service Project per semester.
- J. Oversee the selection/implementation of the RHA Philanthropy.
- K. Inform RHA of volunteer opportunities that will affect both the campus and surrounding communities.
- L. Work closely with the CC to promote the sub-regional and regional philanthropies
- M. Address any duties deemed necessary by the President.

Section Six: Vice President of Public Relations

- A. Develop positive relations with GVSU professional offices, the local community.

- B. Represent RHA to Student Senate, Programming Organizations, Cultural Organizations, and Campus Dining.
- C. Promote co-sponsorships between RHA and other organizations registered with the Office of Student Life (RSOs).
- D. Recruit new members to RHA.
- E. Work with the Newsletter Editor to help publish and distribute a newsletter informing the GVSU on-campus community of RHA sponsored events each semester.
- F. Develop a working relationship with the University Promotions Office (UPO), Grand Valley Lanthorn, and WCKS radio station to promote RHA sponsored events.
- G. Maintain the RHA website, bulletin board and any other media outlets that are available.
- H. Advise the Newsletter Editor. Contact this Ex:Officio at least twice a month and report their actions to the Executive Board.
- I. Address any duties deemed necessary by the organization or the President.

Section Seven: Communications Coordinator (CC)

- A. Represent GVSU at the state, regional, national levels
- B. Adhere to the guidelines set forth by the Michigan Organization of Residence Hall Associations (MORHA) Constitution, Great Lakes Affiliate of College and University Residence Halls (GLACURH) Constitution and the National Association of College and University Residence Halls (NACURH), Inc. governing documents.
- C. Report to RHA the activities of MORHA, GLACURH and NACURH.
- D. Attend all state, regional, national conferences and business meetings or appoint a proxy.
- E. Be responsible for organizing and developing a delegation to represent GVSU at the state, regional and national conferences.
- F. Be responsible for all correspondence with other colleges and universities in the MORHA, GLACURH, and NACURH affiliation.
- G. Be responsible for the promotion of MORHA and GLACURH Of The Months (OTMs) collection with the NRHH Communications Coordinator.
- H. Serve on the GVSU RHA OTM Committee.
- I. Address any duties deemed necessary by the organization or the President.
- J. Be responsible for organizing and developing a delegation to represent GVSU at the sub-regional conference.
- K. Be responsible for all correspondence with other colleges and universities in the MORHA affiliation.
- L. Be responsible for promotion of MORHA OTMs.
- M. Oversee the OTM Committee along with the NRHH Communications Coordinator.
- N. Shall be the Parliamentarian for all RHA meetings and assist the President in keeping order throughout the meetings.
- O. Address any duties deemed necessary by the organization or the President.

ARTICLE SIX: ADVISOR(S) RESPONSIBILITIES

Section One: Selection

- A. The Advisor(s) to the RHA shall be appointed by the Director of Housing and Residence Life.

Section Two: Duties

- A. At the beginning of every academic school year the Executive Board will meet with the Advisors and discuss the responsibilities, duties, and expectations for the year.

- B. This meeting is to be coordinated by the President.

ARTICLE SEVEN: EX:OFFICIO BOARD RESPONSIBILITIES

Section One: Historian

- A. Record and document all RHA activities throughout the year using any form of media.
- B. Inform the Secretary of any activities, needs or concerns that arise from this position.
- C. Address any duties deemed necessary by the organization or the Secretary.

Section Two: Newsletter Editor

- A. Author a monthly newsletter that informs students of RHA, Community Council, and GVSU Housing activities and events.
- B. Form a committee to write and distribute the newsletter if necessary.
- C. Inform the Vice President of Public Relations of any activities, needs or concerns that arise from this position.
- D. Address any duties deemed necessary by the organization or the Vice President of Public Relations.

Section Three: NRHH Liaison

- A. Shall report the activities of the Laker Chapter of the NRHH to the RHA General Assembly at each meeting.
- B. Shall promote co-sponsorships between RHA and NRHH as well as the Community Councils.
- C. The Laker Chapter of the NRHH shall select the NRHH Liaison and inform the RHA President of whom the NRHH Liaison is by the third RHA General Assembly of the academic school year.

ARTICLE EIGHT: FINANCIAL GUIDELINES

Section One: General Guidelines

- A. The Executive Board shall be required to set and operate by an annual budget.
- B. The annual budget shall be approved by a 2/3 majority of the voting members present at the final General Assembly meeting of the academic school year.
- C. The annual budget shall be approved again by a 2/3 majority of the voting members present at the third General Assembly meeting of the following academic school year.
- D. The budget shall contain, but not be limited to, allotments for program expenses, conferences, Executive Board expenses, office supplies, and any other expenses deemed necessary by the President and advisor(s).
- E. The RHA fiscal year shall run from July to June.

Section Two: Approval of Allocations

- A. Expenditures not provided for in the annual budget shall be approved in the following manner:
 - 1. \$0 - \$100 approved by the President, the Vice President of Finance, and Advisor(s).
 - 2. \$100.01 - \$200 approved by the Executive Board.
 - 3. \$200.01+ approved by the majority of the Allocations Committee
- B. Allocations exceeding \$200.01 must be formally presented to the Executive Board. It must be approved by 2/3 of the Executive Board. Upon approval, it must be formally presented to the General Assembly at a regularly scheduled General Assembly Meeting. It must then be voted on and will be approved by 2/3 of the voting members.

Section Three: Travel Reimbursement Guidelines

- A. Travel reimbursements shall be awarded at the discretion of the Vice President of Finance.

- B. Travel reimbursements shall only be awarded to the MOCC for travel to monthly MORHA business meetings, and to state and regional board members currently hosted by GVSU for required meetings.
- C. The Vice President of Finance shall pay \$.10 per mile from the appropriate line item in the RHA budget for all personal vehicular travel reimbursed by the RHA budget.
- D. In order to receive reimbursement, the person requesting reimbursement must submit their requests no later than two weeks following the event.
- E. The Vice President of Finance has the right to deny any requests turned in after the two week period.
- F. Reimbursements requests must include the following information:
 - a. RHA Reimbursement form
 - b. Printout of mileage for the trip

ARTICLE NINE: PHILANTHROPY

Section One: Selection

- A. Through voting member suggestions, the Vice President of Philanthropy will bring information about local philanthropies to the third General Assembly meeting of the academic school year.
- B. The voting members will vote upon accepting the philanthropy at the fourth General Assembly meeting of the academic school year.
- C. The RHA Philanthropy will be selected every year.

Section Two: Implementation

- A. The Vice President of Programming will be responsible for providing contact information for the philanthropy.
- B. The Vice President of Programming will be responsible for promoting the philanthropy.
- C. The Vice President of Programming will keep accurate record of funds raised for the RHA Philanthropy.
- D. The Vice President of Programming will hand over all funds raised for the RHA Philanthropy to the Vice President of Records
- E. The Vice President of Programming will report the total amount contributed at the RHA/NRHH Recognition Banquet.

ARTICLE TEN: SUB-REGIONAL AND REGIONAL/NATIONAL AFFILIATION

Section One: MORHA Affiliation

- P. The General Assembly shall vote each academic year whether or not to re-affiliate with MORHA.
- Q. The voting shall take place in the month of February.
- R. The MOCC shall present a five (5) minute presentation on how MORHA has benefited RHA and GVSU since re-affiliation in the previous academic school year. The General Assembly will then have five (5) minutes for a Question and Answer session.

Section Two: GLACURH/NACURH Affiliation

- A. The General Assembly shall vote each academic year whether or not to re-affiliate with GLACURH/NACURH.
- B. The voting shall take place in the month of March.
- C. The NCC shall present a five (5) minute presentation on how GLACURH/NACURH has benefited RHA and GVSU since re-affiliation in the previous academic school year. The General Assembly will then have five (5) minutes for a Question and Answer session.

ARTICLE ELEVEN: MEETINGS

Section One: Meetings

- A. The first General Assembly meeting in the fall semester shall be held within the first three weeks of the semester.
- B. General Assembly meetings shall be held once a week or as determined by the Executive Board.
- C. Executive Board meetings shall be held once a week or as determined by the Executive Board.
- D. Emergency meetings of RHA shall be held at the request of the President and Advisor(s), or a consensus of ten General Assembly members. All required members shall be notified of such a meeting.

Section Two: Quorum

- A. Quorum shall be composed of 2/3 of the voting membership.
- B. If a quorum is not present, a meeting may be called to order with the stipulation that no allocations or formal motions can be made.
- C. Proxies shall not exceed one half of the quorum.

ARTICLE TWELVE: AWARDS

Section One: General Policies

- A. All awards are optional and shall be given at the discretion of the Executive Board.
- B. Awards will be distributed at the RHA/NRHH Recognition Banquet.

Section Two: Award Guidelines

- A. Community of Excellence
 1. The Community of Excellence will be chosen yearly based on excellence in the following areas: academic programming, social programming, diversity programming, community service, co-sponsorships, resident involvement, and recognition.
 2. Each Community Council will have the opportunity to submit one written bid per category.
 3. The Communities of Excellence winners will be chosen yearly by a committee, which consists of one representative from each Community Council, and RHA's Executive Vice President and Vice President of Programming.
 4. No member of the Communities of Excellence Committee is eligible to judge a bid in which the nominee is the community in which they reside.
- B. Communities of Excellence Awards shall be given out at the discretion of the Executive Vice President. Awards not listed here may also be included.
 1. Community of the Year
 2. Dedication to Healthy Living
 3. Dedication to Community Building
 4. Focus on Academics
 5. Helping Hands
 6. Spirit
 7. Outstanding Display
 8. Outstanding Presentation
 9. Commitment to Diversity
 10. Outstanding Programming
 11. Focus on Facilities
 12. Liaison of the Year

- C. Program of the Year will be awarded to a RHA sponsored/co-sponsored program and selected by the General Assembly.
- D. Distinguished Service Award will be awarded to an Executive Board member who has gone above and beyond the call of duty and shown extreme dedication to the success of the organization. The recipient will be selected by the General Assembly.
- E. Community Council President of the Year will be awarded to a Community Council President who has gone above and beyond the call of duty and shown extreme dedication to their community as well as RHA. The recipient will be selected by the General Assembly.
- F. Community Council Advisor of the Year will be awarded to a Community Council Advisor who has gone above and beyond the call of duty and shown extreme dedication to their community as well as RHA. The recipient will be selected through a nomination process as set by the Executive Vice President.
- G. Outstanding Commitment Award will be awarded to a General Assembly member who has gone above and beyond the call of duty and show extreme dedication to the success of the organization. The recipient will be selected by the General Assembly.
- H. President's Award is given out at the discretion of the President.
- I. Outstanding Leadership Pins will be given out by the Executive Board. Each Executive Board member will award one Outstanding Leadership Pin to a General Assembly member who they feel has made extreme contributions to RHA. The President will award Outstanding Leadership Pins to members of the Executive Board to those who do not already have them. The RHA Advisor will award Outstanding Leadership Pins to other RHA Advisors who have not already received one.
- J. Association of Alumni and Friends of NACURH (AAFN) – RHA will sponsor (\$100) one graduating Executive Board or General Assembly member to be inducted into the AAFN. The General Assembly shall nominate candidates who will then go through an application process. The Advisor(s) will select the recipient.
- K. MORHA Alumni Association (MAA) – RHA will sponsor (\$25) one graduating Executive Board or General Assembly member to be inducted into the MAA. The General Assembly shall nominate candidates who will then go through an application process. The Advisor(s) will select the recipient.

ARTICLE THIRTEEN: AMENDMENTS

Section One: Proposed Amendments

- A. All proposed amendments must be submitted via email to the President one week before reaching the General Assembly for a vote and must be available for viewing to the General Assembly for at least one week.
- B. Proposed amendments must receive a two-thirds majority vote of the voting membership to pass.
- C. Proposed amendments must be voted on by ballot, and kept on record for two years.

10/24/08 KNF