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Residence Halls Association Constitution

Revised **April 2016**

Article I: Name

The official name of the organization shall be the Residence Hall Association at Oakland University.

Article II: Mission, Vision, & Goals

I. *Mission*

- A. The Residence Hall Association (RHA) is an organization of students living in the residence halls that provide a voice for residents and promotes community among the residence halls. RHA assists the House Councils in developing better living communities and creating programs and events where students can interact in a diverse setting on campus.

II. *Vision*

- A. The Residence Halls Association is designed to be an educational experience for those participating. Students who engage in the planning and coordinating of RHA activities will gain experience in fostering and developing the qualities of leadership, management, and cooperation. Such planning and coordinating shall be carried out in accordance with the goals of Oakland University Housing.

III. *Goals*

- A. To aid in the creation of student leaders on campus.
- B. To enhance the sense of community among residence hall residents.
- C. To provide an outlet for students on campus to express themselves in a creative, productive, and organized manner.
- D. Address the concerns of the on-campus students by communicating with university administrators and other campus organizations.
- E. To get residence hall students to partake in programs occurring within the residence halls.
- F. To promote diverse student relationships that exist outside of their comfort zones.

Article III: Membership

I. General Members

- A. All residence hall students are eligible for membership within the Residence Halls Association.

II. Executive Officers

- A. Enrollment and successful completion of 12 credits per semester at Oakland University.

- B. Maintain minimum 2.75 cumulative grade point average and be in good disciplinary standing.
- C. Must have lived in the residence halls the semester prior to holding office and reside in them throughout the term in office.

Article IV: Meetings

I. General Body Meetings

- A. Meetings of the Residence Hall Association General Body will take place weekly at a time set by the RHA executive board for the duration of the semester.
- B. Anyone desiring to appear on the agenda must contact the RHA President 24 hours in advance of the General Body meeting.

II. Business Meeting

- A. The Residence Halls Association Business Meetings will be conducted following the RHA General Body meetings.
- B. The minimum quorum to conduct business will be two-thirds attendance of the Residence Halls being represented. Quorum must be maintained throughout the business meeting.
- C. Business Meetings will be conducted in accordance Robert's Rules of Order.
- D. The Vice President shall preside over Business Meetings.
- E. The suggested business meeting agenda will include call to order, roll call, approval of last meeting's minutes, announcements, discussion topics, weekly budget update, open forum, hall reports, recognition, and adjournment.
 - 1. The weekly budget update shall pertain to floor request funding unless otherwise requested.
- F. Open Forum Procedure
 - 1. There shall be no more than 3 minutes of presentation.
 - 2. There shall be no more than 5 minutes of questions following the presentation without a motion from the representatives.
 - 3. Following the questions, all members of the presenting staff (House Council, Resident Assistants, etc.) must leave the board room during discussion.
 - 4. Every 10 minutes a decision isn't made, the presenter(s) may re-enter the board room for an additional 5 minutes of questions.
 - 5. The presenter(s) may re-enter the board room earlier than 10 minutes if a motion is passed for the presenter(s) to re-enter the room.
 - 6. When a decision is made, anyone outside the business meeting is permitted to enter until the next presentation begins.
- G. Any resident present in the gallery may voice their opinions during discussion in accordance with Robert's Rules of Order; however, no votes shall be cast by anyone in the gallery.
- H. Each Floor Representative will belong to the building it resides in, and represent part of a collective vote for that building. The collective opinions of the Apartments, Oak View Hall, Hamlin Hall, Vandenberg Hall, Small Halls

(Fitzgerald Hall, Van Wagoner Hall, and Hill House) will each represent one vote, making for a total of five votes.

- I. Each House Council will have one elected representative vote for their building. The opinion of the elected representative for Apartments, Oak View Hall, Hamlin Hall, Vandenberg Hall and Small Halls (Fitzgerald Hall, Van Wagoner Hall, and Hill House) House Council will each represent one vote, making for an additional five votes.
 - 1. If for any reason an elected representative from their building is unable to attend a Business meeting due to familial, medical, academic, or other unforeseeable circumstances, another elected member of House Council for that building may act as a proxy for that week.
 - a) An excused absence shall be determined by the RHA Vice President.
 - b) The RHA Liaison must notify the RHA Vice President in writing by email with the name of the proxy for that week, the date, and the circumstance allowing for a proxied vote three (3) days before or after the business meeting.
 - 2. The RHA Liaison shall be allowed no more than three (3) proxied votes per semester.
 - 3. A proxy may count towards the required attendance that an RHA Liaison must attend in order to be able to request money from RHA.
- J. Executive Board Members, excluding the Vice President and National and Domestic Communications Coordinator of the Residence Halls Association shall each count as one vote, making a total of seven votes.
- K. Majority vote shall be nine votes out of the 16 possible.
- L. In the event of a tie, the Vice President shall make the deciding vote.

Article V: Structure

- I. The Residence Halls Association shall consist of floor representatives, House Council representatives, Executive Board officers, and advisors (who shall be graduate or professional staff of University Housing).
- II. Floor Representatives
 - A. Qualifications
 - 1. Must maintain a minimum 2.5 semester and cumulative grade point average.
 - 2. Cannot act as an RHA executive board member, Resident Assistant, elected House Council Representative or professional staff member.
 - 3. Must reside in the on-campus housing.
 - B. Responsibilities
 - 1. Serve as the official representative of their Floor to RHA.
 - 2. Attend RHA weekly Business Council Meetings.
 - 3. Maintain attendance at all business meetings, with the exception of 2 absences per semester. If More than two absences occur, that floor will no

longer have the ability to request funds from RHA for the remainder of the semester.

4. When deemed necessary by the RHA Executive Board, provide reports on activities occurring in the residence halls at weekly Business Meetings.

III. House Council Representatives

A. Elected official of the House Council Executive Board

B. Qualifications

1. Must maintain a minimum 2.5 semester and cumulative grade point average.
2. Cannot act as a Residence Hall Association executive board member, resident assistant, or professional staff member.
3. Must live in the on-campus housing.

C. General Responsibilities

1. Attend RHA weekly Business Meetings.
2. Provide reports on the programs and activities being planned by the House Councils.
3. Coordinate and express opinions of floor representatives and general members at RHA Business Meetings.

Article VI: Executive Board Officers

I. Qualifications

- A. Must have and maintain a minimum of 2.75 semester and cumulative grade point average.
- B. Cannot act as resident assistant or professional staff member.
- C. Must live in the residence halls.

II. Position Descriptions

A. **President**

1. Conditions to Maintain Position

- a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
- b) Be in good disciplinary standing: cannot be on residence halls or university probation.

2. Employment Policies and Expectations

- a) Serve as the official representative of the Residence Hall Association to campus.
- b) Preside over all RHA executive board and general body meetings, and set both agendas.
- c) Preside over business meetings in the absence of the Vice President.
- d) Handle all matters pertaining to the general welfare of the organization unless delegated to another position.
- e) Make appointments to committees/organizations as deemed appropriate/necessary.

- f) Serve as a liaison to the residence life/housing staff, office and administration.
- g) Address any duties deemed necessary by the organization or the advisor(s).
- h) Must attend one regional or one national conference.
- i) Serve as the head of the Dining Committee and keep regular contact with Head of Dining.
- j) Serve a minimum of 5 office hours a week.
- k) Meet at least bi-weekly with RHA advisor(s).
- l) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

B. Vice President

1. Conditions to Maintain Position

- a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
- b) Be in good disciplinary standing: cannot be on residence halls or university probation.

2. Employment Policies and Expectations

- a) Assume all presidential duties upon the inability or disability of the President to perform their duties.
- b) Serve as the impartial head of the student outreach committee which comprises the voting members of the business meetings
 - (1) Lead the student outreach committee to help make decisions regarding student issues, approve budget requests, and other items deemed pertinent by the VP
 - (2) Facilitate a vote in business meetings to determine the movie night movie and communicate that choice to the programming co-chairs, executive secretary, and advisors
 - (3) Maintain attendance reports of committee members.
 - (4) Create an agenda for the committee meetings and distribute with all meeting materials to the floor representatives by the Executive Board Meeting.
- c) Manage the RHA email along with the programming co-chairs.
- d) Organize recruitment throughout the academic year.
- e) Support and assist programming co-chairs.
- f) Serve a minimum of 4 office hours per week.
- g) Meet at least bi-weekly with the Residence Hall Association advisor(s).
- h) Address any duties deemed necessary by the organization or the advisor(s).
- i) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

C. Executive Secretary

1. Conditions to Maintain Position
 - a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
 - b) Be in good disciplinary standing: cannot be on residence halls or university probation.
2. Employment Policies and Expectations
 - a) Maintain records of the Residence Hall Association including but not limited to: minutes (at executive board, general body, and business meetings), attendance reports, and correspondence.
 - b) Send minutes to the RHA website and to meeting attendees within 1 business day following RHA general body meetings. Update on Google Drive so VP can send to committee for approval
 - c) Send out reminders or updates to members and other appropriate students, faculty, administration, and staff as deemed necessary.
 - d) Responsible for helping to create and distributing advertisement for programs put on by Programming Chairs.
 - e) Oversee communication within the organization including contact lists/email lists.
 - f) Update RHA social media websites with photos, updates and events at least once per week.
 - g) Take pictures at programs and events.
 - h) Serve as the head of the marketing committee
 - i) Serve a minimum of 3 office hours per week
 - j) Meet at least bi-weekly with RHA advisor(s)
 - k) Address any duties deemed necessary by the organization or the advisor(s).
 - l) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

D. Treasurer

1. Conditions to Maintain Position
 - a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
 - b) Be in good disciplinary standing: cannot be on residence halls or university probation.
2. Employment Policies and Expectations
 - a) Collect, record and deposit all forms of funds for the Residence Halls Association.
 - b) Prepare reports (weekly, semester, monthly and/or annually) for RHA, these reports/ updates should be shared with at the weekly RHA executive board and business meetings
 - (1) Present and have the semesterly RHA budget approved by the business assembly within the first two months of each semester

- c) Coordinate the budget and all expenditures for the RHA insuring that there are no outstanding debts.
 - (1) Work with the RHA advisors to establish approximate budgets for RHA programming efforts
- d) Serve as the lead of the Grizz Games committee in RHA in coordination with a fellow executive board member
- e) Manage RA funding (in house budget) requests and keep an updated budget of funds available to RA's
 - (1) Email confirmation of funding awards to RAs, GAs, RD's within 72 hours of the RHA business meeting
- f) Help track and coordinate donations for RHA events with local vendors
- g) Serve a minimum of 3 office hours in per week
- h) Meet at least bi-weekly with RHA advisor(s)
- i) Address any duties deemed necessary by the organization or the advisor(s)
- j) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual

E. National and Domestic Communications Coordinator

1. Conditions to Maintain Position
 - a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
 - b) Be in good disciplinary standing: cannot be on residence halls or university probation.
2. Employment Policies and Expectations
 - a) Serve as the liaison between the Residence Hall Association, National Association of College and University Residence Halls and the regional affiliate.
 - b) Attend and vote at regional and national conferences, in particular, National and Domestic Communication Coordinator Business Meetings.
 - c) Serve as the delegation chair for conferences.
 - d) Coordinate all aspects of forming and sending a delegation to conferences including funding, spirit, and other activities.
 - e) Relay information from other NACURH member schools to the RHA.
 - f) Prepare and submit all dues and reports as requested by NACURH and the regional affiliate, including monthly newsletters to regional institutions.
 - g) Serve as support and liaison to the programming Philanthropy and Inclusion Chairs.
 - h) Serve a minimum of 3 office hours per week.
 - i) Meet at least bi-weekly with the RHA advisor(s) and maintain open communication with RHA President and Vice President.

- j) Address any duties deemed necessary by the organization or the advisor(s).
- k) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.
- l) Serve as support and liaison to the programming Philanthropy and Multicultural and Diversity Chairs.
- m) Serve a minimum of 3 office hours per week.
- n) Meet at least bi-weekly with the RHA advisor(s) and maintain open communication with RHA President and Vice President.
- o) Address any duties deemed necessary by the organization or the advisor(s).
- p) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

F. Programming Co-Chairs

1. Conditions to Maintain Position

- a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
- b) Be in good disciplinary standing: cannot be on residence halls or university probation.

2. Employment Policies and Expectations

- a) All duties performed by the RHA Programming Co-Chairs are to be evenly distributed between the two students
- b) Survey resident opinions and feedback on what programming they would like to see in University Housing
 - (1) Respond to current or former surveys and provide one program/ semester to address feedback. This program can be passive or active and can be in coordination with another executive board member
- c) Keep an updated calendar of all RHA events on Google calendar, office calendar, etc.
- d) Plan large-scale programs such as Halloween Events, Siblings Weekend, etc.
- e) Responsible for coordinating attendance records as well as notes of what worked and did not work for all RHA programming
- f) The co-chairs will coordinate the logistics of small scale programming (this may include but is not limited to movie nights, comedy shows, etc.)
 - (1) This includes any scheduling and organizing of work shifts amongst RHA executive board members

- g) Responsible for the distribution and maintenance of the sound equipment, popcorn machine, and any other RHA owned equipment
 - (1) This includes coordinating the use of any RHA owned equipment for other housing staff groups
- h) Manage the RHA email in coordination with the Vice President.
- i) Support the Philanthropy and Inclusion Chairs in program planning
- j) Each chair shall serve a minimum of 4 hours per week
- k) One on One meeting times with RHA advisor(s) will be determined by the programming co-chairs together with the advisors at the beginning of the year.
- l) The co- chairs will also maintain communication with the RHA execs
- m) Address any duties deemed necessary by the organization advisors
- n) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual

G. Philanthropy Chair

1. Conditions to Maintain Position

- a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
 - b) Be in good disciplinary standing: cannot be on residence halls or university probation.
- 2. Employment Policies and Expectations**
- a) Responsible for finding a charity or organization that the Residence Hall Association will raise money for during the year.
 - (1) The chosen charity should be decided by the time housing opens for fall semester.
 - b) Plan a large scale fundraising event during winter semester.
 - c) Plan at least 1 small scale events focused on fundraising for chosen charity or organization per semester.
 - d) Communicate with National and Domestic Communications Coordinator on Regional and National Philanthropy.
 - e) Support Programming Chair in program planning and at events.
 - f) Serve a minimum of 3 office hours per week.
 - g) Meet at least bi-weekly with RHA advisor(s) and maintain open communication with RHA Programming Chair.
 - h) Address any duties deemed necessary by the organization or the advisor(s).
 - i) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

H. Inclusion Coordinator

1. Conditions to Maintain Position

- a) Have at least a 2.75 cumulative G.P.A. and be in good academic standing.
- b) Be in good disciplinary standing: cannot be on residence halls or university probation.

2. Employment Policies and Expectations

- a) Responsible for generating programs about multicultural, diversity, or inclusion issues.
- b) Plan at least one program per semester, pertaining to multicultural issues and initiatives.
 - (1) These programs should work to include various university partners, but is not limited to the campus
- c) Start new initiatives voted on by the student body through Residence Hall Association by surveying the communities dealing with diversity and multicultural issues.
 - (1) Surveying should be conducted at least once per year to address the changing needs of student issues.
Recommended times are the beginning of each academic year and at the end fall/beginning of winter semesters
- d) Keep open lines of communication with multicultural offices(not limited to) such as Center for Multicultural Initiatives, Gender and Sexuality Center, etc. Also, integrating student organizations with University Housing.
- e) Serve a minimum of 3 office hours per week.
- f) Meet bi-weekly with RHA Advisor(s) and maintain open communication with the RHA Programming Chair.
- g) Address any duties deemed necessary by the organization or the advisor(s).
- h) Act in accordance with all Housing Staff Policies as outlined in the Housing Staff Manual.

I. Advisors

- 1. The Residence Halls Association advisors shall be graduate students or professional staff members appointed by University Housing.
- 2. The Advisors' expected duties should include attending Executive Board meetings, attending General Body meetings, keeping communication with House Council advisors, attending regional and national conferences, and acting as a mediator between RHA and University Housing.

J. General Duties

- 1. Oakland University Student Congress (OUSC)
 - a) At least one member of the executive board must run to be the RHA Legislator on OUSC.
 - b) The elected RHA Legislator shall serve one of his or her office hours in the OUSC office.

- (1) This office hour shall count towards the individual's required office hours.
 - c) The RHA Legislator shall only complete OUSC tasks that pertain to University Housing.
- III. Compensation
 - A. Each executive board member will receive a stipend agreed upon by University Housing.
 - B. Compensation will be determined prior to selection of Executive Board members.

Article VII: Standing Committees

- I. Qualifications
 - A. Must be a member of the Residence Halls Association.
 - B. Must have and maintain a minimum 2.5 semester and cumulative grade point average to be a committee member.
- II. General Responsibilities
 - A. Executive Board members will serve as committee coordinator for each committee.
 - B. Committee members must attend weekly RHA General Body meetings.
 - C. Must provide reports regarding the activities of the Multicultural and Diversity, Programming, and Philanthropy committees.

Article VIII: Selection of Executive Board Members

- I. Eligibility
 - A. Candidates must fulfill qualifications listed for executive board members at the start of their term of office.

Article IX: Probation and Dismissal

- I. Probation
 - A. If any Executive Board member, Floor Representative, or House Council Representative fails to meet the qualifications or duties described in the constitution, the Advisors may place them on probation for one semester.
- II. Grounds for Removal
 - A. An Executive Board member, Floor Representative, or House Council representative may be removed from their position by the Director of Housing, the Advisors, the Executive Board, or two-thirds vote of the Residence Hall Association Business Council for the following actions:
 - 1. Failure to fulfill the duties, qualifications, and responsibilities of the position.
 - 2. Suspension, expulsion, or withdrawal from Oakland University.
 - 3. Accumulation of two or more unexcused absences from required Residence Hall Association meetings and events.
 - 4. Abuse of power and authority.
 - 5. Behavior offensive to the well being of RHA.

6. Unauthorized expenditure, misuse of organization funds, or forging of documents.
7. Possession or illegal use of drugs or alcohol in the residence halls or during RHA sponsored events.
8. Felony conviction.

III. Meeting Structure for Removal by General Body

- A. The person whom the motion for removal regards will be notified with a list of grievances one week before the motion will come before the Business Council. A copy of this list will be provided to the Director of Housing and the Advisors.
- B. The person making the motion and the person whom the motion regards may be present during each other's presentation; however, during discussion by the Business Council, the person whom the motion regards will not be present.
- C. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the Business Council.
- D. The person whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the Business Council.
- E. The Business Council will discuss with a ten-minute limit, which can be extended by a simple majority.
- F. Note will be taken of any new grievances made during discussion. If new grievances are made, the person whom the motion regards will have five minutes to review and two minutes to address the Business Council in response.
- G. The Business Council will have three minutes to discuss any response made by the person whom the motion regards.
- H. A two-thirds majority of the Business Council is required to remove someone.

IV. Process of Removal

- A. Notification of removal will be done in writing.
- B. Upon receipt of removal, compensation, including room credit and stipend, will be prorated.
- C. Anyone who has been removed from their position by the Director of Housing or the Advisors has the opportunity to appeal before the Business Council or Executive Board.

V. Appeals Process for Removal

- A. An appeal is possible through the Business Council requiring two-thirds majority approval of the Business Council to reverse the decision of the Director of Housing, the Advisors, or the Executive Board.
- B. An appeal through the Executive Board will require two-thirds majority decision of elected members in order to reverse the decision of the Director of Housing or the Advisors.
- C. Any removal involving a violation of the Student Code of Conduct Violation or University Housing policy may be appealed to the Executive Board, but instances involving these violations may not be appealed to the Business Council.

- D. The Business Council appeals process will follow the same procedure as the meeting structure for the Business Council removal process.

VI. Succession

- A. An officer should notify the Director of Housing and the Advisors in writing upon resignation.
- B. The Director of Housing and/or the advisors may appoint a member of RHA to hold a vacant position until formal interviews are done.
- C. No Executive Board Member, Hall Representative or House Council representative who is removed from his or her position by the Director of Housing or the advisors may hold another office in RHA for one year, except those removed for failure to meet GPA requirements.

Article X: Finances

I. Guidelines

- A. Residential Programming funds the Residence Halls Association. Each resident pays a semester fee established by University Housing.
- B. No more than 50% of each resident's fee will be dispersed to his or her House Council.
- C. None of RHA's total budget will be dispersed to nonaffiliated organizations (SPB, OUSC, CSA and CSA Organizations, etc.)
- D. At the end of each spring semester, House Council retains \$0.50 per bed space for the following fall semester's startup budget. Any remaining funds revert to the RHA budget.
- E. The RHA will propose the budget within the first month of the fall semester.

II. Resident Assistant Funding

A. Requirements

- 1. Must attend at least half (50%) of the general body meetings in the current semester.
- 2. A Resident Assistant may request money without attending at least 50% of general body meetings if there is a standing class conflict as long as the Resident Assistant is in good RHA standing with his or her Residence Director.

B. Procedure

- 1. Must turn in a presentation and funding request form to the RHA Treasurer and Vice President by Wednesday at 4:00 p.m. the week of the presentation.
 - a) The presentation and funding request form must explain in detail how much money is being spent and the estimated costs of all of the items being requested.
- 2. An allotted percentage of the RHA budget will be offered for RA/Floor funding.
- 3. The program will be voted on during the RHA business meeting. For funding approval, the program would need a fifty percent plus one vote.

III. Floor Representative Funding

A. Requirements

1. Must attend at least two-thirds of the RHA business meetings.

B. Procedures

1. Must turn in a presentation and funding request form to the RHA Treasurer and Vice President by Wednesday at 4:00 p.m. the week of the presentation.
2. An allotted percentage of the RHA budget will be offered for RA/Floor funding.
3. The program will be voted on during the RHA business meeting, in order to be passed the program would need a fifty percent plus one vote.

Article XI: Amendments to the Constitution

I. Procedures

A. All amendments made to this constitution must be made by the following process:

1. Any proposed amendment must be presented to the Executive Board, Floor Representatives, and House Council Representatives.
2. Discussion should occur following parliamentary procedure.
3. A vote for acceptance/approval will occur.
4. The amendment shall become part of this constitution upon a two-thirds approval of the voting membership.

Article XII: Nondiscrimination Clause

The Residence Halls Association shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, handicap, gender, gender expression, or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.