

**Residence Hall Association Constitution**  
**Louisiana State University and A&M College at Baton Rouge**

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## **Preamble**

We, as residents of the on-campus residential communities at Louisiana State University and A&M College at Baton Rouge, in order to provide on-campus residents with appropriate student representation and self-government and to promote residential communities that foster academic, cultural, political, social, civic, and leadership interests of the on-campus students, do hereby establish this, the Constitution of the Residence Hall Association.

## **Article I: Organization Name**

The organizational name will be: Residence Hall Association, hereafter RHA, at Louisiana State University A&M College at Baton Rouge, hereafter LSU.

## **Article II: Purpose**

The purpose of RHA is to develop, connect, and involve the community of LSU residents. We strive to develop our community through multiple social and leadership opportunities. We endeavor to connect our community by exchanging ideas and information at local, regional, and national conferences, and by programming to a diverse body of students. We aim to increase the involvement of LSU residents in campus activities by creating a promising, supportive, and positive environment.

## **Article III: Basic Policies**

The following are basic policies of RHA:

- Section 1. RHA will be non-commercial.
- Section 2. RHA's name or the names of any members in their official capacities will not be used in connection with a commercial concern.
- Section 3. RHA will cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.
- Section 4. RHA may cooperate with other organizations and agencies, but persons representing RHA in such matters will make no commitments that bind the organization.
- Section 5. RHA agrees to abide by all University policies and all local, state, and federal laws.
- Section 6. The Department of Residential Life will provide the annual RHA budget from the department's programming budget line. RHA's fiscal year will run from July 1 to June 30. The Department of Residential Life will disseminate each annual RHA budget.
- Section 7. In the event that this organization becomes inactive, all monies will return to the Department of Residential Life's programming budget line. Said monies will be reserved from the date of initial inactivity until the close of the fiscal year (June

30). If, at any point during the duration between the date of inactivity and the close of the fiscal year, RHA returns to an active status, the reserved monies will return to RHA.

Section 8. RHA and its members shall not haze, and will abide by LSU's prohibition on hazing policy.

Section 9. The Chairperson shall be the President at all times. In the event the President cannot be present or there is an additional outlying conflict, the selection of the chairperson shall follow the proceeding gavel order:

- A. President
- B. Vice President
- C. Director of External Affairs
- D. Director of Records and Procedures
- E. Director of Programming
- F. Director of Marketing and Technology

#### **Article IV: Membership**

The following subsections describe the three types of RHA membership:

Section 1. Active membership is restricted to LSU students residing on campus in residential communities and married and graduate housing, excluding fraternity and sorority houses.

Section 2. Active participatory membership is restricted to those active members who have been elected to one of Community Council executive board positions available in each on-campus residential community, serve on an RHA committee or the RHA executive board. To be eligible for active participatory member status, a student must meet and maintain the requirements stated in the Community Council Governing Statements or be on the RHA Executive board.

- A. Voting members, as defined below, will be allowed 1 unexcused General Assembly absence each quarter (defined as the midway point of the semesterly General Assembly calendar). Once a voting member has more than 1 unexcused General Assembly absence in a quarter, said offender will be on meeting probation which entails: the removal of voting rights for that Senator position in the community until the end of the probationary period. They must meet with the RHA Vice President to receive the terms of their probation. If the member does not follow the terms of probation terms, it will be up to the discretion of the RHA Vice President to decide whether the offender should continue in Community Council. If the community permanently replaces the Senator on probation, the community will regain their vote immediately.
- B. It is up to the discretion of the President, Vice President, and Director of Records and Procedures to excuse members for coming late or leaving early.

Section 3. Associate membership is restricted to LSU faculty, and staff, LSU students who reside off campus, and/or residents of fraternity and sorority houses. Associate members are non-voting members.

## **Article V: Voting Membership**

Section 1: Voting in general assemblies may only be performed by members which achieve active participatory status and hold a senator position on their community council.

- A. Active participatory membership may be defined as a member that meets the expectations previously stated in this document.
- B. When voting on legislation, each community council Senator, or their proxy, may cast a vote.
  - 1. In the event one of the senator's positions is absent, a proxy in their place shall hold a vote.
  - 2. In the event a Senator position is vacant, any Community Council executive board member may fill the position.
    - a. In the event there are not enough Community Council executive board members to adequately fill each of the three Senator positions, any vacant position will not be accounted for while configuring quorum as previously stated.
  - 3. In the event there is a tie, the RHA President may vote at the tie breaking decision.
- C. When holding a voting meeting, quorum of 50% plus one of all voting members must be achieved to continue.
- D. Legislation requires a clear majority vote of 50% plus one in order to pass.
- E. At times of positional voting for the RHA Executive board, the following apply:
  - 1. Voting membership shall continue to consist of three senators from each Community Council.
  - 2. Each member must vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
  - 3. Each candidate must be elected to their respected position winning with a two thirds majority vote.

Section 2. Quorum shall be based upon the Senator positions accounted for in each community. If a community holds any vacant senator positions, those positions should not be included when factoring quorum.

## **Article VI: Selection and Removal of Executive Board Members**

Section 1. To be eligible to be elected to and remain in office, a student must:

- A. Be enrolled as a full-time student at LSU.
  - 1. In the event a RHA executive board member is a graduating senior, they may hold part time student status during their graduating semester with approval from the Assistant Vice President of Residential Life and the RHA advisor.
- B. Be in good standing with the university.
- C. Have at least a 2.5 cumulative GPA at all times
- D. Not be on disciplinary probation or deferred suspension.
- E. Follow the guidelines for maintaining active participatory membership status.

## Section 2. Elections

- A. All positions will be elected no later than six weeks prior to the last day of classes of the spring semester and no earlier than eight weeks prior to the last day of classes of the spring semester. This may be altered with the current RHA President's approval pending Mardi Gras Break and the National Association of College and University Residence Halls (hereafter NACURH) conference registration deadline time conflicts.
- B. Election terms shall last one year beginning the day after the close of the RHA Annual Banquet.
  1. The period in between the election of officers and the RHA Banquet shall serve as a transition period for the incoming Executive Board-Elects.
  2. The individuals elected shall be considered Executive Board-Elects.
  3. The Executive Board-Elects:
    - a. Shall have no Executive authority and shall not serve in any capacity of the RHA Executive Board, until they are sworn into their elected position.
    - b. Shall not assume control of any RHA property, files, or official duties until the beginning of their term, which shall not be before the day after the close of the RHA Annual Banquet, besides any exceptions deemed appropriate by the current executive board.
    - c. Must be responsible for participating in the transition process between the sitting-elected official and themselves.
- C. Notice of Intent
  1. Individuals seeking to run for any RHA Executive Board position shall be required to submit notice of intent.
  2. Should any individual desire to run for more than one position, that intent must be indicated in the timeframe specified by the RHA President.
    - a. Notice of intent will be due to the RHA President by a date set by the RHA President. The date must be no later than 21 days prior to the date of elections.
    - b. If no intents are received for any specific position on the RHA Executive Board, the intent and bid deadlines for that position will be extended to dates set by the RHA President. If no intents or bids are received by their respective deadlines, this will be informed to the active participatory members and nominations will occur from the floor during elections.
    - c. The filing period will occur during the time after intents are received and before the elections begin.
- D. Bids for Intended Positions and Their Release
  1. Candidates will submit a bid for any or all positions intended at least 14 days prior to the day of elections.
  2. All bids submitted for the RHA Executive Board positions must contain, but is not limited to, the following:
    - a. Outline of relevant experience
    - b. Outline of goals relevant to position
    - c. Time commitments during their term
    - d. A letter of support from the candidate's direct advisor, whether that be a RHA advisor for a returning executive board member, or from their

community council advisor for a community council executive board member.

3. Any late submissions may be considered with approval from the chair.
  4. In the event that no written bid is submitted for an Executive Board position and a candidate is nominated from the floor, the written bid requirement may be waived by a two-thirds majority vote of the voting members present.
  5. Bids shall be submitted to the chair, unless the chair is running for that intended position.
  6. In the case that the chairperson is running for a position, that position's bid may be submitted to an alternate position following the previously stated gavel order.
- E. After the deadline for bid submissions has passed, there shall be a period of policy review.
1. The period shall last no more than three business days.
  2. The bids shall be reviewed by the chair.
  3. Any bids pertaining to a position the chair is running for must be reviewed by the appropriate position following gavel order, unless approved by the executive board with a simple majority vote.
  4. Any bids not meeting policy standard may be returned to the candidate for revision and corrections.
- F. Election Procedures
1. The RHA Advisor must be present.
  2. There must be an explanation of protocol prior to nominations.
  3. In the event that a candidate is unable to physically attend the general assembly, they will be allowed to video conference for their presentation, and the Question and Answer period of the election. The candidate will be notified of the results via e-mail at the end of the election process.
  4. The RHA President, RHA Vice President, Director of External Affairs, Director of Programming, Director of Records and Procedures, and Director of Marketing and Technology shall run independently and be elected by a majority vote of the votes cast by the voting members present.
  5. Each voting member shall vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
  6. Nominations must be seconded and stated in the minutes.
  7. The vote must be done by secret ballot.
  8. In the event that no candidate or the option no confidence receives a majority, the lowest candidate will be dropped until such a time when a candidate or no confidence receives a  $\frac{2}{3}$  majority vote. Should a tie occur in the low vote, neither candidate shall be dropped from the first subsequent ballot. Should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting. A discussion period shall precede each vote.
  9. Presentation time: Speech maximum of five minutes, Q&A of five minutes, and discussion of five minutes. Q&A and discussion may be extended by no more than 5 minutes and only up to three times each.
  10. The chairperson shall announce which candidates have won immediately prior to its subsequent election.

### Section 3: Vacancies of Officer Positions

- A. Should the President position become vacant during the academic year, the Vice President shall take their place and, in consultation with the RHA advisor, appoint a new Vice President by following the application process as outlined below:
  - 1. Candidate search;
  - 2. Interview;
  - 3. Appointment;
  - 4. Approval of appointment from the executive board through simple majority vote of the remaining executive board members other than the new President;
  - 5. If the appointment does not gain approval from the executive board, the process shall be repeated until a positive candidate is found.
- B. Should the Vice President or any Director position become vacant, the President (in consultation with the RHA advisor) will appoint a replacement if deemed necessary, by following the application process as outlined below:
  - 1. Candidate search;
  - 2. Interview;
  - 3. Appointment;
  - 4. Approval of appointment from the executive board through a simple majority vote of the remaining executive board members other than the President;
  - 5. If the appointment does not gain approval from the executive board, the process shall be repeated until a positive candidate is found.
- C. A vacant position is eligible to be filled by any current or previous community council member who holds or has held active participatory member status, any previous Resident Assistant (RA) Community Council liaison no longer serving as an RA, RHA committee member, or current RHA Executive Board Member.
  - 1. If no one out of this pool is available, the search will expand to all on-campus residents

### Section 4: Removal Process an Executive Board Member

- A. The President has the authority to terminate any Director position upon repeated dereliction of duty using the process as follows:
  - 1. The negligent exec board member must be put on notice of their dereliction of duty.
  - 2. The President must give expectations for correction of the problem as well as a reasonable date for expected improvement.
  - 3. If said expected improvement is not met, the President may terminate the Executive Board member and appoint another in their place.
  - 4. In cases of severe neglect of duty, the President must terminate the guilty party immediately and appoint a replacement if deemed necessary. This termination process may or may not include the executive board member being put on notice of their dereliction of duty.
- B. The term of office of an elected official may be terminated by impeachment during the fall or spring semesters for failure to maintain their responsibilities and qualifications as specified in this constitution.

1. The President will oversee all impeachment proceedings unless the President is being impeached, in which case the proceedings will be chaired by gavel order, so long as that executive board member is also not under review for being removed from their position.
  2. Formal charges must be filed to the General Assembly at a regularly scheduled meeting. Charges must be formal, specific, and in written form including a petition of support from an absolute majority of the voting members of the General Assembly.
  3. The vote to impeach will be held at a special meeting immediately following the subsequent regularly scheduled General Assembly meeting. Only voting members and other allowable personnel per the latest edition of Robert's Rules of Order will be in attendance at the special meeting. If the impeachment is ratified by an absolute two-thirds vote of the voting members of the General Assembly, the official will be dismissed.
- C. If the President or Vice President critically violates the terms set forth by the constitution in such a manner that is detrimental to the organization when the General Assembly is not in session, the following process will occur
1. The individual's behavior may then be brought to and reviewed by a committee consisting of the following Residential Life staff members:
    - a. The Director of Residence Life and Education;
    - b. An Assistant / Associate Director of Residential Life & Education;
    - c. The Graduate Assistant for Leadership of Residential Life & Education, if applicable;
    - d. Any RHA summer exec board members who are not under review, if applicable.
  2. The committee will interview the President or Vice President that is in violation of the terms set forth by the constitution.
    - a. The alleged board member will have the chance to present any additional documentation
    - b. The alleged board member retains the right to an advisor during the meeting.
  3. Upon conclusion of the meeting, the committee will deliberate and vote on whether the board member should be removed or not.
    - a. The vote must deliver an absolute majority in order to proceed with termination.
    - b. The final decision must be delivered in writing to the alleged board member within 10 business days of the initial meeting.
- D. If an executive board member is removed from office during their current term due to termination, impeachment, or removal due to non-GPA related issues, they will no longer be eligible for any following academic term.
1. The terminated executive board member has the right to appeal to the decision following the appeals process in Section 5 of this Article.

#### Section 5: Appeal Process for an Executive Board Member Removal

- A. If an RHA executive board member who was removed from their position would like to appeal that decision, they must follow this outlined process:



1. The appeal request must be submitted in writing to the Director of Residential Life and Education within 5 business days of the decision being delivered.
    - a. Said appeal must include an identification of who the appealing student is and what decision they are appealing.
  2. Upon receiving the request for appeal, the Director of Residential Life and Education will determine if they are able to serve as the chairperson for this appeal.
    - a. If necessary, the Director of Residential Life and Education may recuse themselves from the meeting and appoint a replacement chairperson for the appeal.
  3. Once the chairperson is determined, the chairperson will select two additional staff members within Residential Life to form an appeal committee.
    - a. It is suggested that this committee include two Associate or Assistant Directors of Residential Life & Education.
  4. The appeal chairperson will schedule an appeal meeting with the removed RHA executive board member within 15 business days of the request for appeal.
  5. The appeal committee will request and receive from RHA any and all documentation regarding the decision for removal.
    - a. If the appeal committee feel it is pertinent, they may interview RHA members or Residential Life staff members who may provide additional insight to the circumstances for removal.
  6. During the appeal meeting, the removed RHA executive board member will present their case for appeal, including any documentation they may have for the situation.
    - a. The removed RHA executive board member retains the right to an advisor during the meeting.
  7. The appeal committee will deliberate and deliver a final decision within 10 business days. Said decision will be delivered in writing to the removed RHA executive board member.
- B. If removed RHA executive board member would like to appeal further, they must submit all documentation to the Assistant Vice President of Residential Life.
1. The appeal will only be considered on the following grounds:
    - a. Evidence of bias
    - b. Significant departure from the procedures, definitions, or standards of the RHA Constitution
    - c. New information has become available since the original investigation
  2. The Assistant Vice President of Residential Life reserves the right to deny an appeal if they feel that the grounds for further appeal are not met.
  3. The appeal request must be submitted in writing to the Assistant Vice President of Residential Life within 5 business days of the decision being delivered.
    - a. Said appeal must include an identification of who the appealing student is and what decision they are appealing.
  4. The Assistant Vice President of Residential Life will schedule an appeal meeting with the removed RHA executive board member within 15 business days of the request for appeal.

5. The Assistant Vice President of Residential Life will request and receive from RHA any and all documentation regarding the decision for removal.
    - a. If the Assistant Vice President of Residential Life feels it is pertinent, they may interview RHA members, Community Council members, or Residential Life staff members who may provide additional insight to the circumstances for removal.
  6. During the appeal meeting, the removed RHA executive board member will present their case for appeal, including any documentation they may have for the situation.
    - a. The removed RHA executive board member retains the right to an advisor during the meeting.
  7. The Assistant Vice President of Residential Life will deliberate and deliver a final decision within 10 business days. Said decision will be delivered in writing to the removed RHA executive board member.
  8. All decisions made by the Assistant Vice President of Residential Life are final.
- C. The decision of the removal will be upheld throughout the appeal process, should the executive board member choose to appeal the decision of the removal.

## **Article VII: Executive Board Duties**

Section 1. The RHA at LSU Executive Board shall be the President, Vice President, Director of External Affairs, Director of Records and Procedures, Director of Programming, Director of Marketing and Technology, Graduate Assistant for Leadership, and a Housing Official Advisor. There may also be advisors that are ex-officio, non-voting members, including the Graduate Assistant for Leadership and the Housing Official advisor.

### Section 2. Executive Board Responsibilities

- A. All Executive board members must write a minimum of one Of-The-Month nomination per semester.
- B. Each executive board member must participate in a transitional period consisting of at least biweekly meetings with their respective incoming board member beginning as soon they are elected.
  1. All executive board members will be responsible for creating a transition document to be passed on to their executive board member elect which shall be completed before the annual RHA banquet.
  2. After the RHA annual banquet, but before the concentrated study period outlined on LSU's academic calendar, the newly sworn in RHA executive board will host their first executive board meeting of their term.
- C. Each executive board member is required to hold office hours each week. Office hours are to be held in the RHA's office/designated space to be available to community council members and work on any tasks pertaining to the executive board's position.
  1. The President and Vice President must hold a minimum of five office hours a week.
  2. Directors must hold a minimum of three office hours a week.

3. Exceptions to holding office hours may include the following: concentrated study period, finals week, extenuating illness, or any other reason deemed appropriate by the RHA President.
4. Each executive board member must perform any preparatory measures over the summer leading up to the school year of their term. Actions taken over the summer should include, but not be limited to:
  - a. Attend the annual NACURH conference provided that funds are sufficient for each executive board member to participate. Any executive board member may be excused from the conference under extenuating circumstances deemed appropriate by an advisor and the Director of External Affairs.
  - b. Each executive member shall be available for any board meetings held through video chat biweekly. It is under the discretion of the President whether an executive member is excused from a meeting or not.
- D. All RHA Executive Board Members are required to sign an agreement for any summer duties they may have to do.
- E. Starting two weeks before school starts, all RHA Executive Board members are required to attend any RHA related events, trainings, and conferences leading up until the first day of classes and should not schedule any conflicting events, unless deemed necessary by Advisor and President.
- F. Any expectation set by an advisor or President before the summer starts, shall be completed in a timely manner and held accountable to.
- G. Each executive board member must serve as a resource to community council members by adhering to the following duties:
  1. Attend at least one community council program a month
  2. Attend at least two community council meetings a month
  3. By the end of the executive board member's term, through attending community council programs and meetings, they must have visited each community at least once.
  4. Maintain an open pathway for communication via email and office hours.
- H. Each executive board member shall be upheld to the Department of Residential Life's standard of personal conduct as outlined in the Code of Student Conduct and Living on Campus Handbook.
- I. Each executive board member must serve as a functioning member of the Executive board.
- J. Each executive board member must know, uphold, and conform to this constitution, expectations documents, and other regulations of RHA.
- K. Each executive board member must perform any other duties as assigned in accordance with this Constitution.
- L. Each executive board member must meet with a RHA advisor on a weekly basis, barring illness or extenuating circumstances.
- M. RHA Executive Board members shall not endorse off-campus housing locations, including wearing articles of clothing representing off-campus housing.

Section 3. The duties of the President shall be

- A. To set and preside over all RHA meetings, or appoint a replacement to do so, and set the agenda for those meetings;
- B. To work as a liaison between RHA and university faculty and administration and all on-campus organizations;
- C. To serve as a representative and spokesperson for RHA in various university settings or to appoint a representative as is necessary;
- D. To prepare all RHA-approved policy or procedure proposals for presentation to the Department of Residential Life;
- E. To vote in the General Assembly only in situations when a tie needs to be broken (when serving in a capacity as the chair);
- F. To call and advertise special meetings as necessary;
- G. To schedule, direct, and plan trainings for the Executive board, in consultation with the RHA advisor;
- H. To appoint a Vice President with the approval of the RHA executive board should the position become vacant, in consultation with the RHA advisor;
- I. To be responsible for attending any regional chats deemed appropriate and relating to positional duties;
- J. To be present on campus the summer preceding their term barring illness or approved extenuating circumstances, during which time, they will meet regularly with the RHA advisor, establish relationships with on-campus entities, and coordinate the term's fundraiser, barring any catastrophic, widespread deterrent to funds;
  - a. During this time, the President shall be responsible for the planning of the academic year's first program during Bengal Bound.
- K. During this time, the President shall be responsible for the planning of the academic year's first program during Bengal Bund
- L. To be responsible for upholding regular communication with each member of the executive board.

Section 4. The duties of the Vice President shall be

- A. To oversee membership throughout all Community Councils;
- B. To schedule and oversee the election of community council executive members;
- C. To verify the eligibility of candidates between the intent deadline and the start of election period;
- D. To verify and communicate election results;
- E. To coordinate and execute the end of year banquet;
- F. To plan and execute an RHA fundraiser each semester;
- G. To coordinate with the Director of Records and Procedures to execute the community council accountability point system;
- H. To assist the President in their duties and those assigned by them as is consistent with this constitution;
- I. To be present on campus the summer preceding their term barring illness or approved extenuating circumstances, during which time, they will meet regularly with the RHA advisor, establish relationships with on-campus entities, and coordinate the term's fundraiser, barring any catastrophic, widespread deterrent to funds;
  - a. During which time the Vice President shall be responsible of the planning and execution of the Community Council Conference.

- J. During which time the Vice President shall be responsible of the planning and execution of the Community Council Conference;
- K. To schedule and implement all Community Council training and development sessions in coordination with the RHA advisor;
- L. To promote good relations between RHA officials and Community Council members through various retreats and cohesion events, holding at least one event per semester;
- M. To serve as a liaison between RHA and its sister organization, the National Residence Hall Honorary, hereafter NRHH.

Section 5. The duties of the Director of External Affairs, hereafter the National Communications Coordinator, hereafter the NCC shall be:

- A. To represent RHA at LSU on the sub-regional, regional, and national levels and to ensure RHA at LSU remains affiliated with its associated national organization, NACURH;
- B. To serve as a liaison between NACURH, the Southwest Affiliate of College and University Residence Halls, hereafter SWACURH, and RHA at LSU;
- C. To serve as the delegation chair of LSU during sub-regional, regional, and NACURH annual conferences;
- D. To hold the primary voting privileges for LSU during business at conferences;
- E. To be LSU's official representative in all NACURH affiliated business meetings and elections, unless otherwise noted in the regional policy book;
- F. To organize and annually submit a resource contribution to the Resource File Index through the NACURH Corporate Office, hereafter NCO. This resource contribution must also be approved by an NCO Representative. Failure to comply will result in the loss of LSU voting privileges;
- G. To work with the NRHH Representative to ensure all documents and payments are submitted to the NCO to ensure LSU's affiliation on the regional and NACURH level;
- H. To be responsible for completing the policy and activity questionnaires sent to them by the NACURH or SWACURH officers and returning them to the proper persons by the particular dates requested;
- I. To be responsible for nominating RHA at LSU, when appropriate, for sub-regional, regional, and NACURH awards;
- J. To act, in conjunction with the Regional Board of Directors, as the chief legislative institutional representative to the region, reserving the right to author legislation impacting the regional policies and bylaws;
- K. To serve on at least one regional committee task force;
- L. To attend all regional chats, pertaining to position, including NCC chats and other chats called by the Regional Board of Directors;
- M. To interview and select the National Communications Coordinator(s) In-Training, hereafter NCC-IT(s);
- N. To train the National Communications Coordinator(s) In-Training;
- O. To select all delegations for conferences;
- P. To report on programs, initiatives, and applicable legislation upon return from conferences;
- Q. To have knowledge and advise those seeking information regarding legislation.

Section 6. The duties of the Director of Records and Procedures shall be

- A. To keep records of Executive board and Community Council Membership and attendance at (but not limited to) General Assembly meetings, programs, and training;
- B. Take meeting minutes at RHA Executive Board Meetings, General Assemblies and special RHA meetings;
- C. To coordinate the creation and update of all transition documents and manuals, including the Community Council Manual, and RHA Manual;
- D. To update the constitution after any legislation is passed and to resubmit the constitution to the LSU Department of Campus Life each time it is changed;
- E. To draft a budget for the current year for presentation to the General Assembly no later than the second meeting of the academic year;
- F. To oversee all monetary aspects of the organization.

Section 7. The duties of the Director of Programming shall be

- A. To manage the execution of RHA programs;
- B. To present a program proposal at minimum of eight weeks ahead of the scheduled program;
- C. To implement an evaluation system for RHA programs;
- D. To chair a programming committee per RHA event if deemed necessary;
- E. To recruit, inform and train volunteers;
- F. To submit advertising requests to the Director of Marketing and Technology at least seven days before they would like the advertisement published.

Section 8. The duties of the Director of Marketing and Technology shall be

- A. To manage the RHA website and review/update it once a month through the Department of Residential Life's Communications department;
- B. To manage the TigerLink website and review/update it once a month;
- C. To oversee the upkeep and use of all electronic applications/memberships and RHA-owned technology;
- D. To create advertisements for programs and other RHA initiatives;
- E. To operate and publish on all RHA social media pages;
- F. To take photos at all RHA related events;
- G. To order promotional materials as necessary;
- H. To coordinate and distribute DJ equipment rental.

## **Article VIII: National Communications Coordinator In Training (NCC-IT(s))**

Section 1: The selection process of the NCC-IT(s) will be:

- A. The current NCC shall allow anyone interested in the NCC-IT position to come into boardroom at the SWACURH conference and give information about the position;
- B. The NCC shall create an NCC-IT application after the SWACURH Leadership conference every year, hold interviews, and select two NCC-ITs to continue training with the NCC for the remainder of the year;
- C. NCC-Its should be chosen from active participatory members.
- D. Should the NCC position become vacant, the President and Vice President will appoint a replacement out of the NCC-IT(s) if deemed necessary by a simple majority vote of the remaining Executive Board members.
  1. The NCC-IT(s) shall be of no executive authority and shall not serve in any capacity of the Executive Board;
  2. The NCC-IT(s) shall not assume control of any NCC property, files, or official NCC duties until the beginning of their term if selected as the next NCC, which shall not be before the day after the close of the RHA Banquet;
  3. The duties of the NCC-IT(s) will be:
    - a. To be responsible for assisting in the planning of conference fundraisers as necessary;
    - b. To assist in the planning of NACURH;
    - c. To undertake in any other reasonable training exercises set by the NCC;
    - d. To attend the Regional Business Conference as funds are available;
    - e. To observe at least two NCC chats;
    - f. To attend additional meetings as requested by the NCC;
    - g. To assist the NCC in bid writing;
    - h. Must be responsible for ensuring the effective transition process between the current NCC and themselves.

## **Article IX: Committees**

Section 1. To be eligible to be a Committee member, a student must:

- A. Be enrolled as a full-time student at LSU.
- B. Be in good standing with the University, have at least a 2.5 cumulative GPA, and not be on disciplinary probation or deferred suspension.
- C. Live on campus.

Section 2. Unless otherwise noted, decisions in all committees will be made by a simple majority vote of the committee members. In the event of a tie, the committee chair will cast the deciding vote. Committees exist to help further the mission of RHA.

## **Article X: Meetings**

Section 1. Executive Board meetings will be held on a weekly basis on a day and time to be determined by the Executive Board at the beginning of each semester.

- A. Notification of meeting times and locations must be distributed electronically 48 hours in advance.
- B. The President or a replacement appointed by the previously stated gavel order will chair RHA Executive board meetings.
- C. At each meeting, the organization and its issues will be discussed.

Section 2. Regular General Assembly meetings will be held on a weekly basis on a day and time to be determined by the Executive board at the beginning of each semester.

- A. Notification of meeting times and locations must be distributed electronically 48 hours in advance.
- B. The President or a replacement appointed by the previously stated gavel order will chair the RHA General Assembly meetings.
- C. The privilege of debating issues being voted on will be limited to senators of each community council.
- D. In the event an active participatory member wishes to participate in discussion, they must be yielded to by their respective senator(s).
- E. All RHA members must yield to the Chair's discretion in the manner required by the latest version of Robert's Rules of Order. Repeated failure to do so may result in the member's loss of speaking privileges during General Assembly meetings.
- F. Voting members of the RHA General Assembly will be Community Council Senators or their proxies. In case of a tie vote, the Chair will vote to break the tie.
- G. The privilege of introducing motions will be limited to the Community Council senators or their proxies of the General Assembly.
- H. Absences at RHA General Assembly meetings will be excused only if the voting member is in class, if their absence is a result of any university-excused absence, or if they appoint a proxy.
- I. Any person who would like to request an appeal of attendance must go through the President, Vice President and Director of Records and Procedures to get the change approved.
- J. Quorum will be a simple majority (50% plus one) of the voting membership of RHA and is required to hold a vote of the General Assembly.
- K. The most recent version of Robert's Rules of Order will govern the meetings of the Assembly, except as otherwise established by the Assembly.
- L. Any discussion item for the upcoming meeting will be submitted for approval to the Chair before a General Assembly meeting, upon the chair's discretion.

Section 3. The RHA President may call special meetings of the General Assembly to expedite unexpected, urgent legislation.

- A. Notification of special meetings must be distributed via email 24 hours in advance.
- B. The same attendance policies of regular General Assembly meetings apply. However, active participatory members may appeal unexcused absences to the RHA President within two class days of the missed special meeting. The President can excuse the active participatory member at their discretion.
- C. Quorum will be a simple majority (50% plus one) of the voting membership of RHA and is required to hold a vote of the General Assembly.



- D. In cases where a simple majority on a business item in a regular general assembly, an absolute majority must be reached in a special meeting.

## **Article XI: Banquets and Awards**

Section 1: The RHA Banquet will be held in place of the last General Assembly of the spring semester

### A. Eligibility for Awards

1. All active participatory members, except RHA Executive Board members, are eligible for awards.
2. Awards being nominated will be based on merit from the current academic school year.

### B. Online Nominating Process

1. Nominations shall be submitted to the Vice President at least 17 days prior to the announced date of award presentations. The RHA Executive Board will decide the format for how to submit an award. That format will include but not be limited to the name of the nominator, who is being nominated, for what award this person or council is being nominated for, and why that person or council should receive said award.
2. Nominations may be submitted by anyone living on campus or any Residential Life staff member.
3. The nominations shall be posted with the original formatting submitted by the nominator, to be presented at the Executive meeting. Graphics are allowed in nominations. If the original nominations submitted are too large, web based file-sharing service shall be utilized when nominations are distributed.
4. If a nomination may be ruled out for ineligibility, the nominator will be able to submit a formal proposal explaining their case to the Vice President as a petition. If approved, the Vice President will then facilitate a simple majority vote from the executive members without a period of discussion on whether or not the nomination should be allowed to be ruled back in. The Vice President will then notify the petitioner once the majority vote has been reached. If there is a tie vote, the Vice President may reserve the right to be the tiebreaker.

### C. The following awards are distributed every year:

1. Program of the Year Award
  - a. Purpose: RHA recognizes the most outstanding student-implemented program concerning residence halls through the Program of the Year Award. This award seeks to recognize an outstanding display of teamwork and implementation of programming within residence halls.
2. Community Council Cup
  - a. Purpose: This award recognizes the accomplishments of a specific community for outstanding programming and community atmosphere. The student involvement within this community shows the true strength of the student's community. This is the highest award given by the RHA board.
  - b. This award will be nominated by the RHA Executive Board.
3. Council Member of the Year Award

- a. Purpose: This award is designed to recognize a distinguished student leader who served RHA and their community council for the school year. Students who are nominated for this award should have served on an RHA Committee, met all thresholds for points throughout the year, or be on a Community Council Executive Board.
  - 4. RHA Committee Member of the Year
    - a. Purpose: This award is designed to recognize the committee member who above and beyond as an RHA Committee Member. This award is not for RHA Community Council Executive Members.
  - 5. Darron Jenkins Advisor of the Year Award
    - a. Purpose: This award recognizes the outstanding contribution of a Community Council Adviser and their devotion to the well-being of their community.
  - 6. Making Great Strides Award
    - a. Purpose: This award recognizes another organization or individual that collaborated with RHA this past year. This organization or individual has visibly strong taste in unifying LSU campus and a goal to make RHA more known to LSU students. Ultimately, RHA feels it is their duty to thank this organization or individual for their hard work and dedication to the LSU community.
  - 7. RHA Council Involvement
    - a. The RHA Council Involvement award will be presented to the RHA Community Council who has demonstrated dedication to the organization based off of their totals in the point system.
  - 8. Any additional awards may be presented with a simple majority vote of the RHA Executive Board each year.
- D. Selection Process
- 1. The nominated winners will be chosen by the RHA Executive Board. Every member of the Executive Board will vote, and a simple majority will decide the winner of said award. If there is a tie, the tie breaking vote will be decided by the Graduate Assistant of Leadership for the Department of Residential Life.
  - 2. If an Executive Board member submitted a nomination they will not be allowed to vote for said nomination unless otherwise stated.
- E. Other Awards
- 1. The following awards are not nominated or voted on by the RHA Executive Board. These awards are awarded to the people who have accomplished certain endeavors as outlined by the award. The RHA Executive Board is eligible for the following awards:
  - 2. RHA Distinguished Member(s) Award
    - a. Purpose: This award recognizes the community council members who went beyond the natural duty to commit to the RHA organization. These Community Council Members attend meetings, attend RHA-held events and visibly display their dedication to the service of this RHA organization.
    - b. Eligibility for this award will be based off of each individual's position's point system totals.
  - 3. RHA Executive Member Recognition Award

- a. Purpose: This award recognizes the accomplishments and dedication of each individual Executive board member to the Residence Hall Association.
- 4. RHA and Community Council Advisors Recognition Award
  - a. Purpose: This award recognizes the accomplishments and dedication of each individual advisor that has helped to improve the Community Council initiative and devotion to the LSU Community.
- 5. LSU SWACURH Delegation Recognition Award
  - a. Purpose: This award recognizes the delegates who attend Regional conferences and their devotion to representing LSU to the best of their ability.

**Article XII: Amendment Procedures**

- Section 1. Any RHA active participatory member may propose amendments to this constitution at a meeting of the General Assembly.
- Section 2. The amendment must be approved with a two-thirds majority vote from the general assembly no less than seven days after the proposed amendment.
- Section 3. If a petition, signed by 25% of the RHA membership requesting consideration of a constitutional amendment, is presented to the RHA President, the proposed amendment will be subject to a ratification election held between 10 and 15 class days following presentation of the petition.
- Section 4. Any proposed amendment shall be subject to approval of the Dean of Students or their designee.

**Article XIII: Registration Renewal**

- Section 1. RHA will apply to the Assistant Director of Involvement for Campus Life for registration on an annual basis two weeks after RHA’s new officer elections by emailing involvement@lsu.edu.

**Article XIV: Funding Requests**

- Section 1. All funding requests will be situational and may be made through the RHA Executive Board.
  - A. Any individual or group seeking funding through RHA must present a proposal to the RHA executive board where the decision on whether to fund the individual or not must be passed with a simple majority vote.

**Bylaws**

- Section 1. The bylaws to this constitution may be added or amended by an absolute majority vote of the RHA General Assembly. Proposed additions or amendments must be submitted in writing to the RHA General Assembly. After a period of no less than

one week and no more than three weeks, a vote must be held to add to or to amend these bylaws.

- Section 2. Each Community Council will be governed by the standard Community Council Governing Statements. Proposed changes to Community Council Governing Statements can be submitted at any time by members of the Community Council to be affected by the changes. Changes must be submitted in writing to the RHA General Assembly. After a period of no less than one week and no more than three weeks, an absolute majority vote in the General Assembly must be held to amend the Community Council Governing Statements.
- Section 3. During periods of time when the General Assembly voting seats remain unfilled, amendments to the RHA bylaws may be ratified by a two-thirds vote of the standing RHA Executive board. These amendments will retain authority only until the General Assembly is reconvened, at which point an immediate vote of the General Assembly (per the RHA constitution) must take place to ratify or suspend the temporary amendment. If the amendment is ratified in the General Assembly, it no longer will be referred to as temporary. Should the amendment be suspended, it will be removed entirely and immediately from these bylaws.
- Section 4. The process for being sworn in shall be as follows: With right hand raised, the officer shall take the following oath: "I (state full name) do solemnly swear that I will support and uphold the Constitution of the Residence Hall Association of Louisiana State University, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me, to the best of my ability and understanding."
- Section 5. If a voting member of a Community Council is unable to attend a General Assembly meeting, they are expected to appoint a proxy to vote in their place. The membership for appointing a proxy must be verified to be living in that community.
- Section 6. Should a situation arise, in which it would be in the organization's best interest to create a new committee, said committee can be approved by the following procedure:
- A. A proposal for the committee should be presented to the RHA President in written form. This should include, but is not limited to, why the committee is needed, who will chair the committee, who is eligible to serve on the committee, and what the committee's duties and responsibilities are.
  - B. The committee will be discussed and voted on at the subsequent General Assembly meeting.
  - C. To be approved, the committee must receive a simple majority vote of the voting members of the General Assembly.
  - D. The committee will serve until the last meeting (RHA Banquet) of the year, in which it was instituted, unless otherwise stated in the proposal.
- Section 7. NACURH/SWACURH Trickle Down - All RHA at LSU Policy shall be updated in order to be in line with NACURH and/ or SWACURH Policy immediately

after any updates or revisions are made to the NACURH and/or SWACURH Policy Book

- A. If any NACURH or SWACURH Policy directly contradicts a current RHA at LSU Policy then a piece of legislation will need to be presented and passed in order for the change go into effect.
- B. The standard will also be added that the Director of External Affairs shall update the general body on the change in RHA at LSU policy immediately. At the discretion of the chair, a discussion of the policy change can be held at the next general assembly. A discussion of the policy change may also be requested by a simple majority vote of the Community Council Representatives at the next meeting.

*\*\*Updated August 2017*