

**Morehead State University
Residence Halls Association
Constitution**

Article I: Name

The name of the organization shall be the Residence Halls Association, hereafter referred to as RHA.

Article II: Purpose

Section 1. RHA shall serve as a liaison between the Morehead State University (MSU) Office of Student Housing and the students residing in MSU-affiliated housing. RHA seeks to inspire growth, leadership, and involvement of MSU students through the development and utilization of advocacy, programming, and campus pride and spirit.

Article III: Affiliation

Section 1. RHA is a sponsored student organization by the MSU Office of Student Housing, and shall maintain an active affiliation with that office.

Section 2. RHA shall be registered as an active student organization in good-standing through the MSU Student Activities, Inclusion and Leadership Office (SAIL).

Section 3. RHA shall maintain active membership in good-standing with state, regional, and national university housing student leadership organizations, including the Kentucky Association of Residence Halls (KARH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and the National Association of College and University Residence Halls (NACURH).

Article IV: Membership

Section 1. Only students who have an active occupancy contract with the MSU Office of Student Housing shall be members of RHA.

Article V: Organization Structure

Section 1. The Executive Board shall be comprised of the President, Vice President, Coordinator of Activities, Coordinator of Public Relations, Coordinator of Finance and Records, and the National Communications Coordinator.

Section 2. The General Assembly of RHA shall consist of the non-voting Executive Board, non-voting Adviser(s), the voting Residence Hall Representatives, and the non-voting General Members.

Article VI: Executive Board

Section 1. Eligibility for an Executive Board position:

- A. Enrolled as a full-time student through Morehead State University
- B. Maintain an active occupancy contract with the MSU Office of Student Housing and maintain residence in an MSU-affiliated housing complex
- C. Maintain a minimum cumulative GPA of 2.500
- D. Remain in good financial and disciplinary standing with the MSU and the MSU Office of Student Housing
- E. Students currently serving as a Resident Advisor or Student Director may not serve in an Executive Board position concurrently

Section 2. General Duties and Powers of the Executive Board:

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- A. Attend RHA-sponsored General Assembly meetings, Executive Board meetings, and events
 - i. May be granted a maximum of two excused absences a semester with the approval of the adviser
- B. Attend all scheduled position and organization training sessions
- C. Contribute to the development of meeting agendas and organization budgets
- D. Serve as a member of the RHA Executive Board and fulfill all the responsibilities described under each position description
- E. Serve as a positive representative of RHA and the Office of Student Housing
- F. Act in a manner that is consistent with the mission, philosophy, and values of the Office of Student Housing and MSU
- G. Provide training and resources for position successor at the end of the term in the position
- H. Perform any other duties as necessary

Section 3. The positions that make up the Executive Board and their respective responsibilities are as follows:

- A. The President shall:
 - a. Preside over all RHA-sponsored meetings, including both General Assembly and Executive Board meetings
 - b. Represent RHA to the MSU Student Government Association by staying informed of campus events and being the residential student voice when appropriate
 - c. When necessary, coordinate the processes for recruitment and screening for Executive Board members as outlined in this Constitution
 - d. Uphold the Constitution and facilitate the amendment process as outlined in Article XIV of this Constitution
 - e. Serve as a budget authority in conjunction with the Coordinator of Finance and Records
 - f. Represent RHA at MSU Office of Student Housing department meetings when appropriate
 - g. Ensure that each Executive Board member is completing and upholding their positions' responsibilities
- B. The Vice President shall:
 - a. Perform the executive duties of the RHA President in that person's absence
 - b. Coordinate all written resolutions for RHA
 - c. Serve as a resource and administrator of the Residence Hall Representatives
 - d. When necessary, coordinate the processes for recruitment and screening for Residence Hall Representative positions as outlined in this Constitution
- C. The Coordinator of Finance and Records shall:
 - a. Maintain a current record of the RHA financial transactions and allocated budget
 - b. Submit expenditure requests to the Director of Student Housing
 - c. In coordination with the Adviser(s), facilitate payment for approved expenditures
 - d. Maintain the current and historical records for RHA
 - e. In conjunction with the President, create the agenda for General Assembly and Executive Board meetings
 - f. Create and distribute minutes from any RHA-sponsored meetings, including both General Assembly and Executive Board meetings, within 48 hours after the meeting
 - g. Chair the Advocacy Committee

- D. The Coordinator of Public Relations shall:
 - a. Maintain and update the social media sites for RHA
 - b. In collaboration with the MSU Office of Student Housing, develop and maintain communication channels, both print and digital, to residence hall students
 - c. Advertise for any RHA events through digital and/or print media
 - d. Chair the Internal Communications Committee
- E. The Coordinator of Activities shall:
 - a. Organize and execute RHA-sponsored events and activities
 - b. Serve as a representative for RHA involvement for MSU campus events
 - c. Serve as Chair of the RHA Activities Committee
 - d. Chair the Programming Committee
- F. The National Communications Coordinator shall:
 - a. Represent RHA to external affiliated organizations, such as KARH, SAACURH, and NACURH, including attendance at business meetings
 - b. In conjunction with the Adviser(s), coordinate and complete all necessary procedures for appropriate affiliation
 - c. Select, train, and lead the delegations to any student conferences or events
 - d. In conjunction with the Adviser(s), preside over all conference or event delegation meetings
 - e. Coordinate all award bids for state, regional and national recognition

Section 4. The term of office for each officer shall start at the Executive Board transition meeting immediately following the KARH Annual Conference until the conclusion of the Executive Board transition meeting the following year.

Section 5. Election of Executive Board Members

- A. Formal elections for the Executive Board shall be facilitated by the Adviser within the first 4 weeks of classes of the Spring semester
 - a. Guidelines for soliciting nominations or interest statements shall be communicated in advance to all students living in MSU-sponsored housing
- B. Vote of Confidence
 - a. If a current Executive Board member wishes to retain their Executive Board position for the following term, the Executive Board member may retain their position for the following term via a simple majority vote of the General Assembly
 - b. A Vote of Confidence shall take place prior to the scheduled elections for Executive Board positions
 - c. When a Vote of Confidence is approved, nominations and statements of interest will not be accepted for the following term
- C. The General Assembly shall serve as the voting authority for elections of Executive Board members
- D. The student receiving a simple majority vote of the General Assembly shall be offered the Executive Board position being voted on
 - a. If the student declines the position, the position shall be offered to the student receiving the next highest number of votes of the General Assembly

- E. If an Executive Board position remains vacant following elections, the position shall be filled in accordance with procedures outline in Article VI Section 7

Section 6. Resignation or Removal of Executive Board Members

- A. An Executive Board member may resign their position by submitting a written statement to the President
 - a. The Executive Board position shall be deemed vacant upon acknowledgement that the written statement has been received by the President
 - b. If the President is the Executive Board member submitting a resignation, the resignation shall be submitted to the Adviser and the position shall be deemed vacant upon acknowledgement that the written statement has been received by the Adviser
- B. Grounds for removal of an Executive Board member
 - a. Failure to meet the expectations of Article VI, Section 1
 - b. Failure to fulfill the responsibilities of Article VI, Section 2
 - c. Failure to fulfill the responsibilities of the position listed in Article VI, Section 3
 - d. Behavior through word or action that is deemed detrimental or harmful to RHA or the MSU Office of Student Housing
- C. Procedure for removal of an Executive Board member
 - a. The Executive Board member shall be notified in writing by the President of the potential grounds for removal a minimum of seven days prior to the next General Assembly meeting
 - b. The President shall present the grounds for removal to the General Assembly
 - c. The Executive Board member shall be provided with the opportunity to address the grounds for removal to the General Assembly
 - d. The Executive Board member shall be removed from the position and the position shall be deemed vacant by a simple majority vote of the Residence Hall Representatives in attendance
 - e. If the President is the Executive Board member facing removal, the Adviser shall notify the individual of the grounds from removal and shall present the grounds for removal to the General Assembly

Section 7. Executive Board Position Vacancy

- A. During an Executive Board position vacancy, the President shall delegate the position's responsibilities to other Executive Board members
- B. The President shall socialite nominations and/or statements of interest from eligible students and facilitate the screening of materials and students via communicated means
- C. The President shall present a recommendation to the General Assembly for filling the vacancy, and the General Assembly may approve the recommendation by a simple majority vote
 - a. If the President's recommendation fails to receive a simple majority vote, the President shall provide another recommendation at the next available opportunity.

Article VII: Advisers

Section 1. A minimum of one adviser shall be selected by the Director of Student Housing in accordance with MSU Office of Student Housing Policy and Procedures.

Section 2. The adviser(s) shall serve as consultant to the Executive Board, provide information and guidance to the organization, assist the organization in conducting its activities, and have a consistent presence at Executive Board and General Assembly meetings.

Article VIII: Residence Hall Representatives

Section 1. Each MSU affiliated housing facility shall be allocated a number of voting representatives, hereafter referred to as Residence Hall Representatives, based on the facility's maximum bed space.

Section 2. The number of Residence Hall Representatives per housing facility shall be based on a maximum ratio of one Residence Hall Representative per 200 beds:

- A. Alumni Tower – 2 representatives
- B. Andrews Hall – 3 representatives
- C. Cartmell Hall – 3 representatives
- D. East Mignon Hall – 1 representatives
- E. Fields Hall – 1 representative
- F. Mignon Hall – 2 representatives
- G. Mignon Tower – 2 representatives
- H. Nunn Hall – 2 representatives
- I. West Mignon Hall – 1 representative
- J. Eagle Lake Apartments, Mays Hall Apartments, & Normal Hall Apartments – 1 representative

Section 3. Eligibility for a Residence Hall Representative position:

- A. Enrolled as a full-time student through Morehead State University
- B. Maintain an active occupancy contract with the MSU Office of Student Housing and maintain residence in the facility in which they serve as a Residence Hall Representative
- C. Maintain a minimum cumulative GPA of 2.000
 - a. Students within their first semester as a full-time student shall exempt from this requirement during the aforementioned semester
- D. Remain in good financial and disciplinary standing with the MSU and the MSU Office of Student Housing
- E. Students serving as a Student Director may not serve as a Residence Hall Representative concurrently

Section 4. General Duties of a Residence Hall Representative

- A. Attend all scheduled organization and position-specific training sessions
- B. Attend all RHA-sponsored General Assembly meetings as voting representative for their residence hall
- C. Serve as an active member on a minimum of one RHA-sponsored committee
- D. Facilitate a minimum of one (1) Open Forum for residents of their residence hall of representation every fourteen (14) calendar days during the academic year (Fall and Spring semesters) while classes are in session
- E. In coordination with the Hall Director and/or Student Director of their residence hall of representation, co-Chair a Hall Activities Committee

- F. Attend an individual meeting with the Hall Director and/or Student Director of their residence hall of representation at once per calendar month

Section 5. Election of Residence Hall Representatives

- A. Formal elections for Residence Hall Representatives shall be facilitated by the Hall Director and/or Student Director for each residence hall within the first 4 weeks of classes of the Fall semester, including:
 - a. Accepting nominations for and recruitment of candidates among residents of each residence hall
 - b. Communication of acceptable means of candidate promotion prior to formal elections
 - c. Establish and manage a means of accepting votes from residents of each residence hall
 - d. Communication of election results to candidates, residents, and RHA
- B. The student(s) receiving the greatest number of votes via the residence hall election shall be offered a Residence Hall Representative position(s)
 - a. If a student declines the position, the position shall be offered to the student receiving the next highest number of votes of the hall elections

Section 6. The term of office for each Residence Hall Representative shall be no longer than one academic year, beginning upon completion of position training and ending on the final day of the Spring semester.

Section 7. Resignation or Removal of Residence Hall Representatives

- A. A Residence Hall Representative may resign their position by submitting a written statement to the Vice President
 - a. The Residence Hall Representative position shall be deemed vacant upon acknowledgement that the written statement has been received by the Vice President
- B. Grounds for removal of a Residence Hall Representative
 - a. Failure to meet the expectations of Article VIII, Section 3
 - b. Failure to fulfill the responsibilities of Article VIII, Section 4
 - c. Failure to attend the minimum number of General Assembly Meetings as outlined in Article IX, Section 3
 - d. Behavior through word or action that is deemed detrimental or harmful to RHA or the MSU Office of Student Housing
- C. Procedure for removal of a Residence Hall Representative
 - a. The Residence Hall Representative shall be notified in writing by the Vice President of the potential grounds for removal a minimum of seven days prior to the next General Assembly meeting
 - b. The Vice President shall present the grounds for removal to the General Assembly
 - c. The Residence Hall Representative shall be provided with the opportunity to address the grounds for removal to the General Assembly
 - d. The Residence Hall Representative shall be removed from the position and the position shall be deemed vacant by a simple majority vote of the Residence Hall Representatives in attendance

Section 8. Residence Hall Representative Position Vacancy

- A. In the event of a Residence Hall Representative position vacancy, the Hall Director for the residence hall may name an interim Residence Hall Representative for no more than two (2) consecutive General Assembly meetings
 - a. If no eligible student is named by the second consecutive General Assembly meeting, the position shall remain vacant until an eligible replacement can be approved
 - b. For any vacant Residence Hall Representative positions, quorum shall be updated for any General Assembly meetings to reflect the total number of voting representatives
- B. The Vice President shall socialite nominations and/or statements of interest from eligible students and, in coordination with the Hall Director for the residence hall, facilitate the screening of materials and students via communicated means
- C. The Vice President shall present a recommendation to the Executive Board for filling the vacancy, and the Executive Board may approve the recommendation by a simple majority vote
 - a. If the Vice President's recommendation fails to receive a simple majority vote, the Vice President shall provide another recommendation at the next available opportunity.

Article IX: General Assembly

Section 1. Duties and powers of the General Assembly

- A. Facilitation the communication of topics that are relevant to students living within MSU residence halls
- B. Vote to approve any RHA resolutions
- C. Vote to approve any recommendations by the President for vacant Executive Board positions in accordance with Article VI, Section 7
- D. Amend the RHA Constitution in accordance with Article XII

Section 2. Attendance at General Assembly meetings

- A. All General Assembly members are required to be in attendance all General Assembly meetings
- B. Executive Board members and Advisers may be absent from no more than two (2) General Assembly meetings per academic semester.
 - a. In the event of an absence, an Executive Board member or Adviser may submit a written statement to be read by an Executive Board member for recent position-related activity
- C. Residence Hall Representatives may be absent from no more than two (2) General Assembly meetings per academic semester.
 - a. In the event of an absence, a Residence Hall Representative may name a voting proxy the General Assembly meeting. The naming of a proxy shall be considered an absence for the Residence Hall Representative.
 - b. A voting proxy must meet the eligibility requirements for a Residence Hall Representative position to serve as a proxy

Section 3. Unless otherwise noted in this Constitution, resolutions of the General Assembly shall be approved by a simple majority vote of the Residence Hall Representatives in attendance

Section 4. Quorum for any resolution or legislation requiring a vote of the General Assembly shall be defined as 2/3 of the non-vacant Residence Hall Representative positions

Article X: Meetings

Section 1. RHA shall host at least one (1) open General Assembly meeting every fourteen (14) calendar days during the academic year (Fall and Spring semesters) while classes are in session

- A. RHA may schedule additional General Assembly meetings as necessary with at least two (2) calendar day notice to General Assembly members

Section 2. The RHA Executive Board shall host at least one (1) closed meeting every fourteen (14) calendar days during the academic year (Fall and Spring semesters) while classes are in session

- A. RHA may schedule additional Executive Board meetings as necessary with at least two (2) calendar day notice to Executive Board members

Section 3. All meetings shall be conducted in accordance with the updated version of *Robert's Rules of Order* unless otherwise specified.

Article XI: Standing Committees

Section 1. RHA shall maintain standing committees to assist with the operations and functions of the organization

- A. Advocacy Committee – identify and facilitate opportunities for students living in MSU residence halls to share their opinions and communicate student feedback and/or concerns with relevant MSU departments and organizations
- B. Internal Communications Committee – identify, create, facilitate, and/or distribute means to communicate RHA-sponsored or endorsed activities to students living in MSU residence halls and/or the MSU campus community
- C. Programming Committee – identify, plan, and/or facilitate events and activities that benefit students living in MSU residence halls and foster engagement among those students

Section 2. All committees shall meet a minimum of once per calendar month during the academic year (Fall and Spring semesters) while classes are in session

- A. The Chair of each committee shall present a report of the committee's activities during each General Assembly meeting

Section 3. Additional committees may be organized at the discretion of the RHA Executive Board

Article XII: Organization Funding

Section 1. RHA shall be funded directly by the MSU Office of Student Housing. The Director of Housing and Residence Life shall be consulted for any potential expenditures for the organization.

Article XIII: Amendments

Section 1. After consulting with the Executive Board or Adviser, any member may propose amendments to this Constitution to the Executive Board for approval prior to a General Assembly meeting.

Section 2. Proposed amendments to this Constitution must be submitted in writing to the President at least seven (7) days prior to a General Assembly meeting where amendment can be voted upon.

Section 3. This Constitution shall be amended by a vote of at least $\frac{2}{3}$ of the voting members of the organization who are present at a General Assembly meeting with such purpose.