

**Morehead State University  
Residence Hall Association  
Constitution**

**Article I: Name**

Section 1. The name of the organization shall be the Residence Hall 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 register yearly as an active student organization in good standing through the MSU Office of Student Activities.

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 housing assignment with the MSU Office of Student Housing shall be members of RHA. All students who reside in campus housing will be considered members of RHA.

**Article V: Organization Structure**

Section 1. The Executive Board shall be composed of, and have the chain of command as follows: President, Vice President, Coordinator of Finance and Records, Coordinator of Programming, Coordinator of Public Relations, National Communications Coordinator (NCC), and the National Communications Coordinator In-Training.

Section 2. The General Body of RHA shall consist of the Advisor(s), Residence Hall Representatives, Active Members, and 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 housing assignment 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.

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

- A. Attend RHA General Body meetings, Executive Board meetings, and events.
- 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 the position successor at the end of the term in the position.
- H. Assign Residence Hall Representatives to committees at their discretion.
- I. Vote on excused absences in accordance with Article XIII, Section 1.
- J. Perform any other duties as necessary.

### Section 3. The positions that make up the Executive Board and their respective responsibilities

- A. The President shall:
  - a. Preside over all RHA meetings, including both General Body 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 XV 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.
  - h. Attend regular one-on-one meetings with an advisor(s).
- B. The Vice President shall:
- a. Perform the executive duties of the RHA President in that person's absence.
  - b. Oversee and be an ex-officio member of all standing committees.
  - c. The Vice President is exempt from committee attendance but is expected to attend when requested by the committee chair with at least (2) calendar day notice.
  - d. Coordinate all written resolutions for RHA.
  - e. Serve as a resource and administrator of the Residence Hall Representatives.
  - f. When necessary, coordinate the processes for recruitment and screening for Residence Hall Representative positions as outlined in this Constitution.
  - g. Chair the Advocacy Committee.
  - h. Take attendance at Executive Board and General Body meetings.
  - i. Track attendance in accordance with Article XIII.
  - j. Presume the position of President following the position's vacancy.
- 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 advisor(s).
  - c. In coordination with the Advisor(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 Body and Executive Board meetings.
  - f. Create and distribute minutes from any RHA meetings, including both General Body and Executive Board meetings, within 48 hours after the meeting.
- D. The Coordinator of Programming shall:
- a. Organize and execute RHA-sponsored events and activities.
  - b. Serve as a representative for RHA involvement for MSU campus events.
  - c. Chair the Programming Committee.
- E. 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.
- F. The National Communications Coordinator shall:
- a. Represent RHA to external affiliate organizations, such as KARH, SAACURH, and NACURH, including attendance at business meetings.

- b. In conjunction with the Advisor(s) of RHA and the National Residence Hall Honorary (NRHH) National Communication Coordinator (NCC), 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 Advisor(s), preside over all conference or event delegation meetings.
  - e. Coordinate all award bids for state, regional, and national recognition.
- G. The National Communications Coordinator In-Training shall:
- a. Shadow the National Communications Coordinator in all of his/her duties as applicable.
  - b. Anticipate to remain affiliated with RHA a minimum of one academic year following their term as NCC In-Training.

Section 4. The term of office for each officer shall start at the Executive Board transition meeting during the Spring semester until the conclusion of the Executive Board transition meeting the following Spring semester.

Section 5. Election of Executive Board Members:

- A. Formal elections for the Executive Board shall be facilitated by the Advisor(s) and current Executive Board during the Spring semester.
  - a. Guidelines for procuring nominations or interest statements shall be communicated in advance to all students living in the residence halls.
- 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 Body.
  - 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.
  - d. If The National Communications Coordinator does not retain their Executive Board position, the National Communications Coordinator In-Training shall have the option to attain the position of National Communications Coordinator with a Vote of Confidence.
- C. The General Body shall serve as the voting authority for elections of Executive Board members.
- D. The student receiving an absolute majority vote of the General Body shall be offered the Executive Board position being voted on.
  - a. A series of run-off elections may occur to achieve the absolute majority.

- E. If an Executive Board position remains vacant following elections, the position shall be filled in accordance with procedures outlined 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 Advisor(s) and the position shall be deemed vacant upon acknowledgement that the written statement has been received by the Advisor(s).
  - c. If the President is the Executive Board member submitting the resignation, upon the position being deemed vacant, the Vice President shall presume the position, leaving the position of Vice President vacant.
- 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. Failure to maintain attendance requirements as set in Article XIII.
  - e. 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 Body meeting.
  - b. The President shall present the grounds for removal to the General Body.
  - c. The Executive Board member shall be provided with the opportunity to address the grounds for removal to the General Body.
  - 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 voting members of the General Body in attendance.
  - e. If the President is the Executive Board member facing removal, the Vice President shall notify the individual of the grounds for removal and shall present the grounds for removal to the General Body.

#### 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 procure nominations and/or statements of interest from eligible students and facilitate the screening of materials and students via communicated means from the Advisor(s).
- C. The President shall present a recommendation to the General Body for filling the vacancy and the voting members of the General Body 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: Advisors**

Section 1. A minimum of one Advisor shall be selected by the Assistant Director of Housing & Residence Education in accordance with MSU Office of Student Housing Policy and Procedures.

Section 2. The Advisor(s) shall serve as consultant(s) 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 Body meetings.

### **Article VIII: Residence Hall Representatives (RHR)**

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

Section 2. The number of Residence Hall Representatives per housing facility shall be based on the maximum number of available beds for the facility; facilities with fewer than 300 beds shall be allocated one representative and facilities with greater than 300 beds shall be allocated two representatives:

- A. Alumni Tower – 2 representatives
- B. Andrews Hall – 2 representatives
- C. Cartmell Hall – 2 representatives
- D. East Mignon Hall – 1 representative
- E. Fields Hall – 1 representative
- F. Mignon Hall – 1 representative
- G. Mignon Tower – 1 representative
- 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 housing assignment with the MSU Office of Student Housing and maintain residence in the hall in which they serve as an RHR.
- C. Maintain a minimum cumulative GPA of 2.000.
  - a. Students within their first semester as a full-time student shall be exempt from this requirement during their first semester.
- D. Remain in good financial and disciplinary standing with the MSU and the MSU Office of Student Housing.
- E. Students serving as a Senior Resident Advisor 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 General Body meetings as voting representative for their residence hall,
- C. Serve as an active member on a minimum of one RHA committee,
- D. Participate in Open Forums for residents of their residence hall as needed or requested by the Executive Board and Advisor(s).
- E. Attend an individual meeting with the Area Coordinator and/or Senior Resident Advisor of their residence hall of representation once per calendar month during the academic year (Fall and Spring semesters).

#### Section 5. Selection of Residence Hall Representatives

- A. Selection of RHRs shall be facilitated by the Executive Board, particularly the Vice President, for each residence hall within the first 4 weeks of classes of the Fall semester, assisted by the Area Coordinator and SRA of the building, including:
  - a. Recruitment of interested students among residents of each residence hall.
  - b. Procedures for accepting applications and/or statements of interest.
  - c. Establish and manage a means of selecting qualified students, including review of applications/statements and/or individual interviews.
  - d. Communication of selection to candidates, residents, and RHA Executive Board.
- B. Following the initial selection period, any Residence Hall Representative vacancies shall be filled in accordance with Article VIII, Section 8.

Section 6. The term of office for each Residence Hall Representative shall begin 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 maintain the attendance policy as outlined in Article XIII.
  - d. Behavior through word or action that is deemed detrimental or harmful to RHA, the MSU Office of Student Housing, or MSU as a whole.
- 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 Body meeting.
  - b. The Vice President shall present the grounds for removal to the General Body
  - c. The Residence Hall Representative shall be provided with the opportunity to address the grounds for removal to the General Body.
  - 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 Area Coordinator for the residence hall may name an interim Residence Hall Representative for no more than two (2) consecutive General Body meetings.
  - a. The Senior Resident Advisor can serve as the interim RHR.
  - b. If no eligible student is named by the second consecutive General Body meeting, the position shall remain vacant until an eligible replacement can be approved.
  - c. For any vacant Residence Hall Representative positions, quorum shall be updated for any General Body 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 Area Coordinator 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: Active Membership**

Section 1. Any member may obtain status of Active Member by attending two General Body meetings during an academic semester.

Section 2. Active Members do not have voting privileges but have the opportunity to join committees and speak during General Body meetings.

### **Article X: General Body**

Section 1. Duties and powers of the General Body

- A. Facilitation of 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.
- E. Participation in committees as established by the Executive Board.
- F. Attend and run the programs hosted by RHA.

Section 2. Attendance at General Body meetings

- A. All General Body members are required to be in attendance at all General Body meetings.
- B. Executive Board Absences
  - a. In the event of an absence, an Executive Board member may submit a written statement to be read by an Executive Board member for recent position-related activity.
- C. Residence Hall Representative Absences
  - a. A Residence Hall Representative may name a voting proxy for the General Body 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.
  - c. Proper documentation of the qualified proxy must be submitted to the Executive Board.
  - d. A RHR may name another RHR as a proxy in which case the proxy RHR will have the ability to cast their vote as well as the proxy vote.

Section 3. Unless otherwise noted in this Constitution, resolutions of the General Body 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 Body shall be defined as 2/3 of the non-vacant Residence Hall Representative positions.

### **Article XI: Meetings**

Section 1. RHA shall host at least one (1) open General Body 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 Body meetings as necessary with at least a two (2) calendar day notice to General Body 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 a 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 XII: Standing Committees**

Section 1. At the discretion of the President, the Executive Board may establish standing committees preferably at the beginning of the academic year that may include, but are not limited to: student advocacy, marketing, communications, and programming.

- A. The Chair of each committee shall be identified in the constitution under Article VI, Section 3 as part of an Executive Board responsibility.
  - a. If a committee chair is not identified in Article VI, Section 3, the executive board will select the committee chair at their discretion.
- B. Each standing committee shall be required to meet as a committee in accordance with the guidelines and timeline established by the Executive Board.
- C. The Chair of each committee shall present a report of the committee's activities during each General Body meeting.

Section 2. Additional committees may be organized at the discretion of the RHA Executive Board as needed.

### **Article XIII: Attendance**

Section 1. Attendance Requirements

- A. Executive Board members
  - a. Executive Board members are expected to be at all Executive Board, General Body, and Committee meetings they are a part of, as well as events.

- B. Residence Hall Representatives
  - a. RHRs are expected to attend every General Body meeting and every meeting for the committee(s) they are a member of as well as events.
- C. Active Members and General Members
  - a. Active and General Members do not have any official attendance requirements.

#### Section 2. Excused Absences

- A. In the event of an absence, all members with attendance requirements as set in Section 1 are expected to submit notification of absence to the Vice President and when applicable, the committee chair.
- B. Absences that fall under the MSU University Administrative Regulation (UAR) 131.02 are considered excused.
- C. Absences from events due to academic courses are excused.
- D. If absence does not fall under UAR 131.02, or an academic course, an absence can be excused by simple majority vote of the executive board.

#### Section 3. Unexcused Absences

- A. All members with attendance requirements are allowed 3 unexcused absences from any required meeting or event.

### **Article XIV: Organization Funding**

Section 1. RHA shall receive funds directly from the MSU Office of Student Housing. The Assistant Director of Housing & Residence Education shall be consulted for any potential expenditures for the organization.

Section 2. RHA can fundraise and obtain outside funding which will be deposited into a club account authorized through Student Activities.

### **Article XV: Amendments**

Section 1. After consulting with the Executive Board or an Advisor, any member may propose amendments to this Constitution to the Executive Board for approval prior to a General Body 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 Body meeting where the amendment can be voted upon.

- A. Amendments should be presented to Advisors to be added to the constitution pending an approval process they will outline.
- B. Amendments will be delivered to all voting members a minimum of 5 days before the General Body meeting where it will be voted on.

Section 3. This Constitution shall be amended by a vote of at least 2/3 of the voting members of the organization who are present at a General Body meeting with such purpose.

**Adopted 10/27/2022**

**Amended 04/07/2023**