

Preamble

We, the students of Colorado State University-Pueblo, in conjunction with Residence Life and Housing, hereby establish this Constitution of the Residence Hall Association in order to promote and provide betterment of residential living, building community, and leadership on campus. This organization shall be open to all students who meet all established criteria, and such criteria shall not be based on race, religion, sex, creed, ethnicity, age, ability, or veteran status, or economic status unless provided by law. This does not include standing with Residence Life and Housing and standing with Colorado State University-Pueblo (CSU-Pueblo).

Article I Organization:

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

Article II Purpose:

The purpose of the RHA is:

1. To work in conjunction with the Residence Life and Housing staff in assisting residents.
2. To promote and provide an educational and social environment for CSU-Pueblo residents through programming and actively seeking resident involvement.
3. To represent and reflect the interests and concerns of the residents to all appropriate persons and to formulate and advocate policies consistent with these interests.
4. To provide each resident the opportunity to have his/her voice heard.
5. To be a resource and communicate about current events, diversity, policies, and procedures to the students.
6. To develop and cultivate leadership in the residence halls.
7. To actively participate in residential student leadership with Intermountain Affiliation of College and University Residence Halls (IACURH) and the National Association of College and University Residence Halls Inc. (NACURH).

Article III Membership:

All students of CSU-Pueblo living in Belmont Hall, Crestone Hall, Culebra Hall, Greenhorn Hall, and Walking Stick Apartments are members of RHA. Active members are defined as residents attending 2/3 of general assembly meetings. All active members have voting rights in all general elections.

Article IV Committees:

There shall be two standing committees at the discretion of the Executive Board.

1. The Advertising Committee will be responsible for all marketing for RHA.
 - a) The Secretary shall chair this committee.
 - b) The Secretary shall appoint a co-chair at the beginning of the fall semester or as needed.
2. The Fundraising Committee will be responsible for all fundraising for RHA.
 - a) The Treasurer shall chair this committee.
 - b) The Vice President shall co-chair this committee.

Article V Hall Councils:

Each residential community will establish a Hall Council.

Section A - Purpose

The purpose of the Hall Councils is to work with the hall staff and the students to facilitate, maintain, and create a sense of community and develop leaders. These Councils shall also work as a part of RHA to ensure community is developed, facilitated, and impacted campus wide.

Section B - Duration

The Hall Councils shall be standing community groups in each of the residence halls and Walking Stick Apartments. Their duration shall be permanent. Hall Councils shall function from the first day of class in the fall to the last day of class in the spring.

Section C - Membership

All students living within the residence halls are members of their respective Hall Council.

Section D - Operational Procedures

1. Each Hall Council under its respective Hall Director will establish the operational procedures for its Hall Council.
2. Each resident in attendance at Hall Council is granted one vote.
 - a. Resident Assistants and RHA Executive Board members are not granted the right to vote at Hall Council.

Section E – Hall Council Positions and Responsibilities

Each Hall Council will elect/appoint the following positions outlined below.

1. President

The President shall chair their Hall Council meeting in conjunction with the Hall Director. The President will attend RHA meetings.

2. Programmer

The Programmer shall work with their Hall Council to plan and execute events within the community. The Programmer will attend weekly Hall Council meetings.

3. Community Relations Chair

The Community Relations Chair shall be responsible for all advertising efforts for programs and activities sponsored by their Hall Council. The Community Relations Chair shall keep record of any resident advocacy issues. The Community Relations Chair shall be responsible for taking and keeping record of any pictures and/or other forms of documentation of programs or other Hall Council events. The Community Relation Chair will attend weekly Hall Council meetings.

4. RHA Representative(s)

The number of RHA Representative(s) shall be as follows:

- a) Belmont Residence Hall
 - i) 2 Representatives
- b) Crestone Residence Hall
 - i) 2 Representatives
- c) Culebra Residence Hall
 - i) 2 Representatives
- d) Greenhorn Residence Hall
 - i) 2 Representatives
- e) Walking Stick Apartments
 - i) 2 Representatives

RHA Representative(s) shall be responsible for attending RHA meetings weekly and reporting information back to their hall at their Hall Council meeting. RHA Representatives shall be allowed to miss up to three unexcused RHA meetings each semester before they will be automatically removed from their position. RHA Representatives must find a proxy to represent their hall and contact their NCC in order to receive voting rights for that meeting.

5. Additional Positions

Other positions may be added but do not have obligations to RHA.

Section F - Selection Process of Hall Council Officers

Selection of Hall Council Officers will begin when the residence halls open each fall and must be completed by the first RHA Business Meeting. The selection process of Hall Council Officers is implemented by the RHA Executive Board in the fall semester and shall follow the procedure below:

1. All persons interested in a position must complete a "Hall Council Candidate Form" created by the Executive Board. Forms will be available when the residence halls open and candidates will have at least one week to complete the form and submit it.
2. Campaigning may begin following the Candidate Form submission deadline. All advertisements must be approved by Hall Directors. Any advertisements found to be inappropriate will be removed and the candidate will be ineligible to run for a position.
3. Resident Assistants, Desk Assistants, or Residence Hall Association Executives may not help create advertisements but may provide materials for campaigning.
4. Campaigning will take place one week prior to elections. All campaigning must be done in the residence halls and follow all Residence Life & Housing policies.

5. Elections will be held over one day in each of the residence halls and Walking Stick Apartments. All residents living on campus may vote once for their Hall Officers and Representatives.
6. Elected members will be notified within two days by the Executive Board and be given further instructions.
7. All elected officers will be required to attend at least one training session for their position.
8. Any position that is not filled will be filled by each hall through appointment or internal election.
9. If at any time a hall loses an elected member, the Hall Council and Hall Director may hold an internal election or appoint a replacement.

Article VI Executive Board Members:

The Executive Board Members are to maintain professional communication during the summer and arrive at least three days before the start of fall move in. All Board Members must have a 2.0 cumulative GPA and be in good standing with the university and in the residence halls. Elected members must have lived on campus for one semester and be currently living on campus.

Section A – Membership

The members of the Residence Halls Association Executive Board will consist of the following elected positions:

1. President
2. Vice President
3. Secretary
4. National Communications Coordinator (NCC)
5. Treasurer
6. Advisor(s) (appointed by Residence Life and Housing)

Section B – Powers and Duties of the Executive Board

1. To conduct business, pass, fail, table, amend, refer, or postpone legislation by a majority vote of the general assembly.
2. To approve with the general assembly by a 2/3 vote on all amendments of the RHA Constitution.
3. To attend all Executive Assembly meetings, General Assembly meetings, and support all other RHA events.
4. To train and transition the incoming position holder(s).
5. To be responsible for additional duties and powers as requested.

Section C – Positional Duties

President:

The Presidential duties shall consist of the following:

1. Have the responsibility to get re-chartered in conjunction with the Advisor Student Engagement and Leadership (S.E.A.L) as a club student organization
2. He/She shall provide a weekly report of all activities of RHA to the general assembly.
3. Assume the responsibilities of campus spokesperson for RHA.
4. Be a direct liaison to the Director of Residence Life and Housing about the residents' complaints and concerns.
5. Have the authority to delegate duties to the Executive Board Members.
6. To represent CSU-Pueblo and attend national and regional conferences unless unforeseen circumstances inhibit attendance.
7. Represent one of the two possible voting delegates at regional and national conferences.
8. Be the chairperson during meetings and have weekly meetings with Advisor if needed.
9. Additional duties shall be added and listed in the bylaws as needed.

Vice President:

The Vice President shall consist of the following duties:

1. Assist the President with whatever deemed necessary.
2. Shall assume the powers and responsibilities of the President in the Presidents' absences.
3. Assume the position of co-chair for the Fundraising Committee.
4. Additional duties shall be added and listed as needed.
5. Shall oversee and coordinate student fairs.
6. Shall oversee and coordinate end of the year RHA banquet.

Secretary:

The Secretarial duties shall consist of the following:

1. Shall keep weekly attendance records and take weekly minutes and make available to the general assembly.
2. Hold records of all members contact information and hold responsibility for contacting the general assembly via e-mail, text, or calls.
3. Shall oversee and coordinate Town Hall meetings at least once a semester.
4. Shall update constitution on any changes.
5. Shall be the chair for the Advertising Committee.

Treasurer:

The Treasurers' duties shall consist of the following:

1. To work in conjunction with S.E.A.L for all RHA funding.
2. Shall be the chair for the Fundraising Committee and be responsible for all fundraising activities.
3. Shall advise the organization on the financial status and give a report as needed to the Executive Board of RHA's account, while working with the Advisor.
4. Shall oversee and coordinate Pi Day activities.

National Communications Coordinator (NCC)

The National Communications Coordinator's duties shall consist of the following:

1. Shall serve as the liaison between the RHA, NACURH and IACURH.
2. Shall attend and vote at regional and national conferences or appoint an Executive Board Member, not the advisors, to represent the RHA at the conferences.
3. Shall coordinate and create all delegations to be sent to conferences related to funding, spirit and other activities.
4. Shall oversee and coordinate any activities for Geek Week.
5. Shall serve as the "Of The Month" (OTM) campus coordinator.
6. Have the responsibility to re-affiliate as a RHA chapter annually with NACURH Inc.
7. Shall submit monthly case studies to IACURH.

Section D – Removal of Executive Board Members

1. RHA may remove or suspend any Executive Board Member for the following reasons:
 - a. Failure to maintain minimum GPA of 2.0 cumulative.
 - b. Has violated the student code of conduct and Housing policies and procedures.
 - c. Not in good standing with the University.
 - d. Failure to execute duties in a timely fashion.
2. Any active status member of the general assembly shall be able to initiate removal of an Executive Board Member on the grounds of any of the following:
 - a. Neglecting of official duties.
 - b. Misuse of funds.
 - c. Failing to meet the general requirements outlined in the constitution.
3. Any officer may be removed from the Executive Board by the general assembly for a breach of duty or failure to represent RHA in a positive manner. The removal of an Executive Board Member shall proceed as follows:
 - a. Any active member of RHA may submit a letter of recommendations for the impeachment of any Executive Board member. The letter is to be submitted to the president unless the president is under consideration of impeachment. The next notifying Executive Board Member shall be the Vice President.
 - b. Executive Board shall evaluate said Executive Board Member in conjunction with the RHA Advisors regarding the allegations.
 - i. Executive Board Member in question shall not be in attendance of during evaluations.
 - c. The evaluation process shall take no longer than one week from the time the allegations were made.
 - i. If the evaluation results are in favor of the officer in question, further action will not be necessary.
 - ii. If the evaluation results are not in favor of the officer in question, removal proceedings will be initiated.
 - d. All evaluation results shall be presented to the General Assembly.

- e. The notifying Executive Board Members shall contact, in writing, the officer in question and inform them that Removal Proceedings are pending.
 - f. Removal Proceedings shall take place no later than the second week from the time removal charges are presented to the Executive Board Member in question
4. At the next scheduled general assembly:
- a. The notifying Executive Board Member shall read the written statement.
 - b. The Executive Board Member in question may answer in their defense.
 - c. A vote on removal shall take place at the meeting with a majority vote of the general assembly to remove the Executive Board Member.
 - d. Any removed Executive Board Member will be replaced according to the RHA vacancy protocol.

Article VII Advisor:

The Advisor shall be the Director of Residence Life and Housing or their designee. The duties of the advisor are:

- 1. To maintain the group and minimize difficulties.
- 2. To help RHA in improving its effectiveness in operating and achieving goals consistent with the RHA's purpose, Article II.
- 3. To supervise traveled activities when available.
- 4. To be available as a resource.
- 5. To be present at all called meetings of Executive members.
- 6. To co-sign with the President and Treasurer all RHA Executive Board and general assembly purchase orders.
- 7. To meet with the RHA President and Vice President conjointly at least once a month
- 8. To represent Residence Life and Housing and to enforce all policy that is in conflict with any action within RHA.
- 9. To give guidance to the Executive Board on any policy changes, actions, or activities that may affect RHA.

Article VIII Meeting Times:

Meeting times will be decided on by a majority vote at the first called meeting of the beginning of each semester.

- 1. The Executive Board Members will decide their meeting time at the beginning of each semester.
- 2. The Executive Board meeting time can be changed at any time to accommodate the executive schedules.
- 3. The President and Advisor can call special meetings and emergency meetings.

Article IX Finances:

- 1. All required financial transactions will be conducted through the Advisor and all Student Organization Funding (SOF) funding will be handled by the Treasurer.
- 2. The Advisor will do all purchasing and dealing with funds.

Article X Amendments:

Amendments can come from any active member and be brought to the Executive Board for consideration then brought to the general assembly for a vote if approved.

Amendments require:

1. Motion
2. Second
3. Statement
4. Reading
5. Five minute Q&A
6. Ten minute discussion
7. 2/3 majority vote

Article XI Elections:

Elections to the Executive Positions shall be held during spring semester.

1. Elections shall be held for the following positions: President, Vice President, Secretary, Treasurer, and NCC.
2. A candidate must obtain a simple majority of all active members in attendance.
3. In a general election all Residents have the option to vote.
4. Voting shall be determined as specified by the current constitution.
 - a. There shall be a five minute presentation from the nominee.
 - b. There shall be a five minute question and answer
 - c. After all candidates have presented there shall be a five minute discussion of all the candidates.
5. Nominations from the Floor
 - a. In the event that no candidates file to run for an office, nominations from the floor will be accepted during the presentation portion of the voting meeting. If one or more individuals are nominated for the office, elections will proceed as outlined. If no one is nominated for an office, the positions will be appointed as necessary.
 - i. The Executive Board shall appoint a candidate and the general assembly shall approve it with a majority vote.
 - b. Individuals who are nominated from the floor must comply with the same eligibility requirements and campaign regulations as candidates who met the filing deadline.
6. Procedures in the event of a tie
 - a. The Executive Board Members will take a vote and the simple majority outcome will count as one vote toward the preferred candidate.

Approved in April 2014