

---

# RESIDENCE HALL ASSOCIATION

---



## **HOFSTRA UNIVERSITY RESIDENCE HALL ASSOCIATION CONSTITUTION**

### **ARTICLE I: NAME**

- A. The organization shall be named Hofstra University Residence Hall Association, referred to as RHA. Member organizations shall be referred to as Residence Councils (RC) and the individual delegate from each building shall be referred to as the RHA Student Advocacy Chair (SAC).

### **ARTICLE II: PURPOSE**

- A. The purpose of RHA, in partnership with the Residence Councils, shall be to provide the residents a voice to Hofstra University and to the public, to enhance the educational, social, recreational, and cultural aspects of residence life, and to provide leadership training within and among the residence halls. RHA shall not discriminate on the basis of race, color, nationality, gender, age, religion, political belief, disability, or sexual orientation.

### **ARTICLE III: MEMBERSHIP**

#### Section 1: Eligibility

- A. All residential students of Hofstra University shall be eligible for membership.

#### Section 2: Advisor

- A. A Residence Life professional staff member, appointed by the Office of Residence Life, shall serve as the advisor for the RHA.
- B. Should a new advisor need to be put in place, they shall volunteer for the position and be appointed by the Office of Residence Life.

### **ARTICLE IV: MEMBERSHIP STRUCTURE**

#### Section 1: Residence Hall Association Executive Officers

- A. The executive officers of RHA elected from the voting delegation shall be President, Vice President, Secretary, Treasurer, Public Relations Chair, and National Communications Coordinator.
- B. One officer can hold two positions if there is a lack of nominees during elections.
- C. Positions cannot be held by a Resident Assistant (RA).

#### Section 2: RHA Student Advocacy Chairs, Secretaries, & Senior Resident Assistants (SRAs)

- A. Each individual building shall elect a representative, the SAC, to be present at RHA meetings and to conduct RC meetings.
- B. Secretaries shall be elected by each residence complex, and shall record RC minutes to be submitted to the RHA Secretary.
- C. SACs shall be the members of the RHA voting delegation. They shall approve or deny any appropriations and expenditures brought forth during RHA meetings as permitted by the RHA Constitution.
- D. SRAs shall be required to attend RHA General Assembly meetings as well as RC meetings in conjunction with the SACs.
- E. General duties may be excused by prior notification to the President for an academic commitment, or excused by prior notification to the President and Advisor for a personal commitment.

#### Section 3: Term of Office

- A. The officers shall serve for a term of one year beginning the first RHA meeting held after elections and terminating said time the following year.
- B. The week following elections will serve as a training period for the new eboard to meet with the prior eboard member of the position they will acquire.

#### Section 4: Executive Board Requirements

- A. Must be a full time matriculated Hofstra University student
- B. Must maintain a 2.5 semester and cumulative GPA
- C. Must live within a Hofstra University Residence Hall

#### Section 5: Executive Board Member General Duties

- A. Respond to all RHA communication within 24 hours
- B. Provide training and transitioning to the next officer holding said Executive Board position
- C. Attend all General Assembly and Executive Board meetings as well as RHA sponsored events
- D. Attend monthly RC meetings as coordinated in advance by the Executive Board

- E. General duties may be excused by prior notification to the President for an academic commitment, or excused by prior notification to the President and Advisor for a personal commitment.

#### Section 6: Voting Delegation

- A. The voting delegation for RHA includes the Executive Board and all RHA SACs.

### **ARTICLE V: OFFICERS**

President shall:

- A. Preside over all RHA and Executive Board Meetings
- B. Remain objective and impartial
- C. Conduct voting procedure, and shall vote only in the event of a tie
- D. Organize and draft an agenda for all General Assembly and Executive Board meetings
- E. Carry out or delegate all duties not specifically given to another Executive Board member
- F. Lead the General Assembly in event planning and execution
- G. Ensure timely election process when there is a vacancy in the Executive Board
- H. Report as required to the RHA Advisor
- I. Attend monthly NEACURH President chats as scheduled by the Regional Board of Directors (contingent upon available funds)
- J. Attend all NACURH and NEACURH conferences (contingent upon available funds)
- K. Attend NRHH meetings
- L. Notify SACs if they are not completing their delegated responsibilities set forth by the constitution
- M. Notify RCs, individuals, or organizations requesting funds within 48 hours of decision

Vice President shall:

- A. Assist the President in the execution of duties
- B. Fulfill responsibilities and duties reasonably delegated by the President
- C. Assume the role of President in their absence or assume the position of President if the office is vacated
- D. Assume the role of Secretary in their absence
- E. Serve as Parliamentarian to assist in upholding the Constitution and Roberts Rules of Order
- F. Uphold all University policies regarding liability
- G. Reserve all catered food and room requests
- H. Update HU Get Involved
- I. Oversee operation of all sub-committees, including all Residence Councils

Secretary shall:

- A. Record, type, publish by email, and distribute all meeting minutes from RHA Meetings to the Executive Board, SACs, RC Secretaires, SRAs, RHA General Assembly members, and the RHA Advisor within 48 hours of the completion of the meeting
- B. Maintain up-to-date membership roster, including place of residence and contact information (First & Last Name, phone number, campus building and room #, email)
- C. Maintain a record of attendance at meetings and specified functions
- D. Track SAC and SRA attendance at RHA General Assembly Meetings

Treasurer shall:

- A. Track all RHA financial paperwork including funding requests from RCs, individuals, and other organizations
- B. Establish a budget for each semester to be used as a guide for the General Assembly voting delegation when determining a budget for each event or proposal
- C. Report all financial standings to RHA Advisor monthly
- D. Be responsible for the maintenance of all financial records
- E. Present all funding requests at Executive Board meetings before they are presented at a General Assembly Meeting

Public Relations Chair shall:

- A. Create all program advertisements
- B. Be responsible for building strong social media presence, including posting at least 5 times per week
- C. Coordinate and order all promotional items in conjunction with the RHA Advisor
- D. Collect advertising material from RC Secretaries and NRHH to promote their meetings and events as requested

National Communications Coordinator (NCC) shall:

- A. Serve as the liaison between NACURH, NEACURH, and RHA
- B. Serve as the delegation chairperson during regional and national conferences
- C. Be responsible for all pre-conference materials, arrangements, and communications
- D. Attend NCC chats as scheduled by the Regional Board of Directors (contingent upon available funds)
- E. Chair of conference selection committee

## **ARTICLE VI: ELECTIONS**

### **Section 1: Nominations**

- A. Any active RHA member, as well as any college staff, faculty, or National Residence Hall Honorary member, hall staff, or enrolled Hofstra Student may nominate a perspective member including self nominations

- B. Nomination forms will be made available in the middle of the spring semester to any interested individual
- C. Nominations will be submitted to the President by the date determined by the Executive Board
- D. Nominated individuals must accept their nomination and complete an Intent to Run form and submit to the President by the deadline determined by the current Executive Board

#### Section 2: Day of Elections Procedure

- A. Each candidate running for office must make a speech regarding their interest and qualifications for the position in which they are running for to the General Assembly of RHA
- B. A question and answer period for each candidate will follow after the speeches
- C. Voting will then take place, ballots will be counted by the RHA Advisor or President
- D. Each voting member shall receive one vote and winners will be determined by a simple majority of the voting delegation
- E. Winners will be announced immediately following the election
- F. The elections of officers will progress in the following order: President, Vice President, Secretary, Treasurer, Public Relations Chair, and National Communications Coordinator
- G. Candidates cannot run for more than two positions in a given election
- H. In the case of a tie, a discussion will be held between the current Executive Board members who are not running for re-election, who will cast the tie-breaking vote

#### Section 3: Election Voting Procedure:

- A. Voting for Executive Board members will take place by ballot only, unless candidate runs unopposed.

### ARTICLE VII: IMPEACHMENT PROCESS FOR THE EXECUTIVE BOARD

#### Section 1: Grounds for Impeachment

- A. Excessive absence or lateness at RHA Meetings and Executive Board Meetings
- B. Failure to perform duties of the respective office as defined by this Constitution
- C. Abuse and misapplication of the powers of the office
- D. Executive Board members GPA is less than 2.5 as checked by RHA Advisor

#### Section 2: Removal Procedures

- A. Any RHA member must make a written complaint and give it to the RHA advisor
- B. The RHA advisor will let the officer know of the formal complaint and allow the officer to file his or her own rebuttal
- C. The RHA advisor will then select a committee of 2 officers and 3 general assembly members to review the case

- D. If there is not a simple majority vote from the committee to remove the officer, then the officer is excused of the charges and maintains their position
- E. If there is a majority vote from the committee to remove the officer, then the RHA general assembly will be presented the situation by the committee
- F. This presentation will take place at the next scheduled RHA meeting. The presentation will be five minutes followed by the officer making their presentation for five minutes
- G. A three-minute question and answer period for both shall follow with no discussion afterwards
- H. An officer shall be removed from office if two thirds of members present with voting rights vote in favor of removal

## **ARTICLE VIII: MEETINGS**

### Section 1: General Assembly Meetings

- A. General Assembly meetings of RHA shall be held once a week or as needed and will be open to all residential students. The time and date shall be determined by the Executive Board before the start of each fall semester. The Executive Board shall decide its own meeting time, date, and location

### Section 2: Parliamentary Procedure

- A. All regular and special meetings of RHA shall be run under the rule of parliamentary procedure with Robert's Rules of Order as deemed necessary by Executive Board prior to fall semester

### Section 3: Quorum

- A. Quorum consists of more than one half of the total active voting membership

### Sections 4: Required Attendance at Meetings and Events

- A. Every building must have at least one representative, the SAC, present at every RHA General Assembly Meeting. If the SAC cannot attend the meeting, they must send a representative in their place. The SAC must email the RHA Secretary at least 24 hours prior to the meeting notifying them of their absence and who the replacement representative will be.
- B. Each building must have at least one representative present at all RHA sponsored events.
- C. SRAs will be required to attend all General Assembly meetings
- D. If it is found that no representative has been present for two or more consecutive regular RHA Meetings/events that particular Residence Council shall not be permitted to submit requests for funding. Funding requests can be submitted after a representative has been present for two consecutive RHA meetings/events.

Section 5: General Voting Procedure and Privileges:

- A. Quorum must be met
- B. Voting shall be done via placard unless otherwise specified in this Constitution

**ARTICLE X: CONFERENCES**

Section 1: Delegate Selection

- A. Delegates will submit an application to attend conferences by a date set by the NCC
- B. Personal information will be removed from the applications and will be reviewed and selected by the NCC, President, and RHA Advisor
- C. NCC, RHA President, RHA Advisor, NRHH Advisor, and NRHH President must be placed on conference delegations as funds allow
- D. Additional number of delegates will be determined by NCC, RHA President, and RHA Advisor

Section 2: Delegation

- A. All delegation members will be required to sign a contract as set forth by NEACURH or NACURH in regards to conference Code of Conduct
- B. Conference Delegations are permitted to ask the General Assembly for funding
- C. Delegates will be required to attend weekly meetings for conference preparation on dates set by the NCC and RHA Advisor
- D. Each delegate will be required to bring back information to better improve the Residence Hall experience at Hofstra

**ARTICLE XI: FINANCES**

Section 1: Sources of Finance

- A. Unlike other organizations at Hofstra University, the Residence Hall Association shall receive its funding from The Office of Residence Life. The funds shall roll over from year to year as long as Residence Life sees fit.

Section 2: Allotment of Funds to Outside Organizations

- A. All requests for funds must be filled out via a Request for Funds form.
- B. The President must receive the Request for Funds form from the non-RHA affiliated group and/or individuals requesting funds no later than three weeks prior to when the funds wish to be used, and will forward the request to the Treasurer and the RHA Advisor
- C. The Treasurer must receive the Request for Funds form from the SACs and will bring forth the request at the next Executive Board meeting.

- D. The Treasurer and Advisor will then make a determination considering if the request for funds directly impacts the residential student population and put forth the recommendation to the voting delegation to hear the proposal
- E. If the request has been determined to have a direct impact on resident students then the person or group requesting the funds must then attend an RHA General Assembly Meeting in which the proposal is to be presented. Presentation of said proposal can be done by an SAC of their respective RC.
- F. At the meeting the presenter will make a speech and answer any questions from the General Assembly
- G. Once the proposal has been made, the group will be asked to leave
- H. A discussion among the General Assembly will occur to discuss the impact on residential students
- I. The request will then go to a vote by the voting delegates present at the RHA meeting
- J. The person or group requesting the funds will be notified of the decision by the President within 48 hours following the RHA meeting via email

### Section 3: Use of Funds by RHA

- A. Funds shall be used from the RHA account only in a manner that impacts the Residential Community of Hofstra University

## **ARTICLE XII: AMENDMENTS**

### Section 1: Ratification of this Constitution:

- A. This constitution shall be ratified or amended upon approval of two-thirds vote of the Residence Hall Association voting delegation.

### Section 2: Amendments to Constitution:

- A. Any amendments to the constitution are required to be submitted in writing to the RHA President and a speech regarding the amendment and its purpose will be given by the submitter of the amendment at the next scheduled RHA meeting
- B. The Office of Residence Life reserves the right to make any amendments to the constitution in conjunction with the Executive Board