

Residence Hall of Acadia University Constitution

Article I (Name)

The organization shall be known as the Residence Hall Association of Acadia University, which for the purposes of abbreviation may be referred to as RHA.

Article II (Purpose)

The purpose of Resident Hall Association is to:

- Provide an effective means of shared government;
- Provide cooperation among the residence buildings;
- Foster a spirit of unity among its members;
- To provide a communication link between the residence buildings, and with the Acadia Students' Union and Residence Life, and university administration;
- Provide social, intellectual, and cultural development for the individual students. The organization shall further have the responsibility for joint development, recommendation, and evaluation of politics concerning Residence Life.

Article III (Membership)

General Member

A General Member shall be defined as any undergraduate fee-paying student lawfully residing within an Acadia University Residence building.

The following people shall be honorary members of RHA:

1. Vice President of Student Life
2. Director of Residence Life

Article V (Governing Board)

Section 1: Membership

The RHA shall be governed by the RHA council which shall be comprised of the following members:

1. President
2. Vice President
3. Public Relations and Outreach Coordinator
4. Treasurer

Other RHA Governing board members may be outlined in the Bylaws.

Section 2: General Duties

1. General duties and powers, may be outlined in the Bylaws, provided they are not inconsistent with the Constitution.

2. The Governing Board shall be responsible for scheduling weekly Executive and General Body meetings.

3. Representing Residential students to the administration and the ASU.

Article VI (Nominations and Elections)

1. Candidates for General elections and supplementary elections may nominate others and self-nominate during nomination period. Refer to RHA Bylaws 2.2
2. Supplementary elections occur once in the Fall term and once in the Winter term. For the timing refer to RHA Bylaws 2.2.c.

Article VII (Rights, Privileges and Obligations of Members)

1. Honorary members shall have the right to speak at any RHA meeting, be it an annual or General Meeting with RHA members, and to move or second motions at such meetings.
2. The RHA shall have the ability to run a referendum or plebiscite only during the ASU's by-elections and General Election

Article IX (Annual and General Meetings)

1. Each year there shall be held an annual meeting of the Residence Hall Association of Acadia University, to take place during either the Fall or Winter semester of the academic year.
2. All members of RHA shall have the right to present business, to speak in debate, and to vote at all annual or general meetings.
3. Such meetings shall have the authority to consider any business affecting the interests of RHA or its members.
4. The procedure to be used at annual or general meetings, and the means for summoning such meetings, shall be defined by the RHA Executive Board.
5. Reducing the cost of existing fees must be in accordance with ASU Bylaw and Policy. Fees shall be collected on behalf of the Residence Hall Association of Acadia by the Acadia Students' Union.
6. Changing an existing mandatory fee to an opt-out fee of lower or equal value must be in accordance with ASU Bylaw and Policy. Fees shall be collected on behalf of the Residence Hall Association of Acadia by the Acadia Students' Union.

Article X (Performance Review)

1. The ASU's Student Life Committee shall review the performance of the RHA based on performance reviews submitted to the committee by the RHA governing board
2. The Student Life Committee shall withhold the honoraria to the RHA Executive board until evaluating each governing board member

Article XI (By-Laws)

All other policies and procedures are outlined and defined in the RHA Bylaws, so long as they are not inconsistent with policies within the constitution.

Article XII (Constitution and Bylaws Amendments)

Section I: Constitution

All Constitution changes must be submitted to the ASU Vice President of Student Life and approved by the ASU Executive Board and the Students' Representative Council before being added, amended or otherwise modified.

Section II: Bylaws

The RHA Bylaws can be added to or amended by a simple majority vote of the RHA voting members, as defined in the bylaws of the RHA.

BYLAWS

TITLE 1- Residence Hall Association Executive Board

Section 1- Membership

1) Executive Board Members

- a) The executive board will be the governing board of RHA; and shall be comprised of eligible undergraduate and graduate students.
 - i) President
 - ii) Vice President
 - iii) Communications Coordinator
 - iv) Treasurer

b) The executive board shall have full voting and speaking rights in executive board meetings

Section 2 – RHA Executive Board Eligibility, Elections, and Removal/Resignation

1. RHA Executive Board Eligibility and Removal

a. Eligibility

i. To be eligible for any Executive Board position, one must meet the following criteria:

1. Be free of judicial sanction from the Dean of Students Office and/or Residence Life.
2. Must reside in a residence building while holding the position
3. Maintain a minimum cumulative GPA of 2.5
4. May not be a Residence Life staff member (i.e. Residence Assistant or Residence Life Coordinator)

b. Removal

i. If at any point in the year an officer can no longer meet these requirements, that position will be vacated and filled by a special election as soon as possible. The RHA president, or highest-ranking officer may appoint an interim acting officer to take fill the vacated position.

1. An appeals process will be available to any officer who becomes ineligible under the above Sections
2. Any officer charged after the date of their election with judicial sanction from the Dean of Students Office and/or Residential Life who wishes to appeal the removal from their position will be placed on suspension.

- ii. Suspended officers will keep their title, pending the result of their appeal, but will not retain rights to act within their position.
 - iii. An officer looking to appeal their ineligibility must file within seven (7) days of notification that they are ineligible for their position
 - iv. The appeal shall be presented to the RHA General Body for a hearing. The officer may present their case in a five (5) minute speech and the General Body shall have the right to question the officer regarding the charges and the reasons for appeal.
 - 1. Questions will be limited to five (5) minutes.
 - 2. The General Body, following a five (5) minute discussion, shall vote on the appeal. A two thirds ($\frac{2}{3}$) vote in favor will allow the officer to be fully reinstated to their position on the Executive Board.
 - v. The RHA President will preside over these hearings except for their own, in which case the Vice President of Communications will preside.
 - c. Impeachments
 - i. Executive Board members can be impeached by the General Body after gaining a petition signed by three-fourths ($\frac{3}{4}$) of the Voting Representatives
 - ii. Once a petition is filed, a hearing will be held at the next General Body meeting and impeachment will occur with a two-thirds ($\frac{2}{3}$) majority vote.
 - iii. The President will preside over these hearings except for their or own, in which case the Vice President will preside. Any Executive Board member is allowed to testify on their own behalf.
- 2. Executive Board Elections
 - a. Timeline
 - i. Elections for President, Vice President, Communications Coordinator and Treasurer will be included as a part of the regular General Body Agenda.
 - ii. Elections shall take place in the Spring Semester, before inauguration.
 - iii. Elections must be completed by the last business day of March
 - b. Procedure
 - i. The President will call for nominations off the floor at the General Body meeting prior to elections and the meeting at which elections will take place.
 - ii. For each position, the candidates will be asked to leave the room and by random selections will be brought into the room one at a time.
 - iii. Candidates will present a three (3) minute speech. (1) Extendable one (1) time, by up to three (3) minutes.
 - iv. Followed by Five (5) minutes of question and answer from the General Body. (1) Extendable one (1) time, by up to (5) five minutes (2) Each individual may be allowed no more than two (2) questions per candidate (3)
 - v. Once Question and Answer is completed, the candidate will leave the room and the process repeats with the next candidate
 - vi. Discussion will occur once all candidates have presented and has been completed. (1) Discussion will be limited to five (5) minutes to discuss all candidates. (2) Extendable (2) two times, by up to (5) minutes each extension.

- (3) Discussion will cover anything addressed during the presentation, question and answer session, and person statements about the candidates (4)
- vii. When discussion has ended, each Voting Representative will be given ballots and may vote for a candidate, no confidence, or abstain.
- viii. Candidates for the office being voted on will not be allowed in the room and, hence, cannot vote, but they may proxy their vote to another Voting Representative.
- ix. In the event that a representative cannot decide, they will submit a vote of abstain. (1) Abstention votes do not count as votes toward the simple majority.
- x. An advisor and the RHA president will count all the ballot votes, unless the President is a candidate for the position. In that case, the Vice President will assist an advisor in the counting and so on through the officers according to rank so that no officer is counting the ballots for which they are a candidate.
- xi. Candidates must obtain a simple majority of the votes in order to be declared the winner. (1) In the event no candidate receives a simple majority, the candidate with the lowest number of votes will be thrown out. A two (2) minute discussion will occur about the remaining candidates, and a revote will be held. There will be no opportunity for extension.
- xii. The candidates will then be brought into the room and the results announced by the current President.
- xiii. Any candidate not elected can choose to run for any remaining positions.
- xiv. The President will call for those nominations before beginning the election process for the next position.
- c. Supplementary elections
 - i. In the case of an Executive Board position opening during the year, a supplementary election will be scheduled as soon as possible, and will follow the Procedure outlined in the previous section.
 - ii. Fall supplementary elections occur no later than the last business day of October
 - iii. Winter supplementary elections occur no later than the last business day of January

Section 3 – Position Descriptions

- 1. Overall Duties for All Officers
 - a. Each Executive board member must write a transition report for their successor, submitted to the RHA President by the penultimate academic year RHA General Body meeting
 - b. Attend all Executive Board and General Body meetings.
 - i. Notice of absence must be submitted in writing to the RHA president.
- 2. President
 - a. Leading Executive Board and General Body meetings
 - b. Enforcing the constitution of the RHA
 - c. Acting as campus Liaison
 - d. Casting the deciding vote in the case of ties within the executive board

- e. Meet with ASU Vice President of Student Life on a monthly basis
- 3. Vice President
 - a. Recording and Distributing General Body and Executive Board Minutes
 - b. Recording and Updating the Programming Board for the residences
 - c. Acting as president in the case that the president is unavailable
 - d. Recording the Registry of voting representatives
 - e. Meet with ASU Vice President of Student Life on a monthly basis
- 4. Treasurer
 - a. Administering programming Funds
 - b. Maintaining a record of all funding requests
 - c. Scheduling all funding requests
 - d. Present budget proposals each semester
 - e. Oversee all revenue generating programs
- 5. Communications Coordinator
 - a. Maintaining and updating RHA Webpage, Calendar and Social Media
 - b. Primary point of contact for RHA official email
 - c. Facilitating Monthly presidents round table meetings
 - d. Find and participate in opportunities that promote RHA

TITLE 2 – Residence Representatives

Section 1 – Position Description:

- 1. Residence Representative
 - a. Speak on behalf of their residence building
 - b. Maintaining communication with the RHA and their residence building
 - c. Coordinating events for their residence and with the RHA for all residences
- 2. Election for residence representatives are outlined in Article VI of the RHA constitution

TITLE 3 – General Body Meeting Procedures

Section 1 - Meeting Times:

General Body Meetings shall take place on a defined day of week and time weekly where Acadia University is in session, to be defined by the RHA governing Board before the first meeting each semester.

Section 2 - Order:

General Body meetings will follow a revised version of Robert’s Rules of Order for Parliamentary Procedure, as used by the ASU.

Section 3 - Quorum:

Quorum shall be determined at the beginning of each meeting based on the number of voting representatives in the General Body, who are in good standing. Quorum will be defined as two-thirds (2/3) of the voting population who are in good standing.

Section 4 - Voting Representation:

1. Voting shall occur when there is an unresolved debate on which events to execute
2. Every RHA Executive and representative has 1 Vote.

Section 5 – Residence Good and Bad Standing

1. Residence Good standing is defined as having voting, discussion, and funding privileges within the General Body.
2. Residence Bad standing is defined as having discussion and meeting participation privileges, but not being permitted to access funding or vote.
 - a. Not being permitted to access funding means already allocated funding will be frozen.
3. If a residence representative has two unexcused absences in two consecutive General Body meetings, the absent residence representative's residence shall be placed in bad standing.
4. To regain good standing, a residence representative from the unexcused residence must attend two consecutive RHA General Body meetings.
5. The RHA Executive Board Vice President is responsible for notifying residence representatives of their standing should their standing change.
6. Each residence begins the semester in good standing.

TITLE 3 – Financial Policies

Section 1 - Funding for RHA

1. RHA is funded through fundraising initiatives.
2. Additional money may be provided by Residence Life and the Acadia Students' Union.

Section 2 - Criteria for General Funding Eligibility

1. RHA will assess funding requests by the following criteria, in no specific order. If any one of the below criteria is not met, then the author of the request will be denied or asked to revise and resubmit a new funding request form.
 - a. The organization must be applying for funding as a Residence, Resident Assistant, Peer Mentor, Defined Residential Community, a student group working with a Faculty in Residence, or other Residence Life employed, elected, or otherwise appointed person acting in their official capacity.
 - b. The event or activity in which the organization is requesting funding for must involve residential undergraduate students.
 - c. The organization must provide an estimated number of residential students that will be involved.
 - d. The purpose of the event or activity of requests should primarily be beneficial to the residential areas and their residents.
 - e. Requests must include a list of items purchased for an event, or an equivalent (i.e. travel itinerary for a trip, purchased items, etc.) in order to provide a full breakdown of their budget for the General Body.
 - f. The organization must include a clear amount of funds being requested, as well as a breakdown of their budget with expected costs.
 - g. The organization must present a clear plan of how they will effectively deliver their services.

- h. Requests and approvals must be based on neutral, objective criteria, and may not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, veteran status, or disability.

Section 3 – Submitting a Funding Request:

1. Funding request must be submitted via email to the RHA Treasurer.
2. All funding requests must meet the RHA financial policies and procedures guidelines for funding eligibility.