

# Constitution for The University of Central Arkansas Resident Housing Association

## ARTICLE I - NAME

This organization shall be known as the Resident Housing Association, hereinafter referred to as RHA. RHA shall operate under the powers and limitations of this constitution and the policies of the University of Central Arkansas, hereinafter referred to as UCA.

## ARTICLE II - PURPOSE AND GOALS

### Section I: Purpose

The purpose of RHA shall be to represent and help provide for the needs and wishes of UCA residents to Housing and Residence Life and the rest of the university.

### Section II: Objectives

**Subsection 1:** To plan, implement, evaluate, and support a spectrum of services and programs that enhance the on-campus community.

**Subsection 2:** To serve as a liaison between on-campus residents, housing, university administration, and other student organizations on campus, as well as out regional and national affiliates.

**Subsection 3:** To inform residents about campus and housing issues that will affect them and promote the most favorable environment possible in the residence halls on the UCA's campus.

**Subsection 4:** To promote leadership, creativity, relationships, advocacy, and inclusion within the residential community.

**Subsection 5:** To act as a forum for the exchange of ideas, and experiences within on-campus housing.

### Section III: Goals

**Subsection 1:** To assist and provide input to the UCA Housing Staff on issues and policies that will affect the community environment of residential students.

**Subsection 2:** To sponsor campus-wide events pertaining to the residence halls as a whole. Such events shall include programs of a social and instructional nature.

**Subsection 3:** To assist in individual hall activities such as individual hall programs or joint hall programs, which, while not including all residence halls, would be special activities of interest to those halls.

**Subsection 4:** To assist in the organization and promotion of approved hall intramural activities.

## ARTICLE III - MEMBERSHIP

### *Section I: Eligibility*

**Subsection 1:** Membership to RHA is automatically affiliated to all students living on campus, including all residence halls and apartments, at the University of Central Arkansas.

**Subsection 2:** All members of RHA are granted speaking rights in RHA meetings.

**Subsection 3:** Guests are granted speaking rights in RHA meetings.

**Subsection 4:** Voting rights are reserved for those elected into the RHA Cub Representative position, the RHA Cub Advisor position, and for members of the RHA Executive Board, except for the President, who maintains the right to only vote in the case of a tie.

**Subsection 5:** Any voting member with two unexcused absences will be subject to removal from their position.

**Subsection 6:** To make an absence excused, the voting member must give notice of their absence before the starting time of the meeting by sending an email to the RHA Business Manager, the RHA Advisor, and their Residence Coordinator of the residence hall or apartment.

**Subsection 7:** Any tardiness over ten (10) minutes is counted as an unexcused absence.

**Subsection 8:** Emergency absences can be excused by a vote of the executive board post-absence.

**Subsection 9:** Proxy voting is allowed, however, the voting member is responsible for informing both the Business Manager and the party they are proxying their vote to in writing.

## ARTICLE IV - OFFICERS

### *Section I: Requirements for Officers*

**Subsection 1:** Be an enrolled student in good standing with UCA.

**Subsection 2:** Must live in on-campus housing, residence hall or apartment, during their term of office.

**Subsection 3:** Must be able to hold six (6) office hours excluding executive board, general assembly, or other RHA meetings. The President must hold eight (8) office hours.

**Subsection 4:** Maintain a 2.50 or above GPA on a 4.0 scale while serving their term as a RHA officer.

## **Section II: Conditions Beyond Requirements**

In the event that candidates meeting requirements for positions as outlined in this constitution are not available, RHA will then accept applicants from members regardless of the length of time of their active participation for elections as outlined in Article IV Section I and in the case of vacant position elections as reference in Article V Section IV.

## **Section III: General Functions**

**Subsection 1:** Operating within the confines of the by-laws, the RHA Executive Board shall ensure that the purpose of the RHA, as stated in the RHA Constitution, is carried out.

**Subsection 2:** The RHA Executive Board must prepare an annual report at the end of each academic year consisting of reflections of the previous year and suggestions for the coming year.

**Subsection 3:** The RHA Executive Board shall confer with the RHA Business Manager and the RHA Advisor as to major changes in the annual budget.

**Subsection 4:** The RHA Executive Board must meet with a RHA Advisor on a bi-weekly or as needed basis.

## **Section IV: Officers and Duties**

### **Subsection 1: President**

**Item A.** The President shall preside over meetings of RHA and shall call special meetings as necessary and may increase regular meetings if necessary.

**Item B.** The President shall be responsible for the administration and enforcement of the RHA Constitution and by-laws.

**Item C.** The President shall delegate appointments as agreed upon by a simple majority of RHA.

**Item D.** The President shall perform all other executive functions as chief executive officer of RHA.

**Item E.** The President shall establish all committees and chairpersons.

**Item F.** The President shall represent RHA in all official capacities in the university community.

**Item G.** An affirmation must be signed prior to the fall semester to uphold these duties stated above.

#### **Subsection 2:** Vice President

**Item A.** The Vice President shall preside over the RHA in the absence of the president, and represent RHA in all official and formal capacities at UCA in the absence of the president.

**Item B.** The Vice President shall be responsible for all fundraising efforts.

**Item C.** The Vice President shall have the power to appoint a programming committee of which at least half of the members shall be RHA Representatives. The Vice President will be the chair of said committees.

**Item D.** The Vice President will oversee all programming efforts sponsored by the RHA Executive Board.

**Item E.** An affirmation must be signed prior to the fall semester to uphold these duties stated above.

#### **Subsection 3:** Secretary/Treasurer, also referred to as the Business Manager

**Item A.** The Secretary/Treasurer shall keep minutes of the meetings, the attendance roll, the report of excessive absences, and all correspondences of RHA.

**Item B.** The Secretary/Treasurer shall provide a copy of the minutes of each RHA meeting to all representatives, one to each Residence Coordinator and Area Coordinator.

**Item C.** The Secretary/Treasurer shall be responsible for compiling the RHA handbook, which shall be a complete compilation of all voting members of RHA, their hall and room number, email addresses, and phone numbers.

**Item D.** The Secretary/Treasurer shall be responsible for all the financial matters of RHA and shall be able to inform RHA of its financial status at each meeting to the best of their abilities.

**Item E.** The Secretary/Treasurer shall submit a written itemized sheet to the RHA Executive Board each month on RHA's spending that occurred during the month.

**Item F.** An affirmation must be signed prior to the fall semester to uphold these duties stated above.

#### **Subsection 4:** National Communications Coordinator (NCC)

**Item A.** The NCC shall be the link between the National Association of College and University Residence Halls (NACURH) and its South West Affiliate of College and University Residence Halls (SWACURH), and the University of Central Arkansas Residence Housing Association (UCA RHA).

**Item B.** The NCC shall comply with all rules and regulations set up by the NACURH guidelines.

**Item C.** The NCC shall attend all NACURH and SWACURH conferences during their term of office, provided funds are available.

**Item D.** The NCC shall be responsible for selecting and organizing conference delegations.

**Item E.** The NCC shall prepare and preside over conference delegation meetings.

**Item F.** The NCC shall keep communications with other schools and report that information to the RHA General Assembly.

**Item G.** An affirmation must be signed prior to the fall semester to uphold these duties stated above.

## **ARTICLE V - ELECTION, REPLACEMENT, AND REMOVAL OF OFFICERS**

### **Section I: Election Process**

**Subsection 1:** Elections shall be no later than the third week in April for the coming year.

**Subsection 2:** The Executive Board members shall be elected by a vote of the voting members of RHA as outlined in Article III Section I.

**Subsection 3:** The term of office for officers shall be two semesters.

### **Section II: Line of Succession**

In the event the RHA President is incapable of completing their term of office, the line of succession will follow the order of positions outlined in Article IV Section IV.

### **Section III: Removal of an Officer**

**Subsection 1:** Officers are subject to removal from office by RHA and/or the RHA's Advisor should the requirements in Article IV, Section I, be violated.

**Subsection 2:** A quorum (see Article VI, Section III) must be present at the meeting and a two-thirds majority vote obtained to remove an officer.

### **Section IV: Replacement of Officer Vacancies**

**Subsection 1:** In the case of a vacancy in any office, a letter of resignation must be submitted to the RHA Executive Board and RHA General Assembly, and immediately upon resignation, a new officer shall be elected to complete the term within two weeks of the vacancy, with exception to the presidency.

**Subsection 2:** The vacancy will be advertised and applications will be accepted by a deadline. The RHA general assembly members will hold an election after applications have been received.

**Subsection 2:** The office of President will fall down the line of succession as outlined in Article V Section II.

### **Section V: Appointment**

If the election processes fail to fill positions, even taking into consideration requirement exceptions as outlined in Subsection C of this article, then the RHA Executive Board shall fill the position with any resident at large or with any full-time undergraduate student by appointment and a 2/3 affirmative vote of the Executive Board, and approval from RHA advisor and/or Area Coordinator.

## **ARTICLE VI - MEETINGS**

### **Section I: Regular Meetings**

**Subsection 1:** The regular meeting of RHA at UCA shall be held once every other week, time and place to be decided upon at the first meeting of the executive board at the beginning of the academic year.

**Subsection 2:** Meetings shall be held to discuss current issues, promote development, and/or plan programming.

### **Section II: Called/Special Meetings**

A called/special meeting of RHA shall be held when the officers vote to have one. A called/special meeting shall be defined as any meeting other than a regular meeting. A special meeting cannot be called without giving the general public 48 (forty-eighty) hours advance notice.

### **Section III: Quorum Defined**

A quorum shall consist of 50% + 1 of all voting members with at least 1/2 of all the halls represented to conduct business.

## **ARTICLE VII - ADVISOR**

### **Section I: Selection**

**Subsection 1:** The RHA Advisor must be a faculty/staff member.

**Subsection 2:** The Office of Housing and Residence Life staff will select the RHA Advisor.

**Subsection 3:** The RHA Advisor shall attend business meetings and to the best of their ability, see that the organization's purposes/activities are within university policy.

**Subsection 4:** The RHA Advisor maintains the right to offer veto power within the scope of their duties as given by Housing and Residence Life.

## **ARTICLE VIII - STANDING OR SPECIAL COMMITTEES/CONSTITUTIONAL AMENDMENTS**

### **Section I: Standing/Special Committees**

**Subsection 1:** Committees may be created and/or dissolved by the RHA Executive Board.

**Subsection 2:** Such committees shall discharge such responsibilities as may be assigned by the RHA Executive Board.

### **Section II: Constitutional Revision**

**Subsection 1:** The constitution may be revised or amended at any meeting provided notice has been given to members prior to that meeting as to the need for such revision or amendment.

**Subsection 2:** Amendments will be submitted in writing to RHA at a regularly scheduled meeting.

**Subsection 3:** After an amendment has been brought before the General Assembly and discussed, the representatives shall vote.

**Subsection 4:** A proposed amendment will go into effect if approved by quorum as outlined in Article VI, Section III.

## **ARTICLE IX - FINANCES**

### **Section I: Accounting Year**

**Subsection 1:** The accounting year for RHA will be from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Subsection 2:** The funds of this organization shall be accrued by UCA Housing and Residence Life, fundraisers, and by such other means as the organization shall determine.

### **Section II: Dues**

There are no dues for RHA.

### **Section III: Monetary Transactions**

**Subsection 1:** In order for a monetary transaction to take place (sign check, deposit, etc.) and be authorized, it must be approved by the Advisor, the Treasurer, and the Area Coordinator.

**Subsection 2:** All RHA transactions (should/must) have the signature of the RHA Treasurer, the RHA Advisor and the Area Coordinator.

### **Section IV: Contracts**

**Subsection 1:** The RHA Advisor, the President, and the Area Coordinator have signature authority for RHA in accordance with the University of Central Arkansas Board Policy 416.

**Subsection 2:** The RHA Vice President, Business Manager, NCC, and other UCA Housing Staff can be delegated signature authority for specific contracts with permission from people outlined in Subsection 1.

### **Section V: Dissolution of Organization and Allocation of Remaining Funds**

Should the RHA be dissolved for any reason, all funds will stay in the UCA Housing and Residence Life Office.

# **Constitution for The University of Central Arkansas Resident Housing Association Hall/Apartment Representatives (Cub Representatives) Constitution**

## **Article I - Name**

The name of this organization shall be Resident Hall/Apartment Representatives, hereinafter referred to as Cub Representatives.

## **Article II - Purpose of the Organization**

The purpose of this organization is to be the highest governing body of a hall/apartment. Acting as a liaison between the residents and staff of the hall/apartment and various organizations such as the Resident Housing Association (RHA), it is the duty and responsibility of this organization to formally pursue efforts to transform resident concerns, suggestions, and comments into working policy in accordance with the needs of the residents. This shall be done in cooperation with Hall/Apartment Staff including Resident Assistants, Residence Coordinators, and any other staff considered a part of the residence hall. A primary task of Hall/Apartment Cub Representative shall be implementing programs designed to inform residents of issues on campus, to acquaint residents with one another, and promote a sense of community. Hall/Apartment Cub Representatives will also promote a healthy living environment. This constitution provides a means for this organization to govern residents of Hall/Apartment responsibly.

## **Article III - Membership**

**Section 1: All residents of the Hall/Apartment are automatically a part of RHA.**

**Section 2: Hall/Apartment Executive Board will consist of 2-4 representatives (Cub Representatives).**

## **Article IV- Duties of Officers**

**Section 1: The duties of Cub Representatives**

**Subsection 1:** To enforce this Constitution and bylaws at all times.

**Subsection 2:** Cub Representatives must attend general body meetings and other meetings related to their offices.

**Subsection 3:** Cub Representatives are to act as the authority to interpret the Constitution and are to be present at constitutional revisions each year. The Constitution will be revised and will become effective the third meeting of the fall semester.

**Subsection 4:** A two week notice is required if a Cub Representative is vacating their position. In these two weeks, elections for the new Cub Representative will be held.

### **Section 2: The duties of the RHA Cub Advisors**

**Subsection 1.** To meet with their Cub Representatives before each general body meeting.

**Subsection 2.** To have an equal vote on any hall issue or election.

**Subsection 3.** Attend bi-weekly RHA meetings.

**Subsection 4.** To submit budget requests on behalf of their respective hall/complex.

**Subsection 5.** To host a minimum of two (2) programs per semester.

**Subsection 6.** Participate in RHA fundraising events.

**Subsection 7.** Keep proper records through notes and pictures of RHA meetings, programs, and other various events that may proceed for the better well-being of RHA.

**Subsection 8.** To be responsible for representing their Hall/Apartment at all official RHA programs.

## **Article V- Attendance**

All Hall/Apartment Cub Representatives are required to attend delegated committee meetings and general body meetings.

## **Article VI- Election**

### **Section 1: Cub Representatives**

**Subsection 1:** Cub Representatives shall be elected the second week of fall by all hall/apartment residents' vote, if the maximum amount of Cub Representatives is exceeded.

**Subsection 2:** Cub Representatives must win by a simple majority vote; in the event of a tie a revote will be taken.

## Article VII- Voting

**Section 1: Every member of the residence hall/apartment has an equal vote in all elections.**

**Section 1: A hall/apartment vote shall be held within the following manner:**

**Subsection 1:** Voting will be conducted through a show of hands unless it is an election.

**Subsection 2:** Voting will take place within a RHA General Body meeting.

**Section 1: An election vote shall be held within the following manner:**

**Subsection 1:** Residents will vote by using a secret ballot and must reach a simple majority.

**Subsection 1:** Voting will take place within a RHA General Body Meeting.

## Article VIII- Advisors

Advisor to the Residence Hall/Apartment Cub Representative shall be the Residence Coordinator and Cub Advisor as appointed by the department of UCA Housing and Residence Life.

## Article IX- Committees

Committees shall be appointed as necessary by the RHA Executive Board.

## Article X- Duties and Powers

The Cub Representatives shall have all the duties and powers as outlined in the Constitution.

## Article XI- Impeachment

**Section 1: Any officer, committee chairperson, or member may be expelled from being a Cub Representative for neglecting duties, abuse of powers, actions contrary to being a Cub Representatives, or direct violation of this Constitution and bylaws, rules and regulations.**

**Section 2: RHA Advisor and/or Area Coordinator will have final authorization regarding the removal of positions.**

## Article XIII- Amendments

**Section 1:Proposed amendments to this constitution shall be submitted in writing by any residents at any RHA meeting.**

**Section 2:Any proposed amendment shall be read to the Cub Representatives by the RHA Executive Board, recorded, and shall be voted upon at the next regular meeting of RHA General Assembly.**

**Section 3: Amendments shall become part of the constitution only if approved by a three-fourths majority of the total membership of Cub Representative.**

## Article XIV- Ratification

This Constitution shall be ratified by a three-fourths majority of votes cast by Cub Representatives.

