Constitution of the Point Park University Residence Hall Association

Preamble

We, the resident students of Point Park University, do hereby ordain and establish this constitution, which is dedicated to the idea that all members of the residential community play a critical role in community development and governance.

Article 1

Section 1 – Name

1:1:1 The name of this organization shall be the Point Park University Residence Hall Association, hereinafter referred to as RHA.

Section 2 – Affiliation

1:2:1 As an affiliate of the Central Atlantic Affiliate of the National Association of College and University Residence Halls, Inc. (NACURH), RHA will operate in accordance with the NACURH articles of incorporation and the NACURH by-laws.

Article II

Section 1 – Statement of Purpose

2:1:1 The purpose of the Resident Hall Association shall be.
   a) To create a strong and vibrant community in all residence halls.
   b) To address concerns of residents regarding residence hall issues.
   c) To recommend, review, formulate, and develop policies/procedure relating to the residence halls.
   d) To provide representation for residents to the University administrators.
   e) To create a forum of discussion, and to promote general social welfare.
   f) To broaden the academic, cultural, and social attitudes of residents through educational, charitable and social programming.
   g) To encourage and assist the development of a healthy community that promotes diversity, student involvement, and respect.
   h) To provide leadership positions for Point Park University residents that serve as avenues for their leadership development.
   i) To promote leadership opportunities for resident students.
   j) To foster campus spirit and pride.
Article III

Section 1 – Membership

3:1:1 Membership in RHA shall be open to all full-time, undergraduate students who reside in a Point Park University residence hall.

3:1:2 All RHA members must maintain a minimum 2.5 GPA.

Section 2 – Non-Discrimination

3:2:1 RHA shall not discriminate in regards to race, ethnicity, religion, creed, national origin, ancestry, gender, physical and/or mental disability, sexual orientation, lifestyle and marital status.

Section 3 – Hazing

3:3:1 RHA will not tolerate any form of hazing.

3:3:2 Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose or initiation or admission into or affiliation with or as a condition for continued membership in the organization.

Article IV

Section 1 – Structure

4:1:1 RHA shall consist of an RHA Executive Board and a RHA Senate.

4:1:2 The RHA Executive Board shall consist of officers duly elected by the residential population of Point Park University.

4:1:3 The RHA Senate shall consist of representatives from each residence hall floor. RHA Senate members shall be selected by the residents of the respective floor.

4:1:4 The RHA Executive Board has authority to establish committees as necessary to more effectively promote RHA and its purpose.

Section 2 – Elected Officers

4:2:1 The elected officers of RHA shall be President, Vice President, Treasurer, Secretary, Program Coordinator, Public Relations Coordinator, and the National Communication Coordinator(s).

Section 3 – RHA Executive Board

4:3:1 The RHA Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Program Coordinator, Public Relations Coordinator, and National Communication Coordinator(s).

4:3:2 All RHA Executive Board members must have lived in a University residence hall for a minimum of one (1) semester.
4:3:3 RHA Executive Board members may not hold a leadership position in any other student organization.

4:3:4 The powers and duties of the President of RHA shall be as follows:
   a. The President shall be a non-voting member of RHA, except in the case of a tie.
   b. The President shall call and preside at all RHA meetings.
   c. The President may authorize emergency expenditures from the RHA account.
   d. The President shall have the power to appoint a representative from RHA to various university committees from the entire residence hall student population, subject to the approval of RHA.
   e. The President shall be a non-voting member of all committees.
   f. The President shall be an official spokesperson for RHA,
   g. The President shall perform all duties necessary to the proper function of this office.

4:3:5 The powers and duties of the Vice President of RHA shall be as follows:
   a. The Vice President shall be a non-voting member of RHA.
   b. The Vice President shall perform all duties of the President in their absence.
   c. The Vice President shall be a non-voting member of all committees, except in the case of a tie vote.
   d. The Vice President shall be responsible for the overall coordination of the committees of RHA.
   e. The Vice President shall have the power to appoint special committees as deemed necessary.
   f. The Vice President shall be responsible for appointing committee chairpersons.
   g. The Vice President may authorize emergency expenditures from the RHA account.
   h. The Vice President shall serve as parliamentarian during RHA Senate meetings.
   i. The Vice President shall perform all duties necessary to the proper function of this office.

4:3:6 The powers and duties of the Secretary of RHA shall be as follows:
   a. The Secretary shall be a non-voting member of RHA.
   b. The Secretary shall keep accurate records of all proceedings of RHA and make minutes available to all members and required college staff.
   c. The Secretary shall handle all RHA correspondence.
   d. The Secretary shall maintain a roster of RHA members.
   e. The Secretary shall keep RHA meeting attendance records.
   f. The Secretary may authorize emergency expenditures from the RHA account.
   g. The Secretary shall be responsible for the overall coordination of RHA Executive Board offices elections.
   h. The Secretary shall perform all duties necessary to the proper function of this office.

4:3:7 The powers and duties of the Treasurer of RHA shall be as follows:
   a. The Treasurer shall be a non-voting member of RHA.
   b. The Treasurer, in conjunction with the RHA Executive Board, shall prepare an annual budget.
   c. Said budget shall be presented to RHA and ratified by two thirds of the membership.
   d. The Treasurer shall receive all financial receipts and account for all expenditures of RHA.
   e. The Treasurer shall receive all money for deposit into the RHA Account and forward to the RHA advisor(s).
   f. The Treasurer may authorize emergency expenditures from the RHA account.
   g. The Treasurer shall perform all duties necessary to the proper function of this office.

4:3:8 The powers and duties of the Program Coordinator of RHA shall be as follows:
   a. The Program Coordinator shall be a non-voting member of RHA.
   b. The Program Coordinator shall be the liaison between RHA and the Student Activities Office.
c. The Program Coordinator shall handle all correspondence, contracts, and negotiations with vendors.
d. The Program Coordinator shall be the point person for all RHA programs.
e. The Program Coordinator shall chair the RHA Program Committee, when established.
f. The Program Coordinator may authorize emergency expenditures from the RHA account.
g. The Program Coordinator shall fulfill the duties of the Public Relations Officer in the event of a vacancy.
h. The Program Coordinator shall perform all duties necessary to the proper function of this office.

4:3:9 The powers and duties of the Public Relations Officer shall be as follows:
a. The Public Relations Officer shall be a non-voting member of RHA.
b. The Public Relations Officer shall be responsible for all advertisements of RHA programs, events, and meetings.
c. The Public Relations Officer shall be responsible for all communications with *The Globe*, Point Park University’s student newspaper.
d. The Public Relations Officer shall be responsible for maintaining an RHA bulletin board.
e. The Public Relations Officer shall be responsible for publishing one newsletter per semester.
f. The Public Relations Officer may authorize emergency expenditures from the RHA account.
g. The Program Coordinator shall fulfill the duties of the Program Coordinator in the event of a vacancy.
h. The Public Relations Officer shall perform all duties necessary to the proper function of this office.

4:3:10 The powers and duties of the National Communication Coordinator(s) of RHA shall be as follows:
a. The National Communication Coordinator(s) shall be a non-voting member of RHA.
b. The National Communication Coordinator(s) shall be the chief liaison between RHA and the Associations to which it belongs, specifically the National Association of College and University Residence Halls (NACURH) and the Central Atlantic Affiliate of College and University Residence Halls (CAACURH).
c. The National Communication Coordinator(s) shall report at each RHA meeting relevant information received from NACURH and CAACURH; report RHA’s activities to regional and national offices and represent RHA at conference business meetings.
d. The National Communication Coordinator(s) with the assistance of the RHA Advisor shall select the delegation that will attend each conference.
e. The National Communication Coordinator(s) shall be responsible for leading conference delegations to the regional and national conferences and acting as the contact person for RHA during conference time.
f. The National Communication Coordinator(s) shall at all times comply with guidance and policies established by the National Board of Directors of NACURH, Inc.
g. The National Communication Coordinator(s) shall provide leadership development opportunities including regional, National, and the National Residence Hall Honorary.
h. The National Communication Coordinator(s) may authorize emergency expenditures from the RHA account.
i. The National Communication Coordinator(s) shall perform all duties necessary to the proper function of this office.

Section 4 – Vacancies and Line of Succession

4:4:1 The line of succession for the Residence Hall Association shall be as follows: President, Vice President, Secretary, Treasurer, Program Coordinator, Public Relations Coordinator and National Communication Coordinator(s).
4:4:2 If any RHA Executive Board position is vacated, a notice of this vacancy must be posted within one week so as to fully inform the association of the vacancy.

4:4:3 Any member of RHA may be nominated to fill a vacancy on the association upon presentation of a letter of intent to the presiding officer. Letters must be submitted within one week of the posting of the notice of vacancy.

4:4:4 Special elections to fill a vacancy shall be conducted as follows:
   a. The RHA Senate will vote to fill the vacancy within one week of receiving all letters of intent.
   b. Upon receiving the results of the elections, the President of RHA will inform the successful candidate, who will assume the powers and duties of the vacated office immediately.

Section 5 – RHA Advisor

5:1:1 The powers and duties of the Advisor(s) of RHA shall be as follows:
   a. Must be a full time staff member appointed by the Office of Campus Life.
   b. Shall be a non-voting member of RHA.
   c. Shall uphold and carry out provisions of the RHA constitution and by-laws.
   d. Shall be knowledgeable of both University and Office of Campus Life policies that affect the RHA.
   e. Shall advise all executive board officers in their roles and responsibilities.
   f. Responsible for signing all appropriate paperwork.
   g. Shall assist the president in organization of retreats for both the Executive Board and the General Assembly.
   h. Shall conduct and advise one-on-ones with the President, Vice President, Secretary, Treasurer, Program Coordinator, Public Relations Coordinator, and NCC(s).
   i. Shall advise all Executive Board meetings.

Section 6 – RHA Senate

4:6:1 Each floor shall be represented in the RHA Senate by one (1) member of that floor.

4:6:2 Each floor is responsible for selecting the resident that will represent them in the RHA Senate.

4:6:3 Each RHA Representative shall exercise full speaking and voting rights in the RHA Senate. Each representative has an equal vote.

4:6:4 In the absence of the RHA Representative a floor may send another resident of that floor as a proxy.

4:6:5 A representative may be removed either by the RHA Executive Board for not meeting representative responsibilities or by the floor of the representative through written notice to the RHA Executive Board.

4:6:6 The powers and the duties of the representatives of RHA shall be as follows:
   a. The RHA Representatives shall represent the residents of their floor at RHA Senate meetings.
   b. The RHA Representatives shall act as liaisons between their floor and RHA.
   c. The RHA Representatives will be voting members of RHA.
   d. The RHA Representatives shall perform all duties necessary to the proper function of this office.
e. The RHA Representatives shall strive to not merely sit, listen, and vote at RHA meetings, but shall consistently raise issues and concerns to be looked upon by RHA in order to ensure that a better residential life remains the goal and purpose of RHA

Section 7 – Term of Office

4:7:1 The term of office for all RHA Executive Board positions shall be June 1 to May 31.

Section 8 – Impeachment and Removal of Elected Officers

4:8:1 The RHA Advisor(s) may remove any RHA Executive Board member for any reason. Before an RHA Executive Board member may be removed the Advisor(s) will inform the specific RHA Executive Board member within one week of removal.

4:8:2 Grounds for dismissal or impeachment must deal directly with the failure of an association member to perform the duties necessary to the proper function of his/her office, or failure to fulfill the requirements of his/her position as stated in this constitution.

4:8:3 Any member of the RHA may be dismissed from office according to the following procedures:
   a. A petition stating specific dismissal or impeachment charges will be presented to the highest ranking officer of the RHA not directly involved in the case. Such a petition must be presented at least 48 hours before a regular meeting of RHA.
   b. Upon receipt of such a petition by the officer specified in section 4:7:3:a, the officer will inform the individual who is being charged, and call a special meeting of RHA (if necessary). The petition must be accepted by at least one-fourth of the elected membership.
   c. A quorum for such a meeting will be two-thirds of the members of RHA
   d. The individual who is being charged shall be given adequate time during the meeting to respond to allegations.
   e. All votes conducted to determine dismissal or impeachment shall be conducted by secret ballot.
   f. Dismissal or impeachment of the officer or representative shall be effected by no less than two-thirds vote of the members present.

Article V

Section 1 – RHA Executive Board Meetings

5:1:1 The RHA Executive Board shall meet weekly. The time and locations of these meetings will be determined by the RHA Executive Board members with the approval of the RHA Advisor(s).

5:1:2 The meetings of the RHA Executive Board shall be closed meetings unless a majority of the RHA Executive Board agrees to hold an open meeting.

Section 2 – RHA Senate Meetings

5:2:1 The RHA Senate shall meet a minimum of twice per month while school is in session. The time and locations of these meetings will be determined by the RHA Executive Board members with the approval of the RHA Advisor(s).

5:2:2 Meetings of the RHA Senate shall be open and a means for constituents to address the RHA Senate shall be provided. However, by majority vote of the RHA Senate, the meeting may be held as a closed meeting.
5:2:3 A majority of the RHA Senate members and two-thirds of the RHA Executive Board shall constitute a quorum body so constituted shall enact any rule for the association and may transact all business which may properly come before the association.

5:2:4 RHA Senate meetings shall be governed by the rules of the most recent copy of Robert’s Rules of Order except where otherwise provided for in the constitution of RHA or when special rules of order are adopted. The Vice President shall serve as parliamentarian during Assembly meeting and enforce these rules.

5:2:5 Any motion presented at a meeting shall be approved by two-thirds vote of the members present.

5:2:6 Any member of RHA may request that a vote be conducted by secret ballot.

5:2:7 Special Meetings
   a. The RHA Executive Board may convene a special meeting of RHA.
   b. Any representative of RHA may request that the President call a special meeting if he or she submits a petition signed by two-thirds of the RHA membership.

Article VI

Section 1 – Elections

6:1:1 The RHA Executive Board and the RHA Senate shall appoint an elections committee consisting of 2-5 resident students and a representative of the Office of Campus Life.

6:1:2 The RHA Advisor(s) shall serve as the representative of the Office of Campus Life on the elections committee.

6:1:3 Elections shall be organized by the elections committee with the assistance of the Office of Campus Life.

6:1:4 Elections must be held after spring break and before April 1.

6:1:5 Only residential students shall be allowed to vote in the election.

6:1:6 The candidate with the most votes for each position shall be declared the winner.

Section 2 – Nominations

6:2:1 Any resident student who meets the qualifications set forth in 3:1 and 4:3 of this constitution shall be nominated to run for any open RHA Executive Board position.

6:2:2 Nominations for open RHA Executive Board positions shall be solicited by the Elections Committee.

6:2:3 Students interested in running for an open RHA Executive Board position must complete a nomination form and must fulfill all the requirements of that form.

6:2:4 Students shall only run for one position.

Article VII
Section 1 – Constitutional Amendments

7:1:1 RHA reserves the right and power to make any amendment to this constitution which is deemed, by membership, to be in the best interest of the association.

7:1:2 Amendments may be proposed by any member. Such proposals must be made in writing and presented at any regularly scheduled meeting.

7:1:3 All voting on proposed amendments shall be normally tabled until the next regularly scheduled meeting unless otherwise waived by RHA.

7:1:4 Amendments to this constitution shall be effected no less than two-thirds vote of the members present.

Constitution unanimously ratified in assembly on December 1, 2009