

# THE CONSTITUTION OF THE NORTHERN ILLINOIS UNIVERSITY RESIDENCE HALL ASSOCIATION

## PREAMBLE:

This is an association established to provide a means of unifying the individual residence halls to further the common interests of their residents; to promote better relations and communications between residence halls and all other groups; to increase the efficiency of the residence halls by coordinating activities that may be to their advantage; and to officially represent the interests of the residence halls to Northern Illinois University and all other organizations. This organization shall be an autonomous agency, associated with the governing body of Northern Illinois University, established to deal with those factors affecting the residence hall system.

## ARTICLE I - NAME

### SECTION 1: ORGANIZATION

The name of this organization shall be the Northern Illinois University Residence Hall Association, hereafter referred to as the N.I.U.R.H.A.

### SECTION 2: COUNCIL

The General Assembly of the N.I.U.R.H.A. shall be known as the Residence Hall Association, hereafter referred to as the R.H.A.

### SECTION 3: MEETING

- A. The regular meetings of the RHA shall be known as the General Assembly.
- B. All meetings shall operate as prescribed in the Bylaws.

## ARTICLE II – MEMBERSHIP

### SECTION 1: ORGANIZATION

All residents of participating university-approved Northern Illinois University residence halls, in good standing as defined in the bylaws, will be members of the N.I.U.R.H.A.

Membership of the General Assembly shall consist of three delegates from each participating residence hall.

- (A) Residence hall delegates shall be as follows:
  - (i) The first delegate must be the president of the individual hall.
  - (ii) The second delegate must be a member of the hall council from the individual hall.
  - (iii) The third delegate must be a member of the hall council from the individual hall.
- (B) Each participating residence hall shall have three votes. One shall be cast by the first delegate or his/her designate. One shall be cast by the second delegate or his/her designate. One shall be cast by the third delegate or his/her designate.

### SECTION 2: EXECUTIVE BOARD

Membership of the R.H.A. shall also include all executive board positions and any ex-officio positions (*See Article III, Section 1*).

## ARTICLE III - OFFICERS

## **SECTION 1: EXECUTIVE BOARD MEMBERS**

The non-voting officers of the R.H.A. shall be as follows:

- (A) President
- (B) Administrative Vice President
- (C) Programming Vice President
- (D) Secretary
- (E) Treasurer
- (F) National Communications Coordinator/Illinois Communications Coordinator (NCC/ICC)
- (G) Public Relations

The voting Ex-Officio officers shall be as follows:

- (H) Believing In Culture President

The non-voting Ex-Officio officers shall be as follows:

- (I) National Residence Hall Honorary President

The non-voting officers shall:

- (J) Be familiar with the R.H.A constitution and bylaws.
- (K) Assist the president in carrying out the duties of the R.H.A.
- (L) Except for the president, not carry the weight of a vote.

## **SECTION 2: NOMENCLATURE**

The officers shall hereafter be collectively referred to as either officers or as the Executive Board.

## **SECTION 3: PRESIDENT**

The duties and powers of the President shall be as follows:

- a) to preside over all meetings.
- b) to represent the R.H.A. at all public occasions or to appoint another R.H.A. member to represent the R.H.A.
- c) to enforce the constitution and bylaws at all times.
- d) to act as the authority to interpret the constitution and bylaws, after consultation with the Administrative Vice-President, whenever possible.
- e) to cast a vote in the case of a tie.
- f) to cancel meetings with a majority vote of the council and call alternative meetings.
- g) to appoint members to temporary positions when vacancies occur among officers or committee chairperson until a permanent appointment can be made.
- h) to appoint executive assistants to help carry out the responsibilities of the office of president, but for those actions he/she is solely responsible.
- i) to keep the R.H.A. informed on any matter that affects the hall system and to provide representation at any such meeting where information may be learned.
- j) if funds are sought from the Student Association, the President shall be responsible for preparation of the budget. The President shall insure submission of the budget to the R.H.A. Treasurer for his/her approval.
- k) to appoint five judicial advocates for the judicial office by the fifth week of classes.
- l) to appoint the members of the Internal Affairs committee by the fifth week of the fall semester.
- m) in the absence of a National Residence Hall Honorary President, to act as President pro tem. of that honorary, or to appoint someone to act as President pro tem., until an election can take place.
- n) To appoint a resident knowledgeable in Web technologies as the Webmaster of the RHA Website

## **SECTION 4: ADMINISTRATIVE VICE PRESIDENT**

The duties and powers of the Administrative Vice President shall be as follows:

- (a) in the absence of the President, to preside over meetings.
- (b) to complete the term of the President if the President is unable to do so.
- (c) to have custody of the constitution and bylaws and to be familiar with their content.
- (d) to have custody of a copy of Robert's Rules of Order, and to be familiar with its content.

- (e) to present Robert's Rules of Order to the R.H.A. by the fourth week of each semester.
- (f) to bring a copy of the constitution and bylaws to all R.H.A. meetings.
- (g) to write into the constitution and bylaws all amendments thereof.
- (h) to meet with the individual hall vice-presidents [of administration] to review and/or update their hall constitutions when needed.
- (i) to co-chair the Hall Improvement & Dining Enhancement (HIDE) Committee, as set forth in the bylaws.
- (j) To act as the parliamentarian of General Assembly, as set forth in the bylaws.

#### **SECTION 5: PROGRAMMING VICE PRESIDENT**

The duties and powers of the Programming Vice President shall be as follows:

- (a) to chair the All-Hall Programming Committee.
- (b) to coordinate and chair "RHA Week". "RHA Week" should be held during both the Fall and Spring semesters, as set forth in the bylaws.
- (c) to maintain an accurate and up to date file which must include description and evaluation forms for all programs sponsored, initiated, or funded ( completely or in part) by the R.H.A.

#### **SECTION 6: TREASURER**

The duties and powers of the Treasurer shall be as follows:

- (a) to present all budget requests to the General Assembly
- (b) to keep all receipts of the allocations of funds by the R.H.A.
- (c) to prepare all budget reports, as required.
- (d) to assist the President in preparing the R.H.A. budget request for the ensuing fiscal year.
- (e) to report each week the balance of the programming funds to the General Assembly
- (f) to chair the Finance Committee.
- (g) in lieu of the Finance Committee, the Treasurer has the power to recommend budgets as a committee. These recommendations shall stand as motions on the floor.

#### **SECTION 7: SECRETARY**

The duties and powers of the Secretary shall be as follows:

- (a) to keep a permanent record of all proceedings of the General Assembly
- (b) within three days after the regular General Assembly, to provide copies of the minutes to all the R.H.A. members and to the advisor.
- (c) to attend to all correspondence not otherwise designated.
- (d) to keep a record of RHA's public relations and activities
- (e) to keep all roll.
- (f) to notify the Internal Affairs Committee of any violations to the rules pertaining to attendance, which are covered in the bylaws.
- (g) To facilitate inter-hall communication.

#### **SECTION 8: NCC/ICC**

The duties and powers of the National Communications Coordinator/ Illinois Communications Coordinator (NCC/ICC) shall be as follows:

- (a) to represent the N.I.U.R.H.A. at all state, regional, and national organization meetings.
- (b) to keep monthly communication with state, regional, and national organizations.
- (c) to perform the duties outlined by the state, regional, and national organizations.
- (d) to prepare delegations for all conferences

#### **SECTION 9: PUBLIC RELATIONS OFFICER**

The duties and powers of the Public Relations Officer shall be as follows:

- (a) To chair the Public Affairs Committee (PAC).
- (b) Coordinate all publicity, including advertisements, pertaining to R.H.A.
- (c) Serve as the liaison between the Webmaster and the R.H.A.

## **SECTION 10: BIC PRESIDENT**

The duties and powers of the Believing In Culture President shall be as follows:

- (a) to represent the Believing In Culture Committee at all General Assembly meetings
- (b) to cast one vote in the R.H.A.
- (c) to help the R.H.A. President in carrying out the duties of the R.H.A.

## **SECTION 11: NRHH PRESIDENT**

The duties and powers of the National Residence Hall Honorary President shall be as follows:

- (a) to represent the National Residence Hall Honorary at all General Assembly Meetings
- (b) to help the R.H.A. President in carrying out the duties of the R.H.A.

## **SECTION 12: QUALIFICATIONS**

The qualifications for holding an executive office in the R.H.A. shall be as follows:

- (a) The executive board for the ensuing year must be members of the N.I.U.R.H.A. and remain so throughout their respective terms of office.
- (b) All candidates must be registered students at the university and be in good standing.
- (c) All candidates must have at the time of election and maintain an overall G.P.A. of 2.00 or above.
- (d) All candidates shall be familiar with the duties and responsibilities of the position for which they are running.

## **SECTION 13: TERM OF OFFICE**

The term of office for the officers outlined in Article 3 Sections 3-11 shall be one year, beginning on July 1 of the calendar year they are elected, and ending on June 30, or upon removal from office as set forth in Article IV, whichever comes first. No limit shall be placed on the number of terms that any one person may serve on the Executive Board.

## **ELECTIONS SECTION 14: ELECTIONS**

The election of officers shall take place as follows:

- (a) The BIC President shall be elected by the Believing in Culture Committee.
- (b) The NRHH President shall be elected by the National Residence Hall Honorary Committee.
- (c) All other officers shall be elected following the procedures set forth in the R.H.A. bylaws.
- (d) No member of the R.H.A. Executive Board (Article III, Section 1) shall be elected in two positions concurrently.

## **SECTION 15: VACANCIES**

Vacancies shall be filled following the procedures set forth in the bylaws.

## **ARTICLE IV - IMPEACHMENT AND EXPULSION**

### **SECTION 1: CONDITIONS**

Any officer or member may be impeached or expelled from the R.H.A. for reasons outlined in the bylaws.

### **SECTION 2: PROCEDURES**

The impeachment or expulsion shall follow the procedures set forth in the bylaws.

## **ARTICLE V - ADVISOR**

## **SECTION 1: R.H.A.**

An advisor for R.H.A. will be appointed by the Director of Residential Life.

## **SECTION 2: COMMITTEES**

An additional advisor may be appointed to a committee if necessary.

# **ARTICLE VI - AMENDMENTS**

## **SECTION 1: PRESENTATION**

- (a) All amendments to this constitution must be presented in writing to the General Assembly at least one week prior to their introduction.
- (b) Amendments may be presented to the General Assembly by a participating residence hall if it has been passed by 3/4 vote of the hall council.
- (c) Individual representatives of General Assembly may propose an amendment by presenting the amendment for a 3/4 advisory vote of the R.H.A.

## **SECTION 2: ADVISORY VOTE**

A proposed amendment must pass an advisory vote of 3/4 of the General Assembly before it will be referred to the remaining residence halls for ratification.

## **SECTION 3: RATIFICATION**

All amendments to this constitution must be passed by 3/4 of the participating residence halls.

## **SECTION 4: DOCUMENT FORMAT**

Any formatting, capitalization, or other errors found in this document or the By-Laws that do not change the meaning of their respective line-items are exempt from the procedure defined in Article VI, Sections 1-3, and may be corrected by the Administrative Vice President under the direction of the President.

# **ARTICLE VII - ENACTMENT**

## **SECTION 1: TIME FRAME**

This document shall permanently go into effect immediately upon acceptance of a 2/3 majority of the voting members present.

## **SECTION 2: PREVIOUS DOCUMENTS**

This document hereafter nullifies all previously accepted and adopted R.H.A. constitutions.