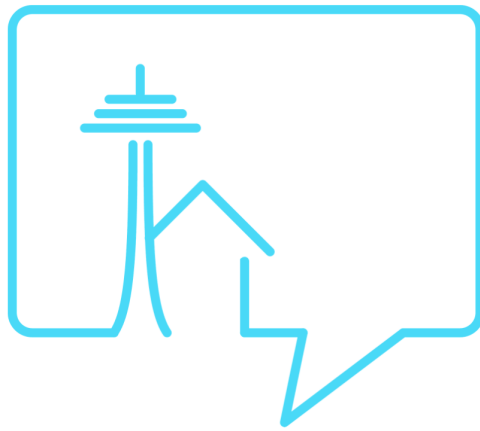


# Seattle University RHA Constitution

2022-2023



## Residence Hall Association Constitution

### ARTICLE I - NAME

The name of the organization shall be the Seattle University Residence Hall Association, hereafter referred to as RHA.

### ARTICLE II—MISSION

RHA is an organization, comprised of all Seattle University residents, which is focused on creating a seamless living and learning environment. We accomplish this through two main methods. First, we create social and educational programming that fosters student learning and development through community living in individual halls and throughout the campus. Second, our Assembly develops legislation based on the issues, concerns, and needs of Seattle University residents. RHA strengthens the Seattle University community by recognizing active community members, encouraging leadership potential, and serving as a voice to advocate for the needs of residents.

### ARTICLE III – PURPOSE

A. The Residence Hall Association Executive Council (RHA EC) shall serve as the central administrative body that maintains the efficient operation of RHA, including the RHA Assembly, all standing committees, and Hall Councils. The Executive Council is responsible for assuring that the mission of the RHA is achieved, enforcing the governing guidelines provided in the constitution, and promoting the positive development of the organization.

B. The RHA Assembly shall serve as the representative body of the four (4) residence communities, Bellarmine, Campion, North Campus (Xavier, Vi Hilbert, and Yobi), South Campus (Murphy, Douglas, Chardin, and Kolvenbach), and all standing assembly committees. Its purpose is to discuss and take action on issues and concerns raised by or affecting the residence community.

C. The Hall Council (HC) shall meet the needs of their specific communities by providing social and educational programming, recognition, and advocating for the needs and concerns of their respective buildings to the RHA Assembly.

### ARTICLE IV – MEMBERSHIP

A. Active RHA membership shall consist of the RHA EC, a thirteen (13) member Residence Hall Association Assembly, all standing committee members, all HC members, and at least one (1) non-voting advisor from Housing and Residence Life.

B. No individual shall be denied membership on the basis of age, gender, gender expression, national origin, physical ability, race, religion, sexual orientation, social status, political ideology, or financial status.

C. All students who are currently enrolled at Seattle University and live in Seattle University residence halls are members of RHA in a non-voting capacity.

## ARTICLE V - STRUCTURE

A. The RHA EC shall consist of six (6) officers: President, Vice President of Internal Affairs (VP-IA), Vice President of External Affairs (VP-EA), Director of Finance and Administration (DoFA), Director of Marketing, and Director of Programming. Each RHA EC officer will maintain general Executive Council duties along with those specific to their position.

B. Succession of office shall be as follows: President, Vice President of Internal Affairs, Vice President of External Affairs, Director of Finance & Administration, Director of Marketing, and Director of Programming.

1) The President shall be granted the following authority and duties:

a) To serve as chief spokesperson for all RHA matters, including those of the RHA EC and the RHA Assembly.

b) To create a plan for the long term vision of RHA

c) To serve as liaison to Housing and Residence Life (HRL) and both on and off campus organizations.

d) To maintain a close relationship with all executive officers by providing feedback on job performance.

e) To serve as chairperson of RHA EC by calling regular meetings and other meetings as needed.

f) To conduct RHA EC in an orderly and efficient manner.

g) To serve as a voting member of the RHA EC only in the event of a tie.

h) To maintain written correspondence with outside organizations and individuals as deemed necessary.

i) To coordinate arrangements for RHA EC meetings.

j) To present information concerning RHA to other on-campus organizations.

k) To conduct periodic one on one meetings with each EC member.

l) To schedule and coordinate EC training.

m) To maintain knowledge and serve as a resource on parliamentary procedure.

n) To lead quarterly President's Round Table meetings with HC Presidents.

o) In order to run for President applicants must have 1 year of experience on EC. If no applicant meets that requirement then priority goes to applicants with Hall Council experience. Finally, in the case that no applicant has either types of experience any applicant can apply for the position of President.

2) The Vice President of Internal Affairs shall be granted the following authority and duties:

a) To create and implement the RHA election process for Hall Councils.

b) To plan and coordinate RHA EC election and transitional process for the following year.

c) To assume the responsibilities of the President in their absence and to assume the role of President in the event that they are unable to fulfill their duties.

d) To serve as the primary point of contact to EC for all Hall Councils.

e) To plan and coordinate regular RHA Bridge Meetings.

f) To coordinate the development and execution of one sustainability initiative per year.

- g) To coordinate regular recognition initiatives.
- h) To organize the RHA Year-End Recognition banquet as decided upon by the EC.
- i) To lead the planning of all RHA bonding activities.
- j) To coordinate Hall Council involvement in quarterly RHA programs.
- k) To maintain knowledge and serve as a resource on parliamentary procedure.
- i) To keep an updated roster of all RHA active members.

3) The Vice President of External Affairs shall be granted the following authority and duties:

- a) To attend all major conferences (regional and national) according to budget and facilitate all conference registration as deemed necessary.
- b) To maintain knowledge and serve as a resource on parliamentary procedure.
- c) To complete an annual constitutional review with the Assembly, and submit any necessary changes to the Executive Council for approval.
- d) To lead Assembly meetings consisting of the following representatives: Vice Presidents, Advocacy Representatives and Sustainability Representatives of the Hall Councils.
- e) To coordinate the development and implementation of legislation
- f) Attend regular meetings with campus organizations to identify the concerns and needs of residents and to discuss advocacy initiatives in order to address them
- g) To develop an agenda for RHA Assembly meetings.
- h) To coordinate arrangements for all RHA Assembly meetings.
- i) To charge committees and task forces as necessary with the approval of the RHA EC.
- j) To follow up on all judicial matters concerning attendance at the RHA Assembly and Committee meetings.
- k) To coordinate Standing Assembly Committees.

4) The Director of Finance & Administration shall be granted the following authority and duties:

- a) To maintain accurate financial records for all RHA funds.
- b) To take roll and accurate notes at all RHA EC meetings
- c) To receive applications and petitions of the individual Hall Councils requesting information and materials relevant to the request for funds if AACs are unable to.
- d) To authorize payment on all RHA reimbursements.
- e) To propose and maintain a budget for all RHA funds for the entire academic year.
- f) To meet quarterly with the RHA Advisor to assess the budget.
- g) To serve as advisor to individual HCs in regards to residence hall allocations and advise HC's on financial matters.
- h) To lead monthly Financial Round Table meetings with the Financial Chairs of all Hall Councils.
- j) To coordinate fundraising for RHA.
- k) If EC so chooses to participate in NACURH or PACURH, responsibilities are as follows:
  - i) To serve as the National Communications Coordinator, providing a line of communication between RHA and the National Association of College and

University Residence Halls (NACURH) and the Pacific Affiliation of College and University Residence Halls (PACURH).

ii) To maintain the annual membership in good standing of Seattle University with NACURH, as required by Article VII of the RHA Constitution.

iii) To coordinate the attendance of RHA at local and regional conferences.

iv) To coordinate and review regional and national bids.

v) To attend all major conferences (regional and national) according to budget and facilitate all conference registration as deemed necessary.

vi) To send "Of The Month's" (OTM's) to the Regional Board of Directors at PACURH.

l) To coordinate the writing of transition reports by each member of the EC

m) to maintain an accurate inventory of records for all RHA items.

5) The Director of Marketing & Outreach shall be granted the following authority and duties:

a) To coordinate publicity and distribution with Hall Council Marketing Chairs of at least one (1) RHA Potty Publication per month during the regular academic year unless otherwise specified by the EC President.

b) To maintain the RHA media platforms and outlets as decided upon by the Executive Council.

c) To serve as a resource to individual HCs in regards to advertising and publicity.

d) To maintain visual records of events and assemble a yearly highlights slideshow for the End of Year Banquet by the end of Spring Quarter.

e) To maintain all advertising supply needs in conjunction with the Director of Finance & Administration.

f) To work closely with the Director of Programming and the Vice President of Internal Affairs to coordinate all advertising and publicity of EC programs.

g) To assist the President in networking opportunities as it relates to social media and marketing.

h) To coordinate with the President in building relationships with campus and community partners.

i) To lead periodic Marketing Round Table meetings with the Marketing Chairs of all Hall Councils.

j) To coordinate printing access with HRL for Presidents and Marketing Chairs of each Hall Council.

6) The Director of Programming shall be granted the following authorities and duties:

a) The Director of Programming shall create consistent, inclusive, and quality programming for the residents of Seattle University, at least 4 times in fall quarter, 3 times in winter and spring quarter.

b) To meet periodically with the Programming Chairs of each Hall Council.

c) To coordinate with the Director of Marketing and Outreach on all Programming publicity.

d) To coordinate with the Director of Finance and administration on all Programming expenses.

e) To maintain accurate records of all RHA events and activities throughout campus in coordination with the rest of the EC.

f) To promptly create a preliminary programming schedule at the beginning of the year.

7) All Executive Council Officers shall be granted the following authority and duties:

a) Can maintain a minimum of four (4) weekly office hours.

b) To organize and maintain the RHA office space and supplies.

c) To limit all extracurricular commitments outside RHA to twenty (20) hours or less per week.

d) To prepare annual transition reports.

e) To serve as a voting member of the RHA EC, excluding the President.

f) To serve as liaison to the Hall Councils, excluding the President.

g) To attend all weekly EC meetings.

h) Voice student opinions and concerns in a positive and professional manner.

i) To assume additional duties as assigned by the President and Advisor(s).

j) To identify and assess areas of concern that require RHA intervention in the form of financial assistance, advocacy, activities planning, and resident community outreach.

k) To be familiar with the procedure of business meetings and the RHA constitution and bylaws and to ensure the adherence of all stated guidelines.

l) To coordinate organized records, the google drive, and all other RHA Assembly and RHA EC records.

m) To coordinate at least one program per year.

n) To assist in programming efforts as deemed necessary by the Director of Programming.

o) To assist in marketing efforts as deemed necessary by the Director of Marketing & Outreach.

p) To coordinate with the Area Coordinator (ACs) and Assistant Area Coordinators (AACs) to secure all RHA bulletin boards for RHA

C. The Assembly shall consist of the seven (7) directing (RHA EC, the RHA advisor), and thirteen (13) voting representatives from the residence halls. The Assembly members, as outlined in the Hall Council Constitution, shall be granted the following responsibilities and duties:

1. To diligently represent the interests and concerns of each HC to the RHA Assembly.

2. To initiate discussion of issues relevant to Seattle University Residents.

3. To serve as a member of a Standing Assembly Committee.

4. To develop legislative items based upon issues and needs relevant to Seattle University Residents and their neighboring communities.

5. For voting members to vote on all RHA Assembly matters, including the election of RHA EC members and Hall Council of the Year.

6. To follow the RHA Assembly attendance policy (refer to Article VII of the RHA Bylaws).

7. To be responsible for posting and passing out designated forms and/or advertisements for upcoming events.

8. The President of RHA has veto power over all Assembly matters if veto is seconded by VP EA. All voting members of the RHA Assembly may override this presidential veto with a two-thirds (2/3) majority vote.

#### ARTICLE VI – AFFILIATION

A. If Seattle University so chooses to be a member of the National Association of College and University Residence Halls (NACURH), and its regional affiliate, the Pacific Affiliate of College and University Residence Halls (PACURH), as decided by the EC, it shall complete all requirements to maintain annual membership in good standing.

B. Requirements for good standing with NACURH:

1. Payment of annual fees to NACURH.
2. Submission of school reports (RFI report) to the National Information Center at [nacurh.org](http://nacurh.org).
3. Attend one (1) conference.

#### ARTICLE VII – MEETINGS

A. The RHA Assembly shall meet at least once per month for approximately two (2) hours, and shall also meet at the President's and Vice President of External Affairs' discretion. Legislation shall not be passed without a quorum. A quorum shall consist of the majority of the voting members of the RHA Assembly (7 members)

B. The RHA EC shall meet weekly for approximately two (2) hours, unless otherwise deemed necessary by the President.

a. The RHA executive council shall abide by the following attendance policy:

i. If an EC member is unable to attend the weekly EC meeting each individual has two unexcused absences per academic year

1. Note: "unexcused" is defined as "failure to notify the President of an individual's absence"

ii. For excused absences, the allowed number of absences shall be up to the discretion of the current year Executive Council

1. Note: "excused" is defined as emergencies related to sickness, family, physical/mental health, and travel.

2. Non-emergency absences—e.g. Concerts, networking events, etc. —may be approved as "excused" if the member communicates their absence to President at least two weeks prior to the meeting that they are missing, however, these should be limited to up to two per quarter, or as otherwise defined by the current administration.

C. The RHA Bridge shall occur at least twice per quarter for approximately one (1) hour. All active members of RHA are required to attend unless at least a 24-hour notice of change in attendance is given.

D. All meetings shall be held in accordance with the RHA Constitution and Bylaws.

#### ARTICLE VIII – ELECTIONS

A. The election process for all RHA EC officers shall begin during the winter quarter each year and conclude by the end of the second week of April. The election timeline shall be designed by the RHA Vice President of Internal Affairs (unless participating in the election. In the case that the VP-IA is re-running in the election the President will coordinate the election. If the President is re-running the duty of election coordination should proceed as follows, VP-EA, DoFA, Director of Programming, Director of Marketing, Advisor.)

1. Candidates shall be elected and approved by a simple majority (50%+1) RHA Assembly vote.

a. In the event that no single candidate receives a majority of votes, a runoff election will be held between all candidates who received at least as many votes as the top two candidates as decided by vote count.

2. The interim period of training and transition for all newly elected RHA EC officers shall begin the day after position acceptance. The term of office shall be for one (1) academic year starting the following fall quarter. All RHA EC officers must return to the University prior to the new academic year for training.

B. Vacancies in any of the RHA EC positions shall be announced at the first meeting of the RHA Assembly after the resignation occurs. An election process, occurring one (1) week later, will be held to elect the new officer. The VP-IA shall serve as the Acting president in case of a vacancy in the office of President.

#### ARTICLE IX - REMOVAL FROM OFFICE

A. Any RHA EC officer may be removed from office for failure to perform the duties outlined in the RHA Constitution and Bylaws. This removal requires either a two-thirds (2/3) vote of the RHA Assembly or at the discretion of the Advisor(s). After three (3) unexcused absences from any RHA Assembly and/or RHA EC meeting during one quarter, there shall be cause for review by the RHA EC and Advisor(s).

B. Any RHA Assembly member may be removed from their position for failure to perform duties outlined in the RHA Constitution and Bylaws. This removal requires a two-thirds (2/3) vote of the RHA EC. Two (2) unexcused absences without proxy from RHA Assembly meetings shall be cause for review by the respective HC and liaison.

C. If removed from office:

1. An EC member may appeal the decision to the Director of Housing.
2. An Assembly Member may appeal to the RHA President.



We, the residents of the halls, in order to establish an organized body to represent our interests in hall affairs, to justly allocate programming funds, and to provide means to improve our living community, do hereby establish the Constitution.

#### ARTICLE I – NAME AND PURPOSE

A. The name of this organization shall be the Residence Hall Association Hall Council, hereafter referred to as HC.

B. The purpose of the HC shall be to assess and advocate for the needs of resident students, provide input to Housing and Residence Life policy decision making, recognize the contributions of their community members, and implement programs and activities through elected representatives. Because the goal of residence hall living is to complement and execute knowledge gained from the classroom, the HC works in conjunction with the educational mission of the University to develop the whole person.

C. The duties of the HC shall be as follows:

1. Meet weekly during the academic year.
2. Implement events for the hall.
  - a. HCs will coordinate at least two passive and two active events per quarter.
  - b. RHA President reserves the right to change the requirements for active and passive events due to extenuating circumstances such as COVID-19 or other major issues.
3. Maintain a hall programming budget provided by the RHA Executive Council.
4. Serve as a liaison between residents and to advocate resident concerns to RHA Executive Council.
5. Provide a representative to serve RHA Assembly and appropriate committees.
6. Recognize members of the resident community.

#### ARTICLE II -- MEMBERSHIP

A. A Hall Council member must be a resident from the appropriate community who is in good standing with the university (must maintain 2.0 grade point average post quarter to stay in Hall Council). Resident Assistants cannot be elected as an HC member. No HC member shall be denied eligibility on the basis of age, gender, gender expression, national origin, physical ability, race, religion, sexual orientation, and social or financial status.

B. At the start of each academic year, eligible residents can apply to be members of Hall Council through a process run by the VP-IA. Officer, Hall Representative, and Assembly Representative positions will then be elected via a general election out of the pool of Hall Council Members.

A. An HC election shall consist of but is not limited to:

- a. A statement of intent to run for the position
- b. Executive Council (EC) hosted information sessions
- c. A defined time frame for campaigning
- d. A general election open to the members of each community

e. HC members shall be elected with a plurality of votes

#### D. Replacement of Hall Council member

1. If an HC member resigns or is expelled from their position, a replacement may be selected at the discretion of each HC. The newly elected representative shall assume all the rights and responsibilities of the representative they replace.

1. If a HC member moves out of the building from which they hold an elected position, the representative must resign from their position and may run for another representative position in the other building they move into.

1. A representative may be expelled by the HC for the following reasons:

- a. Embezzling hall funds.
- b. Falsifying hall records.
- c. Exemplifying conduct contrary to the Code of Student Conduct.
- d. Not fulfilling attendance requirements.
- e. Not fulfilling positional responsibilities.
- f. Not appropriately representing building residents.

1. A representative may be expelled by either of the following procedures:

a. By submitting a petition with twenty-five percent (25%) of the residents' signatures to the HC President. The President shall conduct a vote by written ballot. A two-thirds (2/3) majority vote by the Hall Council shall be required to expel a representative. If the representative is expelled, the election procedures shall take place as described in Article II, Section D.

b. A representative may be expelled by a two-thirds (2/3) majority vote of the HC after it has been brought to the attention of the HC Advisor, EC liaison(s), and Resident Assistant Liaison(s).

E. Attendance policy shall be determined at the discretion of each HC.

F. Voting Procedures 1. Fifty percent (50%+1) voting members of the HC shall be required to establish quorum and to vote.

### ARTICLE III – OFFICERS AND HALL COUNCIL MEMBERS

A. Officers and Duties: The following offices shall be filled by an HC representative. The positions of RHAAssembly and President shall not be filled by the same representative. Only elected or appointed officers are voting members.

1. The President shall be granted the following authority and duties:

- a. Serve as leader and model officer for HC
- b. Set quarterly goals and report progress weekly to their EC liaison and twice a month to their AAC
- c. Set agenda and run weekly HC meetings
- d. Delegate tasks to other officers and HC members

e. Work with the building's Assistant Area Coordinator, Resident Assistants, and Executive Council Liaison

f. Serve as HC representative to outside organizations and other HCs

g. Attend quarterly Presidents Round Table meeting with the Executive Council President

2. The Vice President shall be granted the following authority and duties:

a. Assume the President's responsibilities in absence of the President

b. Plan bonding activities for their HC

c. Issue any necessary warnings when members are absent more than the allowed amount

d. Attend Vice President meetings with the Executive Council VP of Internal Affairs

e. Distribute recognition items and Of The Month deadlines

f. Member of the Assembly

g. Coordinate creation of Hall Council of the Year bid.

3. Finance Chair shall be granted the following authority and duties:

a. Take minutes at HC meetings

b. Keep accurate records of HC expenditures, receipts, etc., and report them every two weeks to the Executive Council Director of Finance & Administration

c. Attend the regular Finance Officer meetings and report on the budget of their HC

d. Take roll at HC meetings

4. Marketing Chair shall be granted the following authority and duties:

a. Create a marketing and outreach plan for each program

b. Create all marketing materials necessary for their HC

c. Attend quarterly meetings with Director of Marketing

d. Create monthly Potty Publications/Laundry Literature

e. Coordinate with their HC Assembly members for distribution of Potty Publications/Laundry Literature

5. The Programming Chair shall be granted the following authority and duties:

a. Organize building-wide programs and events with other buildings

b. Collaborate with Marketing Chair for advertising and publicity of HC events

c. Coordinate with Resident Assistants in programming

d. Attend regular Programming Coordinator meetings

6. The Advocacy Representative(s) shall be granted the following authority and duties:

a. Relay resident suggestions, concerns, and results of resident assessments to Assembly

b. Coordinate advocacy for the needs and wants of the residents

c. Coordinate resident needs assessments with Hall Representatives

d. All buildings shall have one (1) Advocacy Representative, with the exception of Champion HC which shall have two (2) Advocacy Representatives

- e. Member of The Assembly
- f. Submit regular progress updates to the VP-EA
- g. Shall participate as a member of the Advocacy Board and undertake the responsibility of serving as a lead within their respective Standing Assembly Committee and assisting the VP of External Affairs in coordinating advocacy efforts
- h. Attend regular meetings with campus organizations to identify the concerns and needs of residents and to discuss advocacy initiatives in order to address them

7. The Sustainability Representative shall be granted the following authority and duties:

- a. Create at least one sustainable event per quarter
- b. Encourage collaboration with RAs to promote sustainability through outreach and community involvement
- c. Communicate campus sustainability highlights within your residence halls
- d. Actively work with your respective Hall Council and other sustainability-focused organizations on campus to advance sustainability through the following:
  - i. Support in posting sustainability signage projects in the residence halls
  - ii. Bring forth issues related to sustainability in Hall Council meetings
  - iii. Create, assist, and implement sustainability projects through Assembly relating to recycling, energy, water, and food
  - iv. Each Sustainability Representative will participate as a President's Committee for Sustainability (PCS) Member on a rotating basis OR a single Eco Rep will be elected as the PCS Member in order to represent residents on the Committee
- e. Member of the Assembly

8. The Hall Representative shall be granted the following authority and duties:

- a. Represent specific groups of students (building, floor, living learning communities, etc.) within their residence communities.
- b. Represent resident interests and concerns by presenting weekly at Hall Council meetings
- c. Encourage residents to attend RHA programs
- d. Must attend all floor and community meetings
- e. Relay Hall Council business to floors and communities at meetings
- f. Conduct quarterly assessment of resident needs through one of the following
  - i. Resident Survey
  - ii. Tabling
  - iii. Conducting a Town Hall Meeting
- g. Propose one candidate for Of the Months to the Recognition Rep per month on a rotating basis
- h. The HC shall aim to include, but not be limited to, the following number of Hall Representatives: Building Total/Building(s) Bellarmine 6 Campion 11 North Campus 5 South Campus 5

9. The Recognition Representative shall be granted the following authority and duties:

- a. Receive Of the Month (OTM) candidates from their respective area RAs and/or HC

- b. Organize candidates and present them to their HCs for voting
- c. Notify OTM candidates and conduct interviews for publication
- d. Coordinate with the Marketing Chair for publication of the OTMs
- e. Submit completed OTMs and publications to VP-IA
- f. Hall Council members shall be granted the following authority and duties:
  - a. Assist with Hall Council and RHA EC efforts

#### B. Assembly Members

- a. Attend regularly scheduled RHA Assembly meetings and report relevant information to HC
- b. Participate in a Standing Assembly Committee and attend any pertinent meetings
- c. Take Executive Council recommendations back to Hall Councils
- d. Actively advocate for the needs and wants of the residents
- e. Coordinate resident needs assessments with Hall Representatives
- f. Develop legislation based upon issues relevant to Seattle University Residents.

#### C. Liaison

- 1. RA Liaison(s) shall be granted the following authority and duties:
  - a. To provide helpful advice and supply HC's with the resources necessary to program, advocate and recognize their community's residents effectively
  - b. To ensure University values are upheld by Hall Council's actions
  - c. To provide a link of communication between the HCs and RAs of the halls
- 2. The Executive Council Liaison shall be granted the following authority and duties:
  - a. Report HC progress and activities to Executive Council
  - b. To assist in the interpretation of University and Building policies as they relate to HC activities and programming.
  - c. To attend HC meetings throughout the year

#### D. Advisor

- 3. The Hall Council advisor shall be granted the following authority and duties:
  - a. To attend all HC meetings.
  - b. To work closely with officers to ensure that meetings are organized.
  - c. To provide leadership training for the HC.
  - d. To assist the group in interpreting University and Building policies as they relate to HC activities and programming.
  - e. To provide assistance and approval in budgetary procedures.
  - f. To assist in other procedures upon the request of the HC.
  - g. To mediate conflicts between HC members.
  - h. To serve as a liaison between the HC, RAs, and AC.
- 4. General Duties for Liaisons and Advisors include, but are not limited to, the following:
  - a. To promote RHA participation.
  - b. To act as a resource person with knowledge and experience with programming.

- c. To attend the RHA end of the year banquet.
- d. Work with Hall Council to plan and implement programs
- e. Attend weekly Hall Council meetings
- f. Promote the three pillars of RHA: Advocacy, Programming, and Recognition
- g. Attend and promote other Hall Council events

E. The term of office shall be for one academic year.

#### ARTICLE IV – MEETINGS

The HC shall meet a minimum of once a week on a regularly scheduled day and time agreed upon by the HC. A quorum of fifty percent (50%) plus one (1) of the voting members must be present in order to call for a vote. All meetings shall be open to the University unless previously announced twenty-four (24) hours before the meeting by the President. In extreme cases, the President, or a simple majority of the HC, may call a special meeting.

#### ARTICLE V - AMENDMENTS AND BYLAWS

Proposals for amendments shall be submitted to the RHA Assembly by any resident. After discussion, the RHA Assembly shall vote on the amendment. A two-thirds majority shall be required to pass the proposed amendment (refer to the Residence Hall Association Bylaws, Article III).

#### ARTICLE VI – FUNDING

The HC will receive a percentage of the total RHA budget, to be determined annually by the RHA EC. In order to receive funding from the RHA budget, each HC must be properly represented in the RHA Assembly as outlined in the Residence Hall Association Bylaws. Each HC must submit a quarterly budget report due in the ninth week of each quarter. A copy of this must be submitted to the HC Advisor and the RHA EC Director of Finance & Administration reporting how the HC spent their money for the quarter. Extra funding may be available upon written request to the RHA EC.

#### Residence Hall Association Bylaws

#### ARTICLE I – MEMBERSHIP

A. All RHA EC officers must meet the following qualifications or be subject to review by the Advisor and/or EC:

1. Shall be a resident student of Seattle University during their term of office.
2. Shall be free of any probationary status with the University, the Dean of Students, or Housing and Residence Life.
3. Shall be registered as a full-time student of Seattle University.
4. Must live in University housing (With the exception of Vi Hilbert, The Douglas Apartments, and other university sponsored properties.)

5. Shall maintain a minimum cumulative and quarterly grade point average of 2.5 throughout the term of office.

i. Candidates seeking office for the Executive Council may have below a 2.5 GPA before the start of their term, but must submit a written commitment (if elected) to meet the above requirement for the following academic quarter.

B. All RHA Hall Council (HC) members shall be currently enrolled at Seattle University and live in their respective Seattle University Residence Halls.

A. A twenty (20) person RHA Assembly shall consist of thirteen (13) building representatives that shall be elected from the individual HCs according to the building designations below, six (6) RHA EC officers, and the RHA Advisor(s).

Building Number of Representatives Bellarmine 3 Campion 4 North Campus 3 South Campus 3

## ARTICLE II – COMMITTEES

A. Committees and task forces shall be created at the discretion of the RHA EC in order to address issues and concerns facing residence hall students as needed or through the assembly.

B. As non-voting members of RHA, all students who reside in the residence halls have the right to express their concerns to the assembly directly or in collaboration with the Hall Representatives in their community.

C. Any non-voting/non-directing member of RHA and/or Hall Representative wishing to present an issue to the Assembly will create a bid to present at the next scheduled Assembly Meeting that meets the following criteria.

a. The bid must identify the need based on empirical data or testimony (i.e. statistics, petitions, etc.)

b. The bid must propose a plan of action within financial reason, to resolve the issue.

D. After the bid is presented voting will commence, voting procedure is as follows:

a. A majority (50%+1) of voting members of the RHA Assembly shall be required to establish quorum, conduct business, and vote. Legislation shall not be passed without quorum.

b. In order for a proposal to pass through the RHA Assembly, a simple majority (50%+1) vote is required. The simple majority (50%+1) vote required shall be defined as a majority of the total voting RHA Assembly members present.

c. The RHA EC members do not carry voting rights in RHA Assembly meetings, except in the case of a tie, in which the RHA EC President shall cast their vote.

d. Should the bid receive a proposal to pass; the Task Force consisting of the Vice Presidents of each HC shall undertake this issue and carry out necessary changes.

## ARTICLE III - VOTING PROCEDURES

A. Fifty percent (50%+1) of voting members of the RHA Assembly shall be required to establish a quorum, conduct business, and vote. Legislation shall not be passed without a quorum.

B. In order for a proposal to pass through the RHA Assembly, a simple majority vote is required. The simple majority vote required shall be defined as a simple majority (50%+1) of the total voting RHA Assembly members present.

C. The RHA EC members do not carry voting rights in RHA Assembly meetings, except in the case of a tie, in which the RHA EC President shall cast their vote.

#### ARTICLE IV - SUCCESSION OF OFFICE TIMELINE

A. In the event of an absence of the President and the Vice President of Internal Affairs simultaneously, the Vice President of External Affairs shall act as President. This position shall be held for no more than two (2) weeks until the return of either officer or elections are held to fill the position of President and/or Vice President of Internal Affairs within the remaining RHA EC members. In the absence of the Vice President of External Affairs, the succession of office will follow the order stated in Article V, Section C of the RHA Constitution.

B. In the event that an EC member neglects their duties or acts against the principles of the RHA Constitution and Bylaws, they shall be removed from office by a two-thirds (2/3) majority vote of the Assembly and/or at the discretion of the Advisor. The remaining EC members shall absorb the position until a new individual is chosen through an interview and application process. The individual selected to fill the vacancy must then be approved by a simple majority vote of the RHA Assembly.

#### ARTICLE V - FUNDS

A. The RHA EC shall devise a budget from funds allocated by Housing and Residence Life.

B. The RHA EC shall allocate funds through the Director of Finance & Administration to the individual HCs at the beginning of the academic year and at the beginning of each quarter exercising budgetary discretion when necessary.

C. The RHA EC, upon facts presented by the Director of Finance & Administration, shall withhold funds from any HC not properly represented in the RHA Assembly or standing committees. Proper representation will be based upon the attendance guidelines set forth in Articles VII and VIII of the RHA Bylaws. The RHA EC may reinstate funds when the delinquent hall council reestablishes proper representation.

D. The RHA EC may establish a fund in which a HC who has exhausted the majority of its funds may apply for a grant. The RHA EC shall decide the rules and guidelines of obtaining a grant from this fund.

#### ARTICLE VI - PARLIAMENTARY PROCEDURE

A. Assembly Meetings will be run according to the Vice President of External Affairs agenda.

B. Votes will be cast according to Robert's Rules of Order Revised. Vice President of External Affairs shall resolve any parliamentary disputes and serve as parliamentarians at RHA



Assembly meetings. The VP-EA shall consult the EC President in regards to parliamentary disputes if deemed necessary.

C. If the VP-EA is unable to attend assembly meetings, the EC President will serve as proxy and retain all parliamentary power. In the case that both VP-EA and the EC President cannot attend, any EC directing member shall serve as proxy and retain all parliamentary power.

#### ARTICLE VII - RHA ASSEMBLY ATTENDANCE

A. Each representative shall attend meetings of the RHA Assembly.

B. The VP-EA shall review the attendance of Assembly, concerning any HC, as a group, who misses more than one (1) meeting per quarter, without a proxy.

C. A representative may choose a proxy. The proxy will default to the HC President. If the HC President cannot attend, then the proxies follow through the line of succession. An assembly representative who misses more than one (1) meeting will be subject to review by their respective HC president and liaison. The proxy possesses all the rights and privileges of the elected representative they replace during RHA Assembly meetings (refer to Article V, Section C of the RHA Constitution.)

D. A representative must contact the VP-EA concerning attendance issues and the use of a proxy at least 5 hours in advance of an assembly meeting. Failure to give proper notification to the VP-EA will result in one (1) tardy, though voting rights will remain. Failure to provide a proxy will result in one (1) absence. E. The RHA EC may declare a representative inactive and revoke all benefits of RHAAssembly membership to the affiliated HC after two (2) absences.

F. Two (2) tardies per quarter shall constitute one (1) absence. A representative shall be considered tardy upon their arrival to the RHAAssembly five (5) minutes after the VP-EA has called the meeting to order and will be considered absent twenty (20) minutes after the meeting is called to order. G. Failure to perform these tasks by a HC as a group shall result in the consequences stated in Article IX of the RHA Bylaws.

#### ARTICLE VIII - RHA ASSEMBLY DISCIPLINARY PROCEDURES

A. In the case of two (2) quarterly absences per HC at the RHA Assembly, the RHA EC shall suspend the budget of the respective HC effective at 12:01am following the RHA Assembly at which the second absence occurred.

B. The RHA EC Director of Finance & Administration shall contact the HC President, HC Advisor, and the HC Finance Chair of their suspended budget status through an immediate notification, followed by a formal letter.

C. During the freezing period the HC shall make no purchases, however they must continue to have formal representation at RHAAssembly. The RHA EC Director of Finance & Administration shall deny any attempt for reimbursement during this period.

D. The HC President shall meet with their HC to review the attendance problem and propose a written solution to the RHA EC for review within five (5) school days. Failure to submit a proposal within this given period shall result in deduction of the remaining HC funds by five percent (5%) per day beginning the sixth day.

E. The RHA EC shall review the written proposal submitted by the HC and decide whether the solution is adequate. In the case of an inadequate proposal, the HC shall repeat the previous procedure until approved by the RHA EC.

F. The RHA EC Director of Finance & Administration shall contact the HC President, HC Advisor, and the HC Finance Officer of their decision through an immediate notification, followed by a formal letter.

G. Each HC shall be allowed one (1) freezing of funds a year as a result of an RHA Assembly absence. In the case of a second incident, ten percent (10%) of their remaining budget shall be deducted from their funds, which will return to the RHA general fund.

#### ARTICLE IX – RECOGNITION & AWARDS

A. Hall Council of the Year and other presented bids will be voted on at an Assembly meeting during the Spring quarter.

B. The Hall Council of the Year must win by a 50% + 1 majority vote, by secret ballot only.

C. Other submitted bids will be reviewed by the EC and the winners will be determined by secret balloting in accordance with parliamentary procedure by the EC.

D. Winner will be announced no later than the RHA End of the Year Banquet.

E. In the case of a tie, The RHA assembly will vote again on the top 2 majority candidates.

a. In the case of a second tie following the prior, The RHA EC will conduct a second round of RHA Hall Council of the Year presentation bids.

b. The RHA EC will then vote after the second round of RHA Hall Council of the Year Presentation bids.

F. If EC so chooses to participate in NACURH or PACURH, responsibilities are as follows:

a. Bidding must be consistent with NACURH bidding process as outlined by NACURH.

#### ARTICLE X – COMPENSATION

The RHA EC officers shall be compensated in the form of payment of housing space equal to a double room in Campion, Bellarmine, and Xavier housing properties of that academic year. Officers must be notified that this compensation may affect their financial aid. All EC officers must live on campus.

## ARTICLE XI – AMENDMENTS

Any member of the RHAAssembly may propose an amendment to the Bylaws by presenting it in writing to the RHAAssembly. The proposal for the amendment must be turned in to the RHA EC President in written form two (2) weeks prior to its presentation. The RHAAssembly shall review the amendment. After discussion and revision, the RHAAssembly shall be required to act upon the amendment. Acceptance of the proposed amendment shall require a two thirds vote of the RHA Assembly.