

**CONSTITUTION OF THE RESIDENCE HALL ASSOCIATION OF PURDUE  
UNIVERSITY**

Drafted on 4/12/2005

**PREAMBLE**

We, the representatives of the Purdue residence halls, recognizing the need for a more representative body to voice the attitudes of students in residence halls and the need to establish effective cooperation and communication between the residence halls in the Purdue University community, do adopt this constitution.

**ARTICLE I NAME AND PURPOSE**

Section 1: The name of this organization shall be the Residence Hall Association of Purdue University. This organization is affiliated with the Boilermaker Chapter of the National Residence Hall Honorary (NRHH).

Section 2: The purpose of the Residence Hall Association shall be to promote coordination and cooperation among the Residence Halls of Purdue University, to provide a forum for the discussion of issues relevant to the residents of said Halls, to serve as a liaison between residents and Purdue University Residences, and to foster an environment which encourages programming and a sense of community among all residents in Purdue Residence Halls.

**ARTICLE II MEMBERSHIP**

Section 1: Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

\*\* Residence Hall Association of Purdue University shall hereafter be referred to as the RHA throughout the remainder of this document.

Section 2. Membership in RHA shall consist of students residing in dues paying residence hall clubs of the Purdue University Residences.

Section 3: The Vice-President for Housing and Food Services, the Director of Administration, the Director of University Residences, the Director of Residential Life, and the General Managers and Residential Life Managers of the individual Halls shall have speaking seats in the RHA. The Director of Residential Life, or his/her designee, shall be the Advisor to the RHA.

Section 4: Representatives in the RHA shall be elected by their respective Halls on a yearly basis before the transition meeting of the RHA.

Section 5: The Vice President of RHA shall appoint speaking seats. Speaking members

shall not have a vote. Individuals seeking speaking seats in the RHA will be subject to pertinent Purdue University regulations.

Section 6: Any officer of the RHA who is on University Academic Cumulative Grade Point Average (G.P.A.) Probation is not a member in good standing and is ineligible to remain a member. The RHA may review individual cases and officers may be reinstated by a majority vote of the total voting membership.

### **ARTICLE III DUTIES AND POWERS OF THE EXECUTIVE BOARD**

Section 1: The RHA Executive Board officers shall not hold the office of President, Vice President, or Treasurer of any hall club. All terms of office shall be for one year in length. The officers in order of succession shall be as follows: President, Vice President, Treasurer, NCC, Secretary, Programming Director, and Public Relations Director.

Section 2: The President shall be the chief executive officer of the RHA. The duties shall include:

A: to oversee Executive Board meetings;

B: to chair the Presidents' Roundtable;

C: to act as a liaison to Purdue Student Government, Purdue Student Union Board, etc;

D: to veto any legislation within one (1) week after it is passed and provide an explanation in writing to the entire RHA;

E: to call special meetings at his/her discretion;

F: to serve as an official representative of the RHA;

G: to appoint a temporary Executive Officer position until one can be elected by a full council pursuant to Article VII Removal of Members and Vacancies;

H: to hold responsibility for implementing the RHA Strategic Plan.

Section 3: The Vice-President shall be the chief operating officer of the RHA. The duties shall include:

A: to assist and be directly responsible to the President;

B: to assume the duties of the President in his or her absence or vacancy of office;

C: to chair the General Assembly;

D: to consult and receive reports from all Ad-hoc committees.

Section 4: The Treasurer shall be the Chief Financial officer of the RHA. Duties shall include:

A: The treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

B: The treasurer shall be responsible for executing all budgetary bylaws.

Section 5: The National Communications Coordinator (NCC) shall be the primary inter-campus representative of the RHA. The duties shall include:

A: to serve as the voting representative of the RHA at business meetings of multi-campus organizations to which the RHA maintains membership;

B: to be responsible for the organization of RHA delegations to multi-campus organizational conferences;

D: to serve as Hoosier Communications Coordinator (HCC);

E: to serve as parliamentarian for the RHA;

F: to manage elections of the RHA officers according to the Elections Procedures of the bylaws.

Section 6: The Secretary shall be the Chief Corresponding Officer of the RHA. The duties shall include:

A: to record the minutes of all general assembly meetings of the RHA;

B: to submit the minutes to all members and handle all business correspondence of the RHA;

C: to maintain the e-mail list, act as the club historian, and handle all upkeep of the club office;

D: To make sure all outgoing RHA documents are formatted properly.

Section 7: The Programming Director shall be the Chief Programming Officer of the RHA. The duties shall include:

A: to chair the Programming Committee;

B: to direct all RHA events;

C: to act as a consultant and oversee all programming subcommittees.

Section 8: The Public Relations Director shall be the Chief Publications Officer of the RHA. The duties shall include:

A: to chair the Public Relations Committee;

B: to supervise the committees dealing with Advertising and Issues/Facilities, and Information Technology;

C: to enforce any regulations pertaining to publicity.

#### **ARTICLE IV OATHS OF OFFICE**

Section 1: All retiring executive officers shall administer the oath of office to their respective incoming counterparts. The administration of the oaths of office shall take place at the RHA's yearly Awards Ceremony or the first meeting of a new officer.

Section 2: Oaths of Office:

I, [state your name], do solemnly swear (or affirm) to faithfully execute the office of [insert appropriate office title], to abide by the Constitution of the Residence Hall Association of Purdue University, and to serve the Residence Hall Association, to the best of my abilities, for the improvement of the Purdue Residence Hall System, both on and off campus.

#### **ARTICLE V Organizational Structure**

Section 1: The RHA shall have a General Assembly and a President's Roundtable.

Section 2: Special meetings shall be called by the President or by a petition bearing the signatures of one-third (1/3) of the total voting membership and submitted to the Vice-President 24 hours prior to the start of the petitioned meeting.

Section 3: The General Assembly shall have the following configuration:

A: An Executive Board as outlined in Article III and a number of RHA Representatives per member hall as outlined in the representation bylaws;

B: Conducts business on a weekly basis;

C: Maintains power to override any Presidential veto by a majority vote of the total voting membership;

D: All meetings of the General Assembly shall be considered open to the public unless closed by a simple majority of the voting members present;

E: The first meeting of the General Assembly will occur during the first week of both the fall and spring semester;

F: Shall consist of two standing committees, Programming and Public Relations;

1. These committees will have a maximum 60/40 ratio in membership.
2. The Programming committee shall be chaired by the Programming Director and will be responsible for all aspects of programming conducted by the RHA.
3. The Public Relations Committee shall be chaired by the Public Relations Director and will consist of three sub-committees, Advertising, Issues and Facilities, and Information Technology.

Section 4: The Presidents Roundtable shall be a monthly forum for Hall Presidents to unite. The purpose of the forum is to discuss issues on an individual hall level. The body may make system-wide recommendations to the General Assembly.

Section 5: Ad-hoc committees may be formed by a declaration of the President or a majority vote of the total voting membership of RHA. Any RHA member desiring a seat on an Ad-hoc must obtain approval from the President and chair of the Ad-hoc committee, respectively.

#### **ARTICLE VI ADOPTION**

This constitution shall be adopted by a three-fourths (3/4) vote of the total voting membership and shall be subject to the approval of the Vice-President for Housing and Food Services and the Dean of Students.

#### **ARTICLE VII AMENDMENTS**

Section 1: Amendments to this Constitution must be submitted in writing to the Secretary prior to the meeting at which they will be introduced.

Section 2: Amendments must be presented to the members in writing one (1) meeting prior to being voted upon.

Section 3: Amendments may be adopted by a two-thirds (2/3) vote of the total voting membership and shall be subject to the approval of the Vice-President for Housing and Food Services and the Dean of Students.

**BYLAWS OF THE RESIDENCE HALL ASSOCIATION OF PURDUE  
UNIVERSITY  
2005-2006**

**Article I Representation**

- A. Each member hall with permanent housing is entitled to a minimum of two RHA representatives with a third representative option if the population of the member hall exceeds one thousand.
- B. Each member hall with temporary housing is entitled to a minimum of one RHA representative. Permanent housing supersedes temporary housing.

**Article II Expectations of RHA Representatives**

- A. Shall be elected by their respective hall clubs. If a hall is unable to elect an RHA representative, then the hall club may appoint one.
- B. Shall represent their hall clubs while considering the interests of students on a system-wide basis.
- C. Shall be required to sit on one of the two standing committees.
- D. May not hold the highest executive position in their hall clubs.
- E. The RHA expects every hall club to denote a main RHA representative who shall serve on his/her hall club's executive board and be the main communication channel between the RHA and their hall club.
- F. Shall attend every RHA General Assembly meeting. If he/she is unable to attend, a proxy must attend in his/her place.

**Article III Procedures and Policies**

- A. A quorum, defined as two-thirds (2/3) of the total voting membership, shall be necessary for the transaction of any business of the RHA.
- B. The current edition of Robert's Rules of Parliamentary Procedure shall be the standard of parliamentary procedures.
- C. A hall with absences on two consecutive weeks shall lose its' voting rights until the club is able to maintain perfect attendance for two consecutive weeks. The Secretary will inform the hall when voting rights have been suspended. Voting rights will be reinstated during the second week of perfect attendance. An absence may be appealed and overridden at the next regularly

scheduled meeting of the RHA by a two-thirds (2/3) vote of the General Assembly.

- D. Any recommendations or legislation passed by the RHA concerning the halls shall only be recommendations and not set rules. These recommendations shall be presented to the individual halls.

#### **Article IV Budget Procedures**

- A. Treasurer works with (outgoing/incoming) Executive Board to create preliminary budget;
- B. Dollar amount per resident is set;
- C. All the exact details about the budget are worked out;
- D. Budget is presented to General Assembly for evaluation;
- E. The budget must be approved by a three-fourths (3/4) vote of the total voting membership. The budget may be amended and sent back to Exec Board with necessary areas to be corrected and then reintroduced to the General Assembly for approval.

#### **Article V Reserve Fund Stipulations**

- A. The purpose of the account is for monetary emergencies and should have a two-thirds (2/3) majority vote of the General Assembly for any appropriation of these funds.
- B. All budgeted funds remaining at the end of each academic year shall be forwarded to the reserve fund.
- C. A certain percentage of the reserve fund is to be appropriated to the contingency fund of the budget at the beginning of each academic year. The percentage rates are as follows:
  - a. \$0-999: 10%
  - b. \$1,000-1,999: 20%
  - c. \$2,000-4,999: 25%
  - d. \$5,000-9,999: 40%
  - e. \$10,000-14,999: 50%
  - f. \$15,000 and up: 75%

#### **Article VI Removal of Members and Vacancies**

- A. A member may be instructed to resign upon a two-thirds (2/3) vote of the total voting membership of the RHA.
- B. A written resignation shall be required of anyone desiring to relinquish his/her office.
- C. If the office of the President is vacated, the Vice-President shall fill the vacancy for the remainder of the academic year.
- D. If other Executive Board offices are vacated, the President shall appoint a temporary replacement until a special election can be held with the General Assembly.

#### **Article VII Elections Procedures**

- A. Officer elections shall occur after job offers for Resident Assistants have been mailed and preferably the week before Spring Break. Should this not be possible, the elections shall be performed the week following Spring Break.
- B. Officer nominations shall occur one week prior to elections and before the election of each officer.
- C. Officer elections shall occur in the following order: President, Vice-President, Treasurer, NCC, Secretary, Programming Director, then Public Relations Director.
- D. Each candidate shall be allowed time for an introduction, questions, and closing remarks. The chair of the elections may set time limits.
- E. Voting shall be done by secret ballot. A simple majority (50% plus one) shall be obtained to win an election. If a simple majority is not reached, the candidate with the fewest number of votes shall be eliminated from the ballot and a re-vote shall occur. If only two candidates remain and no simple majority exists, then the Executive Board shall perform a separate vote excluding the President to determine the winner. The President shall cast the deciding ballot should there still be no simple majority.
- F. Newly elected officers shall take office during the end-of-the-year Awards Ceremony, after being sworn-in.

#### **Article VII Advisor Duties**

- A. Shall counsel, assist, and exchange information pertaining to the goals and operations of RHA;
- B. Shall ensure that a transition for newly elected officers is given;

- C. Shall maintain communication with other advisors of the hall clubs;
- D. Shall be a full-time residence life professional at Purdue University.