Constitution of the Residence Hall Association

Including the Bylaws and Code of Ethics

Ratified by the General Assembly
4/27/2017

Amended by the General Assembly
2/1/2018
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PREAMBLE

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APPROVAL
This governing document was approved by the general assembly of RHA and was ratified by John Padgett, President; Dan Castro-Estremera, Vice President Internal; and Reno DuBois, Vice President External, on April 27th, 2017.

PREAMBLE
The Residence Hall Association of Missouri University of Science and Technology is a governmental body charged with addressing the concerns of all the residents living in the university residence halls. Together, this governing body takes the concerns of the residents and responds by keeping residents informed, providing informational programming and social events, and by being the voice of the residents to the Residential Life Department of the University. The Residence Hall Association has vowed to address the concerns of all residents and to represent them to this campus along with other colleges and universities across the nation.

ARTICLE I. NAME AND AFFILIATION
This organization shall be called the Residence Hall Association of Missouri University of Science and Technology, hereafter referred to as RHA, affiliated regionally with the Midwest Affiliate of College and University Residence Halls (MACURH) and nationally with the National Association of College and University Residence Halls (NACURH).

ARTICLE II. PURPOSE
The purpose of this organization shall be to provide close coordination between the Thomas Jefferson Hall Association (TJHA), the Miner Village Hall Association (MVHA), the Residential Commons Hall Association (RCHA), the Downtown Hall Association (DHA), the University Commons Hall Association (UCHA), the student apartments, and any residential life housing in programming and policy decisions and to serve as a representative of students living in Residential Life housing, to campus, and to the Residential Life Department.

ARTICLE III. NON-DISCRIMINATION
RHA shall not discriminate on any basis, which includes but is not limited to: age, creed, national origin, race, color, disability, sex, gender identity, affectionate orientation, current or past military status, dietary restrictions, or graduation date.

ARTICLE IV. MEMBERSHIP
The membership of RHA shall consist of the following representatives:

SECTION A. NON-VOTING MEMBERS
1. The RHA Executive Board shall consist of a President, Vice President-Internal, Vice President-External, Financial Officer, and Secretary.
2. The RHA Council of Coordinators shall consist of a Programming Committee Coordinator (PCC), a Hall Improvement and Retention Committee (HIRC) Coordinator, a Public Relations Coordinator (PRC), a St. Pat’s Coordinator (SPC), and a Food Committee Coordinator (FCC).
3. The members of the Council of Coordinators shall have speaking rights at general assembly meetings.
4. Any student living in Residential Life housing who pays the RHA programming fee and is not outlined above may have speaking rights.
SECTION B. VOTING MEMBERS
1. There shall be a total of 60 Members-At-Large (MALs). Each complex will be allowed no less than 17% (10) MALs and no more than 43% (26) MALs.
2. MAL positions shall be divided up by the President amongst the complexes, based on the most accurate residential numbers provided by the Department of Residential Life during the week before the first complex hall government meetings. The maximum number of MAL positions times the percent of the complex’s population will be the number of MALs that complex receives for the year, with the exception being listed in this section.
3. The largest population complex shall receive their MALs first, with the remainder going to the other complexes. If one complex would not get their 10 MALs based on population, the President will decide where the needed MAL(s) should come from.

SECTION C. EX-OFFICIO MEMBERS
1. Any students of Missouri S&T affiliated with either the National Board of Directors (NBD) or the MACURH Regional Board of Directors (RBD) shall serve as ex-officio members of RHA.
   a. All Ex-Officio Members shall have speaking rights at general assembly meetings.

SECTION D. ASSOCIATE MEMBERS
1. An Associate Member shall be considered to have speaking rights of an RHA MAL without the voting rights.
   a. Speaking rights do not include issues involving budgetary matters.
2. Each Resident Assistant complex staff shall be allowed to elect one Associate Member to the RHA general assembly.
   a. Each RA staff will be responsible for selecting their own representative by the first RHA meeting of the semester, or one will be appointed to them.
3. Any student who represents one of the residence halls, or floors within a residence hall, to the Missouri S&T Student Council shall be considered an Associate Member of RHA.
4. Any student acting as a representative of the Interfraternity Council, Panhellenic Council, Greek Independent Board, or National Pan Hellenic Council and not belonging to one of the groups described above shall be considered an Associate Member of RHA.

SECTION E. REPRESENTATIVE APPOINTMENT PROCEDURE
1. The procedure for determining representative members as prescribed above shall be left up to each organization/group represented.

SECTION F. MEMBER DUTIES AND MEMBER REMOVAL
1. All voting members as well as Officer Corps members and officers must attend all RHA meetings and other required functions as defined by the President, unless excused by the Secretary. If one of these acquires two unexcused absences, they will be issued a letter of warning. After any three unexcused absence throughout the year the person will automatically be removed from the body.
2. All Ex-Officio members must attend RHA general assembly meetings as if they were a voting member of RHA unless prohibited by their RBD or NBD responsibilities. If an Ex-Officio member accumulates more than two unexcused absences, their support from the body of RHA shall henceforth be nullified and only regained by a two-third vote of the present voting members of RHA.
3. To remove a member from RHA for any reason other than those above, a petition signed by twenty-five percent of voting members shall be brought to RHA, which clearly outlines why the member should be removed. A two-thirds majority vote of the members present is needed.
4. All voting members are required to participate in a committee as directed by the Vice President Internal. Absence from committee meetings will incur the same disciplinary procedure as absence from regular RHA meetings.

5. All Ex-Officio members must provide a report to the general assembly at each meeting on the organization they represent or on behalf of the RBD/NBD.

6. A motion for removal of any Officer Corps member of RHA can be brought forth with a petition signed by three-fourths of the members of the Officer Corps or by fifty percent of all voting members of RHA. A vote requiring a two-thirds majority of all general body members will then be required to remove an officer from their position.

7. All members have the right to due process before removal is final.

ARTICLE V. OFFICERS

SECTION A. OFFICER POSITIONS

1. The RHA Officer Corps shall consist of the Executive Board and Council of Coordinators
   a. The Executive Board officer positions shall be that of President, Vice President-Internal, Vice President-External, Financial Officer, and Secretary.
   b. The Council of Coordinators officer positions shall be that of the Programming Committee Coordinator (PCC), the HIRC Coordinator, the Public Relations Coordinator (PRC), the St. Pat’s Coordinator (SPC) and the Food Committee Coordinator (FCC).

SECTION B. ELECTIONS

1. All officers will be elected to a one-year term, with terms ending at the close of the elections. In the case of the Vice President External, their term will begin at the close of the NACURH conference. and in the case of the PCC at the opening of the NACURH conference. Newly elected officers (other than the President and the Vice President-External and PCC) shall assume full responsibility for their positions at the close of the final meeting of the academic year in which they were elected. The retiring officers and committee chairs shall remain as advisors to the newly elected executive board and committee coordinators until the close of the spring semester.

2. Elections shall be conducted as described in the RHA Bylaws. In case the Bylaws do not specify an election procedure, the election shall be conducted as described in the parliamentary authority adopted by RHA.

3. All individuals running for an officer position must meet the requirements to run for office as outlined in the RHA Bylaws to be considered.

SECTION C. OFFICER ELIGIBILITY REQUIREMENTS

1. The following qualifications must be met to hold an officer position:
   a. Maintain a 2.5 cumulative GPA.
   b. Cannot consecutively hold a Resident Assistant, Senior Resident Assistant, Program Resource Assistant, Head Resident, or Head Programmer position with Residential Life during their term of office.
   c. Not be on academic or disciplinary probation unless approved by Student Life or the office of the Dean of Students to hold an officer role within an organization.
   d. Reside in Residential Life housing for the duration of their term of office.
   e. Attendance at the following events during their term of office unless excused by their advisor: Drive-In, Fall Training, NRHH Leadership Trip, Winter Workshop, and Leadership Conference.

2. If an officer is unable to meet the officer eligibility requirements outlined in the constitution, the officer in question will be required to relinquish their executive board position.
SECTION D. ACADEMIC SUCCESS REQUIREMENTS

In addition to the minimum cumulative GPA requirement required to run for and maintain an officer position, the following academic requirements will be required of each officer of RHA.

1. Maintain mid-term and semester GPAs of at least a 2.5.
2. Maintain a cumulative GPA of 2.75.
3. Drop no more than .75 points between semesters GPAs.

If an officer is unable to maintain any of the above requirements, the officer will be required to participate in and complete an academic success plan outlined with their advisor.

SECTION E. OFFICER DUTIES

All officers are to be held accountable to the requirements described in Article VII of the RHA Constitution.

ARTICLE VI. COMMITTEES

SECTION A. COMMITTEE STRUCTURE

Each Member At Large of the Residence Hall Association shall serve on one of the following committees: Traditions, Hall Improvement and Retention Committee (HIRC), Programming, St. Pat’s, Philanthropy, or Public Relations. The Vice President-Internal will be charged with determining committee structure and assigning every RHA Member At Large to a committee. All duties, responsibilities, and actions will reflect the needs and uphold the standards and ideals of the organization. The duties of the committees are as follows:

1. Traditions Committee – The Traditions Committee shall:
   a. Be responsible for compiling designs for RHA t-shirts and St. Pat’s sweatshirt backs, deciding final designs, and presenting them to the body, including a budget if necessary
   b. Be responsible for the planning and execution of RHA’s traditional Snow Ball formal dance during the spring semester
   c. Coordinate RHA’s participation (if any) in campus traditional events, including: Homecoming (including king and queen nominees), St. Pat’s (including knight and queen nominees), SUB Block Party, etc.
   d. Execute at least two additional programs during the academic year
   e. Be responsible for any other item which falls within the purpose of the Residence Hall Association.

2. Hall Improvement and Retention Committee (HIRC) – HIRC shall:
   a. Ensure the residence halls are properly maintained based on the needs and interests expressed by the residents and staff within the halls
   b. Be responsible for assisting the HIRC coordinator with surveys and publishing the results.
   c. Facilitate residence hall beautification efforts; e.g. painting tunnels, trash clean up, etc.
   d. Host open forums as needed about matters pertinent to the residence halls.
   e. Be responsible for any other item which falls within the purpose of the Residence Hall Association.

3. Programming Committee – The Programming Committee shall:
   a. Be responsible for the planning and execution of ResHall Week during the fall semester.
   b. Assist with the planning and execution of Blarney Bash in the spring semester.
   c. Implement at least two additional programs a semester during the academic year
   d. Be responsible for any other item which falls within the purpose of the Residence Hall Association.
4. Philanthropy Committee – The Philanthropy Committee shall:
   a. Assist the Financial Officer with all care package responsibilities.
   b. Coordinate RHA’s participation (if any) in campus philanthropic events, including: Trunk or Treat, MLK Day of Service, Out Til Midnight, Greek philanthropy events, etc.
   c. Execute at least two additional philanthropic programs during the academic year
   d. Be responsible for any other item which falls within the purpose of the Residence Hall Association.

5. St. Pat’s Committee – The St. Pat’s Committee shall:
   a. Be responsible for the planning and execution of the Blarney Bash Carnival on the Wednesday night before Spring Recess
   b. Execute at least three additional Blarney Bash events during the Wednesday to Saturday of Spring Recess, not including Late Night Breakfast events
   c. Coordinate with the local hall associations the planning and execution of at least one late night breakfast at each complex, and at least one late night breakfast per night during the Wednesday to Saturday of Spring Recess
   d. Assist local hall associations and Traditions committee with campus St. Pat’s participation
   e. Be responsible for any other item which falls within the purpose of the Residence Hall Association

6. Public Relations Committee – The Public Relations Committee shall:
   a. Assist the Public Relations Coordinator with their outlined duties.
   b. Attend events hosted or sponsored by RHA and take photos and video for archival and promotional purposes.
   c. Collaborate with the other committees to create and distribute promotional materials for all programs, events, and initiatives.
   d. Coordinate RHA’s participation in campus recruitment events, including: MinerRama, PRO Days, SILC Open House, etc.
   e. Be responsible for any other item which falls within the purpose of the Residence Hall Association

7. Ad Hoc committees for special purposes may be formed at the discretion of the RHA Vice President-Internal.
   a. An MAL’s participation on a temporary Ad Hoc committee will, within reason, excuse them from their primary committee duties.

SECTION B. COMMITTEE LEADERSHIP
1. Each committee will be led by an officer in a project coordinator role. Each officer will teach the committee the necessary skills needed to perform its duties, to guide the committee's goals throughout the year, and run meetings.
2. Each officer will also be responsible for maintaining updated lists of committee members throughout the year and maintaining their committee's listserv.
3. By its own methods, each committee may elect members as chairs or co-chairs. These positions are to be held by MALs for the full academic year.
4. The committee chairs will be responsible for leading the completion of specific tasks relevant to each program, event, or initiative.

SECTION C. COMMITTEE ATTENDANCE
1. Attendance at all committee meetings called by the committee chairs or coordinators will be required.
2. Excused absences will be determined at the discretion of the committee coordinator.

SECTION D. COMMITTEE MEETINGS
1. Committees shall meet on, at minimum, a fortnightly basis.
2. Committee meeting times, dates, and locations shall be determined by the members of each committee.
3. Time for committee meetings may be scheduled during a general assembly meeting at the discretion of the President, Vice President – Internal, and Secretary.

SECTION E. FOOD COMMITTEE
1. The food committee shall meet with Missouri S&T Dining Services in order to discuss residents’ comments and concerns about the food service on campus.
2. The food committee shall help Missouri S&T Dining Services:
   a. Plan and execute programs, including: Miner Chef, Cooking 101, etc.
   b. Advertise upcoming events, including: theme nights, premium nights, etc.
3. Membership in the food committee shall be open to any student living within the residence halls.
4. Members of the RHA general assembly may be part of the food committee in addition to their membership on any other RHA committee.
5. The food committee shall be overseen by the Food Committee Coordinator.

ARTICLE VII. EXECUTIVE DUTIES

SECTION A. GENERAL DUTIES
1. The following shall be the hours per week of expected time spent of each officer:
   a. President, Vice President-Internal, and Vice President-External: 20 hours
   b. Financial Officer and Secretary: 15 hours
   c. PCC, HIRC Coordinator, Public Relations Coordinator, St. Pat’s Coordinator, and FCC: 12 hours
   Hours will be considered any activity relating to the Residence Hall Association. These include, but are not limited to: time spent working on or attending RHA sponsored programs, office hours, general assembly meetings, officer meetings, committee meetings, and any other meeting in which the officer is representing RHA.
2. All officers must attend all general assembly meetings and officer meetings. Officers are not permitted to leave until the conclusion of new business unless prior permission is secured from the President.

SECTION B. PRESIDENT
1. Act as official representative of RHA to the Missouri S&T campus community.
2. Call and preside over each general assembly meeting of RHA.
3. Call and preside over officer meetings.
4. Organize, with assistance of the Secretary, the RHA office and its office hours.
5. Organize and maintain record of the RHA storage.
7. Coordinate officer training for the annual Drive-In, Fall Workshop, and Winter Workshop events.
8. Attend all state, regional, and national conferences hosted by MACURH or NACURH during their term.
9. Be responsible for any other item which falls within the purpose of the Residence Hall Association and is not otherwise outlined within this document.

SECTION C. VICE PRESIDENT – EXTERNAL
1. Act as official representative of RHA to MACURH and NACURH.
2. Serve as liaison between RHA and other campus organizations.
3. Advise RHA on state, regional and national affairs.
5. Present the delegation selection process to the membership of RHA prior to all state, regional and national conferences.
6. Attend all state, regional and national conferences hosted by MACURH or NACURH during their term.
7. Prepare a budget in conjunction with the President and Financial Officer for the allocation of the Leadership Development Account (LDA) funds with final approval from the President and Financial Officer.
8. Serve as the primary coordinator for the creation of bids to regional and national conferences.
9. Serve as Parliamentarian of RHA.

SECTION D. VICE PRESIDENT – INTERNAL
1. Assist the President in conducting general meetings of RHA.
2. Serve as liaison between RHA and MVHA, RCHA, DHA, UCHA, and TJHA.
3. Attend the general meetings of MVHA, RCHA, DHA, UCHA, and TJHA.
4. Report RHA business at the general meetings of MVHA, RCHA, DHA, UCHA, and TJHA.
5. Meet with the Presidents of MVHA, RCHA, DHA, UCHA, and TJHA on a monthly basis.
6. Coordinate the activities of all standing committees of RHA.
7. Meet with the coordinators of all standing committees of RHA on a monthly basis.
8. Maintain the Speaker’s List during general assembly meetings of RHA.

SECTION E. FINANCIAL OFFICER
1. Be responsible for handling all financial transactions of RHA.
2. Preparing an RHA budget.
4. Allocating funds for expenditures with RHA approval.
5. Assisting the TJHA, MVHA, DHA, UCHA, and RCHA treasurers in preparing and implementing their respective budgets.
6. Oversee all fundraising activities of RHA.
7. Serve as the primary coordinator for the Philanthropy Committee.
8. Outline the procedure for the acquisition of funds from the General Budget of RHA.

SECTION F. SECRETARY
1. Prepare and distribute each meeting’s agenda to all RHA members.
2. Record and distribute the minutes from all RHA meetings.
3. Maintain the RHA online roster.
4. Serve as the main contributor to RHA’s social media accounts
5. Serve as primary coordinator for the Traditions Committee.
10. Organize, with assistance of the President, the RHA office and its office hours.

SECTION G. PROGRAMMING COMMITTEE COORDINATOR
1. Attend the MACURH Regional Leadership conference during their term.
2. Assist the Vice President External with preparation for the MACURH Regional Leadership conference.
3. Assist the Vice President Internal and the Vice Presidents of the individual Hall Associations with their programming duties, such as finding regional or national level programming resources.
4. Serve as primary coordinator of the Programming Committee.
5. Serve as the Programming Representative to MACURH.

SECTION H. HIRC COORDINATOR
1. Hold meetings with the Director of the Department of Residential Life or the appointee thereof.
2. Serve as the primary coordinator for the HIRC of RHA.
3. Service as the primary coordinator for interactions between HIRCs and the Department of Residential Life.
4. Hold biweekly meetings with the local hall association chairs regarding hall improvement.
5. Conduct a survey relating to the living quality in the residence halls and publish the results.

SECTION I. ST. PAT’S COORDINATOR
1. Be the primary coordinator of the annual Blarney Bash Celebration
2. Serve as a resource for any St. Pat’s teams within the residence halls
3. Serve as primary coordinator for the St. Pat’s Committee

SECTION J. FOOD COMMITTEE COORDINATOR
1. Coordinate bi-monthly food committee meetings with Missouri S&T Dining Services
2. Organize surveys for food service in the residence halls
3. Work with Missouri S&T Dining Services to promote events and programs
4. Hold regular one-on-one meetings with Missouri S&T Dining Services’ administration

SECTION K. PUBLIC RELATIONS COORDINATOR
1. Be responsible for managing the advertising and branding efforts of the organization.
2. Oversee communications between the organization and the student population at large.
3. Be responsible for archiving photos of all events and activities hosted or sponsored by RHA.
4. Maintain the RHA Website as outlined in Article XV of the RHA Constitution.
5. Serve as a liaison between RHA and Student Council, as well as a resource for all other Student Council representatives living in the residence halls.
6. Serve as the primary coordinator for the Public Relations Committee

SECTION L. OFFICE HOURS
The officers must maintain regularly scheduled and posted office hours, except during the first week of the Fall Semester and the last two weeks of each semester.
1. The President shall hold at least 5 posted office hours per week.
2. The Vice President - Internal, Vice President - External, Financial Officer, and Secretary shall hold at least 4 posted office hours per week.
3. The PCC, the HIRC Coordinator, the Public Relations Coordinator, the St. Pat’s Coordinator, and FCC shall hold at least 3 posted office hours per week.

SECTION M. OFFICE HOLDING LIMITATIONS
1. No officer of RHA may simultaneously hold any position on any executive board of the subsections of RHA (e.g. MVHA, RCHA, DHA, UCHA, or TJHA).
2. No member of the RHA Officer Corps may simultaneously serve as an Ex-Officio member of RHA.
3. No officer of RHA may simultaneously hold multiple elected positions within RHA.

SECTION N. GENERAL OFFICER DUTIES
The officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization.

ARTICLE VIII. ADVISOR
1. The advisor shall be the Director of Residential Life or the appointee thereof at the Missouri University of Science & Technology.
2. The purpose of the advisor is to make RHA members aware of the policies of the Residential Life Department as stated in the Residence Hall Review and other material containing Residential Life Policy;
to make recommendations to the Officer Corps and the general body, when appropriate, regarding RHA activities and procedures; and to provide a safeguard against illicit use of funds.

ARTICLE IX. MEETINGS
1. A quorum shall consist of fifty percent of the voting membership of RHA as defined in Article IV.
2. No proxies will be allowed unless given specific permission by the Secretary.
3. The agenda circulated by the RHA Secretary shall be the official agenda for the meeting specified.

ARTICLE X. FUNDING

SECTION A. WORKING BUDGET TIMELINE
RHA shall budget its funds in a timely manner as prescribed below:
1. At the first RHA meeting of the fall semester, the RHA Financial Officer shall present a budget for the ensuing year.
2. A final working budget for the year must be adopted at that meeting.
3. A two-thirds majority vote of those members present is required for approval of the budget.

SECTION B. FUNDS ALLOCATION
RHA shall allocate funds of Fall Fest, Leadership Development, Special Projects, TJHA, RCHA, MVHA, UCHA, and DHA, from its starting budget comprised of the Residential Life Programming Fee paid by each resident of the Miner Village apartment complex, the Downtown Campus housing district, the Residential Commons, the Thomas Jefferson Halls, the University Commons, and other Residential Life Housing, as prescribed below:
1. 10.0% will be allocated for Fall Fest activities, over which the Officer Corps shall have discretion.
2. 19.0% will be allocated to the Leadership Development Account, over which the President and Vice President - External shall have discretion.
3. 12.5% will be allocated to NRHH for use in a Leadership Trip.
4. 36.5% will be allocated to the hall government organizations of the student's residence provided they pay the residential life programming fee.
5. 21.0% will be allocated to the General Budget of RHA, over which the RHA body shall have discretion.
6. 1.0% will be allocated for RHA Office Funds, over which the Officer Corps shall have discretion.

Requests for additional funding must be approved by a two-thirds majority vote of those members present. After the final meeting of all individual Hall Associations, the unallocated money will revert back to RHA.

SECTION C. ROLLOVER ACCOUNT
All funds raised by RHA shall be placed in a separate account known as the Rollover Account. The Rollover Account shall be subject to the following rules:
1. All funds in the Rollover Account shall be treated as an extension of the General Budget.
2. Expenditures shall not be made from the Rollover Account while the current year’s General Budget is not empty.
3. All expenditures from the Rollover Account must be made at the discretion of the RHA general assembly.
4. Annual funds that have been allocated as described in Section B may not be re-allocated to the Rollover Account.
5. Money present in the Rollover Account at the close of the academic year does not need to be returned to the Department of Residential Life. It shall be kept in the account for use by the following year’s membership.
SECTION D. COMMITTEE BUDGET APPROVAL
All committee budgets must be approved by the Financial Officer before they can be submitted to be added to the agenda.

SECTION E. FINAL FUNDS
All funds unallocated in the RHA LDA account by the final RHA meeting of the spring semester shall be directly transferred to NRHH for the use of Leadership Development. All funds that are unallocated in all other RHA accounts by the final RHA meeting of the spring semester shall be considered capital funds of RHA. The capital funds shall be allocated/spent at the discretion of the voting body by a two-thirds majority vote of the voting members present. Any remaining capital funds that are not allocated by the end of that meeting or spent by the end of the fiscal year shall revert back to the Residential Life Department under the recommendation that it is used for hall improvements.

ARTICLE XI. APPROVAL
This constitution and bylaws shall be effective and shall supersede all previous constitutions and bylaws immediately upon approval by a two-thirds majority vote of the voting members present. The constitution must be approved by the Student Affairs Committee and the Faculty Senate or their designated representatives.

ARTICLE XII. AMENDMENTS
SECTION A. APPROVAL
Adoption of an amendment shall be effective upon approval by two-thirds vote of those RHA members present, subject to approval by the Student Affairs Committee and the Faculty Senate or their designated representatives.

SECTION B. AMENDMENT POSTING
Amendments shall be posted online for viewing by the body along with the agenda at least twenty-four hours before the general assembly meeting. If amendments are not posted for public viewing before the meeting, they may be proposed to the body, but can only be ratified at the following meeting.

ARTICLE XIII. PARLIAMENTARY AUTHORITY
1. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the organization in all cases to which they are applicable and in which they are consistent with this constitution or any special rule of order that was adopted.
2. Call the Question - Calling the Question, which is in order when another has the floor, does not need to be seconded, and immediately stops debate. The Chair shall then ask if any member objects to ending discussion. If an objection is made, discussion continues. If there is not an objection, discussion ends and a vote will immediately be taken on the question.
3. Amendments - After any primary or secondary amendment is offered and seconded, the Chair shall ask if any member objects to its immediate passage. If any member objects and the objection is seconded, the Chair will state the amendment and discussion will begin. If there is not an objection or the objection is not seconded, the amendment is passed, and the motion is changed to reflect the amendment.

ARTICLE XIV. WEBSITE
SECTION A. WEBSITE SPECIFICATIONS
There shall be an Official RHA Website (hereafter referred to as the Website) which may contain any of the following information:
1. Current Officer Corps members names and contact information and posted office hours.
2. The dates, times, and locations of upcoming meetings.
3. All public files and forms including archived minutes from past meetings.
4. Information about any upcoming events and programs hosted or sponsored by RHA.
5. Information about membership and involvement.
6. Contact information for local hall associations.
7. Any other information deemed necessary and appropriate by the Public Relations Coordinator.

ARTICLE XV. RULES AND REGULATIONS
This organization will follow all federal, state, and local laws and rules of the University.

ARTICLE XVI. BYLAWS
The By-Laws can be suspended for the duration of a meeting, or for a specified period of time, by a two-thirds majority vote of the voting members present.
ARTICLE I. ORDER OF SUCCESSION

SECTION A. ORDER OF SUCCESSION
The order of succession shall be: President, Vice President-Internal, Vice President-External, Financial Officer, and Secretary.

SECTION B. VACANCY
1. In the case of vacancy in the President position the Vice President - Internal shall become President for the remainder of the term.
2. In the case of vacancy in any other Officer Corps position, a special election shall be held to fill the position.
3. If the vacancy occurs with less than eight weeks left in the remaining term in office, the officers shall appoint a new officer with two-thirds approval of the voting members present.

ARTICLE II. ELECTIONS

SECTION A. ELECTIONS TIMELINE
1. The RHA President and Vice President – Internal shall be elected after the Residential Life Staff Selection process has been completed and prior to the close of the TJHA, MVHA, DHA, UCHA, and RCHA executive board nominations.
2. The Vice President – External and the PCC shall be elected prior to the NACURH conference, to be elected initially as an In-Training (IT) officer. One term, in the case of the NCC, shall be from the close of the NACURH conference to the following NACURH conference. In the case of the PCC, one term shall be from the opening of the NACURH conference to the following NACURH conference. Each elected IT will take office at the close of their successor’s term.
3. All other elected positions shall be elected following the TJHA, MVHA, DHA, UCHA, and RCHA executive board elections before the close of the final RHA general assembly meeting of the spring semester.

SECTION B. PRESENTATION TIMES
Each candidate will be allowed the amount of time specified below to give a presentation and answer questions before elections.

1. President: 10 Minutes
2. Vice President – Internal, Vice President – External, and PCC: 7 Minutes
3. Financial Officer, Secretary, PCC, St. Pat’s Coordinator, HIRC Coordinator, Public Relations Coordinator, and FCC: 5 Minutes

Additionally, each candidate will receive a 5 minute Question & Answer period, which may be extended by up to 10 minutes with approval from the general body.

After all of the presentations for each position, RHA will hold a general discussion period. The new executive officer or board member will be elected by a majority vote of RHA voting members present.

SECTION C. REQUIREMENTS TO RUN FOR OFFICE
1. The following qualifications must be met to be considered for the President position:
   a. 2.5 cumulative GPA.
b. Not be on academic or disciplinary probation unless approved by Student Life or the office of the Dean of Students to hold an officer role within an organization.

c. At least one year of service in a Missouri S&T Hall Association.

d. Attendance at the next Drive-In, Fall Training, NRHH Leadership Trip, Winter Workshop, and Leadership Conference following their election, unless excused by the advisor.

2. The following qualifications must be met to be considered for the Vice President-External and Vice President-Internal positions:
   a. 2.5 cumulative GPA.
   b. Not be on academic or disciplinary probation.
   c. At least one year of service in a Missouri S&T Hall Association.
   d. Individuals running for the Vice President-External position are highly encouraged, but not required, to have attended MACURH, NACURH, or an affiliated conference.
   e. Attendance at the next Drive-In, Fall Training, NRHH Leadership Trip, Winter Workshop, and Leadership Conference following their election, unless excused by the advisor.

3. The following qualifications must be met to be considered for the Financial Officer, Secretary, PCC, HIRC Coordinator, St. Pat’s Coordinator, FCC, & PRC positions:
   a. 2.5 cumulative GPA.
   b. Not be on academic or disciplinary probation.
   c. At least one semester of service in a Missouri S&T Hall Association.
   d. Attendance at the next Drive-In, Fall Training, NRHH Leadership Trip, Winter Workshop, and Leadership Conference following their election, unless excused by the Advisor.

ARTICLE III. MEETINGS

SECTION A. GENERAL ASSEMBLY MEETINGS
   1. The first RHA meeting will be held during the third week of the fall semester, and within the first two weeks of the spring semester, with regular meetings held every week unless otherwise specified by the President.
   2. The time and date of meetings are to be decided by the President before each semester, with regular meetings at least once a month.
   3. Special meetings may be called by the President or by petition to the President by one-fourth the voting membership of RHA. All members must be notified at least three days prior to the meeting.
   4. RHA may act on business via campus or electronic mail. This action may be initiated by any member, but is only valid when all members have responded.

SECTION B. OFFICER CORPS MEETINGS
   RHA Officer Corps Meetings shall be held every other week starting after the first general assembly meeting of the current semester, unless otherwise specified by the President.

ARTICLE IV. AMENDMENTS
   Proposed amendments to the Constitution and Bylaws may be submitted, in written or electronic format, by any member of RHA during session or to the President while not in session.

ARTICLE V. FUNDING REQUESTS
   1. All agenda items that request funding shall have their budgets sent to the general assembly at least one day before the meeting. The only exception to this is the first meeting of each semester.
   2. Any person(s) or organization that receives funds from RHA must display the RHA name and logo on any advertisement and may display RHA promotional materials.
ARTICLE VI. AWARDS

SECTION A. ‘OF THE YEAR’ AWARDS

1. The RHA general assembly shall grant up to seven annual ‘Of the Year’ awards to outstanding students living in the residence halls.

2. Categories for ‘Of The Year’ awards shall be defined as follows:
   a. Community of the Year
      i. Purpose: This award recognizes a residential living community that has demonstrated a strong connection and made significant contributions to the residential population of Missouri S&T.
      ii. Criteria:
          1. The nominated community must be recognized as a residential living community by their local hall association. This includes a floor, a wing, an apartment building, or a learning community.
          2. The nominated community must demonstrate a positive impact through their community activities and interactions between its members.
          3. The nominated community has made a clear, positive impact outside of their own group of members.
          4. The nominated community has shown commitment to the positive values of inclusiveness and equity throughout the year.
          5. The nominated community has been involved with campus through event participation, hall government involvement, and participation in service activities.
   b. Student Staff of the Year
      i. Purpose: This award recognizes a student working for the Residential Life department as a Resident Assistant, Apartment Resource Assistant, or Programming Resource Assistant that has demonstrated exceptional community building skills and served as a valuable member of the residential community at Missouri S&T.
      ii. Criteria:
          1. The nominee must have worked for the Residential Life department as a Resident Assistant, Apartment Resource Assistant, or Programming Resource Assistant during the current academic year.
          2. The nominee has demonstrated exceptional community building skills through their activities and interactions with their residents
          3. The nominee has shown commitment to the core values of service, education, and leadership during their time as a staff member.
          4. The nominee has been highly involved with the residential community through event planning and participation, hall government involvement, and collaboration with students and staff members.
   c. Social Program of the Year
      i. Purpose: This award recognizes an event with a social focus hosted at Missouri S&T that has been sponsored by RHA or any organization affiliated with RHA that has made a significant impact in the Missouri S&T community.
      ii. Criteria:
          1. The nominated program must have been sponsored by RHA or an organization affiliated with RHA.
          2. The nominated program demonstrated clear goals that involve community development and facilitation of social interaction between residents.
3. The nominated program has properly utilized its resources to provide residents with a fun, positive, and inclusive experience.

4. The nominated program was well managed and satisfied its attendees.

d. Educational Program of the Year
   i. Purpose: This award recognizes an event with an educational focus hosted at Missouri S&T that has been sponsored by RHA or any organization affiliated with RHA that has made a significant impact in the Missouri S&T community.
   ii. Criteria:
   1. The nominated program must have been sponsored by RHA or an organization affiliated with RHA.
   2. The nominated program demonstrated clear goals that sought to educate its attendees or share an important message with the campus.
   3. The nominated program has properly utilized its resources to provide residents with a positive, productive, and inclusive experience.
   4. The nominated program was well managed and satisfied its attendees.
   5. The nominated program has shown a positive and profound effect on the residential community at Missouri S&T.

e. Member of the Year
   i. Purpose: This award recognizes a member-at-large of RHA who has demonstrated their dedication to the organization and to the improvement of life in the residence halls at Missouri S&T.
   ii. Criteria:
   1. The nominee must have served as Voting Member of RHA, as outlined in the Constitution, during the current academic year.
   2. The nominee has positively represented their residential community and complex during and outside of general assembly meetings.
   3. The nominee has demonstrated a positive impact on their fellow members and constituents, as well as the organization as a whole.
   4. The nominee has been highly active in hall government through committee participation, local hall association involvement, program facilitation, and meeting attendance.
   5. The nominee has shown initiative in actively improving life in the residential community at Missouri S&T.

f. Officer of the Year
   i. Purpose: This award recognizes a member of the RHA Officer Corps who has performed their duties exceptionally and has best represented the values of RHA throughout the academic year.
   ii. Criteria:
   1. The nominee must have served as a member of the RHA Executive Board or Council of Committee Coordinators during the current academic year.
   2. The nominee has met and exceeded the expectations of the role as outlined in the Constitution.
   3. The nominee has demonstrated exceptional leadership qualities while performing their duties in the organization.
   4. The nominee has shown commitment to the core values of service, education, and leadership during their time as an officer.
5. The nominee has remained highly active with the organization through program participation, local hall association involvement, recognition initiatives, and overall campus-wide interactions.

g. Faculty/Staff of the Year
   i. Purpose: This award recognizes a member of the Missouri S&T faculty or professional staff who has made a significant, positive impact on the residential community at Missouri S&T.
   ii. Criteria:
      1. The nominee must have served as a member of the Missouri S&T faculty or professional staff during the current academic year.
      2. The nominee has made a significant, positive impact on the residence halls through their work.
      3. The nominee has worked well alongside students living in the residence halls.
      4. The nominee has demonstrated a commitment to working with and improving the residential community.
      5. The nominee has exceeded the expectations of their position regarding their work with residents.
      2. Nominations for ‘Of the Year’ awards shall be submitted electronically and opened prior to Spring Break. The Officer Corps shall review all nominations to assess eligibility and select up to four finalists for each category to be selected by the RHA general assembly.
      3. Individuals may not nominate themselves or programs that they have coordinated, but they may nominate their own community for the ‘Community Of the Year’ award.
      4. In the instance that no nominees are submitted for a category, the Officer Corps may select one potential recipient to be reviewed for selection by the RHA general assembly.
      5. By the first week following Spring Break, the RHA Officer Corps must have promotional materials prepared and sent to each residential complex and local hall association.
      6. ‘Of the Year’ awards shall be voted on by the RHA general assembly during the Spring Semester, prior to the annual Residential Life End of Year Reception.
      7. Recipients of ‘Of the Year’ awards shall be announced during the Residential Life End of Year Reception.

SECTION B. GOLDEN S.E.A.L. AWARD
1. The RHA Golden Service, Education, And Leadership Award, hereby referred to as the Golden S.E.A.L., is the highest honor that the RHA general assembly can bestow upon an individual.
2. The purpose of the Golden S.E.A.L. is to honor an individual who has demonstrated exceptional leadership in the Residence Hall Association throughout their entire career at Missouri S&T.
3. The criteria for the Golden S.E.A.L. shall be as follows:
   a. The nominee has served RHA and the residential community for at least six (6) semesters at Missouri S&T.
   b. The nominee has demonstrated outstanding commitment to the residential community throughout their entire time at Missouri S&T.
   c. The nominee’s actions and involvement reflect positive values including respect, acceptance, leadership, recognition, community, and service to the residents.
d. The nominee has worked to connect the residential community with other groups across the Missouri S&T campus.
e. The nominee has consistently exceeded the expectations of each leadership role they’ve held in the residence halls.

4. Nominations for the Golden S.E.A.L. shall follow the same deadlines and processes as those outlined
5. The Golden S.E.A.L. shall be voted on by RHA general assembly during the Spring Semester, prior to the annual Residential Life End of Year Reception.
6. The recipient of the Golden S.E.A.L. shall be announced during the Residential Life End of Year Reception.

SECTION C. BRONZE AND SILVER GEAR PINS
1. The Bronze and Silver Gear Pins are the highest honor that a member of the RHA Officer Corps may bestow upon an individual associated with the organization.
2. The purpose of the Bronze and Silver Gear Pins is to give the Executive Board and Council of Coordinators an opportunity to recognize those individuals who have contributed to the success of the organization within the scope of each officer’s duties.
3. Each academic year, the pins will be distributed as follows:
   a. The President, Vice President – Internal, and Vice President – External shall be allowed to award up to two Silver Gear Pins.
   b. All officers, with the exception of the President, Vice President – Internal, and Vice President – External, shall be allowed to award up to two Bronze Gear Pins.
   c. All advisors of RHA shall be allowed to award up to two Silver Gear Pins
4. The officers and advisors of RHA may present their pins to their recipients at their own discretion.
5. It is the responsibility of the Officer Corps to prepare a budget for more pins should the current supply run out.
RESIDENCE HALL ASSOCIATION CODE OF ETHICS

PREAMBLE
Commitment to ethical conduct is expected of every member of the Residence Hall Association and all subsidiary hall association bodies.

This Code, consisting of seventeen imperatives formulated as statements of personal responsibility, identifies the elements of such a commitment. It contains many, but not all, issues the members of the Residence Hall Association are likely to face. Section One outlines fundamental ethical considerations for general members, while Section Two addresses additional, more specific considerations of ethical conduct for the officers. Principles involving compliance with this Code are given in Section Three.

It is understood that some words and phrases in a code of ethics are subject to varying interpretations, and that any ethical principle may conflict with other ethical principles in specific situations. This Code is to be thought of as a guideline of expectations and not a requirement of action.

SECTION 1. GENERAL MEMBERSHIP ETHICAL CONSIDERATIONS
1.1 HONOR ALL PROPERTY RIGHTS INCLUDING COPYRIGHTS AND PATENTS
Violation of copyrights, patents, trade secrets, and the terms of license agreements is prohibited by law in most circumstances. Even when materials are not so protected, such violations are contrary to the organization’s expected behavior. Copies of software, music, movies, etc. should not be made without proper authorization and licensing. Unauthorized duplication, presentation, or proliferation of protected materials will not be condoned.

1.2 HONOR ALL CAMPUS RULES AND GUIDELINES FOR RSOs
When conducting programming or any other event sponsored by the Residence Hall Association or the affiliated Hall Associations, each member should adhere to all campus regulations and guidelines, including but not limited to: guidelines of alcohol consumption, trespassing, food service provider regulations, and any additional rule outlined by the University.

1.3 ABIDE BY THE REGULATIONS SET FORTH BY THE DEPARTMENT OF RESIDENTIAL LIFE
All members of the Residence Hall Association and their subsidiary Hall Associations should maintain the highest level of confidentiality concerning the happenings within the organization. Events that occur within the organization’s meetings that have potential to be harmful to another person should remain confidential.

SECTION 2. OFFICER CORPS ETHICAL CONSIDERATIONS
2.1 PRESIDENT CONSIDERATIONS
2.1.1 CONFIDENTIALITY
The President of the Residence Hall Association or subsidiary Hall Association should maintain the highest level of confidentiality. As leaders of their respective organization(s), they may be given information that is confidential and should therein maintain a high level of confidentiality.

2.1.2 PERSONAL CONDUCT
As a representative of a subsidiary Hall Association, officers should conduct themselves in accordance. As such, the officers should be role models within the Residence Halls and conduct their behavior accordingly.
2.1.3 ALLOCATION OF FUNDS
The President of the Residence Hall Association or subsidiary Hall Associations should conduct
him/herself in accordance to all legal standards (federal, state, local and campus) concerning money.
The Treasurer should ensure proper handling and allocation of all funds such that no money is
misallocated or misused for personal gain.

2.1.4 COMPLY WITH ALL RULES AND REGULATIONS
The President of the Residence Hall Association or subsidiary Hall Association is responsible for
ensuring adherence to all federal, state, local and campus policies including, but not limited to, those
of patent, copyright, and trademark laws.

2.1.5 BE A REPRESENTATIVE TO THE CAMPUS, REGION, AND NATION
The President of the Residence Hall Association or subsidiary Hall Association should conduct
themselves as a positive role model to the Missouri University of Science and Technology campus, to
the MACURH region and to NACURH, as well as off campus. Additionally, any other action
considered misrepresentation of the Residence Hall Association or the Department of Residential Life
should be avoided.

2.2 VICE PRESIDENT CONSIDERATIONS

2.2.1 ADHERENCE TO ALL CAMPUS AND DEPARTMENT POLICIES
As the person responsible for committees, it is the duty of the Vice President – Internal to make sure
that the organization’s committees adhere to the ethical conduct as outlined in 1.2 and 1.3.

2.2.2 PERSONAL CONDUCT
As representatives of the Residence Hall Association or subsidiary Hall Association, the Vice
Presidents should conduct themselves in accordance. As such, the Vice Presidents should be role
models within the Residence Halls and conduct their behavior accordingly.

2.3 SECRETARY CONSIDERATIONS

2.3.1 PERSONAL CONDUCT
As a representative of the Residence Hall Association or subsidiary Hall Association, the Secretary
should conduct themselves in accordance. As such, the Secretary should be a role model within the
Residence Halls and conduct their behavior accordingly.

2.4 TREASURER/FINANCIAL OFFICER CONSIDERATIONS

2.4.1 DISTRIBUTION OF FUNDS
The Financial Officer of the Residence Hall Association or subsidiary Hall Association should
conduct him/herself in accordance to all legal standards (federal, state, local and campus) concerning
money. The Financial Officer should ensure proper handling and allocation of all funds such that no
money is misallocated or misused for personal gain.

2.4.2 PERSONAL CONDUCT
As a representative of the Residence Hall Association or subsidiary Hall Association, the Financial
Officer/Treasurer should conduct themselves in accordance. As such, the Financial Officer/Treasurer
should be a role model within the Residence Halls and conduct their behavior accordingly.
2.5 PUBLIC RELATIONS CONSIDERATIONS

2.5.1 DOMAIN SECURITY
The Public Relations Coordinator of the Residence Hall Association or subsidiary Hall Associations, as required by their job description to maintain a website, should ensure the website and its content adhere to all official standards and comply with all federal, state, local, and campus regulations.

2.5.2 PERSONAL CONDUCT
As a representative of the Residence Hall Association or subsidiary Hall Association, the Webmaster should conduct themselves in accordance. As such, the Webmaster should be a role model within the Residence Halls and conduct their behavior accordingly.

SECTION 3. COMPLIANCE WITH THE CODE

3.1 UPHOLD AND PROMOTE THE PRINCIPLES OF THE CODE
It is important for members to be examples within the Residence Halls. Therefore, the members should promote the same values stated within the Code by their actions, and encourage constituents to adhere to the same values.