Inclusion Statement for the Residence Hall Association
Temple University
Ratified, April 10, 2012

Striving to achieve the greater interest of the residential population at Temple University, the Residence Hall Association serves as an organization to support all needs of students residing in on-campus housing. RHA works to accomplish goals of Temple’s diverse student population while creating a more integrated atmosphere in which students may collectively work as one.
Constitution of the Residence Hall Association
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Preamble:

We, the students within the general body of the Residence Hall Association, in building a better residential community at Temple University, affirm the standards, by-laws, and clauses contained within this constitution.

ARTICLE I: Name

Section I: General Name

The name of this organization shall be Temple University Residence Hall Association, hereinafter referred to as RHA. RHA shall have intergovernmental entities placed into each residence hall, and shall be referred to as Community Councils.

Section II: Organization’s Logo

The RHA Logo was created to represent and brand the organization, signifying what the organization stands for: Advocate, Engage, and Lead. RHA and Community Councils for each building shall be bound to use this logo when representing any of its functions for programming. Persons are restricted from developing any sole logos that are different than the adopted logo. This logo shall go up for revision on an annual basis and shall not be changed or substituted prior to a discussion during an RHA executive board meeting with the presence of the assigned RHA advisor(s).

ARTICLE II: Organization’s Mission

The primary purpose of RHA is to serve as the official voice for the residential student population. RHA provides advocacy, leadership, and civic engagement opportunities to encourage the holistic development of all on campus residents. RHA is a liaison for each Community Council between the Office of University Housing & Residential Life as well as students living in residence halls.

ARTICLE III: Constitution’s Purpose

This Constitution serves as the template for the organization and as such is an agreement between Executive Board members, general body members, and professional staff advisor(s). Additionally, this document recognizes and establishes the intergovernmental organization known as Community Council for each undergraduate residence hall. Content additions and/or deletions can be submitted to the RHA Executive Board for review, and will be presented to the general assembly of Community Councils. Formal constitutional changes shall be recognized during the spring semester of the academic year.

ARTICLE IV: General Membership

Section I-Definition

All residential students living in an undergraduate residence hall shall be considered members.

Section II: Duties and Responsibilities of General RHA Members

1. All members must live in a residence hall to retain their membership.
2. General members shall have the right to voice their opinions at any open general body RHA meeting.
3. Each residential hall student shall generally be represented by their respective community council.
4. Community Council representatives are elected and/or appointed during, but not limited to, the fall semester.
5. General members will receive one vote within RHA (stricken for the first two meetings of the academic year.)

ARTICLE V: Resolutions

Section I: Resolution Definition

Resolutions shall be drafted through the RHA Executive Board during board meetings and or during RHA general assembly meetings to officially pass legislation. Additionally, resolutions serve as the documented voice for the organization upon gathering a majority of the RHA and community councils in favor of its passage.

Section II: Resolution Drafting

Resolutions can be introduced by any elected officials of Community Councils and/or the RHA Executive Board. A majority of the collected representatives MUST support this document for official passage. At least two RHA Executive Board members and one Community Council member shall serve as the authors of any resolution being drafted into legislation. In order to have a resolution passed, Community Councils or RHA must provide documentation supporting the proposed resolution, i.e. petitions, testimonies, etc.

ARTICLE VI: Budget Requests from Community Councils

Section I: Definition

The Residence Hall Association is appropriated funds on an annual basis to promote advocacy, social programming, civic engagement, and further community development with all residential students. All Community Councils are eligible to request aid with any initiatives, programs, or services that may be needed to enhance the residential experience. The annual budget is set by the RHA Executive Board during each academic year. It is promulgated through the RHA Executive Board that the following actions occur to secure funding:

Section II: Duties of the community council funds from RHA

1. Treasurer, or his/her designee shall complete the appropriate proposal forms provided by RHA to disclose the need, amount, and justifiable means for any requested funds.
2. Treasurer or his/her designee shall brief the Community Council advisor(s) on the aforementioned proposal.
3. After the advisor(s) has approved this form, the treasurer shall forward this document to the RHA Vice President of Internal Affairs for review.

Section III: Duties of the RHA in Approving Proposals

1. The RHA Executive Board shall designate a date for each month in which fund proposals will be discussed.
2. RHA Vice President of Internal Affairs shall review all forms as an approval process in order for the form to enter the next phase. The following actions can occur:
   a. RHA Vice President of Internal Affairs shall deny the request due to the form not being clear, concise, or completely filled out.
   b. RHA Vice President of Internal Affairs shall forward the request(s) to the entire Executive Board and RHA advisor(s) to be discussed at the next scheduled Executive Board meeting.
3. Once the request has proceeded through requirement 2b, the proposal will be brought forward to the designated budget meeting for discussion amongst the general assembly to announce status for requested appropriation.

ARTICLE VII: RHA Board & Community Council Positions and Requirements

Section I: Definition-. All RHA Executive Board members and Community Councils shall title positions to reflect this document in order to be officially recognized.
1. The RHA Executive Board shall consist of an Executive President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, and National Communications Coordinator.
2. Community Council Executive members are comprised of a President, Vice President, Secretary, and Treasurer. Non-Executive members consist of a Public Relations Representative, RHA Representative, Advocacy Representative, Community Service Representative and Sustainability Representative
3. All members must live in a residence hall to retain executive and/or council status.

Section II: General requirements of elected or appointed officials

1. RHA executive board members as well as community council members must be in good academic standing with the University and maintain at least a 2.75 cumulative GPA and a 2.5 current semester GPA. Additionally, members must also be in good financial and judicial standing with the University. Furthermore, members should not be documented or found responsible for any residence hall or campus policy violations. Judicial and academic checks are conducted each semester.
2. The term of office for RHA executive board shall begin on the day preceding the scheduled inauguration ceremony until a new executive board is properly recruited during the following academic year. No person can hold office for more than two consecutive appointed spring terms.
3. The term of office for community council members shall begin no later than the fourth (4) week after classes begin, and end on the final date of spring classes for the academic year.
4. RHA Executive board members and at least 2/3 of community council members are expected to participate in every RHA sponsored activity, when availability permits their attendance.
5. If an RHA executive board or community council member cannot attend a meeting or an event, they must contact the Secretary in advance. If members miss 3 unexcused meetings or events in one semester, resignation is expected.
6. The executive president of RHA is a non-voting member, unless a tie shall be deliberated. Community Council presidents may vote at General Assembly meetings, but not at their own Community Council meetings. In the event of a Community Council vote tie, the RHA executive board will serve as the tie breaker.
7. A RHA Executive Board member cannot also be an executive board member of any other campus organization unless that individual has been granted exclusive permission by the current Residence Hall Association Advisor. This includes, but is not limited to, another Community Council, TSG, etc.
8. All RHA executive board members shall maintain a minimum of five (5) hours per week in the designated RHA office.
9. RHA executive board members are bound and expected to fulfill duties outlined in their contract, constitution and bylaws.

Section III: Specific Duties of the RHA Executive Board

I. Executive President

1. Direct the executive board members in carrying out the goals and objectives of the organization
2. Represent RHA to other campus organizations
3. Attend any pertinent training and or workshops offered in the fall and/or spring semester
4. Serve as the official representative for the organization when it is not in session
5. Chair the weekly executive board meetings
6. Maintain effective contacts and relations with other organizations and University officials
7. Oversee all major programs and required service learning projects sponsored by RHA
8. Shall have veto power over executive board action
9. Have the authority to establish new ad hoc committees

II. Vice President of Internal Affairs

1. Chair General Assembly meetings if President is absent
2. Serve in the capacity as executive president in the event this position becomes vacant
3. Attend any pertinent training and or workshops offered in the fall and/or spring semester
4. Evaluate program funding submitted to RHA by community councils prior to final review by the rest of the executive board
5. Coordinate and attend food committees for evaluation and enhancing relationships between dining services and residential students
6. Act as liaison between community councils for advocacy purposes

III. Vice President of External Affairs

1. Produce and organize a newsletter on behalf of the organization
2. Attend any pertinent training and or workshops offered in the fall and/or spring semester.
3. Act as spokesperson if the President is unavailable
4. Maintain a listserv for current and alumni RHA members; and ensure that all electronic resources are updated in a timely fashion
5. Speak on behalf of the organization to any media sources as well as author any press releases and resolutions
6. Act as the RHA representative for the Main Campus Program Board, other student organizations and the Temple Student Government
7. Ensure registration of RHA with the office of Student Activities and that RHA is compliant with the STARS program

IV. Secretary

1. Create an accurate set of minutes at the RHA general assembly meetings and RHA executive board meetings. All minutes shall be sent out within a timely fashion to all necessary parties
2. Attend any pertinent training and or workshops offered in the fall and/or spring semester
3. Serve in a dual capacity of President and Vice President in the event both positions are vacant
4. Record attendance of all RHA General Assembly members at all meetings and events
5. Archive pictures at events and act as a Historian for the organization
6. Keep a concise record or report for the current operation of the RHA executive that will be submitted to the advisor(s) in May

V. Treasurer

1. Maintain and oversee all RHA bookkeeping in accordance to departmental accounting procedures
2. Attend any pertinent training and or workshops offered in the fall and/or spring semester
3. Availability as a resource to aid GA members in obtaining and filling out all appropriate funding forms
4. Take an active role in any fundraising activities and oversight of supply and/or marketing supplies
5. Maintain accurate budgetary accounts in consultation with RHA advisor(s)
6. Coordinate and author program proposals, evaluations, and receipt reconciliations on behalf of the organization

VI. National Communications Chair

1. Serve as the liaison between RHA, NACURH and the regional affiliate
2. Attend any pertinent training and workshops offered in the fall and/or spring semester
3. Coordinate, with the advisor(s), conference attendance
   ▪ To secure the payment invoice and all necessary information for payment no later than three weeks prior to each conference
   ▪ To help plan travel and accommodations for the delegation
   ▪ To communicate all necessary information to the conference delegation in a timely and professional manner
   ▪ Spirit activities and application process for delegate selection
4. Serve as the delegation chair for conferences
5. Prepare and submit information of affiliation and all necessary reports, including newsletters, to NACURH and regional institutions
6. Coordinate Of the Month process (nominations and selections) in conjunction with and/or in the absence of a National Residence Hall Honorary chapter
Section IV: Specific duties of Community Council

Through all promulgated by-laws, procedures, and standards set forth through the Residence Hall Association, the following positions have been identified and approved for residence hall: President, Vice President, Secretary, Public Relations Representative(s), RHA Representative, Advocacy Representative, Community Service Representative and Sustainability Representative. All community councils shall title positions to reflect this document or those designated positions will not be recognized by the Residence Hall Association.

Community councils are intergovernmental organizations within each undergraduate residence hall that directly serve as representatives of residential students to RHA. Community council’s ensure residents voices are heard as well as fulfilling the central mission of RHA.

a. Duties of Community Council Executive Board Members

I. President

1. Direct the executive board members in carrying out the goals and objectives of the organization
2. Attend community council workshops in the fall and/or spring semester
3. Serve as the official spokesperson for the organization when it is not in session
4. Chair the community council general/executive meetings
5. Maintain effective contacts and relations with other organizations and University officials
6. Attend monthly RHA general assembly meetings
7. Serve as the point person in the event the RHA coordinator position is vacant
8. Motivate and recognize the achievements of community council members

II. Vice President

1. Assist the President
2. Attend community council workshops in the fall and/or spring
3. Attend monthly RHA general assembly meetings
4. Chair the community council in the absence of the President
5. Submit any requests for funds proposals on behalf of the residence hall to the RHA Vice President of internal Affairs
6. If selected, be available to serve as a fair and impartial member on the Disciplinary Review Committee (see Article XI)
7. Support and hold the president accountable

III. Secretary

1. Record and create an accurate set of minutes at the hall senate meetings and executive board meetings and send an email to all parties in a timely fashion
2. Attend community council workshops in the fall and/or spring semester
3. Attend monthly RHA general assembly meetings
4. Record attendance of all community council members at all meetings and events
5. Archive pictures at events and act as a Historian (as needed) for the organization.
6. Maintain a report for all of senate’s activity to be submitted to RHA in May.

IV. Treasurer

1. Maintain and oversee all community council bookkeeping in accordance to departmental accounting procedures.
2. Attend community council workshops in fall and/or spring
3. Attend monthly RHA general assembly meetings
4. Work with community council advisor and further advise members of expenditures and remaining funds
5. Coordinate and author program proposals, evaluations, and receipt reconciliations on behalf of the organization

V. **Residence Hall Association Representative**

1. Serve as a direct liaison between RHA and community council
2. Attend community council workshops in the fall and/or spring semester
3. Attend monthly RHA general assembly meetings
4. Attend monthly designated office hours meetings with the RHA executive board
5. Coordinate and gain support of the residential community in attending RHA sponsored events
6. Ensure that all senate organizations are compliant to standards set forth in the RHA constitution.

b. Duties of Non-Executive Board members

I. **Public Relations Representative**

1. Serve as the voice of the residents on their residence hall floor(s) in matters pertaining to community council by actively seeking their opinions on matters discussed at general meetings
2. Seek active participation at events sponsored by senate and hall staff
3. Voice concerns of the residence hall residents at RHA meetings and to vote according to the consensus of residents opinions
4. Coordinate advertisement that is used to represent the community council.
5. Update any electronic forms of communication on behalf of the community council. i.e blogs, twitter, Facebook, etc.

II. **Advocacy Representative**

1. Work with the RHA Vice President of Internal Affairs to collaborate advocacy forums twice a semester
2. Communicate with students to be aware of student's needs and concerns
3. Attend monthly RHA general assembly meeting
4. Gather information for housing and food advisory groups
5. Work closely with the resident assistant and peer mentor staff of community council mission

III. **Community Service Representative**

1. Coordinate 3 community service events within the community per academic year
2. Assist community council with social programming ideas and leadership education towards community oriented initiatives
3. Attend community council workshops in the fall and/or spring semester
4. Attend monthly RHA general assembly meeting
5. Create a partnership between the campus community service office

IV. **Sustainability Representative**

1. Attend meetings hosted through the Office of Sustainability
2. Support sustainable initiatives and develop programs and activities that encourage sustainable attitudes
3. Attend Community Council workshops in the fall and/or spring semester
4. Attend monthly RHA general assembly meeting
5. Assist in assessing the building recycling efforts as well as being the coordinator for departmental sustainability initiative
6. Meet periodically with representatives from the Department of Sustainability to work in coalition and remain up to date with their latest initiatives.

7. Plan a minimum of one (1) sustainability event/program per semester with your Community Council.

ARTICLE VIII: Official Organization Meetings

Section I: RHA Executive Board Meetings

1. All RHA executive board members shall convene as a group weekly
2. Secretary shall keep a record of all discussed topics and publish as necessary
3. Executive presidents shall cast the final vote in the event a tie may occur

Section II: RHA General Assembly Meetings

1. The RHA executive board shall host a minimum of one (1) meeting per month to bring forth the collective community councils of each building
2. At least 2/3 of each community council should be present at each RHA general assembly meeting
3. RHA secretary shall track minutes and attendance during all designated meetings
4. All votes will be majority for passage (50% plus 1)

Section II: Community Council General Board Meetings

1. All elected and/or appointed community council members shall convene as a group a minimum of three (3) times per month
2. Community council secretary shall track all minutes and attendance of meeting
3. All votes will be majority for passage (50% plus 1)

Section III: Community Forums

1. Meeting shall be primarily organized by the advocacy representative a minimum of two (2) times per semester. In the absence of an advocate representative, the president shall assume this responsibility
2. Meeting shall be hosted by at least 2/3 of the community council to elicit feedback on housing, dining, and any other advocacy component

ARTICLE IX: Specific Duties of the Advisor(s) for both RHA and Community Councils

1. The advisor(s) is responsible for the clarification of Temple University administrative policy.
2. The advisor(s) shall be knowledgeable of the RHA constitution and its purpose
3. The advisor(s) shall offer guidance and support in both executive board and general assembly meetings.
4. The advisor(s) shall serve as the final approver for all budgetary commitments for RHA and community councils
5. The advisor(s) shall transmit the historical significance of RHA and community council proceedings in the past and use these findings to inform future proceedings.
6. The advisor(s) will review all funding requests with the treasurer to ensure that programmatic initiatives are appropriate and representative of student needs.
7. The RHA advisor(s) shall review all requested changes to the constitution, and will determine if the requested changes are in the best interest of the organization and student body prior to presenting said requested changes to the general board.
8. The advisor(s) shall act as a consultant by gathering pertinent information pertaining to the organization and offering methods of improving certain practices.
9. The advisor(s) shall have a supportive role with the organization by maintaining a balance of attending events, programs, meetings and social gatherings when appropriate.

ARTICLE X: RHA Recruitment and Community Council

Section I: Recruitment of RHA Executive Board Members
1. Recruitment shall occur annually during the spring semester.
2. Candidates shall submit a formal application and forego an interview to be appointed.
3. Current RHA executive board members are eligible to reapply, but limited to a two-year term, unless otherwise approved by the RHA advisor(s).

Section II: Election process for Community Councils

1. Elections shall occur annually during the fall semester not prior to the fourth week after classes begin.
2. Interested candidates shall complete an official application for submission to community council advisors.
3. The election date shall be determined each year by the RHA executive board.

ARTICLE XI: Officer and Representative Impeachment

1. Any compensated RHA executive board or community council executive or non-executive member who fails to do the duties as outlined in the governing documents, by-laws, and contractual agreements of the Residence Hall Association is subject to be removed from his or her office or community council.
2. Notice of failure of these duties shall be brought forward by any governing member and/or advisor(s) to any member of the Executive Board. The Executive Board shall then agree to move the case to the Disciplinary Review Committee or cease the case brought forward.
3. A Disciplinary Review Committee of 5 members will be appointed at the time of each impeachment case. The RHA Executive Board will choose 4 of the total number of Community Council Vice Presidents. The committee will consist of the 4 selected Community Council Vice Presidents and 1 Executive Board member. The committee shall be established within 48 hours of the time an impeachment case is brought forward.
4. The Advisor(s) shall sit in as an active non-voting voice on this committee.
5. No committee shall meet for more than 2 weeks; otherwise the impeachment charges shall be dissolved. In this time members shall, to the best of their ability, investigate the member in question.
6. All meetings for the committee are closed unless otherwise specified.
7. All information discussed in the committee remains confidential.
8. The RHA advisor(s) shall have measures of accountability established to remove an executive board member due to not following the terms of this constitution and any signed agreement.

ARTICLE XII: Resignation

1. All RHA executive board members and community council members have the right to resign from their position at any time, but must allow a two-week transitioning period for the newly elected/appointed.
2. RHA executive board members that resign prior to end of their term shall be responsible for any compensation that was paid for departmental stipends.

ARTICLE XIII: Amendments and Ratification

1. Any member of RHA may present amendments to the general assembly of community councils.
2. Any updates such as name changes, structural changes, or semantic correction that do not alter any standing policy shall be made by the vice president of internal affairs without need of approval by the general assembly of community councils.
3. A 2/3 affirmative vote of all members of the general assembly of community councils shall be required for the passage of any amendment to this Constitution.
4. A 2/3 affirmative vote of general assembly of community councils, formerly recognized as senates, is required for the passage of this constitution.