

Constitution of the Residence Hall Association

Northwestern University

The Northwestern University Residence Hall Association (RHA) exists to improve the quality of residential life for Northwestern University students. The Residence Hall Association shall encourage interaction and cooperation among the residence halls. The Residence Hall Association shall further be a liaison for the students to the University administration, acting as the representative voice for all undergraduate students living in the residence halls.

Article I.

Organization and Membership of the Association

Section 1. Organization

- A.** The Residence Hall Association shall consist of three branches: the Executive Board, the General Assembly, and the committee system (if utilized)

Section 2. Membership and Qualifications of the Executive Board

- A.** The Executive Board shall consist of the President, Executive Vice-President, Executive Treasurer, Executive Secretary, National Communications Coordinator (NCC) and two Executive Social Chairs
- B.** Members of the Executive Board shall be protected officers in the undergraduate University housing process

and must live in a residence hall during all quarters of their term

- C.** All terms are defined as 3 consecutive quarters
- D.** Each member of the Executive Board must be in good academic and disciplinary standing with the University.
- E.** All members of the Executive Board must have a cumulative grade point average of 2.5 to run for a position and maintain a 2.0 throughout his or her term.
- F.** Executive Board members cannot hold a community assistant position during their term.

Section 3. Membership and Qualifications of the General Assembly

- A.** The General Assembly shall consist of the representative presidents of all residence halls or alternate residence hall executive board members acting on the presidents behalf
- B.** Each residence hall shall be defined as a living unit having a sovereign governing body
- C.** General Assembly representatives may not be members of the Residence Hall Association Executive Board
- D.** General Assembly representatives must also live in the residence hall they represent during their entire term
- E.** All terms are defined as 3 consecutive quarters
- F.** Each member of the General Assembly must be in good academic and disciplinary standing with the University.
- G.** General Assembly meetings are open to the entire Northwestern community of faculty, staff, and students;

however, they are not considered part of the General Assembly

- H.** All media must be approved by the Executive Board in advance of the meeting

Section 4. The Committee Structure

- A.** Any Northwestern student living in a residence hall may serve as a committee member
- B.** All committees will be chaired by a member of the Residence Hall Association Executive Board
- C.** All hall presidents will serve on a committee (if utilized)

Section 5. Absences

- A.** One absence will be allowed per quarter without a fine
- B.** At the end of each quarter this policy will be reset
- C.** Frequent absences will be addressed privately on a case by case basis.

Section 6. Transfer of Dues

- A.** At the beginning of each quarter the Executive Treasurer shall transfer the Residence Hall Association dues
- B.** Dues are set at five dollars per resident, which will be taken from the individual residence hall social account

Article II.

The Duties and Powers of the General Assembly

Section 1. Policy Making

- A.** The General Assembly shall be the policy-making body of the Association.

Section 2. Finance

- A.** The General Assembly shall approve all methods of raising revenue for the Residence Hall Association in conjunction with all housing, University, local, State and Federal procedures.

Section 3. Constitutional Amendments

- A.** The General Assembly has the power to amend the constitution.
- B.** The General Assembly shall resolve all disputes involving the interpretations of this constitution.
- C.** All constitutional amendments require a two-thirds majority of the voting membership present (quorum) in order to be passed.
- D.** The Constitution shall be brought for review by the newly elected General Assembly and Executive Board at the beginning of Spring Quarter.

Section 4. Voting

- A.** Official votes require two-thirds of the voting membership to be present (quorum).
- B.** Each residence hall shall have one vote in all matters before the General Assembly; an exception is made for matters regarding substantive funding. (See Article II Section 4C).

- C.** In such decisions that regard the application of RHA funds, residence halls will be represented in proportion to the number of residents paying social dues: up to 99 paying residences shall merit one vote, 100-199 shall merit two votes, 200-299 shall merit three votes, etc. Voting ultimately rests with the official representative of each residence hall (See Article I Section 3A).
- D.** In matters in which the voting process is brought into question, the Executive Board will determine voting.
- E.** Votes concerning application of funds or constitutional amendments require a two-thirds majority of the voting members present for passage.
- F.** All other votes require a simple majority of the voting members present for passage.
- G.** An official vote of the General Assembly is required for the election of an Executive Board member.
- H.** Expulsion of an Executive Board member shall be in accordance with Article V.

Section 5. Meeting Times

- A.** When classes are in session, the General Assembly shall meet at **least once every two weeks**
- B.** **When classes are in session, the Executive Board shall meet at least weekly**
- C.** The President and Executive Board have the right to call meetings more often, if necessary

Section 6. "Of The Quarter" Process

- A.** The NCC will monitor the OTQ Process

- B.** Each hall representative is responsible for submitting OTQ nominations by the date set by the NCC.
- C.** The winner of OTQ will be awarded the price of one (1) hall munchies.

Article III.

The Executive Board

Section 1. Duties and Powers of the Executive Board

- A.** The Executive Board shall, with the help of the committee system, be responsible for the implementation of policy.
- B.** Terms for members of the Executive Board shall begin at the beginning of Spring Quarter and end at the end of the following Winter Quarter.
- C.** The Executive Vice-President, Executive Treasurer, Executive Secretary, and Executive Social Chairs shall not vote in the General Assembly.
- D.** All members of the Executive Board must attend all training sessions organized by University Residential Life.
- E.** All members of the Executive Board shall serve on task forces and committees as necessary.
- F.** **All new members of the new executive board must meet with their predecessor before the first meeting of the new board**
- G.** **Each executive board member is required to maintain a ledger containing transition materials to be used by their successor**

Section 2. Duties of the President

- A.** The President shall ultimately be responsible for directing the membership toward the desired goals of this Association, and shall be responsible for directing the Executive Board in the implementation of policy
- B.** The signature of the President is required for all expenditures(See Article III, Section 4d)
- C.** The President shall serve as the spokesperson for the Association
- D.** The President shall call and preside over meetings of the General Assembly and the Executive Board in accordance with the guidelines of the Constitution
- E.** The President shall be responsible for enforcing Rules of Order
- F.** The President shall, when requested, fulfill duties on University committees or in other University functions
- G.** The President shall vote in the General Assembly only to break a tie
- H.** In the event of the resignation or removal of any Executive Board officer other than the President, the President shall, in an expedient manner, hold an election for the vacant office according to Article IV (except Section 2a)
- I.** In the event of the vacancy of the office of Executive Vice-President, the President shall assume the duties of that office until the vacancy is filled according to Article III, Section 2j

- J.** The President may delegate the duties outlined in items D, E, and H
- K.** The President shall delegate all duties not provided for by this Constitution

Section 3. Public Relations and National Communications Chair

Duties of the National Communications Coordinator

- A.** The NCC shall serve as the liaison between the school, region and nation
- B.** The NCC shall organize and submit National Information Center (NIC) Reports, GLACURH/NACURH awards, and OTMs (Of the Months)
- C.** The NCC shall keep a notebook on all correspondence received and sent to GLACURH and NACURH
- D.** The NCC shall see that Northwestern takes advantage of all NACURH services
- E.** The NCC shall serve as the delegation chairperson for all conferences
- F.** The NCC shall be responsible for making sure that all affiliation dues are paid
- G.** The NCC shall be responsible for sharing all pre-conference information, materials, and conference information
- H.** The NCC shall give reports on GLACURH and NACURH at RHA meetings
- I.** The NCC shall oversee the "Of The Quarter" process

- J. The (NAME) shall be in charge of raising campus awareness of RHA through social media, campus publications, and other outlets**

Section 4. Duties of the Executive Vice-President

- A.** The Executive Vice-President shall coordinate the committee system. They shall give assignments and shall refer matters requiring committee work to appropriate committees
- B.** The Executive Vice-President shall, with the consent of the Executive Board, form and abolish all committees
- C.** The Vice-President shall, with the consent of the General Assembly, determine the purpose and size of each committee
- D.** The Executive Vice-President shall advise the committees and, in conjunction with each committee chairperson, shall be responsible for directing each committee in the fulfillment of the committee's purpose.
- E.** The Executive Vice-President shall also report to the Executive Board on the progress of each committee
- F.** The Executive Vice-President shall direct all constitutional updates and revisions
- G.** The Executive Vice-President shall conduct the entire election process, unless the Executive Board has deemed such action as a conflict of interest. In such circumstances, the Executive Board shall appoint an impartial member of the Executive Board to conduct the election process

- H.** The Executive Vice-President shall assume all duties of the President whenever the President is unable to do so or when the office of the Executive President is left vacant
- I.** In the event of the vacancy of any office on Executive Board, the Executive Vice-President shall assume the duties of the vacant office until the vacancy is filled in accordance with Article IV (except Sections 2a)
- J.** The Executive Vice-President shall submit term reports at the end of each quarter

Section 5. Duties of the Executive Treasurer

- A.** The Executive Treasurer shall be responsible for the proper accounting of receipts and disbursements of this Association
- B.** The Executive Treasurer shall report on the financial condition of this Association, including all revenues and expenditures, at all meetings of the General Assembly and the Executive Board
- C.** The signature of the Executive Treasurer is required for all expenditures (See Article III, Section 2b)
- D.** The Executive Treasurer shall coordinate all efforts at solicitations and fundraising for the organization

Section 6. Duties of the Executive Secretary

- A.** The Executive Secretary shall be responsible for keeping the records of this Association
- B.** The Executive Secretary shall keep the minutes of this General Assembly and the Executive Board. Minutes

shall be distributed to members of the General Assembly within twenty-four hours of the General Assembly meeting

- C.** The Executive Secretary shall keep all correspondence of the Association
- D.** The Executive Secretary shall be responsible for the keeping of attendance records for the General Assembly
- E.** The Executive Secretary shall be responsible for maintaining a phone and e-mail directory of all members (moved to Tech Chair)
- F.** The Executive Secretary shall be responsible for securing facilities for all meetings of the General Assembly
- G.** The Executive Secretary shall keep a copy of this constitution to be referred to at all meetings
- H.** The Executive Secretary shall be responsible for advising all public relations and publicity
- I.** The Executive Secretary shall be the recognition coordinator for the organization

Section 7. Duties of the Social Chairs

- A.** The Social Chairs shall be responsible for the organization and implementation of social events of the Residence Hall Association
- B.** The Social Chairs shall be responsible for coordinating the social committee
- C.** **The social chairs shall be responsible for the organization and implementation of philanthropic**

**events and efforts of the Residence Hall
Association**

Section 8

A. Technical Chair

- i. The Technical Chair shall be responsible for the creation and maintenance of the Residence Hall Association web page and listserv
- ii. The Technical Chair shall, in conjunction with the General Assembly, assist all Residence Halls with technical matters (hall listservs, websites, etc.)
- iii. The Executive Secretary shall be responsible for maintaining a phone and e-mail directory of all members**

Section 9. Appointments

- A.** The Executive Board shall make all necessary appointments, including committee members and chairpersons

Section 10. Adviser Job Description

- A.** Meet weekly with president
- B.** Meet weekly with the executive board
- C.** Attend organization meetings
- D.** Give a report during the general assembly and executive board meetings
- E.** Keep the executive board informed on institutional matters
- F.** Maintain a relationship with institutional accounting (SOFO).
- G.** Audit finances with treasurer

- H.** Attend and advise delegations during trips to conferences, business meetings and so on
- I.** Provide developmental activities to the executive board to assist in developing group cohesiveness.
- J.** Assist the organization with election concerns
- K.** Respect and encourage all organization functions, while supporting university policies
- L.** Provide a background history and insight to the organization
- M.** Maintain a history of the organization
- N.** Hold a goal-setting meeting for the executive board
- O.** Assist with risk management decisions

Article IV.

Elections

Section 1. Nominations

- A.** A candidate shall be nominated for an Executive Board office by any member of this Association, including him/herself, at the General Assembly meeting prior to the election. An immediate second from a member of this Association other than the nominee is required.
- B.** A nominated candidate shall have 48 hours following the nomination to inform the election-running officer of his or her intention to run for the nominated office
- C.** All nominated candidates, so long as they meet the qualifications of the office and have acknowledged candidacy to the election-running officer, shall have their names places on the ballot

Section 2. Elections

- A.** A new Executive Board shall be elected no later than the next to last meeting of each Winter Quarter.
- B.** Executive Board nominees are expected to have held hall government executive positions or have extensive leadership experience.
- C.** All General Assembly and Executive Board members, excluding the officer conducting the election, are eligible to vote, the election-runner shall only vote in case of a tie
- D.** By an official vote, the officers of the Executive Board shall be elected by a simple majority of the votes cast in a secret-ballot election. If a majority does not exist, the top two candidates shall have a run-off election.
- E.** The Executive Vice-President shall count the votes unless the Executive Board has deemed such action as a conflict of interest. In such circumstances, the Executive Board shall appoint an impartial member of the Executive Board to count the votes
- F.** The last General Assembly and Executive Board meetings of Winter Quarter shall be conducted jointly by both the incoming and outgoing Executive Boards.
- G.** The term of the new Executive Board shall begin on the first day of Spring Quarter and must adhere to Article III, Section 1C

Section 3. Hall Officer Elections

- A.** Hall elections are to undertaken according to each Residence Hall's Constitution.
- B.** Each residence hall must have at least a President, Vice President, and any other positions deemed necessary by the Residence Hall's Constitution
- C.** All ballots shall be collected by the Hall Executive Board or University Residential Life staff and tabulated. Any Executive Board member deemed to have a conflict of interest shall remove him/herself from the tabulation process. By an official vote, the officers of the Hall Executive Board shall be elected in agreement with the individual halls constitution.
- D.** Hall elections shall take place no later than the last week of Weinberg College of Arts and Sciences classes during the Winter Quarter. Officers shall be elected for the following term beginning with the first official day of classes Spring Quarter and lasting to the final day of Winter Quarter the following academic year
- E.** In the matter of freshmen residential halls and the transfer residential hall, elections shall be held by the end of the third week of fall quarter classes. Elections shall be run by the individual halls Community Assistant
- F.** The current Hall President is responsible for the placement of all candidates on an official hall ballot. Secret ballots shall be distributed only to members of the Hall Assembly and current Hall officers.
- G.** The Hall President shall call and explicitly publicize a meeting of the Hall Assembly for the express purpose of

electing Hall Officers. At this time, candidates will be allowed to present a platform to the Hall Assembly.

H. Phi Mu Alpha and Sigma Alpha Iota shall be exempt from the above procedures

Article V.

Impeachment and Removal

Section 1. Jurisdiction

- A.** The impeachment or removal of any member of the General Assembly must be done in accordance with the constitution of that member's residence hall
- B.** The impeachment or removal of any member of the Executive Board must be done in accordance with this constitution

Section 2. Presiding Officer

- A.** The President shall chair the impeachment proceedings against the Executive Vice-President
- B.** The Executive Vice-President shall chair the impeachment proceedings against any other Executive Board member

Section 3. Impeachment Proceedings & Removal

- A.** The impeachment proceedings must be initiated by presenting a petition to the Presiding Officer from Article V, Section 2.
- B.** The impeachment petition must be signed by one-third of the representatives of the General Assembly, and must request the impeachment of a member of the Executive Board

- C.** Any charges pertaining to this impeachment shall be read at the first meeting of the General Assembly following the presentation of the petition
- D.** Anyone recognized by the Presiding Officer may speak on the charges at the same meeting they are presented
- E.** The removal of an officer requires an official vote of a two-thirds majority of the official quorum. This vote must take place at the same meeting as the presentation of charges, as directed by the Presiding Officer

Article VI.

Rules of Order

Section 1. Discussion

- A.** All discussion will be mediated by the meeting chair
- B.** While one member of the General Assembly is speaking, no other member may interrupt unless recognized by the meeting chair
- C.** At the end of 5 minutes, voting will automatically ensue unless more time is motioned for up to 5 minute increments
 - i. After 15 minutes of discussion, there will be a vote. A 2/3 vote of the general assembly can extend the maximum time out to 15 minutes again. There is an

unlimited times you can vote for 15 minute extensions

Section 2. Motions

- A.** Motions may be presented by any member of the attending body
- B.** Two types of motions may be presented
 - i. Calling for a vote on an issue
 - ii. Passing an issue by unanimous consent
- C.** A motion requires a second, which may be preceded by a short period of discussion, mediated by the meeting chair
- D.** Any seconded motion must either be recognized or dismissed by the meeting chair

Section 3. Enforcement and Suspension

- A.** Rules of Order will be enforced by the meeting chair
- B.** These rules are to be viewed as working guidelines
- C.** At any time excluding meetings of the General Assembly, the Executive Board may suspend or replace these rules with other parliamentary procedures, as they see fit

Article VII.

Adherence to External Policies

Section 1. Policies and Events

- A.** The Residence Hall Association body must adhere to all housing, University, local, state and federal policies and procedures
- B.** All Residence Hall Association programs and sponsored events will be non-alcoholic