Pacific University
Residence Hall Association
Constitution

This constitution was ratified by the members of the Residence Hall Association (RHA), April 2013.

Mission Statement
We, the members of the Pacific University Residence Hall Association, are dedicated to the enhancement of the students’ experience within the residential community. We will achieve our objectives by serving as a voice to promote unity among residents of the university, encourage self-governance, and increase active residential participation.

Article I. Name
The name of this organization will be Residence Hall Association and hereafter will be referred to as RHA.

Article II. Purpose
The purpose of RHA will be:

• to provide a representative voice for all residents
• to organize events and activities to enhance the lives of residents
• to make decisions on policies and/or issues regarding on-campus living
• to act as liaisons between the residents and the administration
• to encourage communication between organizations on campus and affiliated schools of PACURH and NACURH

Article III. Membership
The membership of RHA shall consist of all students attending Pacific University who reside in the residence hall or on-campus apartment complexes.

Article IV. Structure
The governing body of RHA shall be divided into ten councils: Executive Board, General Assembly, Burlingham Hall Council, Clark Hall Council, Gilbert Hall Council, McCormick Hall Council, Vandervelden Court Council, Walter Hall Council, and National Residence Hall Honorary (NRHH).

Article V. Organization Leadership
Section 5.01: RHA Executive Board
The RHA Executive Board will consist of six members and (an) Advisor(s):

(a) President
(b) National Communications Coordinator
(c) Community Relations Coordinator
(d) Financial Coordinator
(e) Events and Activities Coordinator
(f) Leadership Development Coordinator
(g) A Residence Life staff member will serve as the Advisor to RHA.
   i. The Advisor, as an ex-officio member, will have speaking rights but no voting privileges.

Section 5.02: Qualifications
Any member of RHA (a student living in University housing) may apply for RHA as long as they meet the qualifications and expectations to serve on the Executive Board:
(a) Live on-campus
(b) Make RHA a top priority after academic obligations.
(c) Maintain status as a Full-time Pacific University student.
(d) Have an accumulative GPA of 2.25
(e) Adhere to University and Residence Hall policies.
(f) Resident Assistants, Hall Council Members, Student Senate Executive Board Members are ineligible to serve on the RHA Executive Board.

Section 5.03: Selection
RHA Executive Board members will be appointed through a selection process, as detailed in the Bylaws.

Section 5.04: Term
(a) The term of membership is one full academic year, traditionally August through May, though additionally summer work may be required.
(b) Members will serve this term unless:
   i. They step down for personal reasons.
   ii. Can no longer perform their job duties.
   iii. They are asked to resign—see Bylaws

Article VI. Organization Councils
Section 6.01: General Assembly
(a) The RHA General Assembly will consist of:
   i. RHA Executive Board Members
   ii. Hall Council Representatives from:
      • McCormick Hall
      • Clark Hall
      • Walter Hall
      • Vandervelden Court Apartments
      • Burlingham Hall
      • Gilbert Hall
   iii. NRHH Representative
   iv. Resident Assistant (RA) Representative (non-voting member)
(b) Qualifications and expectations of RHA General Assembly members will be:
i. Attend all Open Forum meetings.
ii. Present an updated budget report at the first meeting of each month
iii. Relay current program information to the rest of the General Assembly
iv. Act as the liaison between the Executive Board and their respective Organizations

Section 6.02: Hall Councils
(a) Hall Councils will represent:
   i. McCormick Hall
   ii. Clark Hall
   iii. Walter Hall
   iv. Vandervelden Court Apartments
   v. Burlingham Hall
   vi. Gilbert Hall
(b) Expectations of Hall Councils:
   i. Follow their respective Hall Council Constitutions
   ii. Conform to RHA’s expectations set forth in this Constitution and Bylaws
   iii. Abide by all University policies and procedures

Section 6.03: National Residence Hall Honorary (NRHH)
   i. Follow its respective NRHH Constitution
   ii. Conform to RHA’s expectations set forth in this Constitution and Bylaws
   iii. Abide by all University policies and procedures

Article VII. Meetings
Section 7.01: RHA General Assembly will hold:
   (a) Weekly Open Forum meetings will be open to all students, staff, and faculty. These meetings will occur during the academic year, once General Assembly members are elected or selected to their positions.

Article VIII. Residence Hall Policy Change Procedure
In the case of a request for a residence hall policy change, the Community Relations Coordinator will call upon one member from each Hall Council, and other members as deemed necessary, to form a committee, which will follow the procedures in the RHA Bylaws.

Article IX. Constitutional Amendments
Section 9.01: Method of Amending the Constitution
   (a) Proposals to amend this Constitution may be submitted by any member, but must be sponsored by a voting member of RHA General Assembly.
   (b) The proposed amendment must be presented in writing to RHA General Assembly one meeting prior to the vote occurring.
   (c) A two-thirds majority of the voting members of RHA General Assembly shall be required for the amendment to pass.
(d) All amendments will take effect one week after their passage unless otherwise specified in the amendment.

(e) Amendments shall be structured in sections and clauses.

Section 9.02: Integration of Amendments

(a) Amendments to this Constitution shall be integrated by the RHA President with the assistance of the Executive Board within five (5) days of being voted into effect.
Pacific University
Residence Hall Association Bylaws

A. **Purpose of the Bylaws**
   1. The RHA General Assembly shall adopt a set of Bylaws in addition to this Constitution.
   2. The Bylaws shall aid in explaining and defining, in detail, the methods and procedures followed by this organization.
   3. Bylaws may not serve to obstruct or nullify the directives set forth in this Constitution.

B. **Structure of the Bylaws**
   1. Passage, modification, or removal of a bylaw shall require a simple majority vote of the General Assembly, unless the General Assembly wishes to require a greater majority.

C. **Method of Amending the Bylaws**
   1. Proposals to amend Bylaws may be submitted by any member, but must be sponsored by a voting member of RHA General Assembly.
   2. The proposed amendment must be presented in writing to RHA General Assembly.
   3. A fifty percent plus one margin is required for the Bylaw amendment to pass.
   4. All Bylaw amendments will take effect one week after their passage unless otherwise specified in the amendment.

D. **New Executive Board Member Selection Process**
   1. Current Executive Board will create and/or update applications, qualifications, job descriptions, and President’s letter to candidates.
   2. Applications must be made available for all on-campus students.
   3. The current Executive Board members will determine the selection timeline.
   4. The President, or their designee, will appoint a Selection Committee to review applications and interview candidates. This committee may consist of RHA Executive Board members and RHA Representatives who are not applying for positions, advisor(s), and Student Life professionals.
   5. The Selection Committee will deliberate and propose a candidate for each open position.
   6. The Selection Committee’s recommendations will then be presented at RHA General Assembly Open Forum for a vote.
      a) All General Assembly members excluding the Chair of the meeting vote.
      b) The vote must be a two-thirds majority unless voted otherwise.
      c) If a voting representative of the RHA General Assembly Open Forum meetings is running for an Executive Board position, they may have a proxy present to fill in for their voting privileges, except in the case of a current RHA Executive Board member.
   7. The RHA President, or their designee, will contact applicants with selection results.
   8. In the event of a selected candidate declining a position, the Selection Committee may:
      a) choose to propose a General Assembly vote for an alternate candidate for the position, or
b) reopen the position for new applicants.

9. If there are not enough applicants, said position(s) are reopened.

E. **Mid-Year Executive Board Member Replacement**

1. Any open RHA Executive Board position may or may not be filled upon the discretion of the RHA Executive Board.
2. If the Executive Board decides to fill the open position, selection procedures as outlined in “New Executive Board Member Selection” will be followed, with the following exceptions:
   a) If a position is vacated when school is not in session and/or when General Assembly is not in operation.
      • During such periods, the Executive Board may vote to fill positions internally or by an amended selection process.

F. **Resignation and Removal of Executive Board Members:**

1. Members wishing to resign are encouraged to meet with the RHA President and Advisor before finalizing their decision.
2. Members who misses more than two (2) meetings or programs unexcused without notification, or is not upholding the RHA constitution and job responsibilities will be asked to meet with the RHA Advisor and remaining officers. During this consultation, reasons for absence and poor performance will be discussed and a decision will be made as to whether the member may continue in his/her office or withdraw membership from the Board and forfeit his/her office.
3. Members who have had encounters with the University conduct system are required to meet with the RHA advisor to discuss the situation. After this meeting, and in consultation with the RHA advisor, the remaining board members will determine the Executive Board member’s status.

G. **Duties of Executive Officers**

1. Duties and expectations of all Executive Board Officers
   a) Extracurricular and academic activities that interfere with performing RHA duties need to be reported to the Executive Board before these activities occur.
   b) Attend weekly RHA Executive Board Meetings, 2 hours.
   c) Attend weekly General Assembly Open Forum Meetings, 1 hour.
   d) As a Board, plan and implement 1 campus program a month.
   e) Support and attend Hall Council meetings and programs.
   f) Practice good organization and time management skills.
   g) Participate in all RHA and Hall Council training sessions and retreats.
   h) Read and communicate by e-mail daily in a timely manner.
   i) Be aware of personal limitations and challenge yourself to grow.
   j) Appropriately address student needs, issues, and concerns.
   k) Perform weekly office hours in the RHA office
      a. President must hold 3 office hours per week.
      b. All other Board members must hold 2 hours per week.
   l) Have a one-to-one meeting with Advisor every two weeks, or as arranged by the Advisor.
   m) Have a one-to-one meeting with the president when needed.
   n) Perform all assigned duties promptly and efficiently.
o) Be on campus Fall and Spring Terms;
p) Winter Term expectations will be decided by the Board.
   a. If programming occurs during Winter Term, then all Executive Members not in attendance will not receive compensation for that month.
q) Participate in selection and transitioning process of new RHA Executive Board members.
r) Maintain in good standing with the University Conduct System.

2. Position-Specific Duties
   a) **President**
      • Provide the leadership, drive, and direction to enable RHA to achieve the goals stated in the RHA Constitution.
      • Build rapport with staff, faculty, and Housing and Residence Life Staff.
      • Appoint, in consultation with the Executive Board, all liaisons deemed necessary for efficient communication between RHA and other organizations.
      • Work closely with each RHA Executive Board member, and schedule individual meetings as necessary.
      • Organize and preside over all RHA meetings, including agenda preparation.
      • Represent RHA at Student Senate forums and report information to the Board. If the President is unable to attend, another executive member may be appointed to go.
      • Arrange for an RHA representative at all CORE meetings.
      • Implement and coordinate all RHA standing committees.
      • Update forms and job descriptions at the end of each year with input from the members serving each role.
      • Maintain office bulletin board (monthly events, minutes, etc.).
      • Make all posted lists for the RHA office (office hours, phone list, etc)
      • Coordinate with RHA Executive Board to track the numbers of hours each member contributes to RHA business throughout the year.
      • Maintain accurate and updated governing documents, including but not limited to RHA Constitution and Bylaws.
   
b) **National Communications Coordinator:**
      • Build and maintain communications with regional and national organizations, including NRHH, NICs, and RBDs.
      • Serve as the chair in absence of the RHA President for the Executive Board meetings and the Community Relations Coordinator for RHA General Assembly Open Forum.
      • Nationally re-affiliate RHA in May, includes paying dues, online re-affiliation form, and writing annual NIC report.
      • Keep RHA and Hall Council updated on regional and national activities.
• Encourage bidding for Regional awards (as listed in the PACURH Policy Book).
• Coordinate delegation selection, registration, and travel arrangements for all regional and national conferences: PACURH (November), No Frills (February), and NACURH (May).
• Attend all conferences as a voting representative.
• Communicate with the campus chapter of the National Residence Hall Honorary (NRHH).
• Record detailed minutes from Executive Board, Hall Council Open Forum meetings, and general meetings, then distribute to Executive Board and/or others as needed via e-mail and post them outside the RHA office.
• Create and submit to the region a report of RHA activities, as necessary.
• Work with webmaster to maintain RHA website, update weekly with minutes and upcoming events.
• Check mail weekly and periodically the suggestion box by the PIC.
• Attend the Residence Life Staff Team Time meetings as needed to inform the Residence Life Staff about RHA programs and activities.

c) Financial Coordinator:
• Manage RHA general ledger.
• Keep accurate records of all RHA financial transactions and report to Board and Hall Council Representatives weekly.
• Work closely with individual hall treasurers to generate a financial plan.
• Develop good working relationship with Business office.
• Manage check requests and petty cash fund.
• Obtain a bi-monthly budget report from the Business office.
• Coordinate Welcome Basket program at beginning of Fall semester.
• Coordinate the Fall and Spring Finals Basket program.
• Coordinate the Birthday program: delivery schedule, ordering cakes and acquisitions of supplies. Establish delivery schedule and procedure with other Executive members.
• Develop relations with Care Package Cafe and other fundraising businesses.
• Be responsible for the acquisition and maintenance of all RHA office supplies and equipment.

d) Leadership Development Coordinator:
• Provide introductory training as well as periodic leadership seminars designed to provide strategies for increased campus leadership capacity and success.
• Coordinate and organize RHA/Hall Council Trainings and Spring Hall Council Training, if necessary.
• Develop leadership materials for Hall Council and RHA as needed.
• Expand the leadership development opportunities for Pacific University, specifically Hall Council Advisors but also open to whoever would like to take advantage of these opportunities.
• Develop working relationship with Hall Council Advisors.
• The Leadership Development Coordinator will work with the other RHA executive members in the development of curriculum for leadership workshops.
• Attend Hall Council Meetings on a regular basis with Community Relations Coordinator, rotating through each of the halls once a month or as needed.
• Attend meetings with Community Relations Coordinator, RHA Advisor and Hall Council Advisors as needed.

e) **Community Relations Coordinator:**
• Coordinate the Hall Council election process and procedures with the Hall Council Advisors.
• Be in constant communication with Hall Councils and be able to update RHA on activities of the Hall Councils at each Executive Board Meeting.
• Attend Hall Council Meetings on a regular basis with LDC, rotating through each of the halls once a month or as needed.
• Organize and preside over all RHA General Assembly Open Forum meetings, including agenda preparation.
• Facilitate creation of committees in agreement with RHA Constitution in relation to policy changes.
• Hold master copies of each Hall Constitution and make sure each Hall is acting within said constitution, as well as RHA’s Constitution.
• Collaborate with the Leadership Development Coordinator to cater certain trainings to Hall Council needs.
• Devise ways to motivate Hall Council members.
• Support policy changes suggested by Hall Councils via the Policy Change Procedure.
• Attend meetings with Leadership and Development Coordinator, RHA Advisor, and Hall Council Advisors as needed.

f) **Events and Activities Coordinator:**
• Work with the Hall Council Executive Board to generate a programming plan for each semester based on the group’s vision and goals.
• Supervise one program a month, including community service events, and delegate program responsibilities to other members.
• Support Hall Councils by helping them generate and find programming ideas, techniques, and resources.
• Coordinate publicity for all RHA programs and events (at least one kind of publicity per program-once a month) to be distributed throughout campus.
• Reserve all room spaces using the Student Activity form.
- Following each program, manage individual program evaluation forms for RHA members, and then compile the information into one final program evaluation.
- Have a good working relationship with Facilities Management, Copy Center, and the Office of Marketing and Communications at Pacific University
- Coordinate with Executive Board for funding for RHA programming.
- Make thank you notes for individuals who assist RHA in their programs.

**g) Advisor:**
- The Advisor shall meet once every two weeks with each Executive Officer (with the exception of the President, who will meet weekly), or as needed.
- The Advisor shall attend meetings with Community Relations Coordinator, Leadership and Development Coordinator, and Hall Council Advisor(s) as needed.
- The Advisor will accompany conference delegations to regional and national conferences.

**H. Hall Councils**
1. Elections of Hall Councils:
   a) Hall Council Elections will be held each fall and coordinated by the Community Relations Coordinator.
   b) A resident can only be elected to office for hall council if he/she is a resident in said residence hall.
   c) Only residents living in said hall may vote for said hall.
   d) Hall Council members may not be an RHA Executive Board member or a Resident Assistant.
2. Midyear Replacements:
   a) Hall Councils should follow their constitution when replacing officers mid year.
3. Hall Council Conduct:
   a) Hall Councils officers should refrain from engaging in situations that violate University policy. Hall Council Officers who have had encounters with the University conduct system are required to meet with their Hall Council Advisor to discuss the situation. After this meeting, and in consultation with the Advisor, the remaining Hall Council Officers will determine the member’s status.
4. Meetings
   a) Hall councils shall conduct weekly meetings that involve all members.
   b) Hall councils are required to have an Open Forum each full month of the academic year:
       - To inform students of each hall the up to date happenings that effect them
       - To ensure the hall council is staying on track
5. Training and Development
a) The Leadership Development Coordinator shall oversee a Fall Hall Council Training event to:
   • Train new hall council members
   • Allow halls to plan for the fall semester
b) A training retreat in the spring may be found necessary if:
   • The level of progress hall councils have made are not satisfactory
   • The functionality of the group is not satisfactory
   • The RHA Executive Board determines that training would be beneficial for the student leaders involved with Hall Council.

6. Constitutions
   a) Constitutions can be amended by simple majority of the Hall Council and must be approved by the RHA Community Relations Coordinator or Leadership Development Coordinator.
   b) Halls are required to review and make amendments, if necessary, to their respective constitutions during the year either:
      • During the first month of office, if it is for a new residence hall
      • During the last month of office
      • Changes made will not take effect until the next academic year, except for in the case of a new residence hall

I. NRHH
   1. Membership
      a) NRHH will be composed of the top 20 on-campus student leaders, or the top 1% of student leaders, whichever is higher.
   2. Governance
      a) NRHH will maintain its own constitution.
   3. RHA and NRHH Relationship
      a) RHA will give NRHH a budget each academic year for its use.
      b) NRHH will support RHA, and elect a respective to attend RHA General Assembly Open Forum each week
      c) Conference costs for the NRHH NCC will be determined each year between RHA and NRHH.

J. RHA Relationships
   1. Hall Councils
      a) The Leadership and Development Coordinator and Community Relations Coordinator shall go to Hall Council meetings at least bi-monthly. They shall act in an advisory role to the Hall Council, but not as an active member of the meeting.
   2. Housing and/or Residence Life Staff
      a) This includes anyone that works for Housing or Residence Life, such as, but not limited to, the Resident Assistants.
      b) At the beginning of each semester a representative from the Residence Life Paraprofessional Staff will be invited to take part in a non-voting position in RHA General Assembly Open Forums.
   3. Hall Councils and Housing and Residence Life Staff
      a) Hall Councils cannot supply funding to a Residence Life Staff member for the purpose of programming or activities, unless the Residence Life Staff
member is performing the program or activity in conjunction with the Hall Council.

b) Housing or Residence Life Staff members can petition at RHA General Assembly Open Forum for programming or activity funding, voting will occur at the following Open Forum.

K. Residence Hall Policy Change Procedures

1. Introduction:
   a) This procedure should be followed for any request from Hall Councils to change a policy in, or as it pertains to, a Residence Hall. Hall Council members and the members of the Policy change committee are expected to remain objective throughout the entire process and consider both sides of the argument fairly. It is important to follow the guidelines set forth in this procedure as they provide a tested procedure for properly changing policies. It is also suggested that Hall Councils make use of their advisor(s) to maintain a degree of professionalism that is expected of all representatives of the University. It is necessary to inform Hall Council Members, RHA Executive Board Members, Housing and Residence Life Staff Members, the Dean of Students, and the Vice President for Student Affairs, because all of these people have input in the process.

2. Procedure:
   a) Create and Present a Proposal
      • This is the most important step in the process because it lays everything out and prepares RHA, Housing and Residence Life Staff, and administrators long in advance.
      • Requests will only be accepted mid-September through the end of March.
      • A key component to the proposal process is the On-Campus Housing Initiative Proposal Form. The purpose of this document is to give students a starting point to make a request for a potential project in the Residence Halls and can be picked up from the RHA Office, UC 105.
      • Using the form, applicants will outline the location, scope, costs, funding sources, impact on students and staff, benefits, and timeline of the project. Questions that will need to be addressed include:
         a. How will this program be sustained after you leave PU?
         b. How will the proposal impact University staff responsibilities or budgets?
         c. How does your proposal impact the students of the residence hall you are targeting?
         d. If your proposal is accepted, how will you educate the impacted student population about your project?
         e. How does your proposed program benefit PU?
         f. What is your proposed timeline?
            i. Petition Dates
               1. When will it go out for circulation?
               2. When will it be finished?
               3. When will the results be tabulated and by who?
ii. Trial Period Dates—beginning and ending date

iii. Meeting Dates
   1. Initial proposal brought to RHA General Meeting
   2. Initial proposal brought to a Housing and Residence Life Staff Meeting
   3. Initial proposal brought to Associate Dean of Students (may be in conjunction with RHA General Meeting)
   4. All Hall Meeting with residents of building
   5. RHA Exec Meeting to discuss evaluations and procure recommendation

iv. d. Evaluations of Trial Period
   1. When do they go out?
   2. When do results get tabulated and by who?
   • Applicants will also give copies of the proposal to Housing, Residence Life and Facilities so that they can provide RHA with feedback. After reviewing the applications and departmental input, RHA will make a decision as to whether or not the proposed idea is viable and in the best interests of students. At this point, they may approve the proposal to move on to the Petition step. RHA will review and make recommendations within 15 school days of receiving the proposal. An RHA member will send correspondence to the student’s Pacific University e-mail account.
   • This proposal should state the desired policy change as well as the current policy. It should be addressed to the general public and will be the petition that is presented by Hall Councils at their Open Forums for the residents to sign in favor of or against.

3. Petitions
   a) This step is important because it allows the Hall Council to gain initial feedback from the residents about the policy to be changed. The petition should explain the policy thoroughly—what it currently is and what the proposed change would be.
   b) The petition should be reviewed by RHA members, and members of the committee set up to circulate the petition, it should also be sent to Area Coordinators to be reviewed and any other authorities involved in the change.
   c) The petition should be specific about the policy change.
      • Specific days of the week/times of day policy would be in effect
      • Option to choose which of these the resident is for/against
      • (i.e. in regards to the Quiet Hours Policy—which nights would the change be in effect, weekend nights or weekday nights, and specifically what times. Some people may want change during the weekdays, but not weekend nights).
   d) The petition should be circulated during Open Forums held by each hall.
   e) Tally results of petition.
• If at least 66% of residents who sign are for the idea of the policy change, then it may go to a trial period.
• Update RHA and Housing and Residence Life Staff on results as soon as possible

4. Trial Period
   a) This step in the process is necessary so that all parties involved have a chance to see how the policy would work in the hall. It does not mean that the policy has been changed, it is simply a test. It gives residents as well as staff a chance to see how people will respond to the new policy and to see if anything has been forgotten in putting together the proposal for the new policy. Trial periods may vary depending on the policy being changed, but typically last a week.

5. Evaluation of the Trial Period
   a) The information gathered after the Trial Period is crucial to the decision making process. This allows the residents to “live” through this policy change for a specified amount of time to see how they like it. They are then given the opportunity to “voice” any concerns that they observed during the Trial Period and provide Hall Council with valuable feedback to take back to RHA. If RHA feels that they do not have enough feedback from residents, they reserve the right to request another round of evaluations of a different type to be determined by Hall Councils and RHA.

6. RHA Recommendation
   a) In this step all materials and feedback get pulled together and put into written form in order to take to the Associate Dean of Students and/or the Dean of Students for final approval. Members of the policy change committee, Hall Councils, and RHA members are urged to write a brief response to the policy change and then their final recommendation for institution.

7. Extended Trial Period and Evaluation
   a) This final step is optional but should be used for any controversial policy change. At this point in time it is necessary to once again look at all aspects of this possible policy change and decide if it would benefit the residents. If revisions are needed to be made then the policy change should undergo another trial period and feedback again requested. Otherwise this is the final step and advertising should be posted to notify those residents it affects.