

Residence Hall Association Constitution

University of San Francisco

2020-2021

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Article I: Residence Hall Association

Article II: Purpose

Article III: Affiliation

Article IV: Membership

Article V: Officers

Article VI: Duties of the Executive Board Members

Article VII: Duties of the Residence Hall Councils (RHC)

Article VIII: RHA Executive Board Compensation

Article IX: RHA Executive Board Appointment Process

Article X: Advisors

Article XI: Meetings and Voting Therein

Article XII: Committees

Article XIII: Events and Activities

Article XIV: Dues and Fees

Article XV: Amendments

Article XVI: Ratification

ARTICLE I - Residence Hall Association

Section 1. The name of this organization shall be the Residence Hall Association of the University of San Francisco. Hereafter, it should be referred to as RHA.

ARTICLE II - Purpose

Section 1. RHA is an active presence on campus that aims to serve as a voice for residents. The organization accomplishes this by providing leadership opportunities within residence halls, planning and executing educational initiatives that seek to provide a positive on campus living experience, and serve as a liaison between students and other campus entities.

Section 2: Powers & Responsibilities

- A. RHA shall coordinate educational, community service, social, and advocacy activities that are congruent with University values.
- B. RHA shall oversee, support, and work with Residence Hall Councils (RHCs) through the use of RHA Building Liaisons.
- C. RHA shall advocate on behalf of its membership and make recommendations to University Administration and Student Housing and Residential Education

(SHaRE) regarding the establishment, implementation, and revision of University policies and procedures pertinent to residence life.

- D. The executive board members of RHA shall represent the members in decision-making relevant to residence life.
- E. RHA shall facilitate the development of leadership skills of its members.
- F. RHA shall serve as a liaison between USF and the National Association of College and University Residence Halls (NACURH), and the respective region of which USF falls in, that being the Pacific Affiliate of College and University Residence Hall (PACURH).
 - a. President, National Communications Coordinator (NCC), Programmer, and Executive Vice President have priority to attend NACURH and PACURH conferences; members will be excused only on the basis of academic or other reasons upon the approval of the executive board.
 - b. The President and the National Communications Coordinator must be available to attend the Regional Business Conference (RBC), a business specific conference for PACURH in addition to NACURH and PACURH conferences.
- G. The executive board members of RHA shall be active participants on University boards, committees, and councils relevant to residence life, as invited by any University official.
- H. RHA members shall utilize allocated funds through SHaRE and raise any additional funds deemed necessary by the RHA board members, in order to meet the purpose and functions of RHA.

Section 3. RHA shall function as a non-profit organization, which will dedicate all resources to the USF residential community. RHA shall not charge admission for any RHA sponsored programs.

ARTICLE III - Affiliation

Section 1. RHA is affiliated with National Association of College and University Residence Halls (NACURH), as well as NACURH's regional affiliate, Pacific Affiliate of College and University Residence Halls (PACURH). RHA abides by all NACURH and PACURH guidelines and governance. PACURH governing documents can be found here:

<http://pacurh.nacurh.org/wp/wp-content/uploads/2012/06/PACURHGoverningDocuments6-19-2012.pdf>

ARTICLE IV - Membership

Section 1. All undergraduate and graduate students residing in residence halls maintained by SHaRE at the University of San Francisco are considered to be members of RHA and their respective RHCs. All members of the organization must be matriculated students and live in a

Residence Hall at the University of San Francisco. Voting is restricted to members of the organization.

Section 2. Membership in the organization will not be denied to anyone on the basis of ability, age, color, creed, ancestry, national origin, culture, race, ethnicity, family model, gender identity, gender expression, health status, marital status, nationality, political views, religious, spiritual, and philosophical beliefs, sexual orientation, sexual identity, socioeconomic status or veteran status.

Section 3. No member of this organization shall engage in hazing, including but not limited to: physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes, or is likely to cause, bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Education Code, Article 8, Sections 10851-10853).

Section 4. RHA, along with Student Housing and Residential Education affirms the dignity of all people. We are here to learn with and from one another. We recognize that all members of our community are accountable to one another. As professionals, paraprofessionals, and student leaders, we encourage those who live in our communities not to settle for tolerance, but to strive for equity as we create safe and brave spaces for rich dialogue and understanding. We welcome, expect, and encourage the continued pursuit of knowledge, skills, and abilities necessary to build a more inclusive community which celebrates diversity and works toward justice.

Section 5. The RHA executive and legislative boards shall be selected through an appointment process conducted in the spring semester of each academic year in collaboration with SHaRE Professional staff members, and Student Life Engagement (SLE).

Section 6. Individual RHC executive and legislative boards shall be elected through a voting process conducted in the beginning of the fall semester of each academic year in collaboration with Assistant Residence Directors (ARDs) of SHaRE and SLE.

Section 7. Removal of a RHA executive board member

Removal is subject to the discretion of the President (or next highest ranking RHA Member) and RHA Advisor. All members are subject to the rules listed below, regardless of position.

A. Three Strikes System

- a. After first strike, the RHA member must meet with the RHA advisor and the next highest ranking RHA member.
- b. After second strike, the member will meet with the Advisor, President, and Vice President. The member will come to the meeting with the "Action Plan" worksheet filled out.

- c. After third strike, the member will give up their position on the RHA executive board.
- d. Each member starts with 0 strikes each semester; strikes do not carry over into subsequent semesters.
- e. Grounds to receive a strike
 - i. Not attending a weekly meeting or RHA event without 24 hour notice AND a legitimate excuse (1 strike).
 - ii. Being late to weekly meetings three times without a legitimate excuse (1 strike).
 - iii. Failure to complete a task required by one's position on time and to the standards which were expected (1 strike).
 - iv. Failure to complete a task which was assigned to assist another member of the board or RHA as a whole ($\frac{1}{2}$ strike).
 - v. Formally agreeing to attend an event which RHA is paying for and not showing up without a legitimate excuse 24 hours in advance (1 strike).
 - vi. Not attending a scheduled one-on-one or committee meeting without a legitimate excuse ($\frac{1}{2}$ strike).
 - vii. Failure to show up to another organization's event, when stated one would do so for the purpose of RHA (ie: SHaRE, SLE, and other student organizations) (1 strike).
 - viii. Missing a one-on-one meeting twice throughout the semester without prior notice and a legitimate excuse. (1 strike)
 - ix. Failure to make up office hours. (1 strike)
 - x. Rescheduling office hours more than three times. (1 strike)
 - xi. Any ongoing issue which hinders the RHA board and organization (discretionary).
- f. Legitimate excuses include:
 - i. Class
 - ii. Required outside class activity (does not include studying or completing assignments).
 - iii. Illness (negotiable).
 - iv. Family emergency
 - v. Meeting with an outside organization regarding RHA (negotiable).
- g. Once an RHA Board member is removed from office, they no longer have the privilege in being elected or appointed to any RHA Board position for the rest of their time as a student at USF.
- h. An officer can be removed for the following reasons without going through the three strikes process:
 - i. Two or more absences without notification within one business day (Meetings and Educational Initiatives).
 - ii. Failure to maintain minimum semester GPA of 2.5.
 - iii. If not in good standing within the University.
 - 1. On academic or disciplinary probation

- iv. If not in good standing with housing
 - 1. On housing probation.
- i. A removed officer may submit a written appeal to the Director of Housing if new information becomes available about the individual's situation or if the decision by the advisor and president was egregious.

ARTICLE V - Officers/Executive Board Members-

Section 1. All executive board members of this organization must be: matriculated; currently enrolled undergraduate or graduate students; maintaining a 2.5 GPA; enrolled in at least 12 units per semester; and currently reside in residence halls maintained by SHaRE at the University of San Francisco. All Executive and Legislative Board members must be in good standing with the University of San Francisco during their term of office.

Section 2. The President and Executive Vice President are required to complete Club Orientation, attend Fall Leadership Conference offered by Student Leadership & Engagement, and participate in Fall and Spring Summit. Director of Operations will also be required to attend the SLE budgeting meeting in the Fall.

Section 3. The term of office shall be from the time of appointment in mid-spring, considering transitions from former board to new, through the following spring semester. These terms reflect the process for club registration outlined by SLE, including holding the appointment process no later than April 1 each year. Other exceptions must be approved by SLE in advance of registration.

Section 4. The executive board members of this organization will be: President; Executive Vice President; National Communications Coordinator; Director of Programming and Development; Director of Operations; and Director of Service and Recognition

Section 5. Executive Board Office Vacancies: If a vacancy occurs on the Executive Board, RHC Presidents and/or RHC Advisors will be notified of the vacancy and that applicants are being solicited for the position. The President and/or Advisor(s) shall determine appropriate Board members to interview applicants and submit a recommended candidate to RHA. The candidate must be approved by majority vote of the RHA Board and have support of the RHC Advisor.

ARTICLE VI - Duties of RHA Executive Board Members

Section 1. All RHA executive board members are responsible for: contributing to Educational initiatives; serving as a liaison for a Residence Hall Council; shall be responsible for the coordination, implementation, and evaluation of RHA activities, program, and services; are required to attend weekly board meetings and must give at least a twenty-four (24) hour notice for an absence. In the event of an absence, the Board member may designate another Board

member as a proxy. Prior to the completion of the Spring Semester all current and incoming RHA Board members must approve the proposed budget. In addition, all Board members are required to attend RHA Summer training. All executive board members must also attend office hours each week. If they do not go to their office hours twice throughout the semester without prior notice and a legitimate excuse, they will receive a strike. However, one may reschedule office hours three (3) times throughout the semester with either prior notice or a legitimate excuse. If the office hours were missed because of emergency (i.e. family emergency or sudden illness) the officer will have two weeks from the date they are missing to make up their hours. If the officer misses office hours without a legitimate excuse, but contacts the President within 24 hours notice of their absence, they must make their hours up either within the week which they missed or the following week. Each member can reschedule their hours for either reason throughout the semester three (3) times without a penalty. If the office hours are not made up within the time indicated, the officer will receive a strike.

Section 2. There shall be six Executive (6) RHA executive board members: President; Executive Vice President; National Communications Coordinator (hereafter called, "NCC."); Director of Operations; Director of Programming; and Director of Service and Recognition

Section 3. The responsibilities of the **President** shall include:

- I. Serves as the chief executive officer and official spokesperson of RHA.
- II. Serves as a non-voting officer of RHA. President may only cast vote if the Executive board is in a tie vote.
- III. Must have served on the RHA Board for one full year before being elected.
- IV. Conduct RHA Executive Board meetings and assist the VP in RHA CWHC Meetings.
- V. Have the power to call special Executive Board meetings with twenty-four (24) hour prior notice.
- VI. Have weekly meetings with the RHA Advisor(s) to the discretion of the Advisor(s).
- VII. Represent RHA at the SHaRE Senior Staff meetings, as needed.
- VIII. Have one-on-one meetings with Executive and Legislative Board members on a bi-weekly basis.
- IX. Attend the NACURH National Conference, PACURH regional conference, and Regional Business Conference upon election budget permitting.
- X. Must coordinate RHA Summer training with Advisor(s) and Executive Vice President.
- XI. Organize a training program for Resident Advisor August Training on RHA's role and responsibilities.
- XII. Check in with the RHC Presidents at least once per month.
- XIII. Have at least three (3) scheduled and three (3) unscheduled office hours per week.
- XIV. Have the power to appoint special committees to assist their discretion.
- XV. Must act as a RHA liaison for at least one RHC and attend at least one RHC meeting a month
- XVI. Maintain the morale and team development of the Executive Board.
- XVII. Must attend leadership conference by SLE, as indicated in the bylaws above
- XVIII. Must attend both fall and spring summit, as indicated in the bylaws above

Section 4. The responsibilities of the **Executive Vice President** shall include:

- I. Assist the President in the management of RHA.
- II. Assist the President in other duties as assigned.
- III. Must attend leadership conference by SLE, as indicated in the bylaws above
- IV. Must attend both fall and spring summit, as indicated in the bylaws above
- V. Assume the office of President should the position become vacant.
- VI. Must have served on RHA for one semester or served as an Executive member on RHC before being elected.
- VII. Must meet with the RHA Advisor(s) on a bi-weekly basis.
- VIII. Must act as a RHA liaison for at least one RHC and attend at least one RHC meeting a month
- IX. Attend all RHA executive board meetings
- X. Plan and facilitate monthly CWHC meetings.
- XI. Head a committee to plan RHC Fall and Spring trainings
- XII. Check in with the RHC Vice Presidents at least once per month.
- XIII. Help coordinate the end of year RHC Banquets.
- XIV. Attend NACURH and PACURH upon election. Attend Regional Business Conference if the President is unable to attend.
- XV. Have at least two (2) scheduled, one (1) unscheduled office hours per week.
- XVI. Will collect and relay relevant conference information and programs to the RHC Boards.
- XVII. Facilitate monthly meetings with sub-committee Monday evenings.
- XVIII. Act as a liaison amongst heads of student organizations, campus departments, students and the RHA Board.
- XIX. Advocate for student needs. Work with RHCs on their advocacy projects.
- XX. Work with RHC to create prospective advocacy projects.
- XXI. Works on Campus-wide advocacy projects.

Section 5. The responsibilities of the **National Communications Coordinator (NCC)** shall include:

- I. Must have served on RHC for one full semester before being elected.
- II. Maintain contact with NACURH and its Pacific Affiliate, PACURH.
- III. Attend weekly RHA executive meetings
- IV. Attend monthly CWHC meetings
- V. Must act as a RHA liaison for at least one RHC and attend at least one RHC meeting a month
- VI. Attend the NACURH National Conference, PACURH, and Regional Business Conference upon election.
- VII. Be responsible for renewing the affiliation status of RHA with NACURH at the PACURH conference.
- VIII. Check in with the RHC Advocacy Specialists at least once per month.

- IX. Be responsible for working with the new appointed NCC during spring semester on the reaffiliation process
- X. Attend all Regional online “chats” at the discretion of the Regional Director and report back to RHA with relevant information through a memo.
- XI. Facilitate the submission of at least two OTM’s per academic year to the region, PACURH
- XII. Must meet with RHA Advisor(s) bi-weekly or as Advisor(s) see fit.
- XIII. Must apply for 3, 4 or 5-year pin application for eligible RHA members.
- XIV. Purchase honor cords for graduating RHA members with the President.
- XV. The NCC shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- XVI. Have at least two (2) scheduled and one (1) unscheduled office hours per week.
- XVII. Responsible for registering RHA for all conferences and making travel plans.
- XVIII. Attend all conferences and may be asked to train incoming NCC at Regional Business Conference or NACURH.
- XIX. Facilitate monthly meetings with PACURH/ NACURH delegates Monday evenings.

Section 6. The responsibilities of the **Director of Programming** shall include:

- I. Attend weekly RHA executive board meetings
- II. Attend monthly CWHC meetings
- III. Responsible for the coordination of a minimum of two (2) educational initiatives per semester. Will have assistance from RHC Programmers for each educational initiative.
- IV. Responsible for the reservation of equipment and facilities for any RHA event- may need to work with RHA advisor(s) to reserve space on campus
- V. Must act as RHA liaison for at least one RHC and attend at least one RHC meeting a month
- VI. Check in with the RHC Programmers at least once per month.
- VII. Meet with the Director of Operations and RHA Advisor(s) concerning the budget.
- VIII. Have at least two (2) scheduled and one (1) unscheduled office hours per week
- IX. Coordinate all publicity for RHA events.
- X. Responsible for creating any RHA marketing items.
- XI. Responsible for relaying all advertising information to USF outside media.

Section 7. The responsibilities of the **Director of Operations** shall include:

- I. Keep accurate minutes of all RHA Executive Board Meetings and RHC CWHC meetings.
- II. Maintain an up-to-date file of the RHA minutes for the academic year and make sure they are sent to all RHA and RHC Board members and advisor(s) within 24 hours of meeting.
- III. Oversee all OCM-related operations with RHA Advisors and OCM Liaison.
- IV. Take attendance at all meetings and report them in the minutes.
- V. Must maintain and keep all RHA-related records, including the constitution.

- VI. Must maintain updated Canvas website.
- VII. Ensure the transfer of positional reports and updates at the end of the semester and academic year.
- VIII. Attend RHA Board meetings and CWHC.
- IX. Must act as a RHA liaison for at least one RHC and attend at least one RHC meeting a month
- X. Have at least two (2) scheduled and one (1) unscheduled office hours per week.
- XI. Shall ensure adherence to the RHA approved budget.
- XII. Responsible for proposing budgets.
- XIII. Must have served on RHC for one semester before being elected.
- XIV. Maintain up-to-date financial records of RHA and all RHCs and be prepared to give documentation weekly.
- XV. Establish protocol for all Expense Requests, Petty Cash Vouchers, Transfer of Funds, and Purchase Orders to be consistent with departmental and University business practices.
- XVI. Assist each RHC Treasurer and Secretary in budgeting RHC activities.
- XVII. Check in with the RHC Secretaries and Treasurers at least once per month.
- XVIII. Collect budget reports from each RHC on a monthly basis.
- XIX. Report the budget to the RHA Executive Board on a weekly basis
- XX. The Director of Operations shall receive a room credit of \$1000 per semester as compensation from SHaRE.

Section 8. The responsibilities of the **Director of Service and Recognition** shall include:

- I. Attend weekly RHA Executive Board Meetings
- II. Attend monthly CWHC meetings
- III. Must act as a RHA liaison for at least one RHC and attend at least one RHC meeting a month
- IV. Personally write one Of-the-Months (OTMs) to turn into PACURH
- V. Oversee training at the beginning of each semester for OTMs to RHA members and RHC members.
- VI. Assist each RHC Vice President in the writing and submission of one OTMs each month
- VII. Oversee the recognition committee to ensure the fair and timely selection of OTM winners.
- VIII. Help coordinate the end of semester and end of year RHC Banquets.
- IX. Maintain accurate record of tracking "Hall of the year" points throughout the academic year.
- X. Maintain an up-to-date file of the RHA recognition projects for the academic year and make sure they are accessible to RHA Board members and advisor(s).
- XI. Maintain and keep all service and recognition-related records provide weekly updates to RHA executive board
- XII. Have at least two (2) scheduled and one (1) unscheduled office hours per week.

- XIII. Must have served on RHC for one semester before being elected.
- XIV. Provide RHA updates for SHaRE monthly newsletter to SHaRE program assistant.
- XV. Assist each RHC with their service-based educational initiative each semester and report to the RHA Executive Board weekly.
- XVI. Implement one campus-wide service-based educational initiative each semester and report to the RHA Executive Board weekly.
- XVII. The Director of Service and Recognition shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- XVIII. Maintain all RHA related media (e.g Facebook, Twitter, Instagram etc.).

Article VII. Duties of the Residence Hall Councils (RHC)

Section 1. There shall be six (6) RHC executive board members elected in the Fall of each year: President; Vice President; Treasurer; Secretary; Programing Specialist; and Marketing Specialist. Each RHC officer must be a matriculated student and resident of USF, shall maintain at least a 2.50 each semester and be in good disciplinary standing throughout their term of office in each Residence Hall Council. In the case of a vacancy, the RHC has the discretion to fill the vacancy. If RHCs wish to change the roles and responsibilities or the number of positions, they must first confer with the RHA Executive Board. All members are responsible for attending all RHC meetings. The responsibilities of the Residence Hall Council Members shall include:

- I. Be in charge of all activities and advocating for policy changes in their respective residence hall.
- II. Be required to have at least one (1) Program in each of the following categories once a semester : Social, Community Service, Educational, and Advocacy.
- III. Have weekly RHC meetings
- IV. Have town hall meetings that are open to all residents of that particular hall at least once a month
- V. May collaborate and/or work with the Resident Advisors for Programs.
- VI. Be required to attend all RHC training sessions.
- VII. Members will serve on RHA committees as needed.
- VIII. Assist the RHC President in other duties as assigned and attend all Programs.
- IX. Attend all weekly RHC meetings
- X. Required to attend all monthly CWHC meetings
- XI. In the event an RHC Officer is asked to leave their position, the officer can submit a written appeal to the Executive Vice President of RHA, or appointee, if new information becomes available about the individual's situation or the decision for removal is more egregious than decision of RHC advisor and President.
- XII. Recruit Floor Representatives

Section 2. The responsibilities of the **RHC President** shall include:

- I. Preside over all RHC meetings.

- II. Have a meeting agenda made twenty-four (24) hours prior to each weekly meetings and sent out to all executive board members, RHA Liaison, and ARD advisor.
- III. Have an agenda and help to publicize monthly town hall meetings for the residents of building to talk about changes they want to see in their hall. Report back on the topics discussed via the RHA Canvas page.
- IV. Be responsible for seeing that delegated responsibilities are performed, and contacting RHC advisors if individuals are performing inadequately in their position.
- V. If a vacancy should occur on the RHC board, the President shall confer with the RHC advisor as to the appropriate course of action.
- VI. Work closely with the other board members to assist them in performing their duties.
- VII. Meet with the RHC Advisor every other week, at minimum.
- VIII. Failure to comply with minimum Presidential duties, the President is subject to removal by a unanimous vote of the respective RHC and approval of the RHC Advisor.
- IX. Serve on any RHA committees, as needed

Section 3. The responsibilities of the **RHC Vice President** shall include:

- I. Oversee the writing and submission of two Of-the-Months (OTMs) to R-HA (OTMs are a recognition award proposal).
- II. Recruit Floor Representatives.
- III. Inform residents and other board members of RHC meetings.
- IV. Shall assist the President in filling any vacancies.
- V. Creating Collaborations with other RHCs
- VI. Shall assist the RHA NCC with PACURH/NACURH related initiatives
- VII. Assume the office as interim President should a vacancy occur.
- VIII. Serve on any RHA committees, as needed

Section 4. The responsibilities of the **RHC Treasurer** shall include:

- I. Attend weekly RHC meetings
- II. Attend monthly CWHC meetings
- III. Be responsible for the financial matters of RHC.
- IV. Keep accurate records of the activities, account transactions, and the balance, and provide updates of balance at each RHC meeting.
- V. Send funding updates monthly to the RHA Director of Operations
- VI. Work closely with the RHC Advisor regarding the budgeting of RHC funds.
- VII. Potential fundraising, in the form of donated supplies or flexi donations, for hall programming
- VIII. Creating an updated version of a supplies list for each program with the Programming Specialist.
- IX. Assist in the planning and implementation of 4 programs a semester
- X. Serve on RHA committees, as needed

Section 5. The responsibilities of the **RHC Secretary** shall include:

- I. Attend weekly RHC meetings
- II. Attend monthly CWHC meetings.
- III. Be responsible for the recording of RHC minutes and the distribution of minutes within twenty-four (24) hours.
- IV. Be responsible for taking attendance at RHC meetings and reporting attendance problems to the President.
- V. Responsible for overseeing the creation of the end of semester bid.
- VI. Also serves as Historian for their organization and documents events through photographs and/or video.
- VII. Work with the RHC Advisor in the end of the year wrap up to prepare for the yearly transition
- VIII. Assist in the planning and implementation of 4 programs a semester
- IX. Serve on RHA committees, as needed

Section 6. The responsibilities of the **RHC Programmer** shall include:

- I. Attend weekly RHC meetings.
- II. Attend monthly CWHC meetings.
- III. Coordinate three (3) programs within their residence hall per semester. Individual Development, Community Engagement and Academic/Career support.
- IV. Delegate specific tasks to each RHC member in order to help build a cohesive program.
- V. Be responsible for submitting the RHC Program Proposals and Reflections to RHA.
- VI. Make sure to capture who attended each program and provide any survey information that was obtained to RHA.
- VII. Collaborate with the Marketing Specialist with all Programs to create interactive ways to advertise to the residents of the building.
- VIII. Work with treasurer to create a supply list to submit to the RHC advisor for all items that need to be purchased.
- IX. Assist with RHA Programmer with at least 2 RHA Educational Initiatives a year.
- X. Serve on RHA committees, as needed.

Section 7. The responsibilities of the **RHC Marketing Specialist** shall include:

- I. Attend weekly RHC meetings
- II. Attend monthly CWHC meetings
- III. Are responsible for the creation and distribution of any and all advertising media.
- IV. Request access to RHA marketing supplies.
- V. Collaborate with the Programmer on all programs
- VI. Monitor all RHC postings for profanity and/or explicit content.
- VII. Responsible for the construction and maintenance of their respective halls' social media, if applicable.
- VIII. Assist in the planning and implementation of 4 programs a semester
- IX. Serve on RHA committees, as needed

Section 8. The responsibilities of the **RHC Advocacy specialist** shall include:

- I. Attend weekly RHC meetings.
- II. Attend monthly CWHC meetings.
- III. Work with RHA and RHC to create prospective advocacy projects or finish pre-existing projects for individual hall.
- IV. Survey residence hall for advocacy topics to improve the on-campus experience. Facilitate process and raise awareness on various topics.
- V. Reach out to campus partners (SHaRE, facilities, FST, etc.) in order to work on completing projects residents' find helpful.
- VI. Potentially collaborate with other Hall RHCs on advocacy projects.
- VII. Act as a liaison amongst heads of student organizations, campus departments, students and the RHC Board.
- VIII. Assist in the planning and implementation of 4 programs a semester.
- IX. Serve on RHA committees, as needed.

Section 9. The responsibilities of the **RHC Floor Representatives** shall include:

- I. Attend weekly RHC meetings.
- II. Attend monthly CWHC meetings.
- III. Serve as a liaison between RHC and their respective floor.
- IV. Promote programs and RHC happenings to their floor.
- V. Report all pertinent floor information to their RHC and vice versa.
- VI. Would be part of alternate pool for any vacancies on RHC board.
- VII. This is not an elected position, but an elective one. Floor members can attend RHC meetings and nominate themselves as floor reps. There can also be more than one floor rep per floor; however, each floor only gets one vote.

Section 10. The responsibilities of the **RHC Advisor** shall include:

- I. Each Hall Council Advisor shall be a senior staff member or Graduate intern of that residence hall.
- II. To be a liaison between SHaRE and RHC.
- III. Ensure adherence to University and Constitutional policies.
- IV. Provide overall guidance for RHC, but do not play a role in final decision making.
- V. Support Leadership development amongst RHC board members.
- VI. Attend all RHC meetings for their respective hall.
- VII. Minimum bi-monthly meeting with RHC President and RHA Liaison to check in and review agenda for upcoming meeting.
- VIII. In charge of purchasing RHC related items with p-card limited to RHC budget
- IX. RHC Advisor(s) will be assist with RHC Board Fall/Spring elections in collaboration with SLE and RHA Advisor.
- X. Responsible for implementing 2 educational initiatives/professional development that serve the needs of their RHC boards.

Section 11. The responsibilities of the **RA Liaison** shall include:

- I. To be a liaison between their respective building's RA staff and RHC.
- II. Ensure adherence to RHA Constitution and SHaRE policies .
- III. Provide overall guidance for RHC, but do not play a role in final decision making.
- IV. Support Leadership development amongst RHC board members.
- V. Attend all RHC meeting for their respective hall.
- VI. Help with RHC recruitment during move-in days

Article VIII - RHA Executive Board Compensation

- I. The **President** shall receive full room and board credit, along with a standard meal plan as compensation from SHaRE .
- II. The **Executive Vice President** shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- III. The **National Communications Coordinator** shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- IV. The **Director of Programming** shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- V. The **Director of Operations** shall receive a room credit of \$1000 per semester as compensation from SHaRE.
- VI. The **Director of Service & Recognition** shall receive a room credit of \$1000 per semester as compensation from SHaRE.

ARTICLE IX – RHA Executive Board Appointment Process

Section 1. RHA Executive Board Appointment will occur in the Spring semester. Applicants will apply and go through an interview process with a hiring committee. The hiring committee will be composed of a current RHA Advisor, at least one RHC Advisor, and at least one student leader, preferably a graduating senior from RHA.

Section 2. Transition Period

The transition period shall be from the day of the completion of the Spring appointment to the first of May. This shall be a time when current RHA E-board members shall work with the members-elect to assist in the transition. Outgoing members are required to assemble a transition binder to pass on to the new RHA officials. This binder should include pertinent materials from the previous year, instructions, a welcome letter, and a personal position description. During this time the current members shall retain full powers and responsibilities, until May 1. Prior to May 1, there must be a transition retreat where the members elect shall receive an Oath and officially take office and assume their respective duties.

ARTICLE X - Advisors

Section 1. RHA must have a minimum of one (1) advisor who will be Professional or Graduate SHaRE staff Member. This person must hold at least a bachelor's degree and be employed as a faculty or staff member by the University of San Francisco. The advisor shall be a non-voting member of the organization. The duties of the advisor shall be:

- I. Assist RHA to fulfill their mission and purpose.
- II. Be knowledgeable of the RHA Constitution and assist members to interpret it.
- III. Serve as a liaison between SHaRE and RHA.
- IV. Ensure adherence to University and Constitutional policies.
- V. Provide overall guidance for RHA, but do not play a role in final decision making.
- VI. Support Leadership development amongst RHA board members.
- VII. RHA Advisor(s) are expected to attend all RHA Executive meeting.
- VIII. Be aware of the organization's activities.
- IX. Be aware of the organization's financial standing and all financial transactions using the organization's funds.
- X. RHA Advisor(s) shall have weekly meetings with the RHA President.
- XI. RHA Advisor(s) are expected to attend all CWHC meetings.
- XII. RHA Advisor(s) shall have monthly meetings with each RHA Executive member.
- XIII. Report all pertinent information at the SHaRE Senior Staff Meeting.
- XIV. RHA Advisor(s) will be responsible for planning RHC Board Fall/Spring elections in collaboration with SLE
- XV. RHA Advisor(s) will assist in the facilitation of RHA selection with the current RHA president and executive vice president.
- XVI. RHA Advisor(s) will be responsible for communicating with On Campus Marketing (OCM) and organizing Care Package mailing.
- XVII. RHA Advisor(s) shall coordinate and execute RHA Fall retreat with the leadership of the president and assist RHA with Spring Retreat with the leadership of the Vice President.
- XVIII. RHA Advisor(s) shall attend and serve as conference delegation advisor.
- XIX. RHA Advisor(s) shall coordinate all RHA Purchases with P-Card and reconcile/hold RHC Advisors accountable for the RHA/RHC Funding process.
- XX. RHA Advisor(s) will be responsible for staff administrator for Canvas, RHA email, Poll everywhere, RHA website and Google Drive.
- XXI. RHA Advisor(s) shall offer and maintain regular communication and support for RHC Advisor(s) through monthly RHC Advisor meetings
- XXII. RHA Advisor(s) will also act as supervisors for the RHA executive board and provide feedback in an informal on-going manner as well as formal feedback once a semester.

ARTICLE XI – MEETINGS & VOTING THEREIN

Section 1: RHA Meetings

- I. The RHA Executive board will meet on Monday evenings while classes are in session throughout the academic year.

Section 2: Campus Wide Hall Council Meetings (CWHC)

- I. The CWHC shall meet on a monthly basis on Monday evenings while classes are in session throughout the academic year.
- II. The RHA Vice President shall call the first CWHC of each semester and communicate with Residence Hall Council Presidents and all RHA delegates as to when meetings will occur.
- III. All members of RHC are required to attend each CWHC Meeting:
- IV. The President and one other RHC representative will have voting power during CWHC Meetings on matters discussed.
- V. Each voting member shall have one vote. Each RHC/residence hall shall have one votes.
- VI. The RHA President will act as a tie breaking vote in the event of a tie.
- VII. No voting shall take place unless one person per hall is present
- VIII. President should be representing the vote for their RHC's. If President is not there then vote must be reported by their appointee.

Section 3: RHC Meeting

- I. The RHC Executive and Floor Representatives shall meet on a weekly basis for general meetings while classes are in session throughout the academic year.
- II. RHC Executive meetings consist of President, Vice President, Programmer, Marketing Specialist, Secretary, Treasurer, Advocacy Specialist before the general meeting.
- III. Once a month, the RHC in each building will host a town hall where all residents of the building can come and talk about issues their hall is facing and propose advocacy projects.

ARTICLE XII - Committees

ARTICLE XIII - Events and Activities

ARTICLE XIV - Dues and Fees

ARTICLE XV - AMENDMENTS

Section 1. Any member of the Executive Board or Legislative Board can make a recommendation submission proposing a constitutional amendment.

Section 2.

- A. A majority vote of approval by the Executive Boards is required to implement an amendment.

- B. Upon approval, the amendment will take effect immediately, except in the case of appointments or elections, which will continue under the previous statutes until the following election or appointment period.
- C. This constitution is subject to annual review.

ARTICLE XVI - RATIFICATION

This constitution shall be considered adopted upon the approval of majority of the RHA Board, and shall take effect immediately.

Last edited: April 5, 2019