

University of Northern Colorado RESIDENCE HALL ASSOCIATION Constitution

PREAMBLE

Hereby resolved: We, the members of the University of Northern Colorado (UNC) Residence Hall Association (RHA), help to ensure UNC student success and strive to maintain a positive working relationship between the UNC Department of Housing & Residential Education (HRE) and the students who live in the UNC residence hall system. We strive to do the following: provide communication and promote cooperation between the administration and residents; work toward satisfying the needs of both the residents and HRE; actively and positively participate in campus and community life while encouraging residents to do the same; help develop and recognize leadership in the residence life community; become a widely used resource for residence life; prepare students of residence life to become effective community leaders. To this end, we pledge to uphold this Constitution and work within the parameters of the mission of UNC and HRE.

ARTICLE I - NAME

The name of this organization shall be the Residence Hall Association (RHA).

ARTICLE II - BRAND IDENTITY

Section A - RHA Mascot

The official mascot of UNC's RHA shall be a cow named "Udder Butter". To remain unnamed for now.

ARTICLE III - AFFILIATION

RHA shall meet all the requirements and maintain good standing with the following organizations:

1. National Association of College and University Residence Halls, Incorporated (NACURH)
2. Intermountain Affiliate of College and University Residence Halls (IACURH)
3. National Residence Hall Honorary (NRHH)

ARTICLE IV - MEMBERSHIP

All UNC students holding an active housing contract for any HRE property, which comprises the residence halls and University-owned apartments and houses, are granted RHA membership. Members shall be entitled to all rights and privileges as outlined in this Constitution. The General Council shall consist of the Executive Board (as defined herein), voted/elected Representatives, and any other student who holds an active housing contract within HRE.

ARTICLE V - REPRESENTATIVE BODY

The General Council shall be entitled to all powers and privileges granted to it by this Constitution.

ARTICLE VI - RHA EXECUTIVE BOARD MEMBERS

An RHA Executive Board Member shall be any student selected to fill one of the Executive Board positions described herein. All Executives shall be responsible for upholding and defending this Constitution and its Bylaws and fulfilling any other duties or obligations outlined herein.

Section A - President

The RHA President shall act as the official representative and spokesperson for RHA. The President shall chair all RHA General Council and Executive Board meetings and shall oversee the affairs of RHA. The President shall chair the Advocacy and Service Residence Hall Advisory Committee in conjunction with the NRHH Coordinator.

Section B - Leadership Development Coordinator (LDC)

The Leadership Development Coordinator is responsible for overseeing student development opportunities within RHA. This includes, but is not limited to: organizing weekly leadership lessons for the RHA meetings, coordinating and facilitating retreats, as well as other leadership and professional development opportunities as necessary. In the event that the RHA President position becomes vacant, the LDC will assume all responsibilities until a new President can be elected or appointed.

Section C - NACURH Communications Coordinator (NCC)

The NACURH Communications Coordinator shall be responsible for conference delegations, committees, and fulfillment of all duties of an NCC established by RHA and NACURH. The NCC shall serve as the parliamentarian for RHA. The NCC shall be RHA's Representative at Student Government Association (SGA) or shall appoint a proxy if necessary.

Section D - Business Administration and Technology Coordinator (BATC)

The Business Administration and Technology Coordinator shall be responsible for the actions of RHA encompassing the finance, business, and administrative activities.

Section E - The Social and Traditional Events Coordinator (STEC)

The Social and Traditional Events Coordinator shall be responsible for the actions of RHA dealing with the planning, implementation, and evaluation of social programs and events for the members of the residence halls. The STEC shall chair the Programming and Marketing Residence Hall Advisory Committee in conjunction with the RHA PRFC, and shall serve as the official liaison between the University Program Council (UPC) and RHA.

Section F - Public Relations and Fundraising Coordinator (PRFC)

The Public Relations and Fundraising Coordinator shall be responsible for campus outreach via marketing and publications for RHA. The PRFC shall also be responsible for fundraising for organizational initiatives.

Section G - The National Residence Hall Honorary Coordinator (NRHH Coordinator)

The National Residence Hall Honorary Coordinator shall be responsible for NRHH and upholding its constitution and bylaws. The NRHH Coordinator shall also be responsible for NRHH membership and implementing the values of Recognition and Service as they pertain to NRHH.

ARTICLE VII – CONDITIONS OF EMPLOYMENT FOR THE RHA EXECUTIVE BOARD

1. Be a current resident and live in the residence halls.
2. Executives must live in the UNC Residence Halls for at least one semester prior to employment.
3. Maintain full-time student status by carrying and completing a minimum course load of twelve credits/semester, not to exceed 16 credits/semester without permission from the Advisor.
4. The RHA Executive is required to hold and maintain a minimum 2.0 cumulative and semester GPA at the time of employment/election and while in the position.
5. Hold and maintain good conduct standing with UNC and not be on any probationary sanction. Students found responsible for harassment, bias, physical violence, or any Title IX violations will not be allowed to hold this position.
6. Participate in ongoing feedback and evaluations throughout the course of employment within HRE. Current and future employment may be determined by evaluations and official job action documentation.
7. Submit in writing and gain Advisor approval for any extra-curricular involvement (i.e. clubs, organizations, groups, etc.) outside of RHA.
8. Submit in writing and gain Advisor approval for any work outside of the RHA/NRHH role. Staff can work up to 10 hours outside of the RHA/NRHH role if that job does not interfere with the RHA/NRHH responsibilities.
9. The NCC must have had correspondence with NACURH or its affiliates in the year prior to running. This may be a NACURH affiliated conference, regional or NACURH committees, Virtual Business Conferences, etc. Regional and NACURH correspondence is at the discretion of the Advisor.

ARTICLE VIII- EXECUTIVE BOARD REMUNERATION

Compensation for the NRHH Coordinator, NCC, PRFC, BATC, and LDC shall consist of the following:

1. Compensation for the position consists of a room (guaranteed space but may also have a roommate(s)/suitemate(s)) in an assigned community & board plan (250 meal plan which includes \$400 Dining Dollars) per semester.
2. Staff must maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid (OFA) to see how this position may affect financial aid packages. If removed from this position, compensation – including room and board – will cease on the effective day of termination according to a prorated schedule.
3. HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or for other administrative reasons.

Compensation for the STEC shall consist of the following:

1. Academic Year Compensation for the position consists of a room (guaranteed space but may also have a roommate(s)/suite(s)) in an assigned community & board plan (250 meal plan which includes \$400 Dining Dollars) per semester.
2. Summer Term Compensation will consist of a room (guaranteed space but may also have roommate(s)/suite(s)) & Summer board plan.
3. Staff must maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. If removed from this position, compensation – including room and board – will cease on the effective day of termination according to a prorated schedule.
4. HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or for other administrative reasons.

Compensation for the RHA President shall consist of the following:

1. Academic Year Compensation for the position consists of a room (guaranteed space but may also have a roommate(s)/suite(s)) in an assigned community & board plan (250 meal plan which includes \$400 Dining Dollars) per semester. In addition, the RHA President will be compensated with a \$1,000 yearly stipend, which will be divided and distributed each month throughout the academic year.
2. Summer Term Compensation will consist of a room (guaranteed space but may also have roommate(s)/suite(s)) & Summer board plan.
3. Staff must maintain the compensation provided as listed above and may not alter the meal plan provided. Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. If removed from this position, compensation – including room and board – will cease on the effective day of termination according to a prorated schedule.
4. HRE reserves the right to change staff room assignments, temporarily or permanently for health, safety, or repair reasons; for the unresolved incompatibility of roommates; or for other administrative reasons.

Additional compensation for the RHA President, NCC, and NRHH Coordinator shall consist of the following:

1. The RHA President, NRHH Coordinator, and NCC will be compensated with travel and registration costs for the IACURH Regional Business Conference, IACURH Regional Leadership Conference, and the NACURH Annual Conference.

ARTICLE IX - ADVISOR

There will be at least one person employed by HRE to work with RHA as an Advisor. With input and recommendations from the Executive Board, the selection of the Advisor shall be the responsibility of HRE.

ARTICLE X – GENERAL COUNCIL MEETINGS

The RHA General Council shall meet weekly at a place and time determined by the Executive Board. The first meeting of the academic year shall be within thirty days of the first day of class, and the last meeting of the academic year shall be no later than one week before finals week. All General Council meetings shall follow HRE guidelines and policies.

Section A - Quorum

In order to conduct business at each meeting, four of the seven Executives must be present.

1. In the event that the Executive Board has any vacancies, the number of executives required to conduct business must be half of the Executive Board members, plus one additional Executive Board member.

Section B - Order of Authority

If the President is unable to oversee a General Council meeting or an Executive Board meeting and the meeting is not canceled or rescheduled, the meetings shall be led as follows:

1. Leadership Development Coordinator
2. NACURH Communications Coordinator
3. Social and Traditional Events Coordinator

No special privileges are granted to the Executives in these positions. If the Executive is unable or unwilling to oversee a meeting, the member next in line will assume responsibility. If none of the above positions assume responsibility, the Advisor must lead the meeting. If circumstances demand, the meeting may be canceled at the discretion of the Advisor in conjunction with the Executive Board prior to the meeting taking place.

ARTICLE XI – PARLIAMENTARY PROCEDURE

Parliamentary procedure used at all General Council meetings will be determined by the precedent set by IACURH and NACURH. See Title 3, Article XII of the IACURH Policy Book, which can be found on the IACURH website under “Governing Documents.”

ARTICLE XII - VOTING BODY

The voting body will be made up of any RHA members in attendance at the RHA General Council Meetings, with each member allowed one vote. In addition to these members, there will also be two (2) votes allocated to the Student Staff Council. Both Student Staff Council Representatives shall be elected by the Student Staff Council of that particular academic year.

ARTICLE XIII – PROPOSAL GUIDELINES

Section A - Proposal Submission Timeline

1. Any member(s) of the UNC community may submit a written proposal to the President using the format found on the RHA website. If changes are made to the proposal, the President will present the proposal to the author(s) for their final approval before bringing it to the General Council.
2. The proposal must be submitted to the President five days prior to the introduction of the proposal to the General Council.
3. The proposal will be announced to the General Council, and a copy must be given to each Community Council in writing at the meeting. The General Council can review, discuss, and amend the written proposal. The author(s) of the proposal will be granted five minutes to present their case. The General Council will then be allotted five minutes for Question & Answer and ten minutes for discussion. A motion to extend time can be entertained.
4. An amendment to the Constitution or its Bylaws, the constitutional proposal will be tabled and voted on after being discussed for a total of two meetings and voted on at the second

meeting. All other proposals will be voted on at the meeting they are presented at unless voted to be tabled by the General Council.

Section B - Constitutional Amendments

Upon a two-thirds majority vote of the members present, a constitutional amendment may be passed. The Chair shall determine whether the voting method is by hand or ballot.

Section C - Bylaws Amendments

Upon a majority vote of the members present, an amendment to the bylaws may be passed. The Chair shall determine whether the voting method is by hand or ballot.

ARTICLE XIV - COMMITTEE ESTABLISHMENT

Committees can be established if deemed necessary by the General Council, the Executive Board, or the Advisor. In order for a committee to be established, a proposal must be submitted to the President. A committee not outlined in this constitution may be renewed each year. If deemed necessary, an amendment to the bylaws may be introduced to make the committee a standing committee and passed by a simple majority.

ARTICLE XV - Residence Hall Advisory Committees

Each Executive Board Member will direct a Residence Hall Advisory Committee, and the function of the Residence Hall Advisory Committees is stipulated in Chapter Four of the Bylaws.

Section A - Purpose

The purpose of the Residence Hall Advisory Committees is to work with the RHA General Members to facilitate, maintain, and create a sense of community and develop leaders. These Councils shall also work as a part of RHA to ensure the community is developed, facilitated, and impacted campus-wide.

Section B - Duration

The Residence Hall Advisory Committees shall consist of representing members who attend RHA General Meetings. They will occur after RHA General Meetings and their duration is under the discretion of the RHA Executive Board Members running the Committees and the RHA Advisor.

Section C - Membership

All students attending RHA General Meetings are eligible members of a Residence Hall Advisory Committee. Members have the choice of which Committee they would like to attend.

Section D - Operational Procedures

1. Each Residence Hall Advisory Committee under its respective RHA Executive Board member will establish the operational procedures for its Residence Hall Advisory Committee.
2. The Residence Hall Advisory Committee is given to each Executive Board Member based on their position and duties. The assigned Residence Hall Advisory Committees per Executive Board members are as follows:

- a. Advocacy and Service: RHA President and NRHH Coordinator
 - b. Programming and Marketing: PRFC and STEC
 - c. Leadership and Involvement: NCC and LDC
3. Each resident in attendance at Residence Hall Advisory Committees is granted one vote.
- a. Resident Assistants, Community Assistants, Assistant Neighborhood Coordinators, and RHA Executive Board members are not granted the right to vote in Residence Hall Advisory Committees.

ARTICLE XVI - CONSTITUTIONAL INTERPRETATION

The RHA Advisor and Executive Board, acting as unbiased third parties, shall be the sole interpreters of this constitution and this Bylaws and all rights, responsibilities, and powers outlined within.

ARTICLE XVII – ORGANIZATIONAL CONDUCT

RHA assumes an obligation to exhibit conduct in a manner consistent with the University's function as an educational institution. Conduct that is not compatible with the standards set by the University and HRE is subject to disciplinary action, according to the guidelines in the student handbook. Supporting and promoting organizational standards is expected of all RHA members and is expected to be upheld at all on- or off-campus RHA and committee functions. All business and recreational activities associated with RHA must be respectful and inclusive.

ARTICLE XVIII – HAZING POLICY

Hazing, as outlined by the Student Rights And Responsibilities Handbook is defined as an act that endangers the mental or physical health or safety of a student or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. This behavior will not be tolerated. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

ARTICLE XIX - AA/EO POLICY

The RHA is an affirmative action/equal opportunity (AA/EO) employer and is firmly dedicated to AA/EO. RHA shall operate pursuant to the policies and regulations set forth by the UNC concerning AA/EO opportunities.

ARTICLE XX - DIVERSITY STATEMENT

RHA is composed of students who are of different abilities, races, ethnicities, sexual identities, sexual orientations, socio-economic status, religions, ages, genders, and political affiliations. As such, RHA is a representative body of a multicultural population and is committed to promoting an atmosphere that is conducive to creating an appreciation of individual differences. We strongly encourage residence halls to build communities that represent the diversity of the people of UNC. Ultimately, we strive for appreciation, understanding, and celebration of diversity.

ARTICLE XXI - APPENDICES

1. Glossary

	Organizations
UNC	University of Northern Colorado
RHA	Residence Hall Association
HRE	Department of Housing & Residential Education (UNC)
OFA	Office of Financial Aid (UNC)
SGA	Student Government Association
NACURH	National Association of College and University Residence Halls, Incorporated
IACURH	Intermountain Affiliate of College and University Residence Halls
NRHH	National Residence Hall Honorary
	RHA Board Positions
LDC	Leadership Development Coordinator
NCC	NACURH Communications Coordinator
BATC	Business Administration and Technology Coordinator
STEC	Social and Traditional Events Coordinator
PRFC	Public Relations and Fundraising Coordinator
NRHH Coordinator	National Residence Hall Honorary Coordinator

Revised by RHA assembly on

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