

Residence Hall Association (RHA), UConn

Article I – Name and Affiliation

- i. **Name**
 - a. The official name of this organization shall be the Residence Hall Association, UConn (herein referred to as the RHA).
- ii. **Affiliation**
 - a. The RHA shall affiliate on a yearly basis with, and serve as a member of, the National Association of College and University Residence Halls, Incorporated (herein referred to as NACURH).
 - b. The RHA shall serve as a member of the North East Affiliate of College and University Residence Halls (herein referred to as NEACURH).

Article II – Mission Statement

- i. Serve. Advocate. Program.
- ii. The mission of this organization shall be to aim to enhance the general welfare of all residents by providing communication, education, and leadership and community development opportunities for all students living on campus.
- iii. The Residence Hall Association serves as a voice for the student resident population at the University of Connecticut. Acting as a liaison between residents and the Department of Residential Life, the Department of Dining Services, and other university entities, the organization seeks to ensure that the interests of its constituency are being heard.
- iv. Through governance, programming, and advocacy, the Residence Hall Association promises the establishment and functionality of Hall Associations; provides diverse cultural, social, and educational programming; and addresses the grievances and best wishes of the student resident population.

Article III – Membership

- i. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, National Communications Coordinator, Director of Public Relations, Directors of Programming (2), and Directors of Advocacy (2).
- ii. Membership of the RHA shall include all elected officers and appointed officers.
- iii. Membership of the RHA shall be open only to registered students living within a residence hall or other university-owned housing at the University of Connecticut, Storrs Campus.
 - a. Executive Officers must live on campus in order to be eligible to serve on the Executive Board of the RHA.
- iv. Membership of the RHA shall be permitted only to those who are in good standing with the University of Connecticut, in regards to both academic and community standards as outlined by the Responsibilities of Community Life, The Student Code, and the Department of Residential Life On-Campus Housing Contract.
- v. No officer shall concurrently hold, or be permitted to seek election for, more than one office unless explicitly permitted by the Constitution and Bylaws.
- vi. No member shall concurrently serve, or be permitted to serve, on the Executive Board or General Board of the RHA if they hold the position of Resident Assistant unless permitted by the President with confirmation by a two-thirds majority of the Executive Board.

Article IV – Officers

- i. **Executive Officers**
 - a. **PRESIDENT**
 - i. Serve as the chief official spokesperson for the student resident population at the University of Connecticut.
 - ii. Oversee all aspects of the RHA.
 - iii. Preside over Executive Board meetings.
 - 1. Prepare and upload an agenda for each Executive Board meeting at least 24 hours prior to each meeting.
 - iv. Have sole signature power over all accounts of the RHA.

- v. Have the power to appoint non-voting ex officio representatives to the General Board with confirmation by a simple majority vote of the General Board.
- vi. Have the power to create committees.
- vii. Have the power to make appointments to external committees with confirmation by a simple majority vote of the General Board.
- viii. Aid the Treasurer in the creation of a budget for the RHA.
- ix. Have the power to call special meetings of the Executive Board.
- x. Have the power to call special meetings of the General Board, provided that forty-eight hours' notice is given to all officers of the General Board.
- xi. Be directly responsible for the development, organization, and supervision of the Executive Board of the RHA.
 - 1. Oversee elections for the Executive Board of the RHA.
 - 2. Organize and facilitate a transition period between incoming and outgoing Executive Officers.
 - 3. Organize and facilitate the annual Leadership Training of the Executive Board with the assistance of the Advisor(s).
 - 4. Develop and execute programs to foster the leadership development of the Executive Board of the RHA.
- xii. Attend biweekly General Board meetings).
- xiii. Meet with each Executive Officer 1-on-1 once per month.
- xiv. Set and enforce communication standards for all Executive Officers and Advisor(s).
- xv. Serve on the Funding Request Committee to review Event/Funding Requests.
- xvi. Meet with Advisor(s) once per week.
- xvii. Meet with the Assistant Director of Residence Education once per month.
- xviii. Meet with the Executive Director of Residential Life once per month.
- xix. Meet with the Vice President for Student Affairs Council once per month.
- xx. Attend all NEACURH and NACURH conferences and participate in the RHA President's Boardroom.
- xxi. Partake in monthly NEACURH Presidents' video chats.
- xxii. Attend all RHA events unless a valid reason is verified by the Vice President.
- xxiii. Maintain communication with the President of the National Residence Hall Honorary (herein referred to as NRHH).
- xxiv. Attend SOLID Executive Leadership; Mission, Values, and Culture; SOLID 101; Policies; Hazing, Harming and Harassment Prevention; and Inclusion and Belonging Workshops.

b. VICE PRESIDENT

- i. Oversee the election, establishment and maintenance of all Hall Associations.
 - 1. Be responsible for the development, organization, and supervision of the Hall Associations.
 - 2. Develop and execute programs to foster leadership development and training for the executive officers of the Hall Associations.
 - 3. Serve to recruit new and retain current Hall Association officers.
- ii. Preside over the meetings of the General Board.
 - 1. Prepare and upload an agenda/presentation for each General Board meeting at least 24 hours prior to each meeting.
- iii. Serve on the Funding Request Committee to review Event/Funding Requests.
- iv. Co-maintain the RHA Google Drive folder with the Secretary, and be responsible for sharing it with individual Hall Association members.
- v. Update the Hall Association points sheet at least once per week.
- vi. Preside over the meetings of the Executive Board in the event of the absence of the President.
- vii. Succeed the President in the event of the resignation, removal from office, incapacitation, or death of the President.
- viii. Attend SOLID Executive Leadership; Mission, Values, and Culture; SOLID 101; Policies; Hazing, Harming and Harassment Prevention; and Inclusion and Belonging Workshops.

c. SECRETARY

- i. Document all proceedings of the Executive Board and General Board meetings in detailed Meeting Minutes.

1. Take attendance at each Executive Board and General Board meeting.
2. Provide Meeting Minutes as necessary.
- ii. Preside over the meetings of the General Board in the event of the absence of the Vice President.
- iii. Maintain an accurate membership roster.
- iv. Be responsible for the RHA email account and forward emails as necessary..
- v. Oversee the management of supplies and the office of the RHA, including the establishment and maintenance of an office policy and inventory log.
- vi. Oversee the enforcement of the Constitution, Bylaws, Policies, and Procedures of the RHA.
- vii. Co-maintain the RHA Google Drive folder with the Vice President and be responsible for sharing it with individual Hall Association members.
- viii. Regularly update the RHA website and UConntact page.
- ix. Send emails regarding updates, events, and General Board meetings to Hall Association members.
- x. Facilitate the updating of the Constitution during the annual Leadership Training.
- xi. Attend SOLID Secretary; Mission, Values, and Culture; SOLID 101; Policies; Hazing, Harming and Harassment Prevention; and Inclusion and Belonging Workshops.

d. TREASURER

- i. Ensure all expenditures and transactions are in accordance with all policies and procedures of the RHA.
- ii. Manage the budget and all financial matters of the RHA with the aid of the President.
- iii. Oversee the budgets and all financial matters of the Hall Associations with the aid of the President and Vice President.
- iv. Work with Student Activities Business Services (herein referred to as SABS) to maintain a record of all financial expenditures.
- v. Approve expenditures and enter contracts on behalf of the RHA with the signature of the President.
- vi. Draft and maintain policies related to the fiscal health and procedures of the RHA with the approval of the President.
- vii. Keep an updated and accurate spreadsheet of the RHA's budget.
- viii. Keep an updated and accurate spreadsheet of each Hall Association's budget.
- ix. Serve on the Funding Request Committee to review Event/Funding Requests once per week.
- x. Send event/funding approval/denial emails to the Hall Associations by the end of the day of the Funding Request Committee meetings.
- xi. Hold at least 2 1-hour office hours in the Student Union, separate from Funding Request Committee meetings, to allow Hall Association members to pick up disbursement requests/funds for events
 1. 1 hour in each sequence: MWF & TTh
- xii. Be available by appointment to meet with Hall Association members outside of set office hours for members to pick up disbursement requests/funds in the event of conflict with set office hours.
- xiii. Collect all change and receipts from the Hall Associations within 1 week of their events.
- xiv. Update the Hall Association budget spreadsheets within 24 hours of collecting change and receipts.
- xv. Return all change to SABS within 3 business days of collecting from the Hall Associations.
- xvi. Fill out disbursement requests slips for all Executive Board purchases during the meeting in which purchases are approved, and and update the RHA budget spreadsheet accordingly
- xvii. Provide a yearly Budget Reconciliation to the President, Advisor(s), and the Assistant Director of Residence Education within 1 week of the end of the Spring semester.
- xviii. Attend SOLID Treasurer; Mission, Values, and Culture; SOLID 101; Policies; Hazing, Harming and Harassment Prevention; and Inclusion and Belonging Workshops.

- xix. A new Treasurer shall be appointed by the Executive Board in the event of resignation, removal from office, incapacitation, or death of the Treasurer.
- e. **NATIONAL COMMUNICATIONS COORDINATOR (NCC)**
 - i. Oversee the representation of the RHA to NACURH and NEACURH.
 - 1. Affiliate UConn's RHA and & NRHH chapters with NACURH yearly
 - ii. Oversee the communication of the RHA to other colleges, universities, and their residence hall governments.
 - iii. Oversee the involvement of the organization with external conferences.
 - 1. Attend all NEACURH and NACURH conferences and participate in the NCC Boardroom.
 - 2. Compile a delegation to send to each NEACURH and NACURH conference consisting of as many RHA and NRHH Executive Board members as possible before considering General Board members.
 - 3. Register conference delegations for each NEACURH and NACURH conference.
 - 4. Plan each conference itinerary, with the aid of the Advisor(s).
 - 5. Hold several meetings before and after each conference to prepare for, and debrief after, each conference.
 - iv. Submit programs/initiatives sponsored by the RHA, and members of the Executive Board of the RHA, for regional and national awards and recognition.
 - v. Maintain frequent and in-depth communication with the Regional Board of Directors of NEACURH via email.
 - vi. Attend monthly NEACURH NCC video chats.
 - vii. Present NEACURH and NACURH updates to the Executive Board at weekly meetings.
- f. **DIRECTOR OF PUBLIC RELATIONS**
 - i. Oversee the marketing and advertisement of the RHA to the student resident population and all external bodies, including, but not limited to, its advocacy initiatives, programs, and events.
 - ii. Develop and execute the organization of all promotional items, sponsored products, and giveaways.
 - 1. Design all promotional items and item-specific logos.
 - 2. Obtain quotes for all promotional items.
 - 3. Ensure work begins on quoted items after approval from the Executive Board.
 - 4. Maintain communication with vendors until all items have been received and investigated to be correct.
 - iii. Assist the RHA in the advertising and marketing of all meetings, programs, and events.
 - iv. Be in charge of and update all the RHA social media accounts as needed/per event.
 - v. Design posters/social media posts for all RHA events.
 - vi. Submit posters to Residential Life for approval of posting at least 15 business days before the event.
 - vii. Ensure posters are printed and brought to Holcomb at least 2 weeks before the event for distribution/posting.
- g. **DIRECTOR(S) OF PROGRAMMING**
 - i. Oversee the development and execution of RHA programs serving in the best interests of its constituents.
 - ii. Collaborate with University departments, student organizations, and other groups to develop cooperative programming initiatives.
 - iii. Plan and coordinate one large-scale, signature event each semester and one small-scale event each month.
 - iv. Delegate tasks related to planned programs to members of the Executive Board.
 - v. Spearhead planning campus-wide programming events 1-2 months in advance.
 - vi. Develop initiatives that qualify as Honors events at least 2 weeks in advance.
 - vii. Oversee the execution of events and troubleshoot when needed.

- viii. Reserve event spaces at least 1 month before the event.
- ix. Advertise events at least 1 week before the event (Daily Campus, Honors Weekly, social media).
- x. In the event of two Directors of Programming, it is assumed that these tasks will be split evenly among the officers.

h. DIRECTOR(S) OF ADVOCACY

- i. Assist the Directors of Programming in planning events.
 - 1. Ensure events provide accommodations when necessary so all students can attend and participate.
 - 2. Ensure all events are as sustainable as possible.
 - 3. Ensure all events are in line with the RHA's mission.
- ii. Conduct frequent feedback surveys between Hall Associations and the RHA.
- iii. Communicate between University entities on behalf of the Hall Associations and their constituencies.
- iv. Work directly with the Advocacy Chair of each Hall Association to properly address student concerns and advocate them to the proper channels.
- v. Maintain weekly contact via email with all Hall Association Advocacy Chairs.
- vi. Serve as the point of contact for various departments on campus to pass along important information and updates.
- vii. Ensure all RHA meetings/events are accessible to any student needing any accommodation.
- viii. Ensure all RHA meetings/events are as sustainable as possible.
- ix. Spearhead events/promotions that cultivate diversity and inclusion.
- x. Spearhead events/promotions that cultivate sustainability .
- xi. In the event of two Directors of Advocacy, it is assumed that these tasks will be split evenly among the officers.

ii. Executive Officer Expectations

- a. These expectations shall be followed without exception by all Executive Officers.
 - i. Attend weekly Executive Board meetings.
 - ii. Follow all communication standards set by the President for the RHA.
 - iii. Meet with the RHA President 1-on-1 once per month.
 - iv. Attend all RHA events unless a valid reason is verified by the President.
 - v. Complete any and all tasks delegated by any member of the Executive Board.

iii. Election of Officers

a. Terms of Office

- i. Each Executive Officer position shall be elected once every academic year in the Spring Semester.
- ii. The incoming officers shall serve from the Fall Semester to the end of the Spring Semester of the following academic year.

b. Election Procedure

- i. The Executive Board shall initiate a four week process of collecting applications, conducting interviews, and voting on the new Executive Officers (except for the President position) during the first and second month of the Spring Semester.
 - 1. The President position shall be appointed by the outgoing President, ratified by a vote of the current Executive Board, with any current Executive Officers up for the position abstaining from the vote.
- ii. During the first two weeks, a form/survey with resume collection shall be sent to the General Board members and advertised to the student resident population. This shall be advertised through social media, campus resources, and/or postering. A firm application closing date shall be set for the end of the second week. The Executive Board shall review all applications at the next Executive Board meeting immediately following the application closing date and vote by simple majority on which of the applicants receive an interview.
 - 1. Current Executive Board members looking for a different position on the Executive Board shall be voted in by a simple majority vote of the current Executive Board, provided that they have been nominated for the position, in writing, by the outgoing officer, with any current Executive Board member(s) up for the position abstaining from the vote.

2. Executive Board members shall be voted in without an application and interview process.
- iii. Interviews shall be conducted during the third week.
 1. At least two Executive Officers must be present for each of the interviews: the outgoing Executive Officer and the President.
 2. Interviews shall be conducted using a predetermined set of questions all applicants will answer, as well as a predetermined set of questions specific to the position.
 3. Interviews will last no more than 1 hour.
- iv. Executive Officers shall thoroughly discuss each candidate at the next Executive Board meeting immediately following the completion of all interviews and vote in a secret ballot collected by the Advisor(s). A simple majority is needed for all positions.
 1. Emails shall be sent out to the election winners at the completion of the voting period of the Executive Board meeting
 2. Election winners shall have two business days to accept or reject their position.
 3. Incoming Officers shall be sworn into their position at the banquet or during the annual Leadership Training in the event of no banquet.
- c. **Removal/Replacement of Officers**
 - i. Removal from Office
 1. Charges for removal may be filed against any Executive Officer of the RHA for either malicious or negligent acts against the organization, and/or failure to fulfill constitutional duties.
 2. The President holds the right to issue a written warning for any violation of constitutional duties. After an Executive Officer has received a notice or written warning, the written warning will remain on the Officer's record for the duration of their term in office.
 - a. If the President is not fulfilling constitutional duties, the Vice President can follow the above procedure.
 3. The charges and accompanying evidence must be filed in writing with the President.
 - a. If the charges are against the President, the evidence shall be filed with the Secretary.
 - b. Those initiating the proceedings must be identified in the writing.
 4. Upon receipt of the removal charges, the President will discuss with the Executive Board, minus the accused, and determine whether the accused is in violation of the Constitution.
 5. If the charges are found legitimate for removal from office, the President must contact the accused to inform them in writing, through their UConn email, of the allegations, and allow the accused to review the evidence.
 - a. The allegation sent will not identify who filed the charges.
 6. After the email has been sent, the accused shall have no more than seven business days to prepare a defense.
 7. The charges and defense shall be presented to the RHA Executive Board at its next meeting following the defendant's deadline to prepare their defense.
 8. A secret ballot vote of the Executive Board, collected by the Advisor(s), resulting in a simple majority is required to remove a member from office.
 9. If removed from office, the individual must wait a year before qualifying to run for any Executive Officer positions within the RHA.
 - ii. Resignation of Office
 1. Any officer seeking to resign shall draft a written statement of resignation that shall be presented to the Executive Board at least two weeks prior to the date of resignation. They should be involved with finding a replacement.
 - iii. Succession of the President

1. The Vice President shall succeed the position of President in the event of the resignation, removal from office, incapacitation, or death of the President.
- iv. Vacancy
 1. Vacancies of office within the RHA must be filled as soon as possible.
 2. Vacancies shall be filled following the Election Procedure, conducted as a Special Election.

Article V – Operating Procedure

- i. **Meetings**
 - a. A meeting of the RHA Executive Board shall be held weekly.
 - b. The President shall create and upload an agenda at least 24 hours prior to the meeting, and the Executive Board shall discuss.
- ii. **Decision-Making Process**
 - a. The Executive Board shall put to vote any decisions being made.
 - i. In order for a decision to hold, a debate must be held culminating in a vote in which a two-thirds majority must be achieved.
 - ii. All members shall be notified of recent decisions in Meeting Minutes.
 1. Decisions regarding Hall Associations shall be passed along via email
 - b. All RHA financial decisions shall be made by a vote of the Executive Board.
 - i. All Hall Association financial decisions shall be made by a vote of the Funding Request Committee.
 - c. All votes must be conducted according to Robert's Rules and recorded in the Meeting Minutes.
- iii. **Committees**
 - a. The following committees are long-standing and shall always exist under any Executive Board.
 - i. Funding Request Committee
 1. This committee shall consist of at least the President, Vice President, Treasurer, and Advisor(s), but is also open to any Officer.
 2. They shall approve/deny Hall Association Event/Funding Requests and manage all financials related to Hall Associations.
 3. They shall meet once a week.
 - ii. Banquet Committee
 1. This committee shall be headed by the Vice President.
 2. Other members of the committee shall be appointed by the Vice President or President.
 3. This committee shall develop, plan, and execute the yearly banquet.
 - b. Additional committees can be created by the President at any time.
- iv. **Amending the Constitution and Bylaws**
 - a. Amendments to this document may be made at any point in which the Executive Board sees fit.
 - b. The RHA Executive Board shall have the power to ratify any proposed amendments by three-fourths vote.
 - c. This document must be reviewed for updates and amendments every year by the standing Executive Board.
 - d. No amendment shall deprive any established and functional Hall Association of its equal suffrage in the General Board.

Article VI – ADVISOR(S)

- i. **Requirements of the Advisor(s)**
 - a. The Advisor(s) must be employed by the Department of Residential Life at the University of Connecticut on the Storrs Campus.
- ii. **Duties of the Advisor(s)**
 - a. Assist in monitoring meetings, including, but not limited to, the Executive Board and the General Board.

- b. Provide guidance to the organization and the Executive Board including, but not limited to, ensuring University policies are being followed and that Executive Officers officers are fulfilling their positions.
- c. Assist in communicating with Hall Directors and the RHA Executive Board in order to better communicate with the Hall Associations.
- d. The Advisor(s) will hold no voting power on the Executive Board or General Board.
- e. The Advisor(s) will oversee the distribution and return of keys to the RHA/NRHH office space.
- f. Attend weekly Executive Board meetings.
- g. Follow all communication standards set by the President for the RHA.
- h. Meet with the President once per week.
- i. Supervise the Funding Request Committee to review Event/Funding Requests.
- j. Attend all RHA events unless a valid reason is verified by the President.
- k. Meet with the Assistant Director of Residence Education and the NRHH Advisor(s) once per week.
- l. Maintain an accurate and updated list of all Hall Directors and Assistant Hall Directors.
- m. Complete any and all tasks delegated by any member of the Executive Board.

Article VII – Financial Statement

- i. **Dues**
 - a. There are no dues for members of the RHA.
- ii. **Funding**
 - a. The organization is funded by student fees.

Article VIII – Non-Hazing Compliance Statement

- I. The RHA maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards.
- II. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate (UConn's Student Code, page 5).
- III. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission/termination of registration may be imposed.
- IV. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which the violator or organization may be subject.

Article X – Hall Associations

- i. **Membership**
 - a. The Hall Associations must each include an Executive Board consisting of a President, Vice President, Treasurer, Secretary, Social Coordinator, and Advocacy Chair, as well as any other officers elected by the General Board of the Hall Association.
 - b. The Hall Associations shall each include a General Board consisting of representatives from each residence hall floor or building under the jurisdiction of the Hall Association.
- ii. **Function**
 - a. The Hall Associations shall serve as the governing bodies of the residential areas at the University of Connecticut, Storrs Campus, established by and under the jurisdiction of the Residence Hall Association.
 - b. The Hall Associations shall represent and communicate the best interests of their constituencies to the Residence Hall Association.
 - c. The Hall Associations shall serve the best interest of its constituencies by addressing their concerns and grievances.

1. The Hall Associations will advocate for the needs of its constituencies, including but not limited to, building needs, community needs, mental needs, and sustainability needs.
 - d. The Hall Associations shall provide diverse cultural, social, educational, and philanthropic programming to benefit their constituencies and promote their general welfares.
 - e. The Hall Associations shall promote the unity of their residence halls through intra-residence hall relations.
 - f. Hall Associations must send at least 2 representatives (typically the President and Vice President, though any member of the Executive Board can attend) to biweekly RHA General Board meetings in order to maintain an "active" status and be able to request to hold events and receive funding from the RHA.
- iii. **Jurisdiction**
- a. The Hall Associations shall recognize the student resident population within their respective residential areas as their constituents and extends its jurisdiction to all residence halls and University-owned and operated housing within the aforementioned residential area.

Article IX – Enabling Clause

- i. This Constitution and Bylaws were reviewed and ratified by the Executive Board on August 26, 2020 at the Leadership Training of the Executive Board.
- ii. The entire membership and Executive Board are in agreement with this document.

Signatures/Dates

President:

Kailee Hemrich

Date: 8/26/2020

Vice President:

Amy

Date: 8/26/2020

Treasurer:

Al

Date: 8/26/2020

Secretary:

Neel Agir

Date: 8/26/2020