



Inclusion Statement for the Residence Hall Association Temple University
Ratified April 10, 2012

Residence Hall Association (RHA) is a space where students, faculty, staff and the surrounding community are empowered to share and learn from diverse perspectives. IDEAL helps connect communities through meaningful cultural engagement.

Constitution of the Residence Hall Association Temple University
Ratified, April 10, 2012

Preamble:

We, the students within the general body of the Residence Hall Association, in building a better residential community at Temple University, affirm the standards, bylaws, and clauses contained within this constitution.

ARTICLE I: Name

Section I: General Name

The name of this organization shall be Temple University Residence Hall Association, hereinafter referred to as RHA. RHA shall have intergovernmental entities placed in the residential community, and shall be referred to as Community Councils.

Section II: Organization's Logo

The RHA Logo was created to represent and brand the organization. Community Councils shall be bound to use this logo when representing any of its functions for programming events that are done in conjunction with the Executive Board. Persons are restricted from developing any sole logos that are different from the adopted logo.

ARTICLE II: Organization's Mission

The primary purpose of RHA is to serve as the official voice for the residential student population. RHA provides advocacy, leadership, and civic engagement opportunities to encourage the holistic development of all on campus residents. RHA is a liaison for each Community Council between the Office of University Housing & Residential Life as well as students living in residence halls.

ARTICLE III: Constitution's Purpose

This Constitution serves as the template for the organization and as such is an agreement between Executive Board members, general body members, and professional staff advisor(s). Additionally, this document recognizes and establishes the intergovernmental organization known as Community Council for each undergraduate residence hall. Content additions and/or deletions can be submitted to the RHA Executive Board for review and will be presented to the general assembly of Community Councils. Formal constitutional changes shall go into effect immediately following a passing vote shall be made by the executive team with the support from the RHA advisor.

ARTICLE IV: General Membership

Section I-Definition

All residential students living in an undergraduate residence hall shall be considered members.

Section II: Duties and Responsibilities of General RHA Members

1. All members must live in a residence hall to retain their membership.
2. General members shall have the right to voice their opinions at any open general body RHA meeting.
3. Each residential hall student shall generally be represented by their respective community council.
4. Community Council representatives are elected and/or appointed during, but not limited to, the fall semester.

ARTICLE V: Resolutions

Section I: Resolution Definition

Resolutions shall be drafted through the RHA Executive Board during board meetings and

or during RHA general assembly meetings to officially pass legislation. Additionally, resolutions serve as the documented voice for the organization upon gathering a majority of the RHA General Assembly in favor of its passage.

Section II: Resolution Drafting

Resolutions can be introduced by any elected officials of Community Councils and/or the RHA Executive Board. A majority of the collected representatives **MUST** support this document for official passage. At least one RHA Executive Board member and one Community Council member shall serve as the authors of any resolution being drafted into legislation. To have a resolution passed, Community Councils or RHA must provide documentation supporting the proposed resolution, i.e. petitions, testimonies, etc.

ARTICLE VI: Budget Requests from Community Councils

Section I: Definition

The Residence Hall Association is appropriated funds on an annual basis to promote advocacy, social programming, civic engagement, and further community development with all residential students. All Community Councils are eligible to request aid with any initiatives, programs, or services that may be needed to enhance the residential experience. The annual budget is set by the RHA Executive Board during each academic year. It is promulgated through the RHA Executive Board that the following actions occur to secure funding:

Section II: Duties of the Community Council to request funds from RHA

1. The requesting Community Council Representative, or their designee, shall complete the appropriate proposal forms provided by RHA to disclose the need, amount, and justifiable means for any requested funds.
2. The Community Council Representative or their designee shall brief the Community Council advisor(s) on the proposal.
3. After the advisor(s) has approved this form, the Community Council Representative shall forward this document to the RHA Executive Board for review.

Section III: Duties of the RHA in Approving Proposals

1. The RHA Executive Board shall designate a date for each month on which fund proposals will be discussed.
2. The RHA Executive Board shall review all forms as an approval process in order for the form to enter the next phase. RHA has the ability to accept or deny budget request.

ARTICLE VII: RHA Executive Board & Community Council Positions and Requirements

Section I: Definition

All RHA Executive Board members and Community Councils shall title positions to reflect this document in order to be officially recognized.

1. The RHA Executive Board shall consist of an Executive President, National Communications Coordinator, Director of Engagement, Director of Leadership and Advocacy, and Director of Administration.
2. Community Councils include a President, Secretary, and Public Relations Representative
3. All members must live in a residence hall to retain executive and/or council status.

Section II: General requirements of elected or appointed officials

1. RHA Executive Board members as well as Community Council members must be in

good academic standing with the University and maintain at least a **2.500 cumulative GPA** and a **2.500 current semester GPA**. Additionally, members must also be in good financial and judicial standing with the University. Judicial and academic checks of the Executive Board and Community Councils are conducted each semester by their respective advisors.

1a. If an RHA member falls below a 2.5 at the end of any semester, then the RHA member should create an academic plan for success with the Advisor. This plan should include resources they are going to engage with, check in points with the Advisor, and the RHA member is expected to actively communicate with the Advisor to identify areas of support.

2a. If the RHA member falls below the GPA requirement for 2 semesters in a row, the RHA member will be asked to leave the organization.

2. The term of office for RHA executive board shall begin on the day following the scheduled inauguration until a new executive board is appointed the following academic year.

3. The term of office for Community Council members shall begin immediately following election/appointment, and end on the final date of spring classes for the academic year.

4. The Executive Board president of RHA is a non-voting member, with the exception being in the case of a tie. Community Council presidents may vote at General Assembly meetings, but not at their own Community Council meetings, with the exception being in the case of a tie.

5. All RHA Executive Board members shall be available to meet with community council members and/or maintain a minimum of at least three (3) hours per week in the designated RHA office.

6. RHA Executive Board members are bound and expected to fulfill duties outlined in their constitution and bylaws.

7. RHA Executive Board and Community Council members are required to attend any pertinent training and workshops offered in the fall and/or spring semester.

Section III: Specific Duties of the RHA Executive Board

1. Executive President

- a. Lead the executive board members in carrying out the goals and objectives of the organization
- b. Chair the weekly executive board meetings and General Assembly meetings
- c. Shall have veto power over executive board action
- d. Participate in any NACURH and CAACURH Presidential chats
- e. Meet bi-weekly with Eboard members, or as scheduled
- f. Meet weekly with Advisor(s), or as scheduled
- g. Maintain relations and communications with other professional staff in conjunction with Advisor(s)
- h. Maintain oversight of team development of the Executive Board in conjunction with the Advisor(s)
- i. Hold Executive Board members accountable for fulfilling their positional and organizational duties to the best of their ability in conjunction with the Advisor(s)
- j. Meet quarterly with the Director of Residential Life, or as scheduled
- k. Maintain relationships with the greater Temple Community of behalf of the organization
- l. Oversee any other tasks agreed upon by Executive Board

2. National Communications Coordinator

- a. Serve in the capacity of the National Communications Coordinator, including but

not limited to:

- i. Serving as the liaison between RHA, NACURH, and CAACURH
- ii. Preparing for conferences in conjunction with the Advisors
- iii. Maintaining proper affiliation with NACURH and CAACURH, including the preparation and submission of all necessary information and reports
- iv. Attending NCC chats
- v. Leading the creation of regional or national bids
- vi. Coordinating OTMs

b. Serve in the capacity as executive president in the event this position becomes vacant.

c. Any other special projects agreed upon by Executive Board

3. Director of Engagement

- a. Coordinate RHA Engagement initiatives and special projects, including but not limited to programming, events, and community development activities
- b. Coordinate, delegate, and maintain updates on all tasks associated with event planning
- c. Submit program proposals and program evaluation forms
- d. Oversee Social Media accounts
- e. Creates promotional materials in conjunction with Advisor(s)
- f. Any other special projects agreed upon by Executive Board

4. Director of Leadership and Advocacy

- a. Coordinate RHA Advocacy initiatives and special projects, including but not limited to Town Hall Forums
- b. Coordinate RHA Leadership initiatives and special projects, including but not limited to Community Council trainings
- c. Oversee overall Community Council Leadership development
- d. Oversee Advocacy Proposal submission process
- e. Co-chairs General Assembly meetings
- f. Coordinates attendance to TSG meetings / communication with TSG, * based on TSG structure
- g. Any other special projects agreed upon by Executive Board

5. Director of Administration

- a. Authors and distributes minutes from Executive Board meetings and General Assembly meetings
- b. Enforces General Assembly attendance policies
- c. Coordinates room reservations and attendance of planning meetings
- d. Oversee completion of any forms on behalf of the organization, including but not limited to Food Exemption forms
- e. Submits purchase requests to Advisor(s)
- f. Act as a Historian for the organization, including, but not limited to, updating and storing transition reports and archiving photos
- g. Produce and distribute newsletters
- h. Coordinates any updates to the Constitution and Bylaws
- i. Maintain an updated roster of Community Council members for each building
- j. Any other special projects agreed upon by Executive Board

6. National Communications Coordinator in Training (NCC-IT)

- a. Serve in the capacity of the National Communications Coordinator, including but not limited to:
 - i. Serving as the liaison between RHA, NACURH, and CAACURH
 - ii. Preparing for conference in conjunction with the advisors
 - iii. Maintaining proper affiliation with NACURH and CAACURH, including the preparation and submission of all necessary information and reports
 - iv. Attending NCC chats
 - v. Leading the creation of regional and national bids
 - vi. Coordination OTMs
- b. Serve in the capacity as NCC when the position becomes vacant.
- c. Any other special projects assigned by the board or the NCC.

Section IV: Specific duties of Community Council

Through all promulgated bylaws, procedures, and standards set forth through the Residence Hall Association, the following positions have been identified and approved for residence hall: President, Secretary, Public Relations Representative, and General Body Member. All Community Councils shall title positions to reflect this document, or those designated positions will not be recognized by the Residence Hall Association. Community Councils are intergovernmental organizations within each undergraduate residence hall that directly serve as representatives of residential students to RHA. Community Councils ensure residents voices are heard as well as fulfilling the central mission of RHA. All Community Council members are responsible for promoting the success of the Council.

1. President

- a. Direct members in carrying out the goals and objectives of the organization.
- b. Serve as the official spokesperson for the Community Council when it is not in session.
- c. Chair the Community Council meetings.
- d. Maintain effective contacts and relations with other organizations and University officials.
- e. Motivate and recognize the achievements of members.
- f. Responsible for the creation of meeting agendas.
- g. Maintain and oversee all Community Council bookkeeping in accordance with departmental accounting procedures. Also, the President will work with the Community Council advisor and further advise members of expenditures and remaining funds
- h. The President is responsible for submitting any fund request proposals on behalf of the Community Council to the RHA Executive Board Director of Administration.

3. Secretary

- a. Record and create an accurate set of minutes at the Community Council meetings and share these records with individuals specified by the RHA Executive Board.
- b. Record attendance of all Community Council members at all Community

Council meetings and events.

- c. Record attendance of all Community Council members at all RHA General Assemblies
- d. Submit council events to the shared RHA Calendar
- e. Will report ideas from Community Council Meetings at the weekly committee meetings.

3. Public Relations Representative

- a. Coordinate advertisement that is used to represent the Community Council.
- b. Update any electronic forms of communication on behalf of the Community Council. i.e. Instagram, Owl Connect, X, etc.
- c. Archive pictures at events and act as a historian (as needed) for the council,
- d. Submit Of the Month's (OTM's) to the Executive Board for each required month.
- c. Serve as a direct liaison between RHA and Community Council.
- d. Coordinate and gain support of the residential community in attending RHA sponsored events.

4. General Body Member

- a. Has voting powers within the Community Council Meetings
- b. Must attend all meetings
- c. Share and assist with planning programs
- d. Aid with hosting a program

ARTICLE VIII: Official Organization Meetings

Section I: RHA Executive Board Meetings

- 1. All RHA executive board members shall convene as a group weekly.
- 2. The Director of Administration shall keep a record of all discussed topics and publish as necessary.
- 3. Executive president shall cast the final vote in the event a tie may occur.

Section II: RHA General Assembly Meetings

- 1. The RHA executive board shall host a minimum of one (1) meeting per month to bring forth the collective Community Councils of each building.
 - a. To discuss the different programs, track their progress, and assess any needs for both CC and RHA.
- 2. All Community Council members are expected to attend, and miss no more than two meetings per semester.
- 3. RHA Director of Administration shall track minutes and attendance during all designated meetings.
- 4. All votes will be majority for passage (50% plus 1).

Section III: Community Council General Board Meetings

- 1. All elected and/or appointed Community Council members shall convene as a group a minimum of two (2) times per month.
- 2. Community council secretary shall track all minutes and attendance of meetings.
- 3. All votes will be majority for passage (50% plus 1).

ARTICLE IX: Specific Duties of the Advisor(s) for both RHA and Community Councils

- 1. The advisor(s) is responsible for the clarification of Temple University administrative policy.
- 2. The advisor(s) shall be knowledgeable of the RHA constitution and its purpose.
- 3. The advisor(s) shall offer guidance and support in both executive board and general assembly meetings.

4. The advisor(s) shall serve as the final approver for all budgetary commitments for RHA and community councils.
5. The advisor(s) shall transmit the historical significance of RHA and Community Council proceedings in the past and use these findings to inform future proceedings.
6. The advisor(s) will review all funding requests with the Director of Administration to ensure that programmatic initiatives are appropriate and representative of student needs.
7. The RHA advisor(s) shall review all requested changes to the constitution, and will determine, in consultation with, if the requested changes are in the best interest of the organization and student body prior to presenting said requested changes to the general board.
8. The advisor(s) shall act as a consultant by gathering pertinent information pertaining to the organization and offering methods of improving certain practices.
9. The advisor(s) shall have a supportive role with the organization by maintaining a balance of attending events, programs, meetings and social gatherings when appropriate.

ARTICLE X: RHA Recruitment and Community Council

Section I: Recruitment of RHA Executive Board Members

1. Recruitment shall occur annually during the spring semester.
2. Candidates shall submit a formal application and forego an interview to be appointed.
3. Current RHA executive board members are eligible to reapply, but limited to a two-year term, unless otherwise approved by the RHA advisor(s).

Section II: Appointment process for Community Councils

1. Appointments shall occur annually during the fall semester not prior to within the third week after classes begin.
2. Interested candidates shall complete an official application for submission to the RHA Executive board for a final decision if more than one person signs up for one of the three roles.
3. The appointment date shall be determined each year by the RHA executive board.

ARTICLE XI: Officer and Representative Impeachment

Section 1: Executive Board Impeachment Process

1. Any compensated RHA executive board member who fails to do the duties as outlined in the governing documents, bylaws, and contractual agreements of the Residence Hall Association is subject to be removed from their office.
2. Notice of failure of these duties shall be brought forward by any member and/or advisor(s) to any member of the Executive Board. There will be a probation period of two weeks for the accused member. The Executive Board shall then agree to move the case to the Disciplinary Review Committee or cease the case brought forward.
3. A Disciplinary Review Committee of 5 members will be appointed at the time of each impeachment case. The RHA Executive Board will choose 4 of the total number of Community Council executive board members. The committee will consist of the 4 selected Community Council executive board members and 1 RHA Executive Board member. The committee shall be established within 72 hours of the time an impeachment case is brought forward.
4. The Advisor(s) shall sit in as an active non-voting voice on this committee.
5. No committee shall meet for more than 2 weeks; otherwise the impeachment charges shall be dissolved. In this time members shall, to the best of their ability, investigate the member in question.

6. All meetings for the committee are closed unless otherwise specified.
7. All information discussed in the committee remains confidential.
8. The RHA advisor(s) shall have measures of accountability established to remove an executive board member due to not following the terms of this constitution and any signed agreement.
9. The charged Executive Board member may appeal the charge by attending a portion of one committee meeting to state their case prior to a final decision.
10. The member must be notified with meeting details (time, location) at least 72 hours prior to the scheduled committee meeting.
11. Failure to notify the charged member of at least one committee meeting will result in an invalid impeachment decision.

Section II: Executive Board President Impeachment Process

1. If the Executive President fails to meet the requirements and duties outlined in the governing documents, bylaws, and contractual agreements of the Residence Hall Association are subject to be removed from their position.
2. Notice of failure of these duties shall be brought forward by the National Communications Coordinator and/or advisor(s) to any member of the Executive Board. The Executive Board shall then agree to move the case to the Disciplinary Review Committee or cease the case brought forward.
3. A Disciplinary Review Committee of 5 members will be appointed at the time of each impeachment case. The RHA Executive Board will choose 4 of the total number of Community Council executive board members. The committee will consist of the 4 selected Community Council executive board members and 1 RHA Executive Board member. The committee shall be established within 72 hours of the time an impeachment case is brought forward.
4. The Advisor(s) shall sit in as an active non-voting voice on this committee.
5. No committee shall meet for more than 2 weeks; otherwise the impeachment charges shall be dissolved. In this time members shall, to the best of their ability, investigate the member in question.
6. All meetings for the committee are closed unless otherwise specified.
7. All information discussed in the committee remains confidential.
8. The RHA advisor(s) shall have measures of accountability established to remove the Executive Board President due to not following the terms of this constitution and any signed agreement.
9. The charged Executive Board President may appeal the charge by attending a portion of one committee meeting to state their case prior to a final decision.
10. The President must be notified with meeting details (time, location) at least 72 hours prior to the scheduled committee meeting.
11. Failure to notify the charged member of at least one committee meeting will result in an invalid impeachment decision.
12. If the Executive Board President is impeached, the National Communications Coordinator will assume the position of the Executive Board President, leaving the National Communications Coordinator position open for applicants.

Section III: Community Council Member Impeachment Process

1. Any Community Council member who fails to meet the requirements and duties outlined in the governing documents, bylaws, and contractual agreements of the Residence Hall Association is subject to be removed from their position.
2. Notice of these failures shall be brought forward by any Community Council member

during a scheduled weekly Community Council meeting.

3. The concerned Community Council member will attend a meeting with their respective advisor and the advisor establishes a two week probation period

4. At the end of the probation period, the Community Council will vote on whether or not the accused member will remain on the council. All votes will be majority for removal (50% plus 1). The Executive Board should be contacted within 72 hours outlining the vacant position or the replacement member's information.

ARTICLE XII: Resignation

1. All RHA Executive Board members and Community Council members have the right to resign from their position at any time, but must meet with the newly appointed member and provide a transition document to his/her replacement.

2. RHA Executive Board members that resign prior to the end of their term shall be responsible for any compensation that was paid for departmental stipends.

ARTICLE XIII: Amendments and Ratification

1. Any member of RHA may present amendments to the general assembly of Community Councils.

2. Any updates such as name changes, structural changes, or semantic correction that do not alter any standing policy shall be made by the Director of Administration without need of approval by the general assembly of Community Councils.

3. A 2/3 affirmative vote of all members of the general assembly of community councils shall be required for the passage of any amendment to this constitution regarding the Community Council sections.

4. A majority vote of the RHA Executive Board shall be required for the passage of any amendment to this constitution.

ARTICLE XIV: Vacancies

Section I: Executive Board Vacancies

1. In the event that the Executive President position is vacant, the National Communications Coordinator will assume the position.

2. In the event that any other Executive Board position is vacant, the Community Council members will have the opportunity to fill the empty position. The remaining Executive Board members will decide on the process for this appointment.

Section 2: Community Council Vacancies

1. In the event that the Community Council President position is vacant, the Public Relations Representative will assume the position.

2. In the event that any other Community Council position is vacant, the rest of the board and the advisors will communicate with their residence hall about the empty position, and create an appointment process for filling the vacancy

Article XV: Elections

Section 1: Qualification

1. Students who are living on campus
2. Any current aboard members who are committed to live on campus for the upcoming year
3. Must have a 2.5 GPA from the previous semester of application

4. Must be in good conduct and financial standing with the university

Section 2: Election Timeline

The RHA executive board must decide the open positions for the following school year by the first day of Winter Refresh Training. The timeline for the election process must be conducted by the board within a time frame that decisions are made prior to the housing deadline. The election process should include distribution of applications, time for review, interviews, announcement of the candidates, holding of the election and ballot announcement, and the final Executive Board decision. The current RHA board member that is not planning to return will be responsible for overseeing and organizing the application and specific tasks that arise during the process. If everyone is planning on returning the following year the responsibilities will fall to the advisor.

Section 3: RHA returning E-board

Current RHA E-board members do have the opportunity to reapply to return to their position or move to another open position on the E-board. Each member should meet the qualifications, go through an application process which includes an evaluation, and interview with the RHA E-board team, which will include the advisors. Once the E-board member has been interviewed, the RHA E-board, which does not include the applicant, will determine if the member can return to the E-board or if they are not approved to return.

Section 3: Process for Returning E-board

1. Current RHA E-board members looking to return to their position for the next academic year should follow the Returners application process as outlined:
 - a. Applications should be filled out according to Section 2: Election Timeline.
 - b. Members whose applications are selected by current E-board, unbiased RHA E-board will undergo the interview process as determined by RHA E-board members
 - c. The RHA E-board will approve or deny the member's bid to resume their position on the E-board.

Section 4: Open E-board positions

1. Open E-board positions are determined by such date outlined in Section 2: Election timeline. Current E-board members who wish to return must submit their intent by such date.
2. Once remaining open E-board positions are identified, RHA will hold elections for open positions.
3. Eligible applicants who fulfill all aspects of Section 1: Qualification are invited to fill out applications sent out by such date outlined in Section 2: Election Timeline.

4. RHA selects potential candidates for interviews to be hosted by current E-board members.
5. The top 30% of candidates will be selected for potential roles from the interview pool based on capabilities RHA deemed appropriate for each candidate.
6. Ballot with candidates selected for potential positions will be announced according to the timeline outlined in Section 2: Election
7. Elections will be held on the date outlined in Section 2: Election.

Section 5: Selection of the Ballot

1. Top 30% of candidates will be selected by current RHA members from the interview process to go through election process by the on-campus residential community.

Section 6: Voting

1. The advisors will be responsible for emailing the residential students about the voting process. Current E-board members will be responsible for creating a voting system that will be communicated to the on-campus residential community.
2. Voting will take place on the dates outlined in Section 2: Election by only on-campus residential community.

Section 7: Training and Inauguration

1. Elected in-training members will be officially announced to the on-campus residential community on the date outlined in Section 2: Election.
2. Elected members shall be considered in training until the vacancy opens and can assume the role. Elected members cannot receive benefits until they complete training.