

# University of Colorado Colorado Springs Residence Hall Association Mission Statement, Constitution, and Bylaws

## **Mission Statement**

The Residence Hall Association provides a cooperative effort in unifying and serving the students living in University managed housing at University of Colorado Colorado Springs (UCCS). Residence Hall Association shall serve as a consulting body for the residents living in UCCS housing. Residence Hall Association shall support both students' rights and the development of community within UCCS housing. Finally, Residence Hall Association will develop and maintain programs within as well as among campus housing.

## **Constitution**

### **Preamble**

The Residence Hall Association at the University of Colorado Colorado Springs (UCCS) is established with the intention of unifying residential students in order to serve as an effective liaison between them and the larger community of UCCS. This organization's policies and programs are designed to improve the UCCS housing community. The Residence Hall Association was established to serve, represent, and promote the interests of all residential students at UCCS.

### **Article I**

#### **Definitions**

- A. **Name.** The name of this governing body shall be the "Residence Hall Association" and henceforth referred to as "RHA."
- B. **Quorum.** A quorum shall be nine (9) voting members of the body.

### **Article II**

#### **Name and Membership**

- A. The name of this organization shall be the Residence Hall Association (RHA).
- B. RHA shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, sexual orientation, political affiliation, veteran status, or disability.

- C. Membership in this organization is limited to enrolled students of any credit level at the University of Colorado Colorado Springs, currently living in UCCS housing, henceforth known as “residential students.”
  - 1. Professional staff members employed by the UCCS Office of Residence Life and Housing are not considered residential students and may not vote in RHA.
- D. All elected or appointed officers of the Executive Board must be residential students.

### **Article III**

#### **Purpose**

- A. The purpose of the Residence Hall Association is to create a unified point of communication between residential students and the larger UCCS community. This includes University Administration, the Office of Residence Life and Housing, Campus Food Services, residents, and Residents Assistants.
- B. Specifically RHA Seeks to:
  - 1. Promote and produce programs and activities for UCCS housing which enhance the quality of life within the community;
  - 2. Promote leadership development for residential students; and
  - 3. Promote individual freedoms while pursuing community responsibilities.

### **Article IV**

#### **Representation**

##### **A. *Executive Board***

- 1. The Executive Board shall consist of the President, Vice President, National Communications Coordinator, and Executive Administrator. RHA may add any elected or appointed positions that the Legislative Assembly deems necessary. All additional positions, stipends, and benefits are under the discretion of the President.
- 2. All members of the Executive Board are subject to impeachment, as outlined by the bylaws of this Constitution.
- 3. The Executive Board’s responsibilities and powers are outlined in the bylaws of this Constitution.

##### **B. *Legislative Assembly***

- 1. The Legislative Assembly shall consist of residential students and the Executive Board.

## **Article V**

### **Voting**

**A.** Any RHA member who has the proper authority to vote as outlined in the Constitution must be present at the time of voting in order to claim one (1) vote.

1. Executive Board members and Resident Assistants are not able to vote as a floor representative.

#### **B. Simple Majority Vote**

1. All motions, elections, and other matters that are voted upon will be decided by a simple majority vote unless otherwise outlined in the Bylaws.
2. A simple majority vote is defined as half of the body of voters present, plus one (1) vote
  - a. No single person's vote will be determined in halves.
  - b. For example: if there are seven (7) voting members of the body, four (4) of those voters will be considered half. A simple majority in this case requires five (5) voting members to vote in favor of a motion for it to pass because half (4 voters) plus one (1) voter equals five (5).

#### **C. Two Thirds Majority Vote**

1. Amendments to the constitution, ratification of the constitution, and impeachments will require a two thirds (2/3) majority in order to pass.

#### **D. Executive Board Voting**

1. Executive Board meetings will consist of one (1) vote per Executive Board member.

#### **E. Legislative Assembly Voting**

1. Legislative Assembly voting consists of the following voting members:
  - a. One vote for the residential students, excluding Resident Assistants, in each Resident Assistant floor section in traditional style housing as defined by the UCCS Office of Residence Life and Housing.
  - b. Three (3) votes from the Resident Assistants and Senior Resident Assistants.

- i. At the beginning of each semester, the Resident Assistants will elect three (3) Resident Assistant representatives to serve for one academic semester.
    - ii. At the beginning of each semester the Resident Assistant will elect three (3) representatives to serve for one academic semester.
    - iii. The Resident Assistant must be currently employed by the UCCS Office of Residence Life and Housing.
  - c. One (1) vote from each of the Executive Board members.
  - d. One (1) vote from a representative from the UCCS National Residence Hall Honorary (NRHH).
    - i. The NRHH representative must be a residential student in order to vote.
2. Elections and impeachments will include the votes of every residential student present at the time of voting.

## **Article VI**

### **Finances**

- A. RHA receives its funding from the Office of Residence Life and Housing, who will determine the amount allocated to programming, stipends, and leadership funds.
- B. The RHA budget is created by the Executive Board and voted on by the Legislative Assembly passing with a simple majority vote each fall and spring semester (See Article IV of the Bylaws).
- C. RHA complies with the University of Colorado system fiscal and procurement policies and all applicable UCCS policies and procedures.
- D. The Executive Administrator will present an updated budget every third (3) Legislative Assembly meeting.

## **Article VII**

### **Ratification**

- A. The Legislative Assembly will adopt, amend, or repeal any part of the mission statement, constitution, or bylaws at a regularly scheduled meeting with a two thirds (2/3) majority vote of the Legislative Assembly.

- B. Proposed changes to the mission statement, constitution, or bylaws must be presented to the Executive Board at a regularly scheduled meeting prior to being presented to the Legislative Assembly.
- C. The RHA mission statement, constitution and corresponding bylaws will take effect on the date ratified, October 19<sup>th</sup>, 2015. Any preceding documents are null and void upon ratification.

## **Bylaws**

### **Article I**

#### **Duties and Responsibilities of the Members of the Residence Hall Association**

##### **Section 1: Responsibilities of the Executive Board**

###### **A. Executive Board Member Duties.**

1. Attend all regularly scheduled meetings. In the case of an absence the Executive Board member must inform the Executive Board prior to the meeting. Executive Board members may not have more than two (2) unexcused absences.
  - a. In order to excuse an absence, the Executive Board member will announce the day he or she will be absent with a reason for being absent at a Legislative Assembly meeting and.
  - b. The absence will then be voted on by the Legislative Assembly and will pass with a simple majority vote.
2. Serve as RHA liaisons to other offices, departments, and student groups on campus.
3. Coordinate and implement all programs, events, and initiatives.
4. Maintain a semester GPA of at least 2.5.
  - a. If an Executive Board member falls below a 2.5 GPA, he or she will be put on RHA probation for the following semester. Probation includes speaking with the RHA Advisor(s) about creating a plan of action on how to achieve a higher GPA.
  - b. If the GPA of an Executive Board member drops below 2.0, the member will not be permitted to continue as a member of the Executive Board.

- c. A member may not be elected or appointed to an Executive Board position until the member's GPA meets the 2.5 GPA requirements.
  - d. The Advisor(s) will be responsible for confirming academic eligibility before the first meeting of the semester, on election day for all candidates pursuing an Executive Board position, and once more during the semester.
5. The official forms of communication between Executive Board members and the Legislative Assembly will be electronic communication and in person communication.
6. Executive Board members are expected to collaborate on all RHA programming initiatives.
7. Executive Board members will maintain a binder of all necessary information about his or her respective position, and leave it in the RHA office at the end of his or her term for future Executive Board members.

## **Section 2: Duties and Responsibilities of each Executive Board position**

### **A. Presidential Duties**

1. Preside over all meeting and keep order in all meetings.
2. Serve as the Advocacy committee chair.
3. Produce an agenda, for each meeting.
4. Coordinate programming responsibilities among the Executive Board members and Legislative Assembly members.
5. Coordinate RHA equipment rentals to the residential community.
6. Coordinate co-sponsorship with residents, Resident Assistants, and Senior Resident Assistants.
7. Contact anyone who requests co-sponsorship and schedule a time for the applicant to present to the Executive Board.
8. Coordinate co-sponsorship and co-sponsored programs and initiatives from the UCCS community and other UCCS organizations.

## **B. Vice Presidential Duties**

1. Call roll at all Legislative Assembly meetings, including the distribution of the voting placards.
2. Assume the responsibilities of the President should the President be absent from the meeting or until a President is elected if the office is vacant.
3. Present co-sponsorship proposals with the Executive Board.
4. Advertise all RHA programs, events, elections, and community updates.
5. Coordinate and lead, or appoint a volunteer, to lead all RHA Intramural teams, UCCS teams, or other group competition events if there is an interest from the Legislative Assembly.
6. Coordinate the election process and assist candidates with the election process.

## **C. National Communications Coordinator Duties**

1. Affiliate UCCS with the National Association of College and University Residence Halls (hereafter referred to as NACURH) before the regional Inter-Mountain Affiliate of College and University Residence Halls (hereafter referred to as IACURH).
  - a. Maintain a positive working relationship with RHAs at other institutions, IACURH, and NACURH.
2. Communicate between the RHA, IACURH, and NACURH. This includes regularly attending official NCC Chats with the regional communications coordinator.
3. Serve as a member of the Conferencing Committee.
4. Understand the Constitution of RHA and explain it to the Legislative Assembly.
5. Settle any disputes regarding the constitution and bylaws.
6. Maintain the organization's social media sites.

## **D. Executive Administrator Duties**

1. Record, and document the minutes of each Legislative Assembly meeting. Minutes shall be ratified by the Legislative Assembly.

2. Prepare and distribute the minutes from the Legislative Assembly meeting to members of RHA either by email or hardcopy within 48 hours of the Legislative Assembly meeting.
3. File and keep records of ratified minutes. The Executive Administrator will work with the organization's Advisor(s) to keep an accurate record of financial transactions. The Executive Administrator will also prepare and present a financial report once a month to the Legislative Assembly, this report will include any expenditures and income.
4. Update the RHA website with current information on a monthly basis with the Residence Life Website Manager.
5. Monitor all voting initiatives, tally all the votes during elections, and record the results of all voting initiatives. Any Legislative assembly member may request to see the voting record.

### **Section 3: Special Powers reserved for the Residence Hall Association Executive Board**

- A. Call a special meeting by giving 48 hours' notice to the Legislative Assembly.
- B. Cancel any scheduled meetings, by giving 48 hours' notice to the Legislative Assembly through an email to the RHA email list.

### **Section 4: Responsibilities and Duties of the Residence Hall Association Legislative Assembly**

- A. Represent the members' respective floor.
- B. Vote on all motions, amendments to the constitution, impeachments, and other voting matters presented to the Legislative Assembly.
- C. Promote RHA activities and programs.

### **Section 5: Special Powers reserved for the Residence Hall Association Legislative Assembly**

- A. Through a simple majority vote the Legislative Assembly shall have final authority to appropriate RHA funds, approve program proposals, and pass legislation.

### **Section 6: Responsibilities and Duties of the Residence Hall Association Advisor(s)**

- A. Mentor the Executive Board and research other Residence Hall Associations in order to provide a wealth of knowledge for the Executive Board.



- B. Have a thorough understanding of Robert's Rules of Order and the UCCS RHA Constitution and Bylaws.
- C. Make all RHA purchases as directed by the Executive Board.
  - 1. All purchases requested by the Executive Board must be completed by a designated time as specified by the Executive Board.
- D. The Advisor(s) will be responsible for the transition of RHA Executive Board members.
  - 1. The Advisor(s) will train new Executive Board members in Robert's Rules of Order, Viewpoint Neutrality, understanding of the RHA Constitution, specific member's duties and responsibilities, and any other relevant information.
  - 2. The Advisor(s) will distribute necessary keys and other equipment to Executive Board members as well as any login information and social media access necessary.
- E. The Advisor(s) will confirm the academic eligibility of all Executive Board members as well as any candidates applying for an Executive Board position.
- F. Attend UCCS Social Media training and serve as an administrator for all social media sites.
- G. Keep a file of all legal documents, waivers, and other important documentation.
- H. Ensure that Executive Board members receive the appropriate payment stipend as designated in the annual ratified budget.
- I. The Advisor(s) will assist with other miscellaneous tasks as requested by the Executive Board or Legislative Assembly.

## **Article II**

### **Elections and Filling a Vacant Position**

#### **Section 1. Elections**

##### **A. The Election Process**

- 1. Elections for RHA will be held in April for the following academic year.
  - a. Elections will occur during a scheduled Legislative Assembly meeting.

- b. The Vice President is responsible for advertising and promoting the elections to current residents.
- c. Candidates are elected by a simple majority of all votes cast by any residential student at the Legislative Assembly meeting.

A. Should two or more candidates apply for a position, the candidate with the most votes will be elected regardless of a simple majority.

## **B. Requirements for Candidates**

1. Candidates may not be on academic probation, UCCS probation, Housing probation, or suspension at the time of the elections.
2. An eligible candidate must currently reside in UCCS residence life housing.
3. Candidates must submit a letter of intent to the RHA email ([rha@uccs.edu](mailto:rha@uccs.edu)) by 12:01PM on the day of election.
4. Each submitted letter of intent will be distributed to Legislative Assembly members prior to the election meeting.

## **C. Special Election Circumstances**

1. If a position other than President is not filled by the election process, that position will remain open until the first meeting of the following academic calendar year.
2. If the position of President is not filled in the initial election then a second election shall be held on the last meeting of RHA for the academic calendar year.
3. If the position of President is not filled in the final meeting of the school year then a third election will be held on the second meeting of the following academic calendar year.
4. If the position of President is not filled by the third election, the Vice President shall fill the position of President and forfeit all responsibilities, duties, and benefits of the Vice President position.

## **Section 2: Filling of a Vacant Position**

- A. The Executive Board shall hold elections for all positions that become vacant during the academic year except the President position. These elections must be held within two weeks of the position becoming vacant.
- B. If the President position becomes vacant during the academic year then the Vice President shall be responsible for all Presidential duties immediately.
  - 1. After the Vice President steps in to the President position an election will be held to fill the Vice President position.
- C. If the election process does not fill the Executive Board's vacant position, the Executive Board shall have the power to present a non-Presidential candidate to the Legislative Assembly with a unanimous vote from the Executive Board members.
  - 1. The Executive Board must vote on a candidate within one week of the failed election, during an Executive Board meeting.
  - 2. The candidate will then be voted on by the Legislative Assembly.
  - 3. If a candidate is not appointed within the week following the legislative Assembly's vote the position will be vacant until the next regularly scheduled election. Duties of the vacant position will be distributed among the remaining Executive Board members under the discretion of the Executive Board.

### **Article III**

#### **Impeachment, Resignation, and Abandonment**

##### **Section 1: Removal from Office**

###### **A. Removal from Office**

- 1. Any Executive Board member found to be on academic, UCCS or Housing probation will be removed from their position immediately.
- 2. All members of Executive Board are subject to impeachment.
- 3. Any Legislative Assembly member or an Executive Board member may initiate an impeachment.
- 4. In the event an Executive Board member is removed from office, abandons a position, or resigns, that Executive Board member will forfeit the right to any remaining stipend payment.

- a. The Director of Housing and the RHA Advisor(s) will determine how much money is removed from the stipend and return the amount to the RHA budget.

## **Section 2: Impeachment**

### **A. Criteria for Impeachment**

2. A member of Executive Board is not fulfilling his or her duties.
3. A member of the Executive Board is participating in illegal activity including violations of UCCS Policies, Rules and Procedures.
4. No member of the Executive Board shall be tried for impeachment more than once regarding a specific incident.
  - a. If it is determined beyond a reasonable doubt that false information was presented during the impeachment process by the Executive Board member in question or in defense of the Executive Board member in question, the Executive Board member in question will be eligible for impeachment, for the same incident.

### **B. Impeachment Proceedings**

1. A Legislative Assembly member or Executive Board member will present a letter of impeachment to the President.
2. In the instance that the letter of recall is written about the President then the letter will be presented to the Vice President.
3. The letter shall be presented to the President, and the President shall contact the Executive Board member about whom the letter was written.
4. The letter will then be presented to the Legislative Assembly at the next regularly scheduled meeting.
5. After the letter is presented and at the following regularly scheduled Legislative Assembly meeting. The Executive Board member facing impeachment will present a defense to the letter of impeachment giving the Executive Board member shall have no more than one (1) week to prepare a defense.

- a. The Legislative Assembly shall discuss any evidence presented in the letter of impeachment or otherwise relating to the Executive Board member facing impeachment.
- b. Any residential student currently attending the impeachment meeting may cast a vote.
- c. A two thirds (2/3) majority vote in favor of impeachment will be required to remove the Executive Board member from office.

### **Section 3: Resignation**

- A. A formal letter of resignation will be delivered to the President, indicating the last day the resigning Executive Board member will be fulfilling his or her duties.
- B. If the President is resigning, the letter of resignation will be delivered to the Vice President.
- C. After an Executive Board member has resigned from his or her position, the letter of resignation will be presented at the next Legislative Assembly meeting.

### **Section 4: Abandonment**

- A. An Executive Board position will be considered abandoned under any of the following conditions if an Executive Board Member has three (3) or more unexcused absences from Legislative Assembly meetings during the term of office.
- B. If an Executive Board position is determined to be abandoned, the President will announce the vacancy at the next Legislative Assembly meeting.
- C. After abandonment the President will present a candidate to the Executive Board for appointment. The Executive Board must vote unanimously to recommend the candidate to the Legislative Assembly or the President will be required to present a new candidate.
  1. The recommended candidate will be presented to the Legislative Assembly and may be appointed to the Executive Board by a simple majority vote.

## **Article IV**

### **Budget**

#### **Section 1: Setting budget and amending the budget**

- A. The Executive Board will have \$500 of discretionary funds to spend at its discretion during each month without being voted upon by the Legislative Assembly.
  - 1. One of the purposes of this budget is to allow for RHA to use funding for events and programming prior to the Legislative Assembly approving the budget for the academic calendar year.
- B. The Director of Residence Life and Housing and the Supervisor to the Director of Residence Life and Housing will determine the funding and total stipend, programming, and leadership budgets for RHA.
- D. At the first regularly scheduled Legislative Assembly meeting of the academic year the Executive Board will present a budget to be voted on by the Legislative Assembly.
- E. Budget allocations can be amended during a Legislative Assembly meeting.
  - 1. The amendment shall pass with a simple majority vote.

## **Article V**

### **Co-sponsorship**

#### **Section 1: Definition and Process**

- A. Co-Sponsorship is defined in two ways: 1) monetary co-sponsorship; or 2) assistance co-sponsorship.
  - 1. Monetary co-sponsorship is the allocation of RHA monetary resources to a UCCS program or event.
  - 2. Assistance co-sponsorship is the allocation of RHA human resources (time, personnel) or RHA equipment to a UCCS program or event.
- B. In order for either monetary or assistance co-sponsorship to be awarded a program proposal shall be submitted to Executive Board and presented to the Legislative Assembly.
- C. The Executive Board will vote to recommend a program or not to recommend a program by a simple majority vote. The program will then be presented to the Legislative Assembly with a recommendation or without a recommendation.
- D. The Legislative Assembly will vote on the proposal and determine the amount of assistance or monetary resources to award as co-sponsorship.

- E. Program advertisements for co-sponsored programs must include a clearly visible RHA logo and a note acknowledging RHA's support.
- F. The program proposal process is decided upon by the Executive Board at the beginning of the school year. Any changes to the process shall be presented and voted upon by the Legislative Assembly.
- G. All proposed programs will be presented to the Legislative Assembly, unless the proposed program violates UCCS policy as determined by the Advisor(s).

## **Section 2: Criteria for Co-Sponsorship**

- A. Proposals must be submitted to the Executive Board at a minimum of two weeks prior to the date of the event referred to in the proposal.
  - 1. The Executive Board may waive the two week in advance notice at its discretion.
- B. Monetary co-sponsorship is only available to residential students, Resident Assistants, and Senior Resident Assistants.
- C. Assistance co-sponsorship is available to all UCCS departments and organizations.

## **Article VI. Meetings**

### **Section 1: Regular Meetings**

- A. Regularly scheduled meetings for RHA shall take place once a week at the same time every week.
- B. The Executive Board may change the time of regularly scheduled meetings at its discretion and with an advance notification to the Legislative Assembly.
  - 1. Regularly scheduled meetings will not occur during school holidays, or weather closures, or anytime UCCS is closed.

### **Section 2: Procedures for All Meetings**

- A. The Vice President will do a roll call at the beginning of every meeting.

1. The Executive Administrator will document all Executive Board member absences, describing whether the absence was excused or unexcused.
- B. The President will present the agenda for the meeting.
- C. The Executive Administrator will present the minutes from the previous meeting and the Legislative Assembly will vote to ratify the minutes.
- D. The President will make announcements concerning important information that will not be included in other agenda items for the meeting.
- E. New business items will be presented.
  1. New business agenda items include issues that shall be voted on at the current meeting. This includes:
    - a. Funding allocations and co-sponsorships;
    - b. Resolutions, Bills, and other Legislation; and
    - c. Any other topic for which a vote is deemed necessary prior to the Legislative Assembly meeting.
- F. Discussion topics will be presented.
  1. Discussion topics include topics that may not require a vote including program ideas, or event preparation.
  2. If a motion is made discussion topics may include voting.
- G. Member reports and announcements will be presented from any member of the Legislative Assembly without a requirement to be noted on the agenda.
- H. The meeting will adjourn with a motion and a second.

## **Article VII Committees**

### **Section 1: Committee responsibilities**

- A. All committees shall report to the Legislative Assembly on a monthly basis.



- B. All standing committees shall have an Executive Board member as part of the committee.
- C. Each committee will have committee chair as leadership of the committee.

## **Section 2: Standing Committee**

### **A. Advocacy Committee**

1. The RHA President will serve as the committee chair.
2. The Advocacy Committee will be responsible for identifying problems, suggestions and improvements in UCCS housing and UCCS residential dining.
3. The Advocacy Committee will meet at the request of the Legislative Assembly or the President.
4. Regularly scheduled committee meetings are not required and the Advocacy Committee will meet to discuss specific concerns, issues, projects, or modifications.
5. The Advocacy Committee will be responsible for all fundraising initiatives.

### **B. Conferencing Committee**

1. The NCC will serve as the committee chair of the Conferencing Committee.
2. The Conferencing Committee will be responsible for coordinating all incidentals involving conferences.
  - a. This includes coordinating travel, expenses, lodging, and other accommodations.
  - b. The Conferencing Committee shall determine a process for selecting RHA members to attend conferences.
  - c. The Programming and Conferencing Committee will confer with the RHA Advisor(s) as needed.

## **Section 3: New Committees**

- A. Any member of RHA has the power to propose the creation of a new committee to the Legislative Assembly.

- B. The Legislative Assembly can approve the creation of a new committee with a simple majority vote.
- C. A member of the Executive Board shall be appointed to serve as a member of the created committee.
- D. The created committee shall appoint a committee chair.
- E. A created committee may be disbanded after its purpose has been achieved by a simple majority vote.

## **Article VIII Collaboration**

### **Section 1: Collaboration**

- A. RHA may collaborate with other UCCS department, offices, clubs, or organizations on campus to benefit the UCCS residential students.
- B. RHA may collaborate with any organization within the UCCS community and outside of the UCCS community so long as the collaboration benefits the UCCS residential students.

## **Article IX Miscellaneous**

### **Section 1: Traditions**

- A. The mascot of RHA will always be a Giraffe.
  - 1. A physical giraffe will be named the mascot at a regularly scheduled Legislative Assembly meeting. The giraffe may be a living creature or any form of stuffed animal, toy, or other representation.

### **Section 2: Branding and Logos**

- A. RHA shall use the most current UCCS brand/logo in accordance with UCCS trademark and branding policies and procedures.
  - 1. RHA will follow all branding guidelines approved by the Executive Board.
- B. RHA shall have its own logo to be used at its discretion.

C. All Program advertisements must contain the RHA logo