



**By-Laws of  
The Residence Hall Association of  
Washington State University**

**Amended  
March 6<sup>th</sup>, 2017**

# **By-Laws of The Residence Hall Association of Washington State University**

## **Article I - EXECUTIVE BOARD**

**Section 1.** The universal duties of the Executive Council (apart from the NRHH President whose duties are defined in Section 7 Or the NRHH Constitution) in addition to the description outlined in the RHA Constitution, shall be:

1. To meet regularly with the RHA Executive Board and Committee Chairs.
2. To meet weekly with the RHA Advisor(s) to discuss issues and approaches to problems.
3. Must create a written bi-weekly report (explaining goals and how current/future projects align).
4. To be required to attend PACURH, No Frills, and NACURH every year.
5. To be required to submit (3) OTM's per month.
6. To perform 8 office hours per week,
7. To consult with the RHA Executive Board and the RHA Council and include them in the decision making process when appropriate.
8. To assist the Executive President and VP of Communication with writing bids for PACURH, NACURH, and No Frills as needed.
9. To assist in any other duties as delegated by the Executive President.
10. Be held to the Executive Board Attendance Policy outlined in Article XI, Section 9 of the RHA By-laws.
11. Review the minutes of a council meeting in the event of personal absence

**Section 2.** The duties of the Executive President (EP), in addition to the description outlined in the RHA Constitution, shall be:

1. To chair the RHA Executive Board and the RHA Council meetings at least twice each month, know the basics of parliamentary procedure and be able to run meetings efficiently.
2. To delegate tasks to members of the RHA Executive Board and the RHA Council as necessary. Coordinate activities of members to ensure proper use of time and resources.
3. To be responsible for central planning. This will aid in coordination of efforts, timeline, and accomplishment of goals.
4. To work with the Executive Council to create goals for both the Executive and RHA Council. Review and confirm these periodically with the appropriate groups.

5. To schedule meetings as needed with key administrators: phone conversations are an acceptable substitute. At a minimum it is advisable to meet with the Director of Residence Life-Housing-Dining
6. To submit a bi-weekly written report to the RHA general council and Directors of Housing, Residence Life, and Dining to update them on RHA projects, and results of feedback system.
7. To serve on the Associated Students of Washington State University (ASWSU) Executive Staff Selection Committee.
8. To meet with the ASWSU President, Panhellenic President, Interfraternity Council President, and Senate Pro-Tempore at least once per semester.
9. To build and maintain collaborative relationships with diverse campus groups (GIESORC, MSS, Committee Squared).
10. To facilitate RHA's response to issues and actively advocate that position.
11. To oversee the passage of at least (1) resolution per semester on an issue that effects on-campus living.
12. To promote awareness and support for RHA and work to inform the residents of the issues and actions of RHA.
13. To conduct one-on-ones with each member of the RHA Executive Board at least once per semester.
14. To be required to attend PACURH, No Frills, and NACURH every year.
15. To write a conference wrap-up report (Highlights, what was learned, what can be implemented at WSU, and a plan-of-action for any changes.
16. To assist the Vice President of Communications with submitting legislation to NACURH, PACURH, or No Frills when needed.
17. Required to submit (1) bid per year to either NACURH, No Frills, or PACURH.
18. To serve on one PACURH committee/task force per semester
19. To appoint two members to the Parking Appeals Committee, Presidents Student Advisory Board, Services and Activities Fee Committee, Housing and Dining Advisory Committee, University Parking and Transportation Task Force, Transit Advisory Group, Student Conduct Board, Residence Life Selection committees.
20. To consult with the RHA Executive Board and the RHA Council and include them in the decision making process when appropriate.
21. To either meet with the NRHH President once a month or attend a NRHH meeting once a month.
22. To oversee and lead strategic planning every three years for the organization.

**Section 3.** The duties of the Vice President of Communications (VP of Communications known on the regional level as the National Communications Coordinator), in addition to the description outlined in the RHA constitution, shall be:

1. To act as chair for the Committee of Outreach, Business, and Residential Affairs (COBRA). To initiate communication with any organizations on campus, with the administration, or with the Pullman community, in order to appoint an

appropriate liaison to the COBRA guidelines and other organizations as stated in Article X

2. To assist RHA and the other committees in marketing and advertising for RHA created events.
3. Required to submit (1) bid per year to either NACURH, No Frills, or PACURH.
4. To write and submit legislation to either NACURH, PACURH, or No Frills when needed.
5. Create a WSU specific bid center that will have resources and past bids to help with future bids.
6. To create and present PACURH/NACURH education sessions twice a semester for hall governments and General Council to include opportunities for involvement on the regional and national level resident services available to them.
7. To oversee social media accounts and be responsible for content creation and moderation of said accounts, at the discretion of VP Communications and COBR
8. To actively increase the following of RHA social media accounts increasing visibility and awareness of RHA events, and advocacy for residents.
9. To create original RHA related content in various multi-media forms with assistance of COBRA committee and members of the general council.
10. To handle all correspondence between RHA and other schools.
11. To update the RHA website.
12. To serve as the liaison between the National Association of College and University Residence Halls (NACURH), the Pacific Affiliate of College and University Residence Halls (PACURH), and RHA.
  - a. Keep informed of all changes within NACURH, PACURH, and RHA in relation to one another.
13. Serve as the delegation chair for RHA during regional and national conferences.
  - a. Official representative at regional and national business meetings
  - b. Attend all National Communication Coordinator meetings at regional and national conferences
  - c. Report to RHA about business conducted at the business meetings
14. To select conference delegations (NACURH, PACURH, No-Frills, etc.) with the assistance of the Advisor(s), the National Residence Hall Honorary (NRHH) President, and the Executive President.
15. To organize and submit a Resource Files Index (RFI) on some aspects of WSU's residential living environment, government, or programs to the National Information Center (NIC) once per year at the NACURH conference.
16. To serve on one PACURH committee/task force per semester.
17. To chair an RHA Ad Hoc Committee consisting of the conference delegates for the purpose of creating a banner and display for the conferences and other necessities of conference preparation.
18. To be responsible for all paperwork related to conferences:
  - a. Contracts
  - b. Registration and conference fees
  - c. Re-affiliation

19. To organize travel for conference delegates.
20. To represent and vote in the best interest of RHA in conference business meetings.
21. To compile an annual history of WSU RHA (programs, constitutional changes, conferences, special events, milestones).
  - a. This will be kept in the RHA records, and available in the RHA office, as well as to PACURH, and NACURH.
  - b. To utilize data from the NSPA (NACURH Services & Performance Assessment) to ensure alignment with NACURH, and ensure the usage of best practices at WSU.
22. Inform the Regional Board of Directors and the NIC of any organizational changes or changes in contact information within two weeks of occurrence.
23. To write a conference wrap-up report (Highlights, what was learned, what can be implemented at WSU, and a plan-of-action for any changes

**Section 4.** The duties of the Vice President of Administration and Finance (VP of Administration and Finance), in addition to the description outlined in the RHA Constitution, shall be:

1. To watch over expenditures. When unsure of an expenditure, the VPAF should discuss it with the Executive President and/or Advisor(s) before authorizing it.
2. Inform the RHA Executive Board as to the procedure concerning purchase requisitions. Only the VP of Administration and Finance, Executive President, and RHA Advisor(s) are allowed to authorize their use by signing.
3. To set up new accounts every fall at Cougar Copies, and Central Stores. Each account must have authorized names to make purchases.
4. To keep track of all copying receipts.
5. To pay all bills promptly using check issuance forms.
6. To prepare an annual budget for RHA using old budgets as references to be presented at the first official RHA Council meeting and voted on at the following meeting as per the RHA Constitution.
7. Responsible for creating a budget line item glossary.
8. To issue the RHA Executive Board stipends at mid semester and the end of each semester after the ruling of the Judicial Board is submitted.
9. To present budget updates monthly for the RHA Council and every two weeks for the RHA Executive Board.
10. To act as chair of the Finance and Scholarship Committee.
  - a. The Finance and Scholarship Committee shall be responsible for awarding scholarship(s) each Fall and Spring semester.
  - b. All members of RHA are eligible to apply for these scholarships excluding members of the Executive Cabinet.
  - c. Applicants for this scholarship and VP of Administration and Finance are not eligible to sit on the Ad Hoc Scholarship Committee.

- d. A member of the Finance Committee applying for the RHA scholarship shall be responsible for procuring an RHA member to sit on the Scholarship Committee in his/her place.
  - e. Recipients shall be notified in writing of their scholarship within fifteen days.
  - f. Conduct stipend review within the Finance and Scholarship Committee and issue performing such review of the RHA Executive Board's stipends at mid-semester and the end of each semester, giving the VP of Administration and Finance the rulings within two (2) days.
11. The Purchase Receipt Box shall be kept securely in the RHA Office and shall be accessible to the VP of Administration and Finance and the RHA Advisor.
  12. To record the minutes of all Council meetings and to type and disperse RHA Council minutes to all RHA Council members, Residential Education Directors, and Committee/Cabinet Advisors.
  13. To type, copy, and hand out the agenda for RHA Council meetings.
  14. To keep computer records of RHA Council meeting agendas and minutes and monetary proposals on file for five years.
  15. To keep the RHA Council roster updated each semester by recording the members' names, e-mail addresses, phone numbers, and titles and to disperse and update as needed.
  16. Obtain the ten-day hall count of residents for each hall from Housing and Dining Services and calculate the number of votes per hall as per the RHA Constitution.
  17. To prepare and distribute RHA notebooks:
  18. Include in each notebook a copy of the RHA Constitution, RHA By-Laws, officer contact information, and other items as deemed necessary by the RHA Executive Board and RHA Council.
  19. To keep an accurate record of attendance of all RHA Council, RHA Standing, and Ad Hoc Committee meetings, with the help of the Committee Chairs and enforce the RHA Constitution provisions for such.
  20. To keep records of office supplies and order new supplies as needed, in conjunction with the RHA advisor.
  21. To be responsible for creating the RHA Executive Board Election Applications and adhere to the rules of elections stated by the RHA Constitution and By-Laws
  22. To be in charge of all RHA office management, and to maintain an organized filing system to track records, including written opinions of the RHA Judicial Board.
  23. To forward all filed grievances to the Judicial Committee

**Section 5.** The duties of the Vice President of Programming (VP of Programming), in addition to the description outlined in the RHA Constitution, shall be:

1. To facilitate the planning of all RHA programming during the year by:
  - a. Determining event time frame location.
  - b. Contacting appropriate individuals.
  - c. Creating a program budget.

- d. Filling out activity forms at least two weeks prior to each event on Student Involvement, CougSync, and any other appropriate form locations.
  - e. Assuming the responsibility of tracking attendance and recording minutes of the committee meetings
- 2. To plan and execute four cornerstone events annually
  - a. The Price is Right, Movie Premiere, Spring Hall Week, and Returners Banquet
- 3. Responsible for monthly educational programs in conjunction with campus partners (Violence prevention, Health and Wellness, ASCC, and others identified by the VP of programming).
- 4. To create a resource center (online or in RHA office) for programming ideas, materials, and support for hall governments.
- 5. To facilitate all the steps involved in the planning and organizing of RHA Week during Spring semester.
- 6. To act as the chair of the Programming Committee.
- 7. To have a draft of the semester's programming by the third week of each semester. The draft must be presented to the RHA Executive board and RHA Council directly after completion.
- 8. To be responsible for putting on no less than two programs per semester with the help of the Programming Committee.

**Section 6.** The duties of the Vice President of Leadership Development, in addition to the description outlined in the RHA constitution, shall be:

- 1. Assist in the execution of Roberts Rules of Order during council meetings.
- 2. Provide education on Parliamentary procedure through various forms as the Vice President of Leadership Development sees fit and beneficial for the general council.
- 3. To lead the planning and execution of RHA fall/spring training.
- 4. To conduct a needs assessment to see what halls need in terms of leadership development.
- 5. An action plan must follow the needs assessment to identify how the needs will be met.
- 6. To create a singular feedback system for residents to use regarding issues related to on-campus living (housing, dining, and residence life.)
  - a. To coordinate Hall Government Executive Liaison Program
  - b. Assign execs to serve as a liaison between the halls and executive board
  - c. Offer support and resources
  - d. Help facilitate inner-council conflicts
- 7. Build relationship between RHA and hall councils and hall to hall relations
- 8. To create a resource center with information regarding leadership development, ice breakers, and other activities for use in individual halls.

9. To compile all information received via feedback system and send it to the appropriate parties in consultation with the Executive President.
10. To plan monthly leadership trainings for hall governments on topics including, but not limited to; conflict resolution, public speaking, team-building, planning/goal setting, and other topics identified by the VP of Leadership Development.
11. To maintain a list of all vacancies in residence hall governments and assist in filling positions.
12. To create and maintain a list of affiliation requirements for residence halls.
13. To create and maintain requirements of the three standardized hall government positions, in conjunction with the Executive President
14. Be held to the Executive Board Attendance Policy outlined in Article XI, Section 9 of the RHA By-laws.
15. Review the minutes of a council meeting in the event of personal absence.
16. To discuss/meet with each executive once at mid-semester about their position and how the constitution/by-laws is helping or hindering their progress in actively representing RHA and the residents of Washington State University.

**Section 7.** The duties of the NRHH President, in addition to the description outlined in the RHA and NRHH Constitutions, shall be:

1. To attend one RHA Executive Board meeting per month unless otherwise stated by the RHA Executive President.
2. To attend all RHA Council meetings.
3. To award Litter (Leader) of the Week to a deserving individual at each RHA Council meeting.
4. To work with the National Residence Hall Honorary in regards to the awards selection for the RHA end-of-the-year event.
5. To work with the Vice-President of Leadership Development and Vice President of Programming to develop the awards program for the RHA end-of-the-year event.
6. To oversee and facilitate the RHA end-of-the-year event awards application process. Awards given shall consist of, but not be limited to:
  - a. Student of the Year
  - b. Council Member of the Year
  - c. Executive Cabinet Member of the Year
7. To oversee the RHA end-of-the-year event annual gift distribution.
8. To present RHA council members with information regarding the OTM writing and selection process at least once each semester.
9. To work with the Vice President of Programming to plan and facilitate at least one service project each year.
10. To work with the Vice President of Communications to promote the writing of award bids for regional and national conferences



**Section 8.** The duties of the RHA Advisor(s), in addition to the description outlined in the RHA Constitution, shall be:

1. To attend all RHA Executive Board and RHA Council meetings.
2. To be a resource to the RHA Executive Board and RHA Council.
3. To be a liaison between Residence Life and RHA.
4. To assist in any other duties as necessary to promote communication among the RHA Executive Board and RHA Council.
5. To check the Executive Board members' GPA at mid-semester and semester.

**Section 9.** Every member of the Executive Cabinet shall be required to hold office hours.

1. Each RHA Executive Board member shall be required to hold a minimum of eight scheduled office hours on a weekly basis in the RHA Office. This shall exclude Thanksgiving Break, Winter Break, Spring Break, Dead Weeks, Finals Weeks, Summer Break, the first week of school, and all university holidays.
2. If RHA Executive Board members do not fulfill their mandatory office hours, their stipend will be affected at the discretion of the finance and scholarship committee

**Section 10.** The following list shall serve as the Order of Succession:

1. Executive President
2. Vice President of Communications
3. Vice President of Administration and Finance
  - a. The Vice President of Administration and Finance shall be exempt from the order of succession during general council meetings.
4. Vice President of Programming
5. Vice President of Leadership Development

## **Article II ELIGABILITY**

**Section 1.** All candidates for Executive President must be members of the RHA Executive Board or RHA Council for at least one semester during the school year in which the election is held. Candidates for all other positions must be members of RHA, as defined in Article II, Section 1 of the RHA Constitution, during the school year in which the election is held. Candidates must continue to live in a residence hall during their term in office. If at any time an officer no longer lives in a residence hall the officer must resign and leave office immediately.

**Section 2.** In the event that a candidate for Executive President has not sat on the RHA Executive Board or RHA Council during the year of their candidacy, they may formally

petition RHA Council through a written petition for the opportunity to run. This petition requires a two-thirds (2/3) majority to pass.

**Section 3.** All Elected RHA Executives (other than the NRHH President) cannot hold an Assistant Hall Director Position, Resident Assistant Position, or Resident Technology Assistant Position in the department of residence life while in their term of office

**Section 4.** All officers must possess a minimum 2.5 Cumulative Washington State University GPA at the time of election and maintain such GPA for the entire duration of their term in office. Failure to maintain a minimum 2.5 Cumulative GPA during their term in office requires the officer to resign and leave office as soon as election is held.

## **Article III – ELECTION PROCEDURES**

**Section 1.** Candidates for RHA Executive Board offices may be placed on the ballot by the following means:

1. By application: A candidate shall file for office by completing an application at least one week prior to the election meeting.
2. By appointment: Should a Constitutional Review discard of an Executive Cabinet position that is currently filled by a qualified candidate, that candidate may be appointed to an open Cabinet position by the Executive President, excluding the Executive President, to be confirmed by a two-thirds majority vote of council.

**Section 2.** Election Process

1. The election process shall consist of the following:
  - a. The election shall be held in one meeting, or split into two meetings at the discretion of the Executive President. At the first election meeting the RHA Council will vote on the new Executive President, Vice President of Communications, Vice President of Finance and Administration, Vice President of Programming, and Vice President of Leadership Development.
  - b. In the event that a second election meeting is required the order will go as follows:
    - i. First Meeting- Executive President, Vice President of Communications, and Vice President of Finance and Administration.
    - ii. Second Meeting- Vice President of Programming, and Vice President of Leadership Development.
2. Should an office not have a candidate, it shall be skipped and the next office in the Order of Succession shall be elected. Only if a position does not have any

applicants, a candidate from a previous election shall be able to bid down to the vacant position, provided they are not already an officer. Deviations from the above procedures in Article III, Section 4, shall be completed by a two-thirds (2/3) approval of RHA Council.

3. Candidates shall only be present during elections if they are presenting or taking questions.

## **Article IV – VACANCIES**

**Section 1.** The Vice President of Communications, with the approval of the RHA Executive Board, shall fill the office of Executive President if at any time the Executive President can no longer fulfill their duties.

**Section 2.** Should any other RHA Executive Board positions be vacated during a term in office, the next presiding officer in the Order of Succession will assume the duties of the vacated position until an election is held to refill that position.

**Section 3.** In the event that a RHA Council member assumes the position of an RHA Executive Board member at any time during the year, a permanent substitute must be made by the residence hall by the next regularly scheduled RHA meeting.

## **Article V – EXECUTIVE BUDGET**

**Section 1.** The Executive Board will have discretion over the following budgets:

1. Executive President
  - a. Executive Discretionary Fund, Summer Exec Discretionary, Summer-Opening Meetings
2. VP of Programming
  - a. Programming Discretionary, Banquet, Summer TPIR
3. VP of Administration and Finance
  - a. VPAF Fund, Historical Up-Keep, Summer-Office Supplies
4. VP of Communications
  - a. Advertising/Marketing, Conferences, Summer Conferences
5. Readership
  - a. Executive Board
6. VP of Leadership Development

**Section 2.** Each executive will have discretion over their own positional line item with the approval of the Finance Committee. In the Finance Committee's absence, the Executive President may give approval.

1. This line item will be separate from any committee line item.
2. The Director of Finance will build an executive budget based on budget requests by RHA Executive Board during the summer.

## **Article VI – COMPENSATION**

**Section 1.** The total amount of compensation for the RHA Executive Board and Appointees shall not exceed eighteen percent (25%) of the total yearly budget of RHA.

**Section 2.** The RHA Executive Board members' stipends' shall be the equivalent of a double room rate in Gannon/Goldsworthy, Streit/Perham, Stephenson Complex, or Rogers Hall and a \$250 and semester stipend. The NRHH Presidents Stipend is decided on by the NRHH Constitution.

**Section 3.** In the event that WSU hosts a member of the Regional Board of Directors for PACURH or a NACURH Executive, they will receive a stipend of \$300. In the event the above already holds a position on the RHA executive board, they will

**Section 4.** Payment of stipends will take place at mid-semester and the end of the semester, a total of four quarterly payments. Stipends will be prorated based on actual time spent in office.

## **Article VII – EXECUTIVE APPOINTEES**

**Section 1.** Ad Hoc Committee Chairs shall be appointed by the Executive President from the general RHA Council membership.

**Section 2.** The duties of Ad Hoc Committee Chairs will be to:

1. Convene a Committee of RHA Council and non-council members to explore the issue at hand and meet as necessary to develop recommendations to present to the general RHA Council.
2. Prepare a written report/recommendation for the RHA Council.
3. Present findings to RHA Council in a timely manner.

## **Article VIII – THE RHA JUDICIAL BOARD**

### **Section 1.** Responsibilities of the Judicial Board

1. The Judicial Board shall have the following abilities:
  - a. To hold members of RHA accountable
  - b. To terminate membership standing of an officer or council member in the RHA
2. Judicial Board shall not act without quorum, which shall be three members.
3. The Judicial Board shall meet within the first four weeks of the fall semester for the purpose of training.

### **Section 2.** Dismissal

1. Two unexcused absences per academic year or any other violation under the RHA Constitution and/or By-Laws shall be grounds for dismissal from the RHA Judicial Board.
2. The RHA General Council may remove the board by a two-thirds (2/3) equal vote under the same circumstances enumerated in Article VIII, Section 2, Sub-section 1.
3. Dismissal from the Judicial Board shall not affect other RHA position(s) held by the individual in question.

### **Section 3.** The procedure for a hearing shall be as follows:

1. All grievances shall be filed through the RHA advisor.
2. The VP of Leadership Development shall provide both the petitioner and the respondent of the date, place, and time of the review and a copy of the review procedures.

### **Section 4.** The Judicial Board shall have the power to perform consistent Constitutional and By-law review, with the intent to suggest changes deemed necessary

## **Article IX – RECALL**

**Section 1.** Recall of a RHA Executive Cabinet member shall be initiated upon the delivery of a petition to Council signed by twenty percent (20%) of voting members of RHA Council.

**Section 2.** Recall proceedings shall be carried out by the RHA Council. The proceedings shall include a statement by the officer up for recall and the person who initiates the petition for recall, as well as a two-thirds (2/3) majority vote of the RHA Council

members voting in a special election, shall remove that person from office. Voting shall be by secret ballot.

## **Article X – STANDING COMMITTEES**

**Section 1.** The Standing Committees of RHA shall consist of Committee of Outreach, Business, and Residential Affairs, Finance Committee, and Programming Committee

1. The Chair of each respective committee shall keep attendance and submit these records to the VP of Administration and Finance.

**Section 2.** Committee for Outreach, Business, and Residential Affairs (COBRA)

1. Voting membership shall consist of any RHA Council members assigned to COBRA by the RHA Vice President of Finance and Administration.
  - a. Additional seats are available to any of the liaison organizations in which COBRA is affiliated with in order for greater communication between organizations, as well as to residents of recognized residence halls. These additional seats do not have voting rights but may be allowed speaking rights at meetings.
2. The purpose of this Committee is to address any residential affairs in a timely manner and provide RHA Council with an informed recommendation or report. The duties of this committee are:
  - a. To be an advocate to residence halls for those whom desire to see change in their hall or school such as hall repairs, constitutional/by-law review, resident voice support, etc.
  - b. To establish working relationships with the WSU community including Registered Student Organizations (RSO), Administrative committees, and the Pullman community at large.
3. To give a “COBRA Report” to council at each council meeting in which the RHA Representatives will provide information discussed to their residence hall.
4. To perform Social Media, marketing and branding of RHA and RHA sponsored events, with the purpose to grow recognition of the capabilities and purpose of RHA.
5. To create original content for digital platforms, make use of appropriate social networks, and build a strong reputation with the use of technology in the name of RHA.
6. To assist RHA in any advertising, marketing, and connections that are needed for successful programming, forums, etc.
7. To hold a forum in conjunction with a general council meeting as needed in which an administrator or administrative organization will present any new ideas, motions, or decisions in order to get residential feedback: examples include Housing and Dining Services, Transportation Services, the University President, etc.

### **Section 3. Finance and Scholarship Committee**

1. Membership shall consist of any RHA Council member as decided and chaired by the VP of Administration and Finance.
2. The purpose of this Committee is to review all monetary issues and give RHA Council an informed recommendation.
3. The Finance and Scholarship Committee shall be responsible for awarding scholarship(s) each Fall and Spring semester.
  - a. All members of RHA are eligible to apply for these scholarships excluding members of the Executive Cabinet.
  - b. Applicants for this scholarship and VP of Administration and Finance are not eligible to sit on the Ad Hoc Scholarship Committee.
  - c. A member of the Finance Committee applying for the RHA scholarship shall be responsible for procuring an RHA member to sit on the Scholarship Committee in his/her place.
  - d. Recipients shall be notified in writing of their scholarship within fifteen days.
4. Funding request consideration procedures shall be as follows:
  - a. The VP of Administration and Finance will provide a visual representation of the funding proposal for the committee members.
  - b. The Finance Committee shall discuss and vote on funding requests \$500.00 and under and Council will vote on matters greater than but not equal to \$500.00.
  - c. The VP of Administration and Finance at the next RHA meeting shall give a full report of funding requests that did and did not pass at the previous meeting of the Finance Committee.
  - d. If Council does not agree with the Finance Committee's decision, they may overrule with a two-thirds majority, by population vote.
  - e. If Finance Committee does not feel comfortable with making a decision on a proposal, they may send it through Council.
  - f. Shall conduct stipend review for all RHA executive board members twice per semester during the Fall and Spring semesters.

### **Section 4. Programming Committee**

1. Membership shall consist of any RHA Council member as decided by the VP of Administration and Finance. This Committee shall be chaired by the VP of Programming. The purpose of this Committee is to provide programming that creates a community atmosphere within the residence hall system.
2. This Committee shall present to RHA Council an evaluation of a program within two weeks of the event.
3. This Committee will contain the bulk of the RHA Council population due to the large programming tasks.

4. The VP of Programming reserves the power to loan out Committee members to other Committees or Executives for the purpose of assisting with marking and advertisements.
5. The VP of Programming will divide the committee into program oriented sub-committees.
6. The VP of Programming and the Programming Committee shall work appropriately with the NRHH President on the awards application process.

## **Article XI – ATTENDANCE**

**Section 1.** The name of each representative shall be recorded by the VP of Administration and Finance and kept up-to-date according to permanent substitutions, hall elections, and/or appointments.

**Section 2.** Each hall shall be allowed two unexcused absences from RHA Council or Committee meetings per semester. After two such absences, the VP of Administration and Finance will notify the Hall President and Residence Education Director with a written statement announcing that the hall has lost its voting rights.

1. An absence can be avoided by sending an alternate representative to a meeting. The alternate will have voting privileges provided that the hall is in good standing.

**Section 3.** After two unexcused absences from RHA Council or Committee meeting (Ad Hoc or Standing), or one unexcused absence from a RHA retreat by any representative, the hall shall lose voting rights in RHA Council.

1. In order to regain voting privileges, the hall must provide the VP of Administration and Finance with a letter from either the Hall President or the Residence Education Director explaining the absences and request for reinstatement of voting privileges.
2. Both hall representatives shall be on voting probation the first meeting at which the requisite letter is provided. Voting probation means that the hall representatives cannot vote during the meeting of their return but has met the necessary conditions to regain voting privileges for the meeting following.

**Section 4.** After a third unexcused absence, the hall again loses voting rights. In order to regain voting privileges, the Hall President must petition RHA Council on behalf of the hall explaining the reasons for the absence and requesting reinstatement of voting privileges.

1. A two-thirds (2/3) majority affirmative vote by RHA Council is needed to reinstate voting privileges. The hall in question will be on voting probation during the meeting at which RHA Council acts on the question of reinstatement, meaning



the representatives cannot vote during the meeting of their return but have met the necessary conditions to regain voting privileges for the meeting following.

**Section 5.** After a fourth unexcused absence, the hall's voting rights shall be terminated for the remainder of the semester

**Section 6.** To allow for special circumstances, questions regarding absences and reinstatement of voting privileges will be decided by RHA Council with a two-thirds (2/3) majority affirmative vote.

**Section 7.** RHA Executive Board members shall be allowed two unexcused absences per semester. The Executive President, shall determine whether absences are excused or unexcused. If absences of the Executive President are discussed, the VP of Communications will determine whether the absence is excused or unexcused. Upon receiving three unexcused absences, a RHA Executive Board member shall lose their position. The position will be filled as per procedures outlined in the RHA Constitution. The RHA Advisor will notify the RHA Executive Board member in question of the Committee's decision.

1. Executive Board members shall be allowed to appeal to RHA Council via a memorandum and presentation for reinstatement.

**Section 8.** Halls that are unable to establish governments shall not be punished for lack of attendance. Attendance of such halls will be counted once representatives are able to attend.

## **Article XII – VOTING**

**Section 1.** Representatives of RHA Council must be present at the RHA Council meeting and be in good standing as per Article III, Sections 2, 3 and 4 of the RHA Constitution in order to exercise their right to vote. There shall be no proxy voting except of an individual serving as an alternate representative as outlined in Article III, Section 3 of the RHA Constitution.

**Section 2.** Each hall will have a weighted vote based on the population of their hall on the tenth day of classes for each semester, which is determined by:

1. Two votes for halls with 1-150 residents
2. Three votes for halls with 151-300 residents
3. Four votes for halls with 301 or more residents

**Section 3.** Voting on procedural matters will be equal with each Residence Hall receiving two votes.

**Section 4.** In order for a hall to vote, two representatives must be recognized at the business meeting as defined in Article III, Section 3 of the RHA Constitution.

### **Article XIII – DUES**

**Section 1.** The dues per member of the residence hall system shall be \$26.00 in RHA dues and \$50.00 in Hall dues for a total of \$76.00 per year. Each member of the residence hall system shall pay \$13.00 in RHA dues and \$25.00 in Hall dues each semester.

**Section 2.** Dues will be collected by the Department of Housing, Dining and Financial Services as part of the first room and board payment of each semester. The Department of Housing and Dining and Financial Services shall automatically transfer those funds to RHA and Hall RSO accounts.

### **Article XIV – BUDGET**

**Section 1.** The VP of Administration and Finance, with input and approval of the RHA Executive Board, shall submit a budget proposal to RHA Council during the first RHA Council meeting. RHA Council shall discuss and vote on the RHA budget at the following meeting.

**Section 2.** Subsequent changes to the approved RHA budget can only be made by a two-thirds (2/3) majority affirmative vote of RHA Council. Money approved by council shall be subject to a two-thirds (2/3) affirmative majority vote

**Section 3.** The incoming VP of Administration and Finance, with input and approval of the incoming RHA Executive Board, shall prepare and submit an Anticipated Fall Budget at the second to last meeting of spring semester. This proposal will be voted on at the final meeting of spring semester. At this time, the Council will open line items pertinent to Executive Board activities over the summer and in the opening weeks of the fall semester.

1. The Anticipated Fall Budget will be prepared using projected fall occupancy numbers in consultation with the Advisor and the Director of Housing.
2. The Anticipated Fall Budget will serve as:
  - a. An extension of the budget that will allow for summer allocations as well as any additional allocations towards fall activities such as RHA Week of Welcome sponsored events, Leadership and Development, and Executive Discretionary Fund as well as any other events that may require funding before the next year's fall budget can be approved.
  - b. A template for the following fall's budget.

3. In the first three meetings of the fall semester, the VP of Administration and Finance will update the budget with the official Tenth Day Count occupancy numbers. The Council will then confirm these updates and vote on any changes that they see fit.

**Section 4.** The RHA budget shall contain a discretionary fund for each standing committee with an amount to be determined at the beginning of each semester.

**Section 5.** Any funds not directly passed by the RHA council must be reported by the next general council meeting.

**Section 6.** The RHA budget shall contain an NRHH line item that shall be used exclusively by NRHH. At the beginning of each academic year the Director of Finance shall add \$5,500 to the line item and transfer the funds, any additional funding will need to be proposed to Finance and/or Council.

**Section 7.** Each RHA Representative will receive \$100.00 from RHA per academic semester. The total amount is not to exceed 18% of the total RHA budget and a new amount shall be proposed at the start of any semester in which the 18% threshold is exceeded.

## **Article XV – RESOLUTIONS**

**Section 1.** When necessary, RHA Council may choose to issue a Resolution outlining the stance of RHA Council and/or urging another party to take the same view as RHA Council on behalf of all RHA members.

**Section 2.** Resolutions may be put before RHA Council in two ways:

1. Any residence hall student may submit a tentative resolution to RHA Council for at least a week's review and approval pending amendment.
2. Any member of RHA Council or RHA Executive Board may draw up a resolution and submit it to the Executive President for consideration at the next meeting of Council, pending amendment and review.

**Section 3.** Resolutions should be issued at times when parties or issues arise with serious implications to RHA members' ethical consideration, quality of life, or with levies on the said student.

**Section 4.** Resolutions shall be titled before adoption, with the number of proposed resolutions preceding the submitted document in that academic year; after adoption the formal title shall consist of the date of adoption following the pre-debate number/title.

## **Article XVI – RESIGNATION AND REINTEGRATION**

**Section 1.** In order for a residence hall to secede from RHA, they must first produce a majority vote in their hall to the specifications of their constitution. Because dues are paid at the beginning of the semester and are written into the housing contracts, resignation will not be effective until the following school year.

**Section 2.** Any residence hall wishing to rejoin RHA must adhere to the following:

1. Produce a majority vote in their hall to the specifications of their constitution.
2. Reintegration must be approved by a two-thirds vote by the Residence Hall Association Council.
3. Non-member halls may only attempt to re-join Residence Hall Association once every three years.

**Section 3.** Non-member halls may only come to RHA for a maximum of \$1000, which must be used over a minimum of two events per semester. Said events must be open to all students living in residence halls.

## **Article XVII – AMENDMENT**

**Section 1.** The RHA By-Laws may be amended or revised at any regular or special meeting with a two-thirds (2/3) majority affirmative vote of approval by RHA Council provided that the proposed amendment is previously submitted at a regular or special RHA Council Meeting.

**Section 2.** A master copy with the dates of any voted changes, amendments, or revisions to the RHA Constitution and/or RHA By-Laws will be kept on electronic file in the RHA office and at Residence Life for a minimum of three (3) years.

**Section 3.** The RHA By-Laws will be reviewed annually by the Judicial Board. The accepted amendments shall take effect the following semester with the exception of amendments to stipends, which will take effect the following fall semester.

**Section 4.** Strike/Bold format: Deletions are made with a single strikethrough of the text, additions shall be made in bolded format, and any comments or explanations shall be submitted in italics and parenthesis, while nothing being changed shall be left in regular type text in a word processor format.

**Section 5.** If a member wishes to request an amendment to a motion currently on the table, they may ask the individual who filed the original motion to accept said amendment via a “friendly amendment” before going through the formal process of a motion to amend.

## **Appendix I – NATIONAL RESIDENCE HALL HONORARY**

### **Omicron Chi Gamma Chapter**

National Residence Hall Honorary - Washington State University

#### **Article I: Name**

The name of this organization shall be the Omicron Chi Gamma (Order of the Crimson and Gray) chapter of the National Residence Hall Honorary at Washington State University, which shall hereafter be referred to as NRHH.

#### **Article II: Affiliation**

Affiliation to the National Residence Hall Honorary shall be maintained through the payment of annual dues by the chapter.

#### **Article III: Purpose**

The primary purpose of NRHH shall be to provide recognition to those living in Washington State University residence halls that have contributed outstanding leadership and service in advancement of the residence halls at Washington State University

#### **Article IV: Membership**

NRHH will not deny membership to any student because of race; religion; occupation; sex; age; color; creed; national or ethnic origin; physical, mental, or sensory disability; marital status; sexual orientation; or status as a Vietnam-era or disabled Veteran.

#### **Section A: Membership Status**

1. NRHH shall consist of four types of members: Active, Early Alumni, Alumni, and Honorary.
2. Active members shall be defined as members who are undergraduate or graduate students living in the residence halls who submit three OTM's and attend five NRHH functions per semester. All active members have voting rights and receive honor cords at the time of their graduation.
3. Active membership shall not exceed one percent (1%) of the total number of residents living in the residence halls at the beginning of the semester of induction.
4. Alumni shall be defined as members who have moved off campus, graduated from, or no longer attend Washington State University. Alumni members do not have voting rights. If alumni members maintain the expectations of an active member during the semester prior to graduation they shall be eligible to receive NRHH honor cords.
5. Early Alumni members must have fulfilled the appropriate paperwork and have been confirmed by the PACURH AD-NRHH. An Early Alumni of an NRHH Chapter is a member that is still living on campus but can no longer meet the chapter

membership expectations. Early Alumni do not have voting rights and do not count towards the one percent (1%) membership cap.

6. Honorary membership is offered to others who have shown outstanding service and devotion to the interest of the residence hall system. Honorary membership shall be a form of local recognition extended to a faculty member, staff member, or fellow student. Honorary members do not have voting rights and are not eligible for honor cords.

#### Section B: Active Member Expectations

1. We encourage attendance at all regularly scheduled meetings and participation in the planning and implementation of NRHH sponsored events. Because induction into NRHH is a form of recognition for work already done, we do not penalize members for not being able to participate in chapter activities. We do, however, recognize those members who are able to commit themselves to this chapter. For this reason, we have designated "good standing" to be a status for members who fulfill chapter expectations.
2. "Good Standing" shall be defined as participation in five NRHH functions per semester as well as completion of three OTM's per Semester.
3. Prospective and current members must have, and maintain, at least a 2.5 GPA on the 4.0 grading scale.
4. Members in "Good Standing" with NRHH at the time of their graduation will receive chapter honor cords.

### Article V: Selection of Members

#### Section A: Qualifications

1. Persons nominated for induction into NRHH must meet the following requirements:
  - a. Shall have resided in the residence halls for at least two semesters; this may include current semester.
  - b. Shall reside in the residence halls during the semester of selection.
  - c. Shall be a student in good standing with the university and shall have a minimum of a 2.5 cumulative grade point average, which shall be verified by the NRHH Advisor upon induction.

#### Section B: Membership Selection

1. All NRHH members, housing staff, and residents can make nominations for membership. This includes self-nominations.
2. Applications for induction will be given to all students nominated for induction. Applications will also be available in a public form for interested students.
3. The Selection Committee, made up of NRHH members, the NRHH advisor, and other professional staff as deemed necessary, will review applications for induction.

### Section C: Member Selection Voting Procedure

1. Selection shall be by blind ballot, in which the names and all identifying features of a nominee have been removed.
2. Nominees must receive 50%+1 vote of the active members present with voting rights to be inducted.

## Article VI: Executive Committee

### Section A: Officers

1. Officer candidates must be students in good standing with the university and the chapter.
2. The Officers of the chapter shall be the President, Vice-President, Recognition Chair, Programming Chair, and Membership Chair

### Section B: Officer Duties

1. The President shall:
  - a. Preside over all meetings of the Omicron Chi Gamma Chapter.
  - b. Appoint ad-hoc committees and chairpersons of these committees as deemed necessary.
  - c. Act as official spokesperson for the organization.
  - d. In conjunction with the NCC, assist with the yearly affiliation process.
  - e. Ensure that NRHH has an advisor for the following academic year.
  - f. Select and award the Leader/Liter of the Week and On The Ball awards at RHA meetings.
  - g. Serve as the national representative to all NRHH business meetings and events unless a proxy is appointed. The national NRHH office will define the responsibilities of the national representative.
  - h. Sit on the Residence Hall Association Council and serve as the NRHH liaison at the Residence Hall Association (RHA) meetings.
  - i. Attend the PACURH, No-Frills, and NACURH conferences, which generally occur in November, February and May respectively, unless a proxy is appointed
  - j. Shall provide the incoming President with transition materials.
  - k. Maintain regular correspondence with the PACURH AD-NRHH.
2. The Vice-President shall:
  - a. Preside over meetings in the absence of the president.
  - b. Act as parliamentarian at all called meetings.
  - c. Be responsible for maintaining all records of NRHH, including minutes, agendas, financial documents, and event attendance.
  - d. Formulate budget with advisement of the President and Advisor.
  - e. Assist in managing all financial transactions for NRHH in conjunction with the RHA Director of Finance and Advisor.

- f. Ensure that the balance of this organization's FS&A account will never be overdrawn. If this organization should disband and abandon the FS&A account for more than one (1) year, any excess funds will be deposited in the FS&A account held by the Residence Hall Association (RHA).
  - g. Attend RHA meetings if the president is unable to attend.
  - h. Assist the president as necessary.
3. The Recognition Chair shall:
    - a. Be responsible for the collection, selection, and submission of OTM's
    - b. Be responsible for the recognition of OTM nominators, nominees, and school, regional, and national winners.
    - c. Shall be responsible for the coordination and selection of the Hall of the Year in conjunction with the Residence Hall Association.
    - d. Oversee all ongoing recognition efforts of the organization.
  4. The Programming Chair shall:
    - a. Be responsible for overseeing the planning and implementation of two programming activities each semester.
    - b. Chair the Programming Committee.
  5. The Membership Chair shall:
    - a. Maintain a list of active members and alumni that contains current contact information and the halls that alumni lived in while at WSU.
    - b. Plan and facilitate the new member selection process.
    - c. Plan and facilitate the induction process.
    - d. Create and abide by the due dates for nominations and applications.
    - e. Be responsible for chairing the induction committee.
    - f. Create and abide by a schedule of notification.

#### Section C: Election Procedures

1. Election of the executive committee shall be held at least three weeks prior to the end of the spring semester. The election of the President shall be held three weeks prior to the end of the fall semester.
2. The officers shall be elected by a simple majority.
3. If any present active member does not vote, they will be counted as voting to abstain.
4. The term of office shall be for one year.
5. In the event of a resignation of an officer, an election will be held to fill the vacancy with the exception of the President.
6. In the event that the office of President is vacated, the Vice-President will become President.
7. A general election will be held to fill the Vice-Presidential vacancy.



8. Voting shall be done by secret ballot except in uncontested elections. In the event of an uncontested election the vote may be conducted by a simple raise of hands.

#### Section D: Recall/Impeachment of the Executive Committee

1. The NRHH Advisor shall appoint an unbiased person from the membership to facilitate the impeachment process and potential recall.
2. A written statement made by the initiator stating why the person should be recalled will be taken to the executive committee.
3. Upon receiving the statement, a special active member meeting shall be called to discuss the matter and decide on a course of action.
4. A 2/3 vote shall be required to remove an executive from office.

### **Article VII: Standing Committees**

Committees shall be formed on an as needed basis. OTM, programming, and induction activities will be discussed at regular meetings, and chairs will seek member participation at that time. Should formal committees be formed, the following guidelines would apply.

#### Section A: OTM Committee

1. The OTM committee shall be comprised of no more than five members and shall be chaired by the Recognition Chair(s).
2. The OTM Committee shall meet once each month or more often as needed.

#### Section B: Constitutional Committee

1. The President shall head the Constitutional Committee.
2. The Constitutional Committee shall meet once a semester.
3. The President shall appoint members to serve on the committee.

#### Section C: Programming Committee

1. The Programming Chair shall head the Programming Committee.
2. The Programming Committee shall meet as often as needed, but no less than once each month.

#### Section D: Induction Committee

1. The Membership chair(s) shall head the Induction Committee.
2. The Induction Committee shall advertise, recruit, and plan for Induction Ceremonies.
3. The Induction Committee shall select new members.
4. The Induction Committee shall orient new members.

### **Article VIII: Meetings**

#### Section A: Attendance Policy

1. NRHH is about recognizing its members for the work they have already done. While attendance at regularly scheduled meetings is encouraged, members will not be penalized for their inability to attend.
2. Refer to Active Member Expectations, Article IV, Section C, for the definition of a member in Good Standing and what expectations must be met to maintain that status.

#### Section B: Regularity of Meetings

Chapter Meetings will be held weekly, taking into consideration holidays/breaks and special circumstances. The President may call special meetings in consultation with the NRHH advisor.

#### Section C: Parliamentary Procedure

Robert's Rules of Order shall serve as a guideline for business procedures and will be used at the President's discretion.

### **Article IX: Amendments to the Constitution**

1. Amendments must be submitted to the Executive Council in writing one week prior to voting by active members.
2. Amendments to the constitution may be adopted or amended by a 2/3 vote.

### **Article X: Finances**

1. The following line items shall be included in the NRHH budget, but are not limited to:
  - a. Advisor Discretionary
  - b. Recognition Discretionary
  - c. Executive Board Discretionary
  - d. Membership Discretionary
  - e. Programming Discretionary
  - f. Week of Welcome
  - g. Unallocated
  - h. Executive Recognition
2. A minimum of \$100.00 must roll over between academic years.

Enacted by the NRHH membership on September 18, 2005

Amended by the NRHH membership on September 1, 2011

Rev. 04/10/00  
Rev. 10/09/00  
Rev. 11/27/00  
Rev. 04/09/01  
Rev. 10/22/01  
Rev. 04/15/02  
Rev. 09/30/02  
Rev. 04/07/03  
Rev. 09/10/03  
Rev. 04/05/04  
Rev. 04/17/06  
Rev. 05/23/07  
Rev. 04/14/08  
Rev. 12/08/08  
Rev. 04/20/09  
Rev. 02/22/10  
Rev. 04/26/10  
Rev. 04/11/11  
Rev. 11/11/11  
Rev. 04/01/12  
Rev. 11/12/12  
Rev. 03/01/13  
Rev. 03/18/13  
Rev. 05/10/13  
Rev. 10/14/13  
Rev. 11/18/13  
Rev. 11/04/14  
Rev. 04/20/15  
Rev. 02/22/16  
Rev. 11/28/16  
Rev. 3/6/2017