

# **Constitution of the Residence Hall Association Of Oregon Institute of Technology**

## **Article 1 – Name**

Section 1: The name of this organization shall be known as the Residence Hall Association

## **Article II – Membership**

Section 1: Any full or part-time student currently holding a housing contract.

## **Article III – Purpose**

Section 1: To organize and provide social, cultural, and educational activities for all Residence Halls students.

Section 2: To serve as liaison between the Housing Office and residents by introducing legitimate concerns of the on campus students to the Housing Office.

## **Article IV – Officers of the Association**

Section 1: The officers of the Association will consist of the President, Vice President, Events Coordinator, Treasurer, and Historian.

Section 2: Eligibility of the Officers:

- a. Must maintain a cumulative GPA of 2.50 or higher and must maintain a GPA of 2.50 or higher while in Office.
- b. Must serve at least one term as a Community Representative.
- c. Must have lived on campus for at least one year.
- d. Must be an active member in the Association.
- e. The President in conjunction with the Advisor retains the right to exempt candidates from Section 2 Articles b and c for valid reason.

Section 3: Selection of Officers

- a. The President will be elected by the following procedure:
  - Election held during Spring Term and is the responsibility of the current officers.
  - The out-going President will prepare an application and announce the opening of the Office at an RHA Meeting at least one week prior to distributing the applications.
  - Applications will be received, accepted, and screened by a committee consisting of the current officers, the Advisor, and a

selected committee of current/future Res Life Staff and members of the community.

- The committee will submit a maximum of 3 names for a vote by the Association.
  - The President is elected by a majority of votes cast by members of the Association by dead week of spring term.
- b. The Vice President will be selected by the following process:
- The President-Elect for the upcoming year will announce the position and post applications.
  - The President-Elect will screen applications and interview candidates. The President-Elect appoints the Vice President.
  - The appointment must be submitted to the assembled Association for ratification. The candidate will be ratified and become the Vice President-Elect on a majority vote of those present and voting.
- c. The Events Coordinator will be selected by the following process:
- The President-Elect will announce the position and post applications.
  - The President-Elect will screen applications and interview candidates and then appoint the Events Coordinator.
- d. The Treasurer will be selected by the following process:
- The President-Elect will announce the position and post applications.
  - The President-Elect will screen applications and interview candidates and then appoint the Treasurer.
- e. The Historian will be selected by the following process:
- The President-Elect will announce the position and post applications.
  - The President-Elect will screen applications and interview candidates and then appoint the Historian.

#### Section 4: Term of Office

- a. The President will serve a preliminary term of one year upon date of appointment and ending spring term the subsequent year.
- The President may serve an additional term by making known his/her desire no later than the last week of April. If the President requests a second term, he/she will continue in the office for an additional term.
  - Association members may object to the continuation of the President by submitting a petition of objection with no fewer than 50 signatures acquired from 50 Association members. Upon the receipt of the petition, the Advisor will oversee an election

submitting the matter to the membership who will decide the matter by a majority vote.

- The President may not serve more than two terms.
- b. The Vice President will serve a preliminary term of one year commencing from the date of appointment and ending the following spring term.
  - The Vice President may request re-appointment for a subsequent term.
  - The President of the Association may at his/her discretion reappoint the Vice President for another year.
  - The Vice President may not server more than two terms.
- c. The Events Coordinator will serve a preliminary term of one year commencing from the date of appointment and ending the following spring term.
  - The Events Coordinator may request re-appointment for a subsequent term.
  - The President of the Association may at his/her discretion reappoint the Events Coordinator for another year.
  - The Events Coordinator may not server more than two terms.
- d. The Treasurer will serve a preliminary term of one year commencing from the date of appointment and ending the following spring term.
  - The Treasurer may request re-appointment for a subsequent term.
  - The President of the Association may at his/her discretion reappoint the Treasurer for another year.
  - The Treasurer may not server more than two terms.
- e. The Historian will serve a preliminary term of one year commencing from the date of appointment and ending the following spring term.
  - The Historian may request re-appointment for a subsequent term.
  - The President of the Association may at his/her discretion reappoint the Historian for another year.
  - The Historian may not server more than two terms.

Section 5: Filling Vacancies and Removal from Office

- a. A vacancy occurs when an Officer resigns, becomes ineligible, or is removed from office.
- b. If there is a vacancy in the Presidency, the Vice President becomes the new President and may complete the remainder of the term and be eligible for a second term per Section 4a.
- c. If there is a vacancy in nay officer position, the President will follow the procedures established in Section 3.
- d. The President may be removed from Office as follows:

- If the President becomes ineligible because of grades, moving out of the Residence Halls, resignation, or if the President is asked to step down.
- The President is removed from office as follows:
  - i. A petition of 50 or more Associated Members is submitted to the Association Advisor declaring that they wish to remove the President from office.
  - ii. Upon receipt of the petition the President's authority will be suspended and the Vice President will become Acting President until the matter is resolved.
  - iii. The Acting President will convene a special meeting of the Association.
  - iv. The meeting will be announced by posting notices and other means available and appropriate. The notice must be posted a minimum of seven days prior to the special meeting.
  - v. The Acting President will conduct an open forum of the issue and allow all sides of the issue to speak. The meeting will last no longer than one hour.
  - vi. At the conclusion of the meeting the Acting President with the assistance of the Advisor will conduct a secret ballot. The balloting will continue for one hour. The secret ballot will present the question as follows: "Shall the Residence Halls President (insert name) be removed from office?"
  - vii. The President will be removed from office if there is a two-thirds of yes or greater of those casting ballots.
  - viii. If the President is removed the provisions of Section 5b will be in effect.
- e. If the Vice President becomes ineligible to hold office the position becomes vacant.
  - The Vice President serves at the pleasure of the President and may be dismissed from the position by the President. The Advisor and Vice President will have a discussion about the reasons why he/she was dismissed. Contingent on the outcome of the meeting the Vice President may appeal to the assembled Association about the dismissal. The President shall allow the Vice President to present his/her case and the President may also explain the reason for dismissal to the assembled Association. The President must then submit the matter to a vote by the assembled Association. There must be a two-thirds vote to override the decision of the President.

- f. If the Events Coordinator becomes ineligible to hold office the position becomes vacant.
- The Events Coordinator serves at the pleasure of the President and may be dismissed from the position by the President. The Advisor and the Events Coordinator will have a discussion about the reasons why he/she was dismissed. Contingent on the outcome of the meeting the Events Coordinator may appeal to the assembled Association about the dismissal. The President shall allow the Events Coordinator to present his/her case and the President may also explain the reason for dismissal to the assembled Association. The President must then submit the matter to a vote by the assembled Association. There must be a two-thirds vote to override the decision of the President.
- g. If the Treasurer becomes ineligible to hold office the position becomes vacant.
- The Treasurer serves at the pleasure of the President and may be dismissed from the position by the President. The Advisor and the Treasurer will have a discussion about the reasons why he/she was dismissed. Contingent on the outcome of the meeting the Treasurer may appeal to the assembled Association about the dismissal. The President shall allow the Treasurer to present his/her case and the President may also explain the reason for dismissal to the assembled Association. The President must then submit the matter to a vote by the assembled Association. There must be a two-thirds vote to override the decision of the President.
- h. If the Historian becomes ineligible to hold office the position becomes vacant.
- The Historian serves at the pleasure of the President and may be dismissed from the position by the President. The Advisor and the Historian will have a discussion about the reasons why he/she was dismissed. Contingent on the outcome of the meeting the Historian may appeal to the assembled Association about the dismissal. The President shall allow the Historian to present his/her case and the President may also explain the reason for dismissal to the assembled Association. The President must then submit the matter to a vote by the assembled Association. There must be a two-thirds vote to override the decision of the President.

## Article V – Duties of the Officers

Section 1: The responsibilities of the President shall be:

- a. President over meetings of the Association
- b. Be responsible of the operation of the Association and the application of the provisions of the Constitution.
- c. Represent the Association to the Housing Administration and the Campus Community.
- d. Keep the Housing Office and the Association Advisor informed of Association activities.
- e. Coordinate, promote, and oversee implementation of all Association activities and programs.
- f. Assign tasks for Community Representatives to complete before each Association Meeting.
- g. Account for all monies allocated by Housing, ASOIT, earned from activities, or provided by other sources.
- h. Encourage involvement by Association members in Association activities.

Section 2: The responsibilities of the Vice President shall be:

- a. Preside over the meeting Association in the absence of the President.
- b. Represent the Associated Students of Oregon Institute of Technology (ASOIT.)
- c. Oversee the expenditure of funds allocated by ASOIT for use of the Association. Make sure that all procedures established for the use of said funds are followed. The expenditure of funds should be in consultation with the President.
- d. Oversees the budget every term with the Treasurer.
- e. With the assistance of the President and the Treasurer prepare and present the annual funding request to ASOIT.
- f. Assist the President with operations of the Association.
- g. Relate to and consult with Association Members on issues regarding the Association and its role in ASOIT.
- h. Encourage participation by Association Members in Association Activities.

Section 3: The responsibilities of the Events Coordinator shall be:

- a. Organize tasks associated with the events put on by RHA.
- b. Recruit and organize the people-power and support to implement RHA programs.
- c. Serve as the Programming chair
- d. Represent the Association and its members at Campus Activity meetings.

- Section 4: The responsibilities of the Treasurer:
- a. Oversee the budget and funding.
  - b. Create a budget report each month with the assistance of the Vice President and the Housing Administrative Coordinator.
  - c. Recruit and organize the people-power and support to implement RHA programs.
- Section 5: The responsibilities of the Historian:
- a. Report and record all RHA sponsored events of with help from the Housing and Residence Life staff.
  - b. Report and record RHA meetings and distribute minutes to the Association Members
  - c. Create an electronic year in review of RHA and Housing and Residence Life events at the end of the term of Office.
  - d. Recruit and organize the people-power and support to implement RHA programs.

#### **Article VI – Officer Compensation**

- Section 1: Compensation for the President shall be established by the Director of Housing and Residence Life. If no compensation is provided by the Housing Office the Association may establish compensation from non-ASOIT funds by the enactment of a by-law.
- Section 2: Compensation for the Vice President will be established by the Director of Housing and Residence Life or by the enactment of a by-law approving compensation from earned funds of the Association.
- Section 3: Compensation for the Events Coordinator will be established by the Director of Housing and Residence Life or by the enactment of a by-law approving compensation from earned funds of the Association.
- Section 4: Compensation for the Treasurer will be established by the Director of Housing and Residence Life or by the enactment of a by-law approving compensation from earned funds of the Association.
- Section 5: Compensation for the Historian will be established by the Director of Housing and Residence Life or by the enactment of a by-law approving compensation from earned funds of the Association.

## **Article VII – Advisor**

- Section 1: The Director of Housing and Residence Life will act as Advisor or will designate an Advisor for the Residence Hall Association
- Section 2: The responsibilities of the Advisor:
- a. Advise the Officers and Association Members on issues before the Association.
  - b. Interpret this Constitution and any by-laws enacted by the Association.
  - c. Assist in the resolution of disputes between Association members and/or Officers.
  - d. Assist with the election procedures.
  - e. Act as custodian of all monies under the control of the Association
  - f. Provide for the continuity of the Association from year to year to assist with transition issues between current and incoming officers.

## **Article VIII – Committees**

- Section 1: The President may establish Committees as deemed necessary for the operation of the Association. These may be designated as standing committees or special committees.
- Section 2: Standing committees continue to exist until they are abolished by the President.
- Section 3: Special committees are established for a limited or specific task and dissolve when their task is completed or abolished by the President.

## **Article IX – Approval of this Constitution and Amendments**

- Section 1: This Constitution will be enforced on two-thirds approval by the voting Association Members. Voting will take place by secret ballot at a place announced a minimum of one week prior to voting and ratified by the Director of Housing and Residence Life and the Vice President for Student Affairs.
- Section 2: This Constitution may be amended by a two-thirds majority of Association Members voting by secret ballot at a place and time announced a minimum of one week prior to voting and ratified by the Director of Housing and Residence Life and the Vice President for Student Affairs.



## **Article X – By-Laws**

- Section 1: The Association may enact such by-laws as deemed necessary for the efficient operation of the Association.
- Section 2: By-Laws are enacted or amended by a majority of Association Members present and voting at meeting of the Association called with a minimum of one week notice.
- Section 3: By-Laws must not abridge or change provisions established by this Constitution.

## **Article XI – Community Representatives**

- Section 1: To have more residents involved with what goes on in the Residence Hall Community Representatives will be selected from each wing in the Res Hall and floor in the Village. There will be at least one Community representative for each of the Communities in the Residence Hall and one per floor in the Village.
- a. Community Representatives will act as senators for their designated Communities.
  - b. Community Representatives are expected to solicit ideas, opinions, objections, and concerns of the residents from their community
  - c. Community Representatives are expected to attend all RHA meetings and report on the ideas, opinions, objections, and concerns of the residents from their Community.
  - d. Community Representatives will report back to their communities what was discussed at the RHA meetings.
  - e. The President will assign tasks to the Community Representatives to accomplish between RHA meetings. These tasks will be designed to help the Officers accomplish what the Association Members shared they want to see in their communities.

Approved by the Director of Housing and Residence Life on October 22, 2010.

Amended and Approved on October 19, 2010 by a vote of the Membership of 325 for.

Approved by the Vice President of Student Affairs on May 28, 2002.

Approved by the Director of Housing and Residence Life on May 16, 2002.

Amended and Approved on May 16, 2002 by a vote of the Membership of 260 for and 2 against.

Approved on April 15, 1986 by a vote of the Member ship of 199 for and 23 against.