

Minnesota State University, Mankato

Residence Hall Association

Constitution

Article I – Official Name

Section 1 – Name

This organization shall be called the Residence Hall Association of Minnesota State University, Mankato, hence referred to as RHA.

Article II – Governing Authority

Section 1 – Recognition

RHA is recognized as a fully functioning, autonomous co-organization of the Minnesota State University, Mankato Student Government. RHA is recognized as the representative voice of students living on campus at Minnesota State University, Mankato.

Section 2 – Vesting of Powers

All governing responsibilities herein, granted by Residential Life administration and Student Government, shall be vested in RHA.

Section 3 – RSO Affiliation

RHA shall apply to the Office of Student Activities to become a Recognized Student Organization (RSO) in the fall of each year.

Section 4 – NACURH Re-Affiliation

The NCC shall re-affiliate with NACURH before the end of their term with the assistance of the NCC-IT.

Article III – RHA Mission Statement

Section 1 – Mission Statement

- A. To voice the opinions and concerns of the students living in the residence halls at Minnesota State Mankato to Residential Life and University administration.
- B. To provide a variety of social and educational programs and events for all residents through RHA initiatives and the sponsorship of Community Councils (Article VII) and National Residence Hall Honorary (NRHH) (Article X)
- C. To promote the development of positive residence hall communities, which contribute to the comfort and wellbeing of students.
- D. To support the academic success of Minnesota State University, Mankato residence hall students.

Article IV – Oath of Office

Section 1 – Oath of Office

Before the incoming RHA Executive Officers assume the duties of the office, they shall take the following oath delivered by the RHA President, or an appropriate designee:

I, (state name) / do solemnly swear / that I will discharge with justice and equality / with diligence and faithfulness / to the best of my ability / all the duties falling upon me as an officer / for the Residence Hall Association / of Minnesota State University, Mankato / and will to the best of my ability / preserve, uphold, and defend / the RHA Constitution.

Article V – Membership

Section 1 – Definition of Membership

- A. Consistent with all applicable Federal and Minnesota State laws as well as Minnesota State University policy, this organization and its subordinate and affiliated bodies, executive officers, and affiliated members should extend membership privileges, including voting and the eligibility to hold office, to all students regardless of age, creed, socioeconomic status, ethnicity, gender, gender expression, sexual orientation, sexual expression, educational goals/status, disability, color, national origin, ancestry, religion, veteran status, parental and marital status.
- B. Membership in RHA includes all students contractually living in Minnesota State University, Mankato residence halls. RHA welcomes and accepts any and all members and shall aggressively uphold the rights of all regardless of personal beliefs or preferences.

Article VI – Finances

Section 1 – Origin of Funding

- A. RHA will receive funding from Residential Life (in an amount determined by the Residential Life budget) representing residence hall activities fees paid by each student as part of their contracted room and board rates.
- B. RHA will also retain the right to receive funds through gifts and other revenue-generating projects including rollover funds from the previous academic year.

Section 2 – Allocation of RHA Funds

- A. Each community in good standing shall receive no less than a \$75 grant to provide floor programming during the fall semester and no less than a \$50 grant to provide floor programming during the spring semester.
- B. A set amount of money will be available to Floor and Building Presidents each semester for programming & apparel allocations for their floor(s) to be done at General Assembly (see By-Law 9)

Article VII – The Residence Hall Association General Assembly

Section 1 – Purpose

- A. To represent the students living in the residence halls to Residential Life and University Administration.
- B. To provide leadership opportunities for members through the sponsorship and funding of floor as well as campus-wide programs and events.

Section 2 – Structure

- A. The Residence Hall Association General Assembly shall consist of the Floor and Building Presidents from each Community Council (Article VIII) and the RHA Executive Board. The Student Government Senators representing the Residence Halls and the NRHH President (or designee) will have ex-officio/non-voting rights.
- B. The voting assembly of RHA will be made up of the active Floor and Building Presidents from each Community Council (Article VII, Sections 5 and 6).
- C. Officers comprising the RHA Executive Board can be found listed in constitutional order of succession in Article VIII.

Section 3 – Authority

- A. The authority of the RHA General Assembly to conduct business and enact legislation on behalf of all members of the RHA is derived from the representative power of governance.
- B. All business shall be conducted based on a quorum of voting delegates.
 - a. Quorum shall be defined as 50% of the recognized voting membership of RHA, rounded up to the next whole person.
 - b. In the event of a tie vote, the RHA Executive Board will vote collectively to break the tie, except in the case of elections (By-Law 2, F).
 - c. If the rights and privileges of Community Council have been suspended or abandoned (Article VII, Section 6), their vote shall be removed from Quorum until voting rights have been re-established.

Section 4 – Legislation

- A. All proposed legislation should be sent to the NCC. The NCC or appropriate designee will then present this legislation to the Executive Board at the next Executive Board Meeting for discussion and approval.
 - a. Approval by the RHA Executive Board will be defined as a simple majority vote of Executive Board Members present at the meeting in favor of the legislation.
 - b. If the piece of legislation fails at the RHA Executive Board, a spokesperson will give a statement to the General Assembly as to why the legislation has failed. The General Assembly may override the Executive Board's decision with a 2/3 majority vote. Pending the results of this vote, the legislation in question will be brought to the table for deliberation.
- B. After being approved by the RHA Executive Board, the legislation will follow the established two-week voting process.
 - a. The legislation will be read in front of the General Assembly and then followed by a proponent speech by the author of the legislation. Question and answer sessions and discussion will follow the proponent speech. The General Assembly Representatives will then be required to caucus with their respective floors and return to the next week's General Assembly meeting prepared to vote.
 - b. For a piece of legislation to pass through General Assembly, a 2/3 majority vote of the body is needed.
- C. Should an RHA Executive Board Member or General Assembly Representative feel that a piece of legislation should be expedited, it will require a 2/3 majority vote by the General Assembly and will be voted on that same day.
 - a. Before a proposal to expedite legislation is presented to the General Assembly, it requires Executive Board approval before the meeting.

Article VIII – Community Councils

- *Applicable to McElroy, Preska, Crawford, and Julia Sears*

Section 1 – Purpose

Each Community Council will oversee hall events to provide a better, more cohesive community for the hall residence. Additionally, each Community Council will send a representative to the RHA General Assembly.

Section 2 – Structure

- In addition to any structure that may be adopted by an individual Community Council, each will consist of two elected positions: Floor President and Event Coordinator. Although floors may add additional positions to the Community Council, the Floor President and Event Coordinator are the only positions required to be filled for a floor to receive allocation funds.
- If additional positions are created, the official positions would then have the power to delegate their powers and responsibilities to the other positions. These positions can be new positions with their responsibilities not being listed in the RHA Constitution. If a floor chooses to, it could also have the same position shared by multiple people (i.e., a floor could have two event coordinators).

Section 3 – Duties of Floor Presidents

- To organize the Community Council, including calling and presiding over council meetings.
- To attend regular meetings with Hall Directors.
- To oversee the election or appointment of additional members of the Community Council adopted by the floor.
- To attend weekly RHA General Assembly meetings (or appoint an appropriate designee) and act as the voice for their floor.
- To convey information and solicit feedback from their floor on issues and topics discussed in RHA General Assembly meetings.
- To participate in liaison area groups and open forum discussion during RHA General Assembly meetings.
- To nominate their floor and deserving individuals, when appropriate, for campus, regional, and national awards.

Section 4 – Duties of the Event Coordinator

- To coordinate the planning and implementation of floor programs sponsored by the Community Council.
- To organize floor intramural activities, or appoint a designee to do so.
- To be responsible for any floor event advertising that is put on by the Community Council or RHA member.
- To monitor and approve the use of floor funds.
- To be responsible for the pricing of products that are needed for a floor event or apparel.
- To be responsible for submitting allocation form online.
- To be the name of the cardholder when purchasing items for floor events or apparel.
- To present funds when allocating for floor funds from the General Assembly.
- To nominate their floor and deserving individuals, when appropriate, for campus, regional, and national awards.

Section 5 – Requirements for Recognition of Good Standing

- The names of the Floor President and Event Coordinator (in addition to any additional positions) must be submitted to the RHA Executive Board and kept current as outlined during CA training.

- B. The Floor President and Event Coordinator must attend leadership training as specified by the RHA Executive Board.

- *Applicable to Stadium Heights Residence Community*

Section 1 – Purpose

- A. Each Community Council will be in charge of building events in order to provide a better, more cohesive community for the building residents. Additionally, each Community Council will send a representative to the RHA General Assembly.

Section 2 – Structure

- A. In addition to any structure that may be adopted by an individual Community Council, each will consist of two elected positions: the Building President and Event Coordinator. Although buildings may add additional positions to the Community Council, the Building President and Event Coordinator are the only positions required to be filled for a floor to receive allocation funds.
- B. If additional positions are created, the official positions would then have the power to delegate their powers and responsibilities to the other positions. If a building chooses to, it could also have the same position shared by multiple people (i.e., a building could have two event coordinators).

Section 3 – Duties of Building President

- A. To organize the Community Council, including calling and presiding over council meetings.
- B. To attend regular meetings with the Hall Director.
- C. To oversee the election or appointment of additional members of the Community Council adopted by the building.
- D. To attend weekly RHA General Assembly meetings (or appoint an appropriate designee) and act as the voice for their building.
- E. To convey information and solicit feedback from their building on issues and topics discussed in RHA General Assembly meetings.
- F. To participate in liaison area groups and open forum discussion during RHA General Assembly meetings.
- G. To nominate their building and deserving individuals, when appropriate, for campus, regional, and national awards.

Section 4 – Duties of Event Coordinator

- A. To coordinate the planning and implementation of building programs sponsored by the Community Council.
- B. To organize building intramural activities, or appoint a designee to do so.
- C. To be responsible for any building event advertising that is put on by the Community Council or RHA member.
- D. To monitor and approve the use of building funds.
- E. To be responsible for the pricing of products that are needed for a building event or apparel.
- F. To be responsible for submitting allocation form online.
- G. To be the name of the cardholder when purchasing items for building events or apparel.
- H. To present funds when allocating for building funds from the General Assembly.
- I. To nominate their building and deserving individuals, when appropriate, for campus, regional, and national awards.

Section 5 – Requirements for Recognition of Good Standing

- A. The names of the President and Event Coordinator (in addition to any additional positions) must be submitted to the RHA Executive Board and kept current as outlined during CA training.
- B. The President and Event Coordinator must attend leadership training as specified by the RHA Executive Board.

Article IX – The Residence Hall Association Executive Board

Section 1 – Duties of All RHA Executive Board Officers

- A. To uphold and carry out the provisions of the RHA Constitution and By-Laws.
- B. To maintain the required eligibility status as defined by By-Law 4.
- C. To attend the summer and winter RHA Executive Board retreats.
- D. To attend all RHA General Assembly and RHA Executive Board meetings as defined by By-Law 17.
- E. To fulfill office hours as outlined in By-Law 16.
- F. To serve as a liaison to a specific residence hall area to be determined by By-Law 15.
- G. To act as a liaison to Residential Life staff within appropriate areas.
- H. To actively promote Floor and Building President attendance at the General Assembly each week.
- I. To solicit and address area-specific issues by working with Assistant Directors of Residential Education and other Residential Life staff members.
- J. To participate in the evaluation of fellow executives and assist in the recruitment and training of the newly elected RHA Executive Board.
- K. To complete other duties as assigned.

Section 2 – Duties of the RHA President

- A. To act as the official representative and spokesperson of RHA.
- B. To serve as the official representative (or appoint an appropriate designee) to University committees as requested.
- C. To oversee all RHA General Assembly and RHA Executive Board meetings and provide leadership to all functions and operations of RHA.
- D. To oversee revisions of the RHA Constitution and By-Laws in conjunction with the NCC (Article VIII, Section 8) as deemed necessary.
- E. To oversee the elections for NCC-IT or incumbent NCC (Article VIII, Section 9) and all Executive Board Elections in the absence of the NCC (Article VIII, Section 8).
- F. To attend the National Affiliate of College and University Residence Halls (NACURH) and Midwest Affiliate of College and University Residence Halls (MACURH) Conferences.
- G. To attend University Parking Advisory meetings. H. To participate in regional (MACURH) Presidents' chats or assign an appropriate designee.
- H. To upload official General Assembly Agendas in an appropriate and timely manner to an online platform or folder shared by all RHA executive members.
- I. To meet as needed with the Director of Residential Life.
- J. Attend the Bias Incident Support Advisory Team.
- K. In the fall of each year and in conjunction with the advisor, apply to the Student Activities Organization (or current organization) to become a Recognized Student Organization

Section 3 – Duties of the President – In Training (President-IT)

- A. To assist the President in maintaining assigned duties.

- B. Attend committees the President attends in assistance of the President, or, as needed, in proxy of the President and report happenings in said committees.
- C. To assist in MACURH chats when appropriate.
- D. To attend the NACURH and Regional Business Conferences annually.

Section 4 – Duties of the RHA Secretary

- A. To monitor attendance, to determine the voting eligibility of each representative, and ensure the accuracy of attendance and voting placards before each General Assembly meeting.
- B. To record and keep accurate minutes of all RHA meetings.
- C. In conjunction with the advisor, create and maintain a copy of a complete Community Council list updated periodically throughout the year, and send them out to community council roster and Residential Life professional staff.
- D. To regularly check RHA's RSO mailboxes in the Residential Life office.
- E. To ensure, before the start of each General Assembly meeting, that quorum (as defined in Article 7, Section 4) is met so the business may be legitimately transacted.

Section 5 – Duties of the RHA Treasurer

- A. To coordinate any changes to the RHA budget throughout the year.
- B. To approve RHA General Assembly Allocation Requests.
- C. To notify all applicable parties, including but not limited to the RHA President, RHA Executive Board, and individuals presenting the allocation, of the approval of allocations.
- D. Maintain and promote the RHA Rental Program. They are to facilitate all rental agreements and records.

Section 6 – Duties of the RHA Programming Chair

- A. To oversee all RHA programs and events including preparations and communication.
 - a. Coordinate with advisor to reserve facilities.
 - b. Purchase supplies and prizes for events.
 - c. Facilitate and communicate partnerships with other organizations.
- B. To get ideas from the General Assembly when planning activities and programs.
- C. To oversee and organize two events or more per semester

Section 7 – Duties of the RHA Marketing Chair

- A. To update RHA Social Medias on at least a weekly basis
- B. To design and prepare all RHA advertisement media
- C. To advertise on campus by tabling at RSO fairs and similar on-campus events, and to facilitate bi-weekly appearances in mass communications (e.g. Residential Weekly, the Reporter, etc.)
- D. To collect and publish the office hours of all executive board members, meeting times, and announcements to Residential Life with the express purpose of keeping the RHA Website up to date.
- E. To manage all group chats and electronic communication between the Executive Board in conjunction with the RHA Advisor.

Section 8 – Duties of the National Communications Coordinator (NCC)

- A. To serve as the liaison between RHA and NACURH and MACURH respectively.
- B. To organize all conference activities by serving as Delegation Chair.
- C. To attend and represent Minnesota State University, Mankato at all regional and national conferences.
- D. To serve as Parliamentarian when called upon.
- E. To oversee revisions of the RHA Constitution and By-Laws in conjunction with the President of RHA as deemed necessary.

- F. To oversee all executive board elections, except for NCC and NCC-IT elections (By-Law 2).
- G. To submit regional and national awards and communications on behalf of RHA when necessary.
- H. To participate in regional (MACURH) National Communications Coordinators' chats.
- I. To be the official NRHH liaison by attending the NRHH chapter and Executive Board meetings. Although the NCC is a non-voting member of the NRHH Executive Board, attendance of the NCC at the NRHH Executive Board meetings is optional.
- J. To serve as the custodian of the RHA Constitution by making clerical changes and policy changes in response to any changes by the various organizations with which RHA interacts without changing the intent of the RHA Constitution.

Section 9 – Duties of the National Communications Coordinator – In Training (NCC-IT)

- A. To assist the NCC with coordination of the NACURH conference delegation.
- B. To assist the NCC in maintaining assigned duties.
- C. To attend the NACURH and Regional Business Conferences annually.

Section 10 – Any member of the MACURH Regional or NACURH National Board of Directors hosted by Minnesota State University, Mankato

- A. In the event that Minnesota State University, Mankato hosts a member of either the Regional or National Board of Directors, this board member will receive the status of ex-officio/non-voting executive upon being sworn into their office.
- B. This executive will receive no monetary compensation for their services from Minnesota State University, Mankato.
- C. This executive does not have the right to preside over meetings and is not included in the constitutional order of succession.
- D. This executive may attend RHA executive board meetings upon the invitation of the RHA President and may attend RHA General Assembly meetings at will as a non-voting general assembly member. They may not count for attendance for their floor.
- E. This executive may use all Leadership Resource Center resources and facilities as an official/voting executive would.

Article X – The RHA Advisor

Section 1 – Expectations of the RHA Advisor

- A. To be appointed by the Dean of Students and Director of Residential Life.
- B. To attend all RHA General Assembly and RHA Executive Board meetings as a nonvoting, ex-officio member.
- C. To maintain regularly scheduled meetings with members of the RHA Executive Board to advise and assist them in fulfilling their duties.
- D. To ensure that the policies and procedures established by the RHA Constitution and By-Laws are followed by the RHA General Assembly and Executive Board.
- E. To ensure that the RHA General Assembly and RHA Executive Board abide by all Residential Life policies, as well as the Statement of Student Responsibilities established by the University in all RHA-related interactions and activities.
- F. To make formal reports to the RHA General Assembly and the RHA Executive Board regarding the operations of Residential Life.
- G. To authorize all fiscal expenditures of RHA in cooperation with the RHA Treasurer.
- H. To attend the Regional Leadership, Regional Business, and NACURH Conferences as the advisor to the Minnesota State University, Mankato delegation.

- I. To coordinate the executive evaluation at the end of each academic semester (see also By-Law 13).
- J. To provide for an effective transition at the appointment of a new advisor.
- K. To ensure the distribution of executive room credits and stipends as defined in By-Law 13.

Article XI – National Residence Hall Honorary (NRHH)

Section 1 – Recognition of NRHH

The National Residence Hall Honorary is recognized as a fully functioning subsidiary of RHA. The authority of NRHH is derived from this constitution; however, NRHH is also governed by its own constitution and By-Laws. NRHH cannot enact any legislation that conflicts with this constitution or By-Laws.

Section 2 – NRHH Representation to RHA

- A. The NRHH President or designee shall sit as a non-voting ex-officio executive board member of RHA. Despite this, attendance of the NRHH President at RHA Executive Board meetings is optional.
- B. The NRHH President or designee shall attend all General Assembly meetings and may attend regular executive board meetings to provide updates on the activities and events of the organization.

Article XII – Amendments

Section 1 – Process

This Constitution may be amended by a 2/3 majority of the RHA General Assembly at any regular RHA assembly meeting according to Article VI Section 4. They may also be amended by a 2/3 majority in a special session providing all changes have been stated clearly in writing and the call for a vote has been acclaimed.

Article XIII – Enactment

Section 1 – Date of Effect

This RHA Constitution and By-Laws shall take effect on July 1, 2000.

Minnesota State University, Mankato
Residence Hall Association
By-Laws

By-Law 1 – Elections of the Community Council

- A. Community Council elections shall occur before the fall and spring semester training sessions of each semester.
- B. Members shall be elected by a majority vote of the floor community members they serve.
- C. The term of office for Community Council members shall be for one academic semester.
 - a. If a Community Council member wishes to continue serving in their role for the entire academic year, they may do so by being re-elected by the floor community members they serve.

By-Law 2 – Elections of the RHA Executive Board

- A. Executive Board elections shall be held in the spring semester of each year, approximately 6 weeks before the end of the term.
- B. The RHA General Assembly shall be notified of the elections process and the timeline of nominations and elections at least 2 weeks before the nominations process commencing.
- C. Potential Executive Board Officers shall be nominated by the RHA Assembly from the active membership at the time nominations are opened.
- D. Nominations will be open for a period of at least 2 consecutive General Assembly meetings. Nominations will be closed before the election process.
- E. Any interested member seeking an RHA Executive office who is not elected will have the opportunity to nominate themselves for any positions that remain open.
- F. RHA Executive Board Officers will be elected by a simple majority of active voting members. In the case of a tie, the presiding officer will vote to determine the results of the election.
- G. The term of office for the newly elected Executive Board shall be for one academic year.
- H. RHA Executive Board Elections Rules
 - a. Unless a current member of the Executive Board is running for re-election of any position, elections will take place in Constitutional order. If a member(s) of the Executive Board is running for the next academic year, their elections will be prioritized over the other elections.
 - b. All Candidates for a position must be out of the room during the election of that position except when called upon to give a speech or answer questions.
 - c. Each candidate will have the option of giving a speech of no longer than five minutes.
 - d. Each candidate will be available for questioning. All questions from the General Assembly must pertain to speech or position responsibilities and request no outside information. Any other questions will be called out of order by the presiding officer.
 - e. After each speech, the candidate will leave the room and the General Assembly will entertain a pro/con session until three consecutive unanswered pros or three consecutive cons have been offered. This can be substituted, at the chair's discretion, by a five-minute period of discussion that is extendable by one phase of five additional minutes.
 - f. Each candidate will go through this process.

- g. Following individual candidates, there will be a group discussion lasting no more than ten minutes.
- h. When discussion has concluded upon a motion and second from the General Assembly, the General Assembly will complete their ballot. RHA Advisor(s), assisted by an impartial individual shall collect and count the ballots.
- i. After ballots have been counted by the RHA Advisor(s), the presiding officer will be called out of the room to meet with the RHA Advisor(s). The RHA Advisor(s) will inform the presiding officer of a tie if one has resulted. If not, the presiding officer will be informed of the winner.
- j. The winner of the election will be announced by the presiding officer or the RHA Advisor

By-Law 3 – Election of the In-Training Positions

- A. Nominations for the NCC-IT and President-IT will be announced at least three weeks before the close of each fall semester. This will be an open nominations process with any current, active member eligible for consideration.
- B. The NCC-IT and President-IT will be elected by a simple majority of active voting members. In the case of a tie, the presiding officer will vote to determine the results of the election.
- C. The term of office for the NCC-IT will be from the close of the fall semester to the close of NACURH when they will assume the position of NCC.
- D. The term of office for the NCC will be for one year, from the close of the NACURH Conference until the close of the NACURH Conference the following year.
- E. If the NCC or the President wishes to run again for the position, they may do so in the fall semester at the time of NCC-IT and President-IT elections. If the current NCC or President is re-elected, there will be no NCC-IT or President-IT position for that academic year until the next election.
- F. The election process will be the same as the other executive board members (By-Law 2, Clause H).

By-Law 4 – Eligibility of RHA Executives

- A. Each RHA Executive Board Officer must fulfill the duties outlined for the position as listed in the RHA Constitution.
- B. The RHA Executive Board Officers must maintain good judicial and financial standing as defined by the University's policies. Each must also maintain a minimum cumulative GPA of 2.5. a. Once an RHA Executive Board Officer has been elected, should the Officer's cumulative GPA fall below 2.5, it will be at the discretion of the RHA Advisor as to whether or not the RHA Executive Board Officer may continue in the position for the remainder of the year.
- C. Each RHA Executive Board Officer must have lived in any of the NACURH, Inc. affiliated residence communities for a minimum of one semester before taking office.
- D. Given that one purpose of RHA is to voice the concerns of students living on campus, and staff members are expected to uphold the mission of Residential Life; to avoid a conflict of interest, RHA Executive Board Officers may not be employed in the following Residential Life student staff positions: Student Service Coordinators, Community Advisors, Learning Community Coordinators, Front Desk.
- E. Excluding the Community Advisor mentioned above in Point D, the RHA Advisor can waive, after consulting their supervisor, any restrictions of an RHA Executive Board based on individual circumstances.

By-Law 5 – Conference Delegations

- A. All MACURH/NACURH conference delegations will be selected by the NCC with the advice and consent of the Advisor.
- B. Conference delegations shall consist of delegates representing the Minnesota State Mankato Residence Halls. Delegations must have representation from each residential community of interested eligible delegates for any remaining positions. After the NCC, and Advisor, Conference Delegation positions shall be offered first to the RHA President or their chosen proxy, the President-IT or their chosen proxy, an NRHH Representative, the President-IT, then the NCC-IT, with any remaining spots apportioned as seen fit to other Executive Board or General Assembly Members.

By-Law 6 – Committees

Due to a resolution passed by General Assembly in the 25-26 Academic Year, the creation and maintenance of Committees is optional pending interest from future Assemblies/Executive Boards.

- A. RHA shall maintain the following committees: Legislation & Leadership, Events, and Residential Development that meet at the discretion of the chair.
 - a. Each committee shall meet outside of the General Assembly at least once a semester, at the discretion of the chair.
- B. Any other Task Forces can be created at the discretion of the RHA President with the approval of the RHA Executive Board.
- C. Any committee legislative action, being approved by the committee executive(s) before being sent, by the set date, to the RHA President to be included on the agenda, and to be presented to General Assembly by the committee chair, will not be required to adhere to Clause A of Article VII, Sec 4 for executive approval.
- D. The Legislation & Leadership Committee shall be focused on RHA Constitution, by-laws & any other legislation as well as promoting regional involvement in MACURH & national involvement in NACURH.
 - a. The NCC shall go over the process of writing OTMs and MavAwards and encourage members to write such awards.
 - b. The NCC shall also go over MACURH task forces & committees and encourage regional involvement.

By-Law 7 – Duties of Committee Chairs

Due to a resolution passed by General Assembly in the 25-26 Academic Year, the creation and maintenance of Committees is optional pending interest from future Assemblies/Executive Boards.

- A. Each Committee Chair is responsible for recruiting members, coordinating meetings, and implementing the responsibilities of the committee.
- B. The Committee Chair must make regular reports to the RHA General Assembly regarding the progress of the committee's work.
- C. The Committee Chair must submit a final report at the end of the academic year.
- D. The Committee Chair must attend committee chair meetings when convened by the RHA Executive Board.

By-Law 8 – Attendance Policies & Allocations

- A. All members of the RHA General Assembly must attend the weekly RHA General Assembly meeting.
- B. Pre-arranged absence notification must be provided to the Secretary by their set deadline. Any absence not pre-arranged may be considered unexcused.
- C. If two consecutive unexcused RHA General Assembly meetings are missed, voting/allocation rights will be suspended.
- D. The Floor or Building President must attend two consecutive RHA General Assembly meetings to reinstate their voting/allocation rights.
- E. Allocations may be presented at any meeting after allocation rights are attained by being sent to the RHA President the week before the General Assembly to be on that week's executive meeting agenda.
- F. Allocations will be presented in front of the General Assembly following legislative procedure (Article VI, section 4). In the second week, the presenting floor will yield for questions and then leave the room during discussion and voting.
- G. Allocations may be expedited at the discretion of the General Assembly as seen in Article VI, Section 4 or by the RHA executive board.
- H. All floors that are specifically mentioned within the allocation will also leave the room during discussion and voting.
- I. Floors will have two weeks after the declared event date to use the allocated funds as approved. At which time the allocated funds shall go back into the RHA allocation fund and the floor will need to resubmit an allocation.
- J. The General Assembly reserves the right to amend the amount of the allocation but may not stipulate or restrict the description of the proposed allocation.

By-Law 9 – Replacement of Floor and Building Presidents

If a Floor or Building President has abandoned or resigned from the position, the Community Council represented may select a new Floor or Building President.

By-Law 10 – RHA Executive Board Abandonment of Office

- A. To declare that a member of the RHA Executive Board Officer has abandoned the position requires a 2/3 vote from the General Assembly.
- B. The RHA Executive Board Officer shall be notified in writing that the Officer is being brought before the RHA General Assembly on charges of abandonment, as well as the nature of the allegations warranting removal from office
- C. The Executive Board Officer in question will have the opportunity to defend the position before the RHA General Assembly at the first available opportunity following the initiation of the abandonment proceedings.
- D. A simple majority of the RHA General Assembly will determine the status of the RHA Executive Board Officer considered in abandonment of their position.

By-Law 11 – Removal or Impeachment of Executives

- A. To declare that a member of the RHA Executive Board Officer has abandoned the position requires a 2/3 vote from the General Assembly.

- B. The RHA Executive Board Officer shall be notified in writing that the Officer is being brought before the RHA General Assembly on charges of abandonment, as well as the nature of the allegations warranting removal from office
- C. The Executive Board Officer in question will have the opportunity to defend the position before the RHA General Assembly at the first available opportunity following the initiation of the abandonment proceedings.
- D. A simple majority of the RHA General Assembly will determine the status of the RHA Executive Board Officer considered in abandonment of their position.

By-Law 12 – Replacement of RHA Executive Board Officers

- A. If an RHA Executive Board position is vacant, nominations shall be taken from the RHA General Assembly and a new RHA Executive Board Officer shall be elected by a simple majority vote of the Assembly.
- B. If an RHA Executive Board position is vacated in the second semester of the academic year, the remaining RHA Executive Board Officers may decide to leave the position empty until Spring Semester Executive Board Elections.
- C. If the RHA President's office is empty the RHA Vice-President shall preside as a temporary RHA President until a new RHA President can be elected.

By-Law 13 – Compensation of Executive Officers

- A. All voting RHA Executive Board Officers shall be fairly compensated for their services to students living on campus at Minnesota State University, Mankato.
- B. All Executive Board Officers will be awarded a room credit each semester during their time in office.
- C. Voting RHA Executive Board Officers may also receive a stipend in recognition of their contributions to students living on campus, as determined by the RHA annual budget.

By-Law 14 – Liaison Areas

A liaison area is defined as a grouping of floors coordinated by an RHA Executive Board Officer used to promote individualized communication between the executive board and designated areas. Designated liaison areas will be divided among and approved by executive board officers. RHA Executive Board Officers should communicate at least bi-weekly with their liaison area representatives.

By-Law 15 – Executive Board Office Hours

- A. Every member of the Executive Board will hold at least two office hours per week.
 - a. Office hours will be performed in the Leadership Resource Center, or an alternative location (this includes digitally) as agreed upon by the Executive Board. If office hours are not being held in the Leadership Resource Center, the alternative location must be communicated to the Secretary and General Assembly.
 - b. During office hours, executives will dedicate their time to completing duties and responsibilities related to RHA and be available for residents.
 - c. Additional meetings (including meetings with advisors) shall not conflict with office hours.

- B. Office hours and contact information will be posted on the RHA website and the door of the LRC at the beginning of each semester. This shall be completed by the Secretary collecting and compiling the office hours of their fellow Executive Board Meetings.

By-Law 16 – RHA Executive Board Attendance Policy

- A. RHA Executives will be required to attend the weekly General Assembly meetings and Executive Board meetings.
- B. RHA Executive Board meetings will be scheduled with consideration for member class schedules.
- C. Once meeting times are set they will not be subject to change except in emergency situations and only with the full approval of the RHA Executive Board.
 - a. Good attendance for RHA Executive Board Officers will be defined as being no more than five minutes late for any scheduled meeting (RHA General Assembly, RHA Executive Board, Committee Meetings, or One-On-Ones with the RHA Advisor).
 - b. RHA Executive Board Officers may request an excused absence by contacting the RHA Advisor.
 - c. Authority to grant an excused absence lies solely with the RHA Advisor or designee.
- D. If an RHA Executive Board Officer is routinely late or has more than one unexcused absence in a semester allegations shall be brought to the General Assembly as outlined in By-Law 11.

By-Law 17 – Usage of Electronic Devices

The RHA Executive Board retains the right to restrict electronic device use during RHA General Assembly.

By-Law 18 – Restructuring General Assembly

- A. As it becomes necessary based on the make-up of residential housing on campus, or for the betterment of student representation, certain areas may be selected to pilot new structures.
 - a. Areas piloting a new structure will be selected by the RHA Advisor and/or Residential Life professional staff based on the interests and skills of staff in the designated areas.
 - b. Input will be solicited from the current General Assembly and Residential Life staff regarding where pilot programs should be located.
- B. Areas, where a pilot program is implemented, will be given a template to use in the creation of the new structure.
- C. Areas piloting a new structure will be held to the same requirements for recognition and ensure the same benefits as other areas of the General Assembly.
 - a. Serving as a pilot program will not result in a loss of financial support from the RHA budget or the opportunity to request money from the allocations fund.
- D. When a pilot program is implemented, the General Assembly will create a Task Force Restructuring Committee for the academic year in which the pilot is run.
 - a. The Committee will meet regularly to discuss the benefits and consequences of restructuring.
 - b. The Committee will solicit membership and feedback from those areas hosting the pilot programs, as well as individuals interested in the restructuring project.
 - c. The Committee will make a recommendation to the RHA General Assembly regarding the proposed restructuring, including any amendments to the Constitution or By-Laws that may become necessary.

By-Law 19 – Non-Discrimination Clause and Non-Hazing Statement

- A. Non-Discrimination Clause
 - a. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership, or activity in a local commission as defined by law is prohibited.
 - b. Residence Hall association reserves the right to remove a member's participation in the group upon their violation of this clause.
- B. Non-Hazing Statement
 - a. Hazing includes but is not limited to: disruptive noise; terroristic threats; harassment; verbal, written or electronic intimidation; severe or persistent harassment through verbal, written, electronic or graphic expression; hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation); actions that substantially interfere with another person's right to learn and participate.
- C. Hazing has no place in the Residence Hall Association. Hazing, as defined in this statement, is prohibited by Residence Hall Association, Residential Life, and Minnesota State University, Mankato. Any student found to be in violation of this policy is subject to removal from the Residential Hall Association.

Changelog:

*For the reference of future RHA Boards/Assemblies, you are encouraged to add a brief explanation of your changes. **After every change, update the version number in the header to prevent confusion as to which version is current.***

- V1 Ratified by General Referendum - April 13, 2000
- V2 Amended by General Assembly - April 15, 2002
- V3 Amended by General Assembly - April 2004
- V4 Amended by RHA General Assembly - April 25, 2005
- V5 Amended by RHA General Assembly - April 17, 2006
- V6 Amended by RHA General Assembly - April 16, 2007
- V7 Amended by RHA General Assembly - April 21, 2008
- V8 Amended by RHA General Assembly - March 16, 2009
- V9 Amended by RHA General Assembly - April 19, 2010
- V10 Amended by RHA General Assembly - April 25, 2011
- V11 Amended by RHA General Assembly - April 9, 2012
- V12 Amended by RHA General Assembly - April 14, 2014
- V13 Amended by RHA General Assembly - April 17, 2017
- V14 Amended by RHA General Assembly - November 27, 2017
- V15 Amended by RHA General Assembly-April16th, 2018
- V16 Amended by RHA General Assembly – November 1, 2018
- V17 Amended by RHA General Assembly – April 19, 2019
- V18 Amended by RHA General Assembly – March 22, 2021
- V19 Amended by RHA General Assembly – March 29, 2021
- V20 Amended by RHA General Assembly – October 4, 2021

V21 Amended by RHA General Assembly – February 28, 2022

V22 Amended by RHA General Assembly – February 26, 2024

V23 Amended by RHA General Assembly – April 7, 2026 (*Redefined Marketing role, made Committees optional*)