

University of California, Merced

Housing & Residence Life

Residence Hall Association (RHA)

Constitution and Bylaws

Residence Hall Association Constitution & By-Laws

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Article 1: Organization Name

Section 1.1

The name of this organization shall be Residence Hall Association at the University of California, Merced, hereinafter referred to as RHA.

Section 1.2

This constitution and its bylaws recognize the following words and its definitions:

- A. University refers specifically to the University of California, Merced.
- B. Residence Hall should be defined as a residential community operated by Housing and Residence Life (HRL) at the University of California, Merced; which includes the master lease with Heritage properties.
- C. The Association is the entire organization of RHA including its officers, advisers, representatives, and all housing residents.
- D. The General Body is made up of the voting representatives from each hall and the Executive Board.
- E. Community refers to a specific area of residence hall(s) as follows:
 - a. Cathedral/Tenaya
 - b. Valley Terraces
 - c. Sierra Terraces
 - d. Half Dome
 - e. Granite Pass/Glacier Point
 - f. Any new Residences halls added in 2019-2020 school semester
 - g. Heritage

Article II: Purpose

Section 2.1

The purpose of this organization shall include but not be limited to, matters that directly concern the students of the University living in the Residence Halls.

Section 2.2

RHA shall be responsible for reviewing and making recommendations regarding Residence Life procedures, and policies for the betterment of the residence hall system.

Section 2.3

RHA shall advocate, organize, implement and promote quality activities, educational programs, and services for all residents living in the residence halls as well as the Heritage apartments.

(RHA reserves the right to exclude non-housing residents and resident assistants from participating in certain programs).

Article III: Organizational Authority

Section 3.1: Constitutional Authority

This constitution of the Residence Hall Association at the University of California, Merced shall be the governing document of the organization. Community Council with constitutions are authorized as sub-organizations of RHA and will have their own governing policies and procedures that in no way should conflict with this Constitution.

Section 3.2: Points of Conflict

If any point, policy, or procedure from the Community Council governing policies are in conflict with the policies and procedures governing RHA, those point shall be nulled. Likewise, if any point, policy, or procedure of the RHA constitution is in conflict with Housing and Residence Life and the University of California, Merced, policies, and state or federal laws, those points are nulled.

Article IV: Membership

Section 4.1: RHA Membership

All current students who live in the Residence Halls at the University of California, Merced as well as the Heritage Apartments shall be considered official members of RHA and are eligible to be RHA Representatives.

Section 4.2: Restrictions

A. Hall representative positions shall be held by residents, excluding RAs.

Article V: Affiliation

Section 5.1

RHA shall be the means by which the University Residence Hall population affiliates itself with the National Association of College and University Residence Halls (NACURH) and the Pacific Affiliate of College and Residence Halls (PACURH).

Article VI: Organization of Government

Section 6.1

There shall be three levels of government within the RHA: RHA Executive Board, RHA General Body and Community Councils.

Article VII: Housing Office Adviser

Section 7.1: RHA Adviser

A representative designated by the Department of Housing and Residence Life shall act as the adviser to RHA.

Section 7.2: RHA Adviser Responsibilities

- A. Is required to attend all Executive Board and General Body meetings, in the event of being absent sending a pro-staff proxy.
- B. Conduct one-on-one meetings with all Executive Board members at least once a month.
- C. Conduct one-on-one meetings with RHA president once a week.
- D. Serve as a liaison between campus administrators, professional Housing and Residence Life Staff and RHA.
- E. Coordinate training for Community Council Advisers.
- F. If funding allows and with department approval attend all NACURH affiliated conferences, if unable to attend assigning a pro-staff proxy.
- G. Support RHA events.
- H. Shall act as a resource and shall uphold and enforce University and Residence Hall Policies.
- I. The adviser will not have voting rights.

Article VIII: Executive Board

Section 8.1: Executive Board Requirements and Responsibilities

- A. Should be in good academic, financial, and disciplinary standing with UC Merced Judicial Affairs and Housing & Residence Life.
- B. Executive Board members must maintain a grade point average no lower than a cumulative 2.5 during their term as an Executive Board.
- C. If one falls below the 2.5, one will be subject to removal of office, voted by RHA general body.
- D. Must be a resident during their term.
- E. Attend fall and spring training.
- F. Attend all required Housing and Residence Life team meetings.
- G. Attend council meetings in their respective communities at least twice a semester.

- H. Chair at least one committee for RHA.
- I. Establish one-on-one meetings with an RHA advisor at least once a month.

Section 8.2: Executive Board Positions and Responsibilities

1. President

- A. Serve as the chief executive officer.
- B. Hold all officers and members responsible for their duties and expectations.
- C. The President shall be the official representative of the RHA to all campus functions. Serve as the liaison with the Housing and Residence Life staff.
- D. Have the power to appoint, with the approval of the RHA, special executive and ad hoc committees and their chairpersons.
- E. Have the power to call and administer RHA special elections.
- F. Prepare and present an annual budget, together with the Vice President of Operations and Advisor for the academic year. The General Body must approve the budget for the academic year.
- G. Set the agenda and direct RHA General and Executive meetings.
- H. Attend each Community Council meeting once a semester (class schedule permitting).
- I. Meet with the Advisor each week to discuss agendas for Executive and General Body meetings and other topics deemed necessary.
- J. Chair the end of the year Leadership Banquet.
- K. Maintain and facilitate constitutional amendments and uphold the constitution and bylaws.
- L. If funding allows and with departmental approval, attend all NACURH affiliated conferences.
- M. Plan the Fall and Spring Housing Leadership Retreat in collaboration with the Executive Board.
- N. Vote only to break a tie during an RHA meeting
- O. Presidential candidates must have at least two semesters (including the current semester) of active work in RHA and/or community council at the time of the election. In the event that there is no candidate with the two-semester requirement the position is open to all RHA and community council officers and representatives who have experience.
- P. Will oversee the academics committee

2. Vice President of Operations

- A. Preside over the Executive Board and RHA in the event of the President's absence. Should the President position be vacated, the Vice President of Operations would become President.

- B. Maintain the financial records of RHA. Present a regular financial report to the RHA General Body. Work closely with the adviser to ensure proper University accounting policies are being adhered.
- C. Prepare and present an annual budget, together with the RHA President and Adviser for the academic year. The General Body must approve budget for the academic year.
- D. Plan the Fall and Spring Housing Leadership Retreat in collaboration with the Executive Board
- E. Meet with Adviser bi-weekly to reconcile budget balances and address specific financial concerns.
- F. Coordinate all regular (fall/spring) elections, and in the event of re-running the next providing officer will conduct elections.
- G. Design and implement recruitment marketing campaigns in coordination with VP of Communications.
- H. Coordinate with the Vice President of Communications to respond to PACURH regional communications.
- I. Vice President of Operations candidates must have at least two semesters (including the current semester) of active work in RHA and/or community council at the time of the election. In the event that there is no candidate with the two-semester requirement the position is open to all RHA and community council officers and representatives who have experience.
- J. Will oversee the operations committee.

3. Vice President of Communications

- A. Record the proceedings and attendance of all RHA general meetings and distribute minutes to the appropriate parties within 3 days of the meeting for approval.
- B. Be responsible for creating resident awareness of and publicity for RHA and its programs.
- C. Plan the Fall and Spring Housing Leadership Retreat in collaboration with the Executive Board.
- D. Act as a liaison between RHA and housing to maintain and update the RHA website.
- E. Coordinate and distribute a roster of General Body members as needed.
- F. Work with the Vice President of Operations in the publicizing of RHA Elections.
- G. Maintain all RHA social media accounts and update them regularly and as needed for events, elections, and recruitment.
- H. Create a weekly update for In the House due Wednesday at 5:00 PM to the Adviser.
- I. Check in with each Community Council Director of Communications to update the RHA bulletin boards on campus. Must be changed monthly. Due by the fifth of each month.
- J. Vice president of Communication candidates must have at least two semesters (including the current semester) of active work in RHA and/or community council at the time of the election. In the event that there is no candidate with the one-semester requirement the

position is open to all RHA and community council officers and representatives who have experience.

- K. Will oversee the marketing committee.
- L. Fulfill the duties of the National Communications Coordinator (NCC), in representing RHA with the international organization, NACURH; and share regular updates with the General Body.

4. Vice President of Programming

- A. Plan and implement a minimum of two (2) housing-wide programs and/or activities per semester.
- B. Support Community Council Activity Chairs initiatives.
- C. Collaborate with Community Council programmers.
- D. Coordinate at least one RHA council social event per year.
- E. Keep a Calendar of RHA programs and all Community Council programs and distribute.
- F. Plan the Fall and Spring Housing Leadership Retreat in collaboration with the Executive Board
- G. Vice president of programming candidates must have at least two semesters (including the current semester) of active work in RHA and/or community council at the time of the election. In the event that there is no candidate with the one-semester requirement the position is open to all RHA and community council officers and representatives who have experience.
- H. Will oversee the programming committee

Section 8.4: Executive Board Term Lengths

- A. All Executive Board members shall hold office for one (1) academic year beginning in the fall semester
- B. Only members of the UCM RHA general body may be elected and serve in an Executive Board position.
- C. No individual shall hold more than one (1) elected position in the RHA simultaneously.

Section 8.5: Executive Board Officer Term Limits

- A. All Executive Board positions are limited to two term limits. In the event that no other candidate in RHA wishes to run for any of the positions, the term restrictions are disregarded.

Section 8.6: RHA Executive Meetings

- A. Executive Board members shall meet weekly for closed meetings during the academic year, except during academic breaks and final examination periods.
- B. Executive Board meeting must be held before the general meetings.
- C. A majority (51%) of the Executive Board including the President and/or Vice President of Operations must be present to conduct Executive Board meetings.
- D. Meeting times will be decided at the beginning of the Fall and Spring semesters.

Article IX: Community Councils and RHA Representatives

Section 9.1: Organization of Community Councils

- A. Community Councils will be organized by the RLC/Leadership RA of the community. Each Community Council is required to have:
 - a. An adviser (RLC or Professional staff)
 - b. 3 RHA representatives
 - c. President
 - d. Director of Activities
 - e. Director of Operations
 - f. Director of Communications
 - g. Resident Representatives

Section 9.2: RHA Representative

- A. Shall represent the ideas and opinions of their community.
- B. Attend all weekly RHA and Community Council meetings.
- C. Serve as a liaison between their respective Community Council and RHA.
- D. Sit on at least one internal committee.
- E. Help plan and implement programs for the benefit of all residents.
- F. Address resident issues within their hall.
- G. Should be in good academic, financial, and disciplinary standing with UC Merced Judicial Affairs, Housing & Residence Life.

Section 9.3: RHA Representative Seats

- A. Each community associated with UC Merced Housing will have 3 representatives elected to act as a voice of their community. Each RHA Representative will be elected by the student population of their designated community.
- B. Each RHA Representative must reside in the community they represent.
- C. Each RHA Representative will have one (1) vote.

- D. In the event that no resident representative is elected for a designated community, residents from the community must be informed that there is no representation for them in RHA and encouraged to elect a representative.

Section 9.4: RHA Representative Restrictions

- A. Resident Assistants are not permitted to run for Hall Representative Positions within their hall.

Article X: General Body

Section 10.1: General Body

- A. RHA General Body is elected by residents on campus.
- B. Are the voting members of RHA.
- C. One (1) vote per person excluding the President which acts as a tie breaker.
- D. Only current residents of can hold a position.
- E. General Body consists of Executive Board and all the RHA representatives who are then called officers.
- F. Should be in good academic, financial, and disciplinary standing with UC Merced Judicial Affairs, Housing & Residence Life.

Section 10.2: Powers

The General Body shall have the power:

- A. To develop and review all policies pertaining to the RHA.
- B. To adopt and to appropriate funds from the RHA budget.
- C. To approve or disapprove all presidential appointments.
- D. To support, plan, and organize events and programs for residents.
- E. To advocate on behalf of residents.
- F. To act as a liaison between residents and various University departments.
- G. Recommend policy changes to Housing Administration.

Section 10.3: RHA General Body Meetings

- A. General Body shall meet weekly for an open general meeting during the academic year, except during academic breaks and final examination periods.
- B. Meetings must be adequately advertised to residents by the Vice President of Communications.
- C. In order to conduct general meetings a minimum of 2/3 of the RHA Executive Board, including the President and/or Vice President, and a majority (51%) of RHA Reps must be present to establish quorum, which is required to conduct business.

- D. The General Meetings will be held at a time and date as determined by the executive board and in a room that is determined each year.

Section 10.4: Meeting Attendance

- A. Attendance at RHA meetings is of the utmost importance.
- B. RHA Executive Board members and RHA Representatives are required to attend RHA meetings for their whole duration, unless granted permission by president. Informed and capable proxies may be sent to the RHA meetings communicated to the President and Vice President of Communications at least 24 hours prior to the general meeting.
- C. Any proxies must be representatives from the same Community that the absent member represents.
- D. In the event that an Executive board member or RHA Representative fails to attend three (3) unexcused consecutive meetings in the semester or procure a proxy for those meetings, they may be removed from office.
- E. In the event that an Executive board member or RHA Representative fails to attend five (5) excused meetings in the academic school year, they may be removed from office. Reinstatement can occur through a two-thirds (2/3) vote of the RHA Representatives.
- F. An RHA member who is fifteen minutes late is considered absent.
- G. An excused absence includes illness, an academic exam, faculty sanction academic event, illness/death in the family, or other emergencies.
- H. All absences must be reported to the President and Vice President of Communications 24 hours prior to the general meeting if possible (i.e. academics).
- I. The RHA Adviser shall determine if an absence is excused.
- J. The Vice President of Communications must then inform the President and advisor if an RHA Representative or officer has 3 unexcused or 5 excused absences.

Section 10.5: Minutes

- A. A record of meeting proceedings must always be kept by the Vice President of Communications.
- B. The VP of Communications shall email/distribute the minutes for review 24 hours after the general meeting.
- C. The VP of Communications will then present the minutes during the following meeting for approval by the E-board members and representatives.
- D. E-board members and RHA representatives shall be responsible for reading and notifying the VP of Communications of any necessary changes at the RHA meeting.

Section 10.6: Voting and Proposals

- A. A quorum must be present to approve a budget, elect and executive officer, vote on allocations, vote on constitutional changes or any other type of proposal or action.
- B. All proposal or motions must be seconded by another voting RHA Officer.

- C. Elections and motions for Removal of Office shall be cast by secret ballot. All other voting shall be cast by a show of placards, unless a voting representative in attendance requests a secret ballot.
- D. In matters not specified in this constitution, a simple majority of all those in attendance shall be required to pass or defeat a motion.

Section 10.7: Parliamentary Authority

- A. General meetings of the RHA will be guided by Robert's Rules of Orders Newly Revised as deemed appropriate by the presiding officer.

Article XI: Committees

Section 11.1: Committees

- A. Special committees are temporary committees assembled to carry out specific tasks.
- B. There are 4 committees; Academics, Programming, Marketing, and Operations

Section 11.2: Academics Committee

- C. This committee is responsible for but not limited to the following;
 - Develop and implement new ideas to not only maintain, but improve UC Merced's retention rate.
 - Promote academic support resources on campus to housing residents.
 - Put on academic centered programs and events for the housing community.

Section 11.3: Programming Committee

- D. This committee is responsible for but not limited to the following;
 - Help ensure programs are planned and executed according to plan.
 - Discuss and brainstorm new event ideas.
 - Assist in creating events that are available for the housing community.
 - Ensure programs cater to the needs of residents.
 - Capable of committing time to help setup and breakdown programs.

Section 11.4: Marketing Committee

- E. This committee is responsible for but not limited to the following;
 - Post flyers in respective communities

- Create posters and flyers for events
- Developing creative publication methods and implementing them
- Be available to table for RHA
- Advising your CC Director of Communications

Section 11.5: Operations Committee

F. This committee is responsible for but not limited to the following;

- Making sure that kitchens have cooking utensils
- Making sure that common study areas have printers and computers that work
- Vacuums that work for residences halls
- Making sure that halls have TVs/screens for students to use
- Making sure that water machines work
- Furniture is accounted for and in good condition
- Making sure that recreational equipment is in good condition

Section 11.6: Special (ad hoc) committees

- G. Special committees are temporary committees assembled to carry out specific tasks.
- H. These committees are created by the President and are formed as the need arises.
- I. The Executive Board will consult the procedure document for previously formed committees to be used as a reference.

Article XII: External Chairs

Section 12.1: Chairs of External Boards

- A. External Chairs are RHA Officers who act as liaisons between RHA and external organizations.
- B. External Chairs are elected by the RHA general body to meet the necessary correspondence between RHA and external organizations.

Article XIII: Elections

Section 13.1: General Elections

- A. For general elections, the candidate receiving a majority (51%) of the votes shall be inaugurated into office. In the event of a tie or a lack of majority votes, an immediate run-off election shall be held between the top two vote recipients.
- B. The Vice President of Operations shall manage the Spring Elections to determine the Executive Board Positions. The President, Vice President of Operations, Vice President of Programming and the Vice President of Communications shall be elected in elections held sometime in April. If the Vice President is running again then they should appoint someone in consultation with the adviser.
- C. The newly elected Vice President of Operations shall manage the Fall Elections for the following academic year if needed.
- D. All rules will be in the policy guide.

Section 13.2: RHA Election Regulations

- A. All candidates must follow the RHA rules for campaigning when running for RHA office.
- B. Failure to do so will result in immediate disqualification from RHA elections.
- C. Campaign rules will be set and available for all candidates before each campaigning period.

Section 13.3: RHA Reelections

- A. In the event that an RHA Officer resigns or is removed from office, during the academic year, an election must be held to fill the position.
- B. In the event that a candidate is to drop before or within the first month of the next Academic semester, the current Executive Board will decide if they want the runner up from the election in the Spring. The Executive Board will vote to offer the runner up the position.
- C. The Executive Board will either offer or deny the person to be on the board.
- D. In the event that they offer the position and the runner up does not accept, then the next person who ran will be asked if agreed upon by the Executive Board.
- E. If the Executive Board decides to not allow the runner to proceed then they will run another election in the fall.

Article XIV: Resignations and Removal of Officers

Section 14.1: Executive Officer Resignation

- A. In the event that an executive officer desires to resign, they will submit a two week notice to the President or highest-ranking Officer, and Adviser, which will then notify the Executive Board of the resignation.
- B. RHA Representatives shall have the opportunity to replace the resigned executive board officer. If more than one resident representative desires to fill the position, an election within RHA officers shall take place.
- C. If an RHA Representative fulfills an Executive Board position, they must resign as an RHA Representative
- D. If no RHA Representative desires the position, an election will be held, open to all residents, in order to fill the executive position.
- E. Once appointed, the newly elected Executive Officer shall fulfill the remaining term of the resigned Executive Officer.
- F. In the event that either the President or Vice President of Operations accepts a position as a Resident Assistant will automatically be removed from office.

Section 14.2: Officer Removal Procedure

- A. Any Officer holding a position in RHA may be subject to Officer Removal. Specific charges shall be stated, and the accused shall have the right to be informed of the nature and causes of the accusation. Grounds for removal of office shall be, but are not limited by: the failure to meet Office eligibility requirements as noted in this Constitution based on position, the inability to fulfill the responsibilities of their position, or if they are found responsible for impropriety, wrongdoing, or misconduct
- B. The steps for the Office Removal Process are as follows
 1. An initial letter stating the violations and allegations of the charged officer shall be submitted by four (4) Officers or RHA Representatives.
 2. The letter shall be submitted to the Adviser.
 3. The Adviser shall present the letter of allegations to the President or next highest-ranking officer not involved in alleged charges.
 4. The highest-ranking officer not involved in the allegations and Adviser shall meet with the charged officer.
 5. Voting on the removal of office will commence at the second scheduled RHA General Meeting following the presentation of the letter stating the charges to accused officer. A two-thirds (2/3) majority vote by secret ballot is needed to removal an RHA Executive Board Officer or Representative from their position.
 6. The due process protection of the officer in question shall be:

- i. The officer in question shall temporarily be suspended from his or her position pending completion of the removal of office process.
- ii. The officer has the right to rebut any charges and/or any questionable conduct to the RHA General Body, and to bring outside witnesses to testify should it be deemed necessary.
- iii. Upon removal from the office, the officer in question shall not serve in their officer position and shall cease all RHA related communication.

Section 14.3: Officer Removal Motion Meeting Structure

- A. An Officer Removal action shall be conducted during an RHA General Meeting by motion.
- B. The Adviser must be present and preside over all meetings and hearings that pertain to the removal of officer.
- C. A quorum of two-thirds (2/3) of the Executive Board and General Body, including the accused Officer, must be present before the removal of office motion can begin.
- D. Any Executive Officer or Appointed Officer named in a removal of office motion shall not be permitted to vote on the motion, but may reserve the right to speak on their own behalf during the discussion, as well as to be present during the vote on the motion.
 1. The person making the motion will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.
 2. The Executive Officer or Appointed Officer whom the motion regards will have three minutes to speak and then will yield to the floor for two minutes of questions from the General Body.
- a. The General Body will then vote on the removal of office motion that will require a three-fourths majority decision.

If the motion carries in favor of the removal of Any Executive Officer or Appointed Officer an election will take place at the following RHA General Meeting. If the position vacant is for a RHA Representative, the respected Community Council will be notified and given instruction to appoint a replacement Representative

Article XV: Amendments

Section 15.1: Amendments to the Constitution

- A. Amendments may only be introduced during the spring semester once the new E-Board is elected, during a constitution review.
- B. The RHA President shall arrange for an amendment vote, restricted to an RHA Representative, Vice President of Communications, Vice President of Programming, and Vice President of Operations within ten (10) business days to pass the amendments

after the amendments have either been approved by a two-third (2/3) vote of the RHA Executive Board Officers or been endorsed by a petition signed by at least fifteen percent (15%) of the members of the RHA.

C. The RHA Officers must post copies of the proposed amendments and make the constitution easily accessible to the public.

Section 15.2: Voting on Amendments

- A. The RHA President shall arrange for an amendment vote, restricted to Officer or Representatives of RHA, within ten (10) business days to pass the amendments after the amendments have either been approved by a two-third (2/3) vote of the RHA Executive Board Officers or been endorsed by a petition signed by at least fifteen percent (15%) of the members of the RHA.
- B. The RHA Officers must make the constitution easily accessible to the public.

Section 15.3: Voting for Amendments

- A. Voting on amendments shall be by secret ballot.
- B. Amendments shall be considered ratified upon the affirmative majority vote of all votes cast.

Article XVI: Ratification

Section 16.1: Constitution Ratification

- A. This constitution shall become the official governing document of RHA upon ratification by an affirmative two-third (2/3) vote of all votes cast by RHA Officers during a constitution review.
- B. Constitution reviews may only take place in the spring semester once the new E-Board is elected.