



**Pacific Lutheran University  
Residence Hall Association  
Constitution and Bylaws**

## Table of Contents

<b>CONSTITUTION OF THE PACIFIC LUTHERAN UNIVERSITY RESIDENCE HALL ASSOCIATION .....</b>	<b>5</b>
<b>PREAMBLE .....</b>	<b>5</b>
<b>ARTICLE 1 – PURPOSE .....</b>	<b>5</b>
<b>ARTICLE 2 – BYLAWS .....</b>	<b>5</b>
2.1 – <i>Amendments to the Bylaws</i> .....	5
2.2 – <i>Ratification of the Bylaws</i> .....	5
<b>ARTICLE 3 – EXECUTIVE BOARD .....</b>	<b>6</b>
3.1 – <i>Eligibility</i> .....	6
3.1a – <i>Concerning Election to Incoming Executive Board</i> .....	6
3.2 – <i>Compensation</i> .....	6
3.3 – <i>Duties</i> .....	7
3.3a – <i>Duties of all Executive Board Positions</i> .....	7
3.3b – <i>Duties of the President</i> .....	7
3.3c – <i>Duties of the Vice President</i> .....	8
3.3d - <i>Duties of the Leadership Development Director (LDD):</i> .....	9
3.3e - <i>Duties of the Public Relations Director (PRD):</i> .....	9
3.3f – <i>Duties of the Activities and Outreach Director</i> .....	10
3.3g – <i>Duties of the Sustainability Director</i> .....	11
3.3h – <i>Duties of the Social Justice Director</i> .....	12
3.4 – <i>Term of Office</i> .....	12
3.5 – <i>Vacancies</i> .....	13
3.6 – <i>Removal from Office</i> .....	13
<b>ARTICLE 4 – NON-EXECUTIVE BOARD POSITIONS .....</b>	<b>13</b>
4.1 – <i>RHA Interim Members</i> .....	13
<b>ARTICLE 5 – PRESIDENTS COUNCIL .....</b>	<b>14</b>
5.1 – <i>Duties of the Executive Board President</i> .....	14
5.2 – <i>Duties of the Executive Board</i> .....	14
5.3 – <i>Duties of RHC Presidents</i> .....	14
<b>ARTICLE 6 – RESIDENCE HALL CONGRESS .....</b>	<b>14</b>
6.1 – <i>Purpose</i> .....	14
6.2 – <i>Addressing Issues</i> .....	15
6.3 – <i>Requirements</i> .....	15
<b>ARTICLE 7 – AMENDMENTS TO THE CONSTITUTION .....</b>	<b>15</b>
<b>ARTICLE 8 – RATIFICATION OF THE CONSTITUTION .....</b>	<b>15</b>
<b>BYLAWS OF THE PACIFIC LUTHERAN UNIVERSITY RESIDENCE HALL ASSOCIATION .....</b>	<b>16</b>
<b>ARTICLE 1 – ELECTIONS .....</b>	<b>16</b>
1.1 – <i>Presiding over an Election</i> .....	16
1.2 – <i>Application of Candidates</i> .....	16
1.2a - <i>Required Application Components for Elected Executives</i> .....	17
1.2b - <i>Required Application Components for Non-Elected Executives</i> .....	17

1.2c – Concerning applicants studying away..... 18

**1.3 – General Election Process for Elected Executives..... 18**

1.3a - Preliminary Interview Committee (PIC) Purpose and Structure..... 18

1.3b - Pre-Election Candidates Meeting..... 19

1.3c – Eligible Voting Members..... 19

1.3d –Distribution of General Election Ballots..... 19

1.3e - Verification of General Election Ballots..... 19

1.3f - Length of the Voting Period..... 20

1.3g - Notification of Candidates Following Elections..... 20

1.3h - Election Timeline..... 20

1.3i - Campaigning Regulations..... 20

**1.4 - Hiring Process for Non-elected Executives ..... 20**

1.4a - Composition of Hiring Committee ..... 20

1.4b - Scheduling of Interviews..... 21

1.4c - Interview Guidelines ..... 21

1.4d - Notification of Applicants Following Interviews ..... 21

1.4e - Timeline for Interview Process..... 22

**1.5 - Concerning Mid-Year Vacancies on the RHA Executive Board ..... 22**

1.5a - J-term Vacancies of Elected Executives..... 22

1.5b - J-term Vacancies of Non-Elected Executives..... 22

1.5c - Concerning Other Mid-Year Vacancies of Elected Executives ..... 22

1.5d - Concerning Other Mid-Year Vacancies of Non-Elected Executives..... 22

**1.6 - RHA Transition Period ..... 23**

1.6a - Responsibilities of Outgoing Executives During Transition ..... 23

1.6b - Responsibilities of Incoming Executives During Transition ..... 23

1.6c - Responsibilities of the RHA Advisor During Transition ..... 24

1.6d - In The Case of an RHA Executive Continuing in their Position ..... 24

**ARTICLE 2 – FILLING EXECUTIVE BOARD VACANCIES ..... 24**

2.1 – Concerning Vacancy of the President ..... 24

2.2 – Concerning Vacancy due to Studying Abroad, Graduation, or Transfer ..... 24

2.3 – Concerning vacancy by any other means ..... 25

**ARTICLE 3 –EXECUTIVE BOARD MEETINGS ..... 25**

3.1 – Duties of the Executive President ..... 25

3.2 – Duties of Executive Board Members..... 25

3.3 – Of Attendance and Quorum ..... 25

3.4 – Voting ..... 25

**ARTICLE 4 – PRESIDENTS COUNCIL MEETINGS ..... 25**

4.1 – Of Attendance and Quorum ..... 26

4.2 – Decorum and Debate..... 26

**ARTICLE 5 – ROLE OF THE RHA ADVISOR ..... 26**

5.1 – Advisor Expectations ..... 26

5.2 – RHA/RHC and Advisor Relations with Residential Life..... 27

**ARTICLE 6 – RESIDENCE HALL COUNCILS ..... 27**

6.1 – Eligibility..... 27

6.2 – RHC Minimum Standardization ..... 27

6.3 – RHC Accountability Policy..... 27

6.4 – Term of Office..... 28

6.4a – Length of Office..... 28

6.4b – Transition Period..... 29

6.5 –RHC Position Duties..... 29

6.5a – President Duties .....	29
6.5b – Vice President Duties .....	29
6.5c – Public Relations Director Duties .....	29
6.5d – Activities and Outreach Director Duties .....	30
6.5e – Sustainability Director Duties .....	30
6.5f – Social Justice Director Duties .....	30
6.5g – Concerning Additional RHC Positions .....	31
<b>6.6 – RHC Elections .....</b>	<b>31</b>
6.6a – Executive Positions .....	31
6.6b – Additional Positions .....	31
6.6c – Concerning Election to Incoming RHC .....	31
<b>6.7 – Filling RHC Vacancies .....</b>	<b>31</b>
6.7a – Concerning Vacancy of the RHC President .....	32
6.7b – Concerning Vacancy Due to Studying Abroad .....	32
6.7c – Concerning Vacancy Due to an Incoming Executive Board Election that Resulted in No Candidate Being Elected for a Position .....	32
6.7d – Concerning vacancy by any other means .....	32
<b>6.8 – Concerning RHC Constitutions .....</b>	<b>32</b>
<b>ARTICLE 7 – RESIDENCE HALL CONGRESS RESOLUTION PROCESS .....</b>	<b>33</b>
<b>ARTICLE 8 – COMMITTEES .....</b>	<b>33</b>
8.1 – Purpose .....	33
8.2 – Foci .....	34
8.3 – Creating Committees .....	34
8.3a – By means of Residence Hall Congress Resolution .....	34
8.3b – By means of Presidents Council vote .....	34
8.4 – Standing Committees .....	34
8.4a – Establishing Standing Committees .....	34
8.4b – Constitution and Bylaws Committee .....	34
8.5 – Further Structure Requirements .....	35
8.6 – Committee Expectations .....	36
8.7 – Concerning Ineffective Committees .....	36
<b>ARTICLE 9 – REMOVAL PROCESS FOR RHA EXECUTIVE BOARD MEMBERS .....</b>	<b>36</b>
<b>ARTICLE 10 AFFILIATION &amp; CONFERENCE ATTENDANCE .....</b>	<b>36</b>

# **Constitution of the Pacific Lutheran University Residence Hall Association**

*Last Revised March 19, 2013*

## **Preamble**

We the residents of Pacific Lutheran University (PLU), under the authority of Residential Life, hereby create a system that encourages student development through educational and social programming that provides a forum to share ideas and common concerns, and establishes an effective and representative advocate body for residence hall related issues. We hereby establish this Constitution and these Bylaws of the PLU Residence Hall Association, hereafter referred to as RHA.

## **Article 1 – Purpose**

RHA shall be a visible and active organization that will enhance the university experience. To these ends, RHA shall be a voice for and of the students, serving as advocates for positive and effective change at and within the campus community. RHA shall sponsor and lead open forums, supportive team-building programs, and promote and encourage all current Lutes to participate in the greater community with enthusiasm and pride in being Lutes. RHA shall promote resident student leadership development through acting as a supportive Executive Board to the Residence Hall Councils, hereafter referred to as RHCs.

## **Article 2 – Bylaws**

The Bylaws shall be the means by which the precepts of this Constitution shall be implemented. As such, they shall provide guidelines for constitutional requirements, and shall have the same authority as the Constitution.

### **2.1 – Amendments to the Bylaws**

Amendments to the Bylaws may be proposed at any time by any voting member of Presidents Council, as defined in Article 5 of the Constitution. Amendments shall be submitted to the Executive Board President, and reviewed by Presidents Council .

### **2.2 – Ratification of the Bylaws**

Properly submitted and reviewed amendments to the Bylaws, according to Article 7 of the Constitution, shall be voted on in the next Presidents Council meeting. The meeting must meet all criteria in Article 4 of the Bylaws to be valid. An amendment must

receive a minimum of affirmative votes from two-thirds of voting members in attendance to be ratified. Upon ratification, the previous Bylaws become null and void on a timeline approved by the Presidents' Council.

### **Article 3 – Executive Board**

There shall be an Executive Board that seeks to fulfill the purpose of RHA, as stated in Article 1 of the Constitution. It shall consist of the following positions: President, Vice President, Leadership Development Director, Public Relations Director, Activities and Outreach Director, Sustainability Director, and Social Justice Director. Elections for each position shall be held and conducted according to Article 1 of the Bylaws no fewer than 10 days before the end of the current Executive Board's term of office. Regular meetings of the Executive Board shall take place and meet the requirements of Article 3 of the Bylaws.

#### **3.1 – Eligibility**

All Executive Board members must be full-time students at PLU, and live in a PLU residence hall during their term of office. Executive Board members shall be required to maintain a cumulative grade point average of 2.50 or higher during their term of office. The members of the Executive Board must have at least sophomore standing, or be in their second year, at PLU. Any student who meets all criteria may be elected to fill an Executive Board position. Executive Board members may not be members of the Residential Life Professional Staff, an RHC officer, or an ASPLU Executive, Director, Auxiliary Director, Senator, or Committee Chair during their term of office. Additionally, Executive Board members shall be expected to follow PLU policies during their term of office, or risk removal according to Article 9 of the Bylaws.

##### ***3.1a – Concerning Election to Incoming Executive Board***

If running for election to the incoming Executive Board, an individual must be available to return to campus in time for fall leadership training and be a full-time student on campus for fall semester.

#### **3.2 – Compensation**

All RHA Executive Board members shall be compensated by Residential Life. For the length of their term of office, an executive shall receive a stipend that is equivalent to a standard double room rate in a traditional campus residence hall. This stipend shall be credited directly to the Executive Board Member's student account. RHA Executives who resign or are removed from office shall have their stipend amount pro-rated to reflect the percentage of time they served on the Executive Board.

### **3.3 – Duties**

The duties of Executive Board positions shall be as follows:

#### ***3.3a – Duties of all Executive Board Positions***

All Executive Board Members shall:

- Aid in residence hall sponsored programs and activities, and help in the efforts of the board by: fundraising, co-sponsoring events, advertising, and distributing information regarding programs and activities.
- Willingly contribute to all RHA functions, with the understanding that all RHA Executive Board members shall contribute equally to RHA.
- Perform all duties assigned to them by the President.
- Be aware of and fulfill Executive Board Meeting duties, as outlined in Article 3 of the Bylaws.
- Be aware of and fulfill Presidents Council Meeting duties, as outlined in Section 5.2 of the Constitution, and Article 4 of the Bylaws.
- Hold a minimum of four (4) office hours a week in the RHA office, except for outgoing executives during the transition period, where they shall hold a minimum of two (2) hours.
- In the event that a newly elected member is currently studying abroad during April, it will be required that outgoing and incoming RHA member actively communicate, in order to complete an effective transition of power.
- At the beginning of the semester, each position shall submit a projected budget to the RHA Vice President.
- If an RHA Executive member is unable to attend a committee meeting, they shall send an RHC Executive member in their place.
- Unless otherwise noted, RHA Executives must meet a minimum of once per month with their respective RHC Executive members.

#### ***3.3b – Duties of the President***

The President shall:

- Strive to be a strong voice for residents of the university.
- Be responsible for maintaining communication among the interested parties involved in residential student affairs, namely: the Board of Regents, Student Life, Residential Life, ASPLU, and the Executive Board and Presidents Council of RHA. This shall require quarterly reports to the Board of Regents, which are to be written by the President with the assistance of the Vice President.
- Serve as the RHA representative in quarterly Student Life Meetings convened by the Board of Regents.
- Convene and chair weekly Executive Board meetings according to Article 3 of the Bylaws.

- Chair or designate the chair of the Executive Board, Presidents Council, and represent RHA as a member of the Student Success and Retention Task Force.
- Create a positional contract with the help of the RHC Presidents, which signifies they have read and understand their job description. This document shall lay out expectations for the presidents, as well as their expectations of the RHA President.
- Meet no less than once per semester with each hall's president to review and discuss the individual hall councils and the work of that respective president.
- Meet no less than once per semester with each RHA Executive Board member to review goals, evaluate performance, and provide support.
- Oversee and plan Residence Hall Congress sessions in conjunction with the Vice President, taking input and assistance from all Executive Board members and Presidents Council.
- Oversee the preservation of the record mandate, and designate tasks herein for among other Executive Board members. The complete written record of the academic year must be submitted to Archives and Special Collections annually upon the end of the term of the Presidency.
- Serve as the RHA representative in President Board Rooms at any conferences attended by RHA.

### ***3.3c – Duties of the Vice President***

The Vice President shall:

- Assume the responsibilities of the President, temporarily or for the remainder of the term, in the event that the President is absent or cannot fulfill their term of office in accords with Section 2.1 of the Bylaws.
- Serve as a student representative on the Parking Appeals Board and the University Parking Committee.
- Create a positional contract with the help of the RHC Vice Presidents of Administration, which signifies they have read and understand their job description. This document will also lay out expectations for the vice-presidents, as well as their expectations of the RHA Vice President.
- Meet with each RHC Vice President once a semester to review and evaluate their work on RHC.
- Be expected to oversee and plan the monthly Residence Hall Congress Sessions in conjunction with the President, taking input and assistance from all Executive Board members and the greater Presidents Council.
- Be fully responsible for all financial matters of RHA.
- Draft an RHA budget for the fiscal year of their term of office, based on the previous year's final budget, which shall then be approved by Presidents Council.
- Provide to the Executive Board balance and activity sheets listing the actions for all RHA accounts on a regular basis, as well as at the request of the Executive Board.



- Provide a yearend final budget to be used by the following year's RHA.
- Serve in an advisory role for all RHC Vice Presidents of Administration, whose minimum duties are outlined in Section 6.2d of the Bylaws, and meet with them on a monthly basis to discuss financial matters pertaining to each hall.
- Serve on the ASPLU Appropriations Board.
- Serve on the University Review Board.

### ***3.3d - Duties of the Leadership Development Director (LDD):***

The Leadership Development Director shall:

- Plan the following in conjunction with the RHA President and Advisor:
  - RHA Retreat/Training
  - Fall RHC Training
  - Other Leadership Development Opportunities that may arise
  - Spring RHA Transition and Training

\*This position will require summer work to plan fall RHA retreat and RHC training, which may involve a brief period of time working on campus.
- [Meet with RHA President and Advisor as needed.](#)
- Work with the RHA executive board members to plan leadership development and training opportunities relevant to the roles of their coordinating RHC executives.
- Have a willingness to learn about foundations and expectations of leadership.
- Serve as a liaison to other colleges and universities whenever possible for leadership development and outreach opportunities.
- [Per the discretion of the RHA Executive Board](#), serve as the connection between The PLU RHA and the National Association of College and University Residence Halls (NACURH), and the Pacific Affiliate of College and University Residence Halls (PACURH), which may include the following:
  - [Maintain the University's NACURH affiliation status.](#)
  - Preparing for a Conference, should RHA choose to attend
  - Writing bids nominating PLU for regional and national awards
  - Participating in PACURH regional chats

### ***3.3e - Duties of the Public Relations Director (PRD):***

The Public Relations Director Shall:

- Take meeting minutes at RHA meetings, Res Hall Congress, and President Council meetings
- Document RHA sanctioned events or delegate another to document.
- Keep the RHA Facebook page up to date weekly
- Keep the RHA MyLuteLife page up to date weekly.

- Maintain RHA page on the PLU website
- Work with RHC Public Relations Directors to facilitate effective use of electronic resources, including, but not limited to Facebook, MyLuteLife, and Websites
- Design or delegate the design and distribution of advertisements for RHA events
- Create a positional contract with the help of the RHC Public Relations Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the Public Relations Directors, as well as their expectations of the RHA Public Relations Director.
- Work with the other RHA executives when planning advertising for events
- Hold monthly to bimonthly meetings with the RHC Public Relations Directors
- Be charged with oversight of a RHA calendar of events, and of individual hall newsletters
  - This includes advising RHC Public Relations Directors on necessary information, guidelines for newsletters, and ensuring that newsletters are being regularly produced
- Communicate to RHC Public Relations Directors upcoming ConCOY events and other RHA sponsored events
- Serve as the RHA liaison to student media organizations on campus
- Have basic computer skills and a willingness to learn programs like cascade, MyLuteLife, Facebook, and programs similar to Photoshop
- Be eager to develop and grow as an effective leader and advertiser

### ***3.3f – Duties of the Activities and Outreach Director***

The Activities and Outreach Director shall:

- Oversee activities planned by RHA, ensuring that they fulfill the purpose of RHA, as outlined in Article 1 of the Constitution.
- Work in conjunction with the Sustainability Director and Social Justice Director to implement the activities required by their positional duties, as outlined in sections 3.3g and 3.3h of the Constitution.
- Create a positional contract with the help of the RHC Activities and Outreach Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the Activities and Outreach Directors, as well as their expectations of the RHA Activities and Outreach Director.
- Meet no less than once per month with the RHC Activities and Outreach Directors.
- Advise and support RHC Activities and Outreach Directors as needed.
- Serve as the RHA and RHC representative for the Campus Activities Partnership.
- Serve as a member of the university Homecoming Committee.

- Attend the PACURH and NACURH conferences when attended by RHA.
- Facilitate the formation of the Connected Community of the Year schedule of events.
- Serve as a member of the campus council hosted by the Center for Community Engagement and Service.
- For programs and activities planned by the RHA Activities and Outreach Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board before any purchases are made.
- For each program and activity, submit an event profile (including budget, event setup, advertising, attendance, etc.) to the RHA President.

### ***3.3g – Duties of the Sustainability Director***

The Sustainability Director shall:

- Educate the resident community regarding issues of sustainability, focusing on their relations to responsible community living and stewardship of the earth.
- Volunteer a minimum of six (6) hours at PLU Facilities Management in the fall. The six (6) hours shall count towards required office hours, and also be waved if the Sustainability Director has previous work experience at PLU Facilities Management.
- Maintain contact and communication with recognized groups and organizations concerned with sustainability issues.
- Create a positional contract with the help of the RHC Sustainability Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the sustainability directors, as well as their expectations of the RHA Sustainability Director.
- Meet no less than once per month with RHC Sustainability Directors.
- Advise and support RHC Sustainability Directors. In particular, this includes overseeing the coordination of hall compost bin maintenance.
- Serve on the Sustainability Committee, which includes being a part of the student subgroup that oversees the Student Led Initiative Fund, which is used for campaigns around an energy and/or conservation issue. If the RHA Sustainability Director is unable to attend any of these meetings, an RHC Sustainability Director shall be appointed to attend in their place.
- Plan, in conjunction with the Activities and Outreach Director, no less than one activity per semester related to sustainability. Collaboration with other recognized groups and organizations on campus is encouraged.
- Attend the PACURH and NACURH conferences when attended by RHA.
- For programs and activities planned by the RHA Sustainability Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board before any purchases are made.
- For each program and activity, submit an event profile (including budget, event setup, advertising, attendance, etc.) to the RHA President.

### ***3.3h – Duties of the Social Justice Director***

The Social Justice Director shall:

- Highlight varying perspectives and promote education and awareness of all social groups and cultures – locally, domestically, nationally and globally, within the residence halls and other places around the campus community.
- Create a positional contract with the help of the RHC Social Justice Directors, which signifies they have read and understand their job description. This document will also lay out expectations for the social justice directors, as well as their expectations of the RHA Social Justice Director.
- Meet no less than once per month with RHC Social Justice Directors.
- Advise and support the RHC Social Justice Directors (SJD) by serving as a resource and liaison for all residence halls on issues of social justice.
- With the help of the RHC SJD, create a working understanding of social justice for the wider PLU community and use this when planning programs and events.
- Serve on the following university committees: the University Diversity Committee and the Campus Ministry Council. If unable to make a meeting, ensure that either an RHC SJD or a member of the RHA Executive Board is present in your absence.
- In conjunction with serving on the above committees, serve as the liaison to the Diversity Center and Campus Ministry.
- Maintain communication and work with, when planning programs, recognized clubs and organizations on campus with interest in social justice issues and/or promoting diversity.
- Plan, in conjunction with the RHA Activities and Outreach Director, no less than one activity per semester related to social justice. Collaboration with other recognized groups and organizations on campus is encouraged.
- Attend the PACURH and NACURH conferences when attended by RHA.
- For programs and activities planned by the RHA Social Justice Director, a proposed budget shall be drawn up and submitted to the RHA Executive Board before any purchases are made.
- For each program and activity, submit an event profile (including budget, event setup, advertising, attendance, etc.) to the RHA President.
- Two (2) of the four (4) office hours shall be spent in the Diversity Center in order to create better relationships with other diversity positions on campus.

### **3.4 – Term of Office**

The term of office for Executive Board positions is from the date of election/hire until thirty days following the date of their successor's election/hiring. The month of April during the current academic year shall be a transition and training period, during which both outgoing and incoming executives hold office. All executives must meet the eligibility criteria outlined in Section 3.1 of the Constitution. Executive

Board members may study away during J-Term and Spring semester. Furthermore, a position shall be considered vacant in the spring if a member studies abroad for that semester. It shall not be considered vacant if a member studies abroad only during J-Term.

### **3.5 – Vacancies**

In the event an Executive Board position becomes vacant for any reason, it shall be filled according to any and all applicable sections in Article 2 of the Bylaws.

### **3.6 – Removal from Office**

All elected officials of the Executive Board may be removed from office through the removal process outlined in Article 9 of the Bylaws. Grounds for removal of an Executive Board member shall include failure to meet expectations within Sections 3.1 or 3.3 of the Constitution.

## **Article 4 – Non-Executive Board Positions**

RHA may also have Non-Executive Board positions, as detailed in the following sections. None of the provisions set forth in Article 3 of the Constitution pertain to Non-Executive Board positions, with the exception of Section 3.6.

### **4.1 – RHA Interim Members**

The Executive Board shall have the opportunity to appoint Interim Members to RHA at any time during the year. Interim Members are non-compensated and non-voting positions.

#### ***4.1a – Eligibility***

Any full-time student living on campus is eligible to serve as an interim member of RHA. The only requirement is that they reside on campus while participating in RHA.

#### ***4.1b – Duties***

Interim Members shall:

- Be invited to attend RHA meetings and programs
- Be given the opportunity to help plan and execute programs

#### ***4.1c – Appointment***

Interim members shall complete an application created by the Executive Board. Applications should be made available as requested and appointed by the Executive Board on an as-needed basis throughout the year.

#### ***4.1d – Term of Office***

Interim members shall have their term of office established when they are appointed. Appointments may last up to a full academic year, but may also be less, depending on the desires of the applicant and the approval of the Executive Board.

## **Article 5 – Presidents Council**

There shall be a Presidents Council that represents residence halls and serves to govern RHA. It shall meet twice monthly during the academic year and consist of the Executive Board and all RHC Presidents. Non-officer members of the Presidents Council, a staff RHA advisor and an ASPLU representative, shall be invited to attend. Non-officer members shall not be voting members. The Presidents Council shall serve to initiate, plan, execute, and evaluate programs and policies aimed to improve residential life and the mission of RHA.

### **5.1 – Duties of the Executive Board President**

The Executive Board President shall serve as chair of the Presidents Council and it shall be their responsibility to maintain order. It is also their responsibility to create the agenda for Presidents Council. The Executive Board President shall be a voting member of the Presidents Council only in the case of a tie.

### **5.2 – Duties of the Executive Board**

The Executive Board shall present a report of their current RHA-related activities to the Presidents Council. They shall be voting members of the Presidents Council, with the exception of the President, where Section 5.1 of the Constitution super cedes.

### **5.3 – Duties of RHC Presidents**

RHC Presidents shall give a hall report, including concerns of their residents, to the Presidents Council. They shall also present ideas, programs, and happenings from their respective halls. They shall also be voting members of the Presidents Council.

## **Article 6 – Residence Hall Congress**

RHA shall convene sessions of the Residence Hall Congress, according to the following:

### **6.1 – Purpose**

Residence Hall Congress sessions shall be public meetings which have been well-advertised. Sessions shall be convened to discuss pertinent concerns, ideas, issues, and questions among the residents and residence halls of campus. Sessions shall give concerned residents, Resident Assistants, Resident Directors, RHC members, and RHA Executive Board members an opportunity to collaborate and discuss these

issues. Additionally, they shall have the capacity to propose and enact resolutions regarding issues and concerns as a way to articulate them formally to faculty, staff, and administration when necessary.

### **6.2 – Addressing Issues**

There shall be no limit on issues or topics addressed at these meetings, so long as they are appropriate for discussion, and are not derogatory or discriminatory. Issues that are deemed of special interest and concern shall be directed to committee. These committees shall be ad-hoc, and created as needed with the oversight of the President’s Council. They shall be constructed as outlined in Article 8 of the Bylaws, in accordance with the resolution proposal for the establishment of a committee. In order to enact resolutions, as per the resolution policy, see Article 7 of the Bylaws.

### **6.3 – Requirements**

Residence Hall Congress sessions shall be convened as needed during the academic year, including J-term with a minimum of three sessions per academic year. Dates for sessions of Residence Hall Congress may be set at any time and must be approved by the Presidents Council. Meetings in December and May shall be optional due to Finals and Dead Week schedule obligations. Sessions shall be scheduled for at least an hour, and shall address issues prepared in an agenda by the President and Vice President. Ample time shall also be allowed at each session for new business, concerns, and questions to be shared from the floor by any person in attendance. Resolutions may be written and brought before Residence Hall Congress at any time by any on-campus student for a vote.

## **Article 7 – Amendments to the Constitution**

Amendments to the Constitution may be proposed at any time by any voting member of Presidents Council, as defined in Article 5 of the Constitution. Amendments shall be submitted to the Executive Board President, and reviewed by Presidents Council.

## **Article 8 – Ratification of the Constitution**

Properly submitted and reviewed amendments to the Constitution, according to Article 7 of the Constitution, shall be voted on in the next Presidents Council meeting. The meeting must meet all criteria in Article 4 of the Bylaws to be valid. An amendment must receive a minimum of affirmative votes from two-thirds of voting members in attendance to be ratified. Upon ratification, the previous Constitution becomes null and void on a timeline approved by the Presidents’ Council.

# **Bylaws of the Pacific Lutheran University Residence Hall Association**

*Last revised March 19, 2013*

## **Article 1 –Elections**

*Elections shall be conducted as follows:*

### **1.1 – Presiding over an Election**

The Executive Board Vice President shall be the Election Chair unless applying for a position on the incoming Executive Board. As Election Chair, the Vice President is charged with organizing, implementing and managing the election process for the Presidential and Vice Presidential positions. If the Executive Board Vice President is applying for a position on the incoming Executive Board, a current Executive Board member who is not applying for the incoming Executive Board shall be the Election Chair. In the case that all RHA Executives are applying again, an RHC President shall serve as the Election Chair, under the supervision of the RHA Advisor.

The Election Vice Chair shall serve to assist the Election Chair throughout the process and must be filled by the RHA President. If the President is applying for re-election, the position may be filled by another RHA Executive not running for re-election or any RHC Executive.

### **1.2 – Application of Candidates**

It is the responsibility of the current RHA Executive Board to prepare an application at least ten (10) class days prior to the start of the general election. The ten (10) day application requirement may be voided by the majority vote of the RHA Executive Board, in order to hold the elections according to guidelines set forth in Article 2 of the Bylaws. Candidates will only be considered if they return a completed application to RHA according to the provisions set forth by the current RHA Executive Board. All candidates will be limited to running for one (1) elected position (President and Vice President are considered elected executives), but there is no limit on the number of non-elected positions for which an individual may apply.

The RHA Advisor is responsible for checking the conduct history and GPA (minimum 2.5 cumulative) for each applicant prior to any preliminary interviews, then consulting with the Election Chair. In the case that an applicant has a problematic conduct history or GPA, this will be communicated solely to the Election Chair and Vice Chair and appropriate action will be taken (see 1.2a). Any application information whose accuracy is brought into question may also be verified by these parties.



### ***1.2a - Required Application Components for Elected Executives***

Applicants for the Elected Executive positions are required to complete an application, which will include the following:

1. Student Identification Number
2. Year in School
3. Phone Number
4. E-mail Address
5. Candidate Statement (limited to 250 words)
6. Resume
7. Letter of Recommendation from a PLU Faculty or Staff member
  - a. Letters of Recommendation shall be due one week following the application deadline.

In addition to the above listed components, the RHA Application shall also include the time, date, and location of the pre-election candidates meeting. There should be explicit notation on the application stating that campaigning of any kind is strictly banned until the completion of the pre-election candidates meeting. Per the campaigning regulations (see 1.3i), violation of this policy may result in disqualification from the election.

Individuals applying for elected executive positions must also make a full year commitment to RHA, meaning that they must be living on campus for both the fall and spring semesters during their term of office. Elected executives are, however, permitted to study away for J-term. See section 1.5a for details regarding elected executive vacancies during J-term.

### ***1.2b - Required Application Components for Non-Elected Executives***

Applicants for the Non-elected Executive positions are required to complete an application, which will include the following:

1. Student identification number
2. Year in school
3. Phone number
4. E-mail address
5. A minimum of two (2) general questions to be answered by all Non-elected Executive Candidates
6. A minimum of one (1) position-specific question
7. Resume
8. Letter of Recommendation from a PLU Faculty or Staff member
  - a. Letters of Recommendation shall be due one week following the application deadline.

### ***1.2c – Concerning applicants studying away***

Students who are currently studying away are still eligible to apply for both elected and non-elected positions. The applicant is encouraged to participate in a preliminary interview (if applicable) or hiring interview via video or audio conference call. It will be the responsibility of the Election Chair and RHA Advisor to provide reasonable accommodations for study away applicants to demonstrate their qualification for the position. This process should mirror the process for other candidates as closely as possible throughout the election or hiring process.

## **1.3 – General Election Process for Elected Executives**

### ***1.3a - Preliminary Interview Committee (PIC) Purpose and Structure***

If more than two (2) candidates apply for either elected position, the Election Chair shall create a Preliminary Interview Committee (PIC) to select the two (2) most qualified candidates. No members of the PIC may be current RHA applicants. If PIC's are required for both elected positions, no individual may serve on both PIC's. Each PIC must consist of:

- The Election Chair or Election Vice Chair
- Another Current RHA Executives (may not be re-applying for RHA and must be in good standing on RHA per Advisor approval)
  - In the case that there are fewer than two non-running RHA executives, RHC Presidents will serve as proxies
- 2 RHC Executives
  - Preference will be given to RHC Executives in the position corresponding to the RHA position being elected
- The PIC will review and evaluate all submitted applications. The PIC must limit the candidate pool to four (4) applicants who will each be granted a preliminary interviews. Applicants may be removed from the candidate pool solely based on their application in the following cases:
  - Application is incomplete
  - Application contains falsified information
  - Applicant does not meet GPA requirement
  - Applicant's conduct record is unbecoming of a high-profile student leader
  - Application contains significant errors
  - There are more than four (4) applicants for a position
  - The four (4) or fewer applicants will then be offered a preliminary interview, which will consist of:
    - A set of four (4) position-specific questions written by the Election Chair and any non-applying RHA Executives. These questions must also be approved in advance by the RHA Advisor.
    - Any follow-up questions germane to information discussed in the interview or on the application

Once all preliminary interviews are completed, the PIC will be responsible for coming to a consensus of the top two (2) candidates. The PIC will submit these top two (2) candidates to the Election Chair to proceed to the General Election ballot.

### ***1.3b - Pre-Election Candidates Meeting***

A pre-election meeting shall be held once the list of candidates for the general election has been finalized. This meeting shall be led by the election chair or vice chair and shall be mandatory for all candidates. The time, date and location of this meeting should be included in the RHA Application. Additionally, the meeting should be scheduled in the late evening to avoid conflicting with PLU courses as much as possible. During this meeting, candidates shall be informed of campaign guidelines and the details of the election process. The meeting shall also include ample time for candidates to ask questions pertinent to the election. Should a candidate be unable to attend the pre-election candidates meeting, they must meet with the Election Chair or Vice Chair in person to make up for their absence. Candidates utilizing this option may not campaign until the completion of their meeting with the Election Chair or Vice Chair.

### ***1.3c – Eligible Voting Members***

The General Election process will be open to all residential students of PLU at the time of the election. A current Residential Life housing bedfile will be used to determine which students comprise this voting body.

### ***1.3d –Distribution of General Election Ballots***

Ballots for the elected executives of RHA must be distributed to all residential students via e-mail at the start of the voting period. Ballots may be provided using a survey or voting website chosen by the Election Chair and Vice Chair. Ballots must also provide voters access to the candidate statements and encourage the reading of these statements.

### ***1.3e - Verification of General Election Ballots***

The Election Chair must be able to verify that only eligible voters submit votes and that no voter submit multiple votes. Thus, it is imperative that within the chosen election site, there be a means of verifying the validity of each vote. Because of this, each voter will be required to also submit their student identification number when voting. This information must be held in strict confidence among the Election Chair, Election Vice Chair, and RHA Advisor. Once this information is compiled, it must be cross-checked with the current Residential Life all-campus alpha spreadsheets to verify each vote. This verification must be completed prior to the tallying of votes and determination of winners.

### ***1.3f - Length of the Voting Period***

The ballot containing voting information for the RHA elected executive positions must be made available to all residential students for a minimum of forty-eight (48) hours during the academic week (excludes University-recognized holidays, Saturdays, and Sundays). The general election must be completed prior to spring break.

### ***1.3g - Notification of Candidates Following Elections***

Following the completion of the election, applicants included on the ballot must be notified of the results via e-mail. Should an individual be elected, they will be given forty-eight (48) hours to accept or decline the position. RHA and the candidates should refrain from publicizing election results until both elected candidates have accepted the positions offered.

### ***1.3h - Election Timeline***

The General Election for elected executives must occur within one (1) week of the application deadline and must conclude at least one (1) academic week prior to spring break.

### ***1.3i - Campaigning Regulations***

Candidates may not campaign until the completion of the pre-election candidates meeting. Candidates may use the following means to campaign in the General Election:

1. Any free online advertising resources
2. Up to \$25 (provided by RHA) to spend on any form of advertising through Impact
3. Word of mouth

Candidates may not use any purchased campaign materials other than those which are purchased using the \$25 granted by RHA. This ban includes, but is not limited to, campaign giveaways, pamphlets, handouts, or perks. Any campaigning outside of the listed criteria will result in the immediate disqualification of a candidate. Prior to the disqualification of a candidate, the election chair and vice chair must consult with the RHA Advisor. In the case of a candidate being disqualified, a replacement candidate shall not be selected.

## **1.4 - Hiring Process for Non-elected Executives**

### ***1.4a - Composition of Hiring Committee***

The interview committee shall be composed of the following voting members:

- The election chair or vice chair. The executive filling this role may vary throughout the hiring process pending availability
- Another RHA executive who is not seeking to be rehired. The executive filling this role may vary throughout the hiring process pending the availability of RHA executives.
- Incoming RHA President

- Incoming RHA Vice President

Additionally, the RHA advisor shall serve as a non-voting member of the interview committee and must attend all hiring interviews. For an applicant to be hired, all voting members of the committee must reach consensus.

#### ***1.4b - Scheduling of Interviews***

Within one (1) week following the RHA Application deadline, the election chair and vice chair must provide all candidates considered for interview with a list of scheduled times for interviews. The interviews shall be conducted during times that the candidates do not have a scheduled PLU course. When scheduling these interview slots, the election chair and vice chair should ensure that there will be a complete hiring committee present for each interview. The elected executives will be responsible for attending the interviews. Prior to the general election, candidates for elected positions shall be informed prior to the election that these interviews are required, if elected. The interview slots shall consist of 20 minute periods with 15 minutes allotted for each interview.

#### ***1.4c - Interview Guidelines***

The interview committee will be responsible for viewing the application materials and furnishing the candidates questions germane to the application materials. All candidates must be asked the same set of general questions. There shall be a minimum of three (3) general questions for these interviews. A minimum of one (1) position-specific question must be asked for each of the non-elected positions. These questions shall be written by the hiring committee with the approval of Presidents Council (excluding members applying for RHA non-elected positions) and the RHA Advisor. If a candidate applies for multiple positions, they shall be asked the position-specific question(s) for each position during their interview. All applicants shall be interviewed within the hiring process only once, regardless of the number of positions for which they apply.

Should the applicants pool for a given position exceed four (4) applicants, the hiring committee shall have the option of selecting the top four (4) applicants based on their application contents alone. This option must be discussed with the RHA Advisor before being utilized and the Advisor must be present for the selection process.

After all interviews have been conducted, all members of the interview committee will be required to come to consensus regarding the placement of candidates. If the committee consists of more than four (4) voting members, the entire committee should attempt to meet together to reach hiring decisions. If one or more members of the committee are unable to attend the hiring meeting, those members who shall be absent shall proxy their voice to another committee member by submitting their recommendations for each position in writing to their proxy. Their proxy will be responsible for considering the recommendations in shaping the committee's unanimous decision. No committee member may serve as the proxy for more than absent member.

#### ***1.4d - Notification of Applicants Following Interviews***

Following the completion of the hiring process, applicants must be notified of the committee's decisions via e-mail. Should an individual be hired, they will be given forty-

eight (48) hours to accept or decline the position. RHA and affiliated individuals should refrain from publicizing hiring results until all non-elected executive positions have been accepted.

#### ***1.4e - Timeline for Interview Process***

The interview process for non-elected executives shall be conducted during the week following spring break

### **1.5 - Concerning Mid-Year Vacancies on the RHA Executive Board**

#### ***1.5a - J-term Vacancies of Elected Executives***

Should an elected executive choose to study away for J-term, a replacement will not be elected in their absence. Instead, the following procedures should be used to cover the duties of the absent executive(s):

- Should the President choose to study away for J-term, their duties shall be delegated to the Vice President.
- Should the Vice President choose to study away, their duties shall be delegated to the President
- Should both the President and Vice President choose to study away, their duties shall be delegated to other RHA Executives.

#### ***1.5b - J-term Vacancies of Non-Elected Executives***

Should a non-elected executive choose to study away for J-term, a replacement will not be hired in their absence. Their duties may be delegated to other RHA Executives or Interim members, as applicable.

#### ***1.5c - Concerning Other Mid-Year Vacancies of Elected Executives***

Should an elected executive resign from their position on RHA, an emergency meeting of Presidents Council must be called within five (5) days of the resignation. Presidents Council will be charged with planning the election process to replace the executive, per sections 1.2 and 1.3 above.

If the President resigns, the Vice President will immediately assume the role of President. An election shall then be held to replace the Vice President. If the Vice President resigns, their position will remain vacant until an election can be held to fill the vacancy. Current RHA Executives will be eligible to run for these vacant positions and will not be required to resign from their positions on the RHA Executive Board unless elected.

#### ***1.5d - Concerning Other Mid-Year Vacancies of Non-Elected Executives***

Should a non-elected executive resign from their position on RHA, an emergency meeting of Presidents Council must be called within five (5) days of the resignation. Presidents Council will be charged with planning the hiring process to replace the executive,

per sections 1.2 and 1.4 above. Current RHA Executives will be eligible to apply for these vacant positions and will not be required to resign from their positions on the RHA Executive Board unless hired.

### **1.6 - RHA Transition Period**

It is the responsibility of the outgoing RHA executive board and the RHA advisor to ensure that incoming RHA executives receive the best preparation possible for their new positions. With this in mind, there shall be a period of transition during which the outgoing and incoming RHA executives work together in office hours, meetings and at events. This period shall start at the completion of the general election and shall end four weeks following the conclusion of the hiring process. During this period, outgoing RHA executives are required to complete two (2) office hours weekly and incoming RHA executives are required to complete four (4) office hours weekly.

#### ***1.6a - Responsibilities of Outgoing Executives During Transition***

During the RHA transition, outgoing RHA executives are responsible for training their successor to the best of their ability. During the transition period, each outgoing RHA executive shall do the following:

- Complete the transition worksheet relating to their RHA position for their successor (provided by the RHA Advisor).
- Audit the RHA positional binder by removing extraneous materials, organizing remaining materials, and adding in pertinent information.
- Give their successor a tour of the RHA Office, Residential Life Office, and any other relevant on-campus resources. During the tour, they shall introduce their successor to Residential Life staff and other relevant University staff members.
- Meet with their successor at least three (3) times during office hours.
  - If possible, the outgoing executive shall attempt to hold their office hours at the same time as their successor during the transition.
- Meet with the RHA Advisor at least once to complete a brief exit interview.

#### ***1.6b - Responsibilities of Incoming Executives During Transition***

During the RHA transition, incoming RHA executives are expected to begin performing the duties of their position under the guidance of their predecessor. This period is their opportunity to ask questions about their role and gain experience. During the transition, each incoming RHA executive shall do the following:

- Develop a list of three (3) or more goals for their term in RHA.
- These goals should be discussed with both their predecessor and the RHA advisor, including dialogue with each about how to work towards these goals.
- Complete a tour of the RHA Office, Residential Life Office, and any other relevant on-campus resources. Additionally, they shall be introduced to Residential Life staff and other relevant University staff members.
- Meet with their predecessor at least three (3) times during office hours.

- If possible, the outgoing executive shall attempt to hold their office hours at the same time as their successor during the transition.
- Meet with the RHA Advisor at least once to complete a brief entry interview.

### ***1.6c - Responsibilities of the RHA Advisor During Transition***

During the RHA transition, the RHA Advisor shall serve in a supervisory role by confirming that the incoming executive board receives adequate training and guidance. The RHA Advisor shall do the following during this period:

- Meet with each outgoing RHA executive to complete a brief exit interview.
- Meet with each incoming RHA executive to complete a brief entry interview.
- Should an incoming RHA executive be a member of the outgoing RHA executive board in a different position, they must meet only once with the RHA Advisor to discuss their change in positions on RHA.
- Complete positional contracts with each incoming RHA executive and confirm that they are aware of their duties and responsibilities on RHA.

### ***1.6d - In The Case of an RHA Executive Continuing in their Position***

In the case of an RHA executive continuing in their position, the transition period must be adapted. Executives continuing the same position shall complete four (4) office hours during the transition period. Additionally, continuing executives shall:

- Develop a list of three (3) or more goals for their term in RHA.
  - These goals should be discussed with the RHA advisor, including dialogue about how to work towards these goals.
- Meet with the RHA Advisor at least once to complete an end of year interview.

## **Article 2 – Filling Executive Board Vacancies**

In the case of a vacant Executive Board Position, the position shall be filled according to the following sections that are applicable for the given vacancy.

### **2.1 – Concerning Vacancy of the President**

If the President position becomes vacant for any reason, the Vice President shall assume the position. An election shall be held to fill the Vice President position according to Article 1 of the Bylaws.

### **2.2 – Concerning Vacancy due to Studying Abroad, Graduation, or Transfer**

If an Executive Board Position is vacant for the spring semester due to the elected board member studying abroad, graduating, or transferring, then an election or hiring process (as appropriate) shall be conducted prior to Thanksgiving Break and according to Article 1 of the Bylaws. Candidates applying to fill a position for the spring semester must be living on campus for January term to complete training for their position.



**2.3 – Concerning vacancy by any other means**

If an Executive Board Position is vacant due to for any other reason, then another election or hiring process (as appropriate), as outlined in Article 1 of the Bylaws, shall be conducted.

**Article 3 –Executive Board Meetings**

The Executive Board shall meet at least once a week, for the duration of the current Executive Board’s term of office, as determined by Section 3.4 of the Constitution. Meetings shall be attended by all Executive Board members and a staff advisor. Meetings shall be used for the Executive Board to meet and plan ways to fulfill the purpose of RHA, as defined in Article 1 of the Constitution. They shall also serve as a place to vote on appropriations and carry out other business.

**3.1 – Duties of the Executive President**

The Executive President shall serve as chair of Executive Board meetings. It shall be the Executive President’s responsibility to create meeting agendas and maintain order.

**3.2 – Duties of Executive Board Members**

Each Executive Board member shall update the board on recent work and progress related to RHA.

**3.3 – Of Attendance and Quorum**

Attendance of the RHA Executive Board at RHA Meetings is mandatory. If any Executive member misses more than one meeting without leave of duty being granted from the Executive Board, the member is subject to review and possible removal from the Executive Board, as outlined in Article 9of the Bylaws. For all meetings of RHA, a quorum of officers must be present to conduct business. A quorum shall consist of two-thirds of all Executive Board members.

**3.4 – Voting**

All members of the Executive Board are voting members. The outcome of any vote is subject to advisor approval.

**Article 4 – Presidents Council Meetings**

#### **4.1 – Of Attendance and Quorum**

Attendance of the Presidents Council is also mandatory. If an RHC President misses more than one meeting without a representative from their hall, they shall be subject to review, as outlined in Section 6.3 of the Bylaws. If any Executive Board member misses more than one meeting without leave of duty being granted from the Presidents Council the member would be subject to review and possible removal from the Executive Board as outlined in Article 8 of the Bylaws. For all meetings of the Presidents Council, a quorum of officers must be present to conduct business. A quorum shall consist of half of all Executive Board members and half of all Hall Presidents.

#### **4.2 – Decorum and Debate**

All debates shall be germane and confined to the specific questions pending before the Presidents Council. No member in debate shall engage in personal attacks of fellow Presidents Council members during meeting discussions. No member shall walk out of a session of the Presidents Council while a vote is being taken, a question is being posed, Everything discussed during a session of Presidents Council is confidential.

### **Article 5 – Role of the RHA Advisor**

The RHA shall have the support and advice of a full-time professional Residential Life Staff member as an advisor. They shall not receive compensation from the RHA budget. In the event that there is more than one advisor, the duties may be split as they choose. Failure to meet expectations may result in removal from the position.

#### **5.1 – Advisor Expectations**

The advisor shall comply with the following expectations:

- Attend Executive Board meetings every other week and meet with the RHA President in weeks that they do not attend Executive Board meetings
- Attend Presidents Council meetings when asked by the RHA President
- Attend Residence Hall Congress sessions when asked by the RHA President
- Give advice and ask questions that encourage deeper thinking
- Attend Regional and National Conferences that RHA attends, or find an alternate advisor for the conference two weeks prior to the registration date
- Attend extra events as planned
- Work with the Election Chair, or appoint another Residential Life staff member, to count votes within 48 hours after an RHA election
- Assist the Leadership Development Director in planning fall training and assist in planning any fall fundraising over the summer

## **5.2 – RHA/RHC and Advisor Relations with Residential Life**

In conjunction with Article 5 of the Constitution, where the Presidents Council serves “to initiate, plan, execute, and evaluate programs and policies aimed to improve residential life,” the Presidents Council, as representatives of the students by whom they have been elected, shall serve as a liaison to the office of Residential Life. The advisor, as a Residential Life Staff member, shall foster discussion between the parties concerning issues that stem from the Residential Life Office. Furthermore, the advisor shall incorporate the concerns of the RHCs and RHA in the Residential Life decision making process. All this is to ensure positive relations between Residence Hall Councils, RHA and Residential Life.

## **Article 6 – Residence Hall Councils**

Each residence hall shall be entitled to a Residence Hall Council (RHC) that shall represent their hall to other halls, RHA, and the greater PLU community. RHCs shall also encourage, promote, and help to create community within their hall and make their hall a welcoming place to live for all residents. Duties of RHCs are to attend yearly leadership training in the summer, host one all-campus event per year, and hold weekly RHC meetings.

### **6.1 – Eligibility**

All RHC members must be full-time students at PLU and live in the PLU residence hall which their respective RHC represents. RHC members may only be a member of the RHC in the hall which they reside. RHC members shall be required to maintain a cumulative grade point average of 2.50 or higher during their term of office. Any student who meets all criteria may be elected to fill an RHC position. RHC members may not be members of the Residence Hall Association (RHA) Executive Board or an ASPLU Executive during their term of office.

### **6.2 – RHC Minimum Standardization**

An RHC shall have a minimum of the following six (6) members elected in order to function: President, Vice President, Public Relations Director, Activities and Outreach Director, Sustainability Director, and Social Justice Director. Any RHC may create other positions at their discretion once these six positions are filled.

### **6.3 – RHC Accountability Policy**

In order to create an environment in which all members are valuable and necessary for the organization to succeed, RHA holds that consistent and prompt meeting attendance is imperative. These expectations will be upheld by both RHA and the Resident Directors, as co-advisors to Residence Hall Councils. The following policy outlines the expectations for RHC members with regard to the following meetings:

- RHC Meetings
- Positional Meetings (includes Presidents' Council for RHC Presidents)
- Residence Hall Congress
- One-on-one meetings with RD and/or RHA positional representative
- Activities required by the corresponding RHA positional representative
- RHA positional representative must give 10 days' notice for required activities

Attendance at each of these events is mandatory unless pre-excused. To get a meeting pre-excused, you must contact your RD (for RHC Meetings) or your RHA positional representative (for Positional Meetings, Presidents' Council, and Residence Hall Congress). In the event that an executive will be missing an RHC Meeting, he/she is expected to notify their fellow RHC Executives via e-mail.

Excuses must be deemed reasonable by the RD or RHA positional representative (subject to meeting being missed). Neglecting to attend meetings without prior excusal will be met with the following courses of action in all cases:

*First unexcused/unnotified absence:*

- Email warning from RHA positional representative and/or RD

*Second unexcused/unnotified absence:*

- One-on-one meeting with RHA positional representative and/or RD to discuss absences and warn about potential action if the behavior continues

*Third unexcused/unnotified absence:*

- Meeting with RHA positional representative and/or Resident Director to discuss terms of participating in RHC as a representative of your community.

RHA and/or the RD will respond to other actions, such as frequent tardiness and inappropriate behavior, as needed.

## **6.4 – Term of Office**

### ***6.4a – Length of Office***

The term of office for any position shall be until either:

- a. A new candidate is elected to the position according to 6.5 of the Bylaws

- b. The end of the academic year.

**6.4b – Transition Period**

Once a new candidate fills a position within the RHC, the former RHC member in that position shall serve for two weeks as an advisor to the new RHC member. If a position is filled according to 6.5, the former member shall return and serve for two weeks in the transition period.

**6.5 –RHC Position Duties**

The duties of required RHC positions are as follows:

**6.5a – President Duties**

**An RHC President shall:**

- Preside over RHC meetings
- Attend all positional meetings called by the RHA Executive Board President.
- Maintain regular contact with their hall's Resident Director
- Know and fulfill all Presidents Council duties, as set forth by the RHA President and outlined in Section 5.3 of the Constitution and Article 4 of the Bylaws.
- Assist the RHA President in creating a positional contract.

**6.5b – Vice President Duties**

**An RHC Vice President shall:**

- Fulfill any of their RHC President's duties in the event that their RHC President is unable to fulfill them.
- Maintain careful record of RHC finances including budgets, reimbursements, and hall dues.
- Draft a tentative budget for their RHC by the end of the academic year in which they are elected.
- Attend all positional meetings called by the RHA Executive Board Vice President.
- Assist the RHA Vice-President in creating a positional contract.

**6.5c – Public Relations Director Duties**

**An RHC Public Relations Director shall:**

- Keep minutes of RHC meetings and distribute them to RHC members.
- Attend all positional meetings called by the RHA Executive Board Public Relations Director.
- Administrate promotion of events planned by their RHC.

- Administrate publishing of a hall publication on a monthly basis at minimum, and turn it in to the RHA Executive Board Public Relations Director.
- Assist the RHA Public Relations Director in creating a positional contract.

#### *6.5d – Activities and Outreach Director Duties*

An RHC Activities and Outreach Director shall:

- Administrate planning of their hall's required all-campus event.
- Administrate or delegate planning of hall's required monthly programming. This programming should promote the six pillars of community:
  - Leadership
  - Sustainability
  - Social Justice
  - Health and Wellness
  - Academics
  - Community Service
- Attend any positional meetings called by the RHA Executive Board Activities and Outreach Director.
- Assist the RHA Activities and Outreach Director in creating a positional contract.

#### *6.5e – Sustainability Director Duties*

An RHC Sustainability Director shall:

- Aim to educate their resident community regarding issues of sustainability and diversity, focusing on their relations to responsible community living and stewardship of the earth.
- Maintain the hall compost bins.
- Attend all positional meetings called by the RHA Sustainability Director.
- Assist the RHA Sustainability Director in programs within their hall and the PLU community as a whole.
- Assist the RHA Sustainability Director in creating a positional contract.

#### *6.5f – Social Justice Director Duties*

**An RHC Social Justice Director shall:**

- **Highlight varying perspectives** and promote education and awareness of all social groups and cultures, for example, issues of justice, diversity, religious identity, etc.
- Focus on the PLU mission statement: “empower students for lives of thoughtful inquiry, service, leadership and care – for other people, their communities, and for the earth” in understanding social justice.

- Help to break down the stereotypes, through education, outreach and service that limit the relations of the university campus community and that of Parkland and the greater Tacoma area.
- Attend all positional meetings called by the RHA Social Justice Director.
- Assist the RHA Social Justice Director in programs within their hall.
- Assist the RHA Social Justice Director in creating a positional contract.

*6.5g – Concerning Additional RHC Positions*

Additional RHC positions shall be recognized if its position description has been submitted and approved by RHA and is written in the hall's RHC constitution.

**6.6 – RHC Elections**

The RHC Election Process shall be as follows:

*6.6a – Executive Positions*

The six executive positions as set forth by RHA (President, Vice President, Activities and Outreach Director, Public Relations Director, Sustainability Director, and Social Justice Director) shall be elected by popular election of all hall residents in April of the current year. This election shall be presided over by RHA, with the assistance of the current hall president and the hall's RD.

*6.6b – Additional Positions*

Additional positions as set forth in 6.2f of the Bylaws shall be elected by majority vote of the six executive members. These elections shall take place after the executive members have been elected.

*6.6c – Concerning Election to Incoming RHC*

If running for election to the incoming RHC, individuals must be available to return to campus in time for fall leadership training, hall preparations, and be a full-time student on campus for fall semester.

**6.7 – Filling RHC Vacancies**

In the case of a vacant RHC Position, the position shall be filled according to the following sections that are applicable for the given vacancy. A vacant RHC position shall be filled at the discretion of the RHC President after consultation with the Resident Director or RHA President. The RHC President's discretion supersedes any

other provisions that may be applicable in Sections 6.4 or 6.5 of the Bylaws, outside of the requirement to consult with the Resident Director or RHA President.

***6.7a – Concerning Vacancy of the RHC President***

If the President position becomes vacant for any reason, the Vice President shall assume the position, and an election shall be held to fill the Vice President position. The election shall be held according to Article 4, and completed within 25 class days of the Vice President position being considered vacant. This section supersedes all other sections in Article 6.

***6.7b – Concerning Vacancy Due to Studying Abroad***

If a RHC Position is vacant for the spring semester due to the elected member's studying abroad, then an election for the vacant position will be conducted according to Article 4. The election shall be completed for the vacant position at least 10 class days prior to the end of the fall semester. Current RHC members serving in other positions may apply for the vacant position if they wish. If a current RHC member runs and is elected, then the member shall resign from their current position, and that position shall then be considered vacant and subject to Article 6. If a current RHC member runs and is not elected, then the member shall remain in their current Executive Board Position.

***6.7c – Concerning Vacancy Due to an Incoming Executive Board Election that Resulted in No Candidate Being Elected for a Position***

If an RHC position is vacant due to an election that resulted in no candidate being elected for a RHC Position, then the RHC president and the RD Advisor shall meet, to determine an appropriate process for filling the vacant positions, along with consultation with RHA. In the event that the RHC President position is not filled, then the process shall be at the discretion of the RD advisor in conjunction and/or the former RHC President. The vacant positions shall be filled within 25 days beyond the official move in day for first year students.

***6.7d – Concerning vacancy by any other means***

If a vacancy arises that does not meet the conditions described in any of the previous subsections, then the position shall be filled according to the discretion of the RHC President. The RHC President shall consult their Resident Director and the RHA President before any decision is reached.

**6.8 – Concerning RHC Constitutions**

Each RHC shall maintain an up to date RHC Constitution. Each RHC shall submit an up to date constitution to RHA annually to maintain voting privileges within



Presidents Council. It shall be the duty of RHA to keep up to date RHC Constitutions on file, and refer to them to ensure accountability and maintain the integrity of RHCs.

## **Article 7 – Residence Hall Congress Resolution Process**

The Residence Hall Congress shall have the power to enact resolutions. They shall be written, proposed, and enacted through the following process:

- The resolution is written, based on a format and template (if applicable to the issue, providing the basic formal structure followed by free prose to properly articulate the concern or issue) by a member of Presidents Council, generally an RHA executive.
- The Presidents Council shall review the resolution at least one week prior to the session of Residence Hall Congress where the resolution will be brought to a vote.
- The resolution shall be shared with all Residence Hall Council Executives at least three (3) days prior to Residence Hall Congress. The resolution should also be made available to any on campus student who requests to view it.
- The resolution should be brought to a vote in Residence Hall Congress. If the resolution is passed, it shall then be printed and delivered to its intended audience. To pass, a quorum of eight people is required, and a 2/3 majority vote.
- All approved resolutions will be maintained as both separate documents which shall be deliverable and properly notated, as well as a part of a separate historical document which shall contain all resolutions which have been approved by the Residence Hall Congress and Presidents Council in chronological order.
- If the resolution is not passed and in need of edits, it will be returned for further edits. In case of a necessary immediate response on a resolution, an emergency e-mail with the resolution will be sent to the Presidents Council with the contents of the resolution. A response will be needed within 24 hours, or less depending on the contents, from 2/3 of the council.

## **Article 8 – Committees**

### **8.1 – Purpose**

Committees shall be convened on an ad-hoc basis, as determined necessary and overseen by the Presidents Council. Their topics will vary, and thus their members will as well. Every committee shall be chaired by a member of RHA or their designate. They will be responsible to report findings and decisions to the Presidents Council, and when convened in response to concerns or discussions through a formal resolution of the Residence Hall Congress, will be expected to report to that body as well.

## **8.2 – Foci**

The varied foci of committees shall be determined by the size and scope of the issue or issues needing to be considered or addressed. For instance, said committees may include but not be limited to: Finance, Facilities, Housing Operations, Constitution and Bylaws, and Smoking.

## **8.3 – Creating Committees**

Committees may be formed by either of the following means:

### ***8.3a – By means of Residence Hall Congress Resolution***

A resolution passed in Residence Hall Congress may call for the creation of a committee. Presidents Council shall have to formally approve the resolution before the committee may officially be formed and charged with any duties.

### ***8.3b – By means of Presidents Council vote***

A committee may be formed at the discretion of Presidents Council at any time with a simple majority vote of Presidents Council in favor of forming the proposed committee with proposed duties

## **8.4 – Standing Committees**

### ***8.4a – Establishing Standing Committees***

Any committee can be deemed a standing committee if said committee is given a charge to meet for a period of over one calendar year. If said committee is proving helpful and productive to the Presidents Council, they have the prerogative to adopt them as a standing committee into the Bylaws, which will then be ratified and added to Section 7.4 of the Bylaws.

### ***8.4b – Constitution and Bylaws Committee***

The Constitution and Bylaws Committee is the recognized, authoritative body on the governance of the RHA at PLU.

#### ***i – Membership***

The Executive Board President shall serve as or designate the chair of the Constitution and Bylaws Committee. The remaining membership of this committee shall be open to any interested resident within the jurisdiction of the RHA. Membership in this committee shall consist of no less than a total of six RHC members, and two

Executive Board members. Additionally, a minimum of six residence halls must be represented.

*ii – Commitment to Forum*

In recognition of the purpose of the RHA, the Constitution and Bylaws committee shall maintain an “open door” policy. However, due to the nature of debate in this committee, the press and media shall not be permitted to attend the proceedings. This measure is indeed necessary and proper so that all in attendance may freely and openly debate issues before the committee. Any resident, university staff, faculty, or administration member may appear before the Constitution and Bylaws Committee to present concerns or proposals that are within the authority of the committee.

*iii – Authority*

The Constitution and Bylaws Committee shall have the authority to debate, amend, and send up all governing documents of RHA. In recognition of this authority, all proposals pertaining to governing documents of RHA shall be referred to this committee for debate. Governing documents shall include, but are not limited to, the RHA Constitution and Bylaws, charters, and any articles of affiliation.

*iv – Meetings*

The Constitution and Bylaws Committee shall meet on an as needed basis. The Executive Board President shall have the authority to call forth this committee. The Constitution and Bylaws Committee shall meet at least once in February each year to review the RHA Constitution and Bylaws. The precise time and location of the meetings shall be recorded in the RHA Calendar and the agendas of the Presidents Council, as well as be addressed at January and February Residence Hall Congress Sessions.

## **8.5 – Further Structure Requirements**

All financial committee matters shall be chaired by the RHA Executive Board Vice President. All facilities concerns shall be chaired by the RHA Executive Board Vice President or their designate. All committee sizes in terms of the number of members shall be determined as seen fit by the Presidents Council, but it is recommended that they have equal membership and representation among halls. Every available opportunity will be provided equality in representation through appointing and affirming members through the Residence Hall Congress sessions and under the auspices of the Presidents Council.

### **8.6 – Committee Expectations**

All committees shall have a chair person, a member of the RHA Executive Board or their designate. Further, one member shall be selected as scribe or stenographer and be responsible for keeping all notes and minutes from committee meetings. These shall be made available no more than two days following every meeting for the review of the Presidents Council, and RHA. Additionally, all minutes from meetings shall be available at Residence Hall Congress meetings. If deemed necessary, committees will also incorporate faculty members. For example, if a subcommittee on a facilities concern such as smoking areas is formed, the subcommittee will be responsible to report findings to the larger facilities committee and to the faculty and staff associated with such concerns such as the Vice-President of Student Life at PLU and the Dean of Residential Life.

### **8.7 – Concerning Ineffective Committees**

If the Presidents Council determines that a committee is not meeting to their satisfaction in regards to the issues they have been charged with, the Presidents Council shall have the authority to disband the committee. They may be disbanded and then reconstructed based on the Council's prerogative.

## **Article 9 – Removal Process for RHA Executive Board Members**

Removal proceedings will begin with a written statement from an RHA member or RHA Advisor giving reason for the removal of another RHA member. The RHA Executive Board President shall then convene a meeting with the RHA Executive Vice President and the RHA Advisor(s) to produce written deliberation concerning the matter of the RHA member removal. When the Executive President is tried the RHA Advisor shall pick another RHA Executive member to deliberate the matter in their place. When the Executive Vice President is tried, the RHA Advisor shall pick another RHA Executive member to deliberate the matter in their place. Furthermore, no individual shall be removed without prior warning and knowledge of the concerns with which the removal is justified. In applicable cases, individuals shall be liable and subject to hearing and sanction, according to university policy, regardless of the outcome of the removal process. The position shall then be filled according to Article 2.4 of the Bylaws.

## **Article 10 Affiliation & Conference Attendance**

Each RHA will decide whether to affiliate with PACURH (Pacific Affiliate of College & University Residence Halls) and NACURH (National Affiliate of College & University Residence Halls). If an RHA chooses to affiliate, it will be the responsibility of the LDD to follow guidelines set forth by PACURH and NACURH to do so. If an RHA chooses to affiliate, they will have the option of attending

PACURH and/or NACURH conferences. Affiliation and attendance at conferences will be decided by the RHA Executive Board and Advisor.