



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

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

*Last Revised March 13, 2017*

## **Preamble**

We, the residents of Pacific Lutheran University (PLU), under the authority of the Campus 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 residents and other students utilizing the residence halls, serving as advocates for positive and effective change within the campus community. RHA shall sponsor and lead open forums, supportive team-building programs, and promote and encourage all current residents 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 President’s Council or by a RHA Executive Member, as defined in Article 5 of the Constitution. Amendments shall be submitted to the RHA Executive Board President, and reviewed by President’s Council.

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

Properly submitted and reviewed amendments to the Bylaws, according to Article 6 of the Constitution, shall be voted on in the next President’s 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 to be ratified. Upon ratification, the previous Bylaws become null and void on a timeline approved by the President’s 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, Activities and Outreach Director, Leadership Development Director, Public Relations Director, Social Justice

Director, and Sustainability Director. Elections for the President and Vice President shall be held and conducted according to Article 1 of the Bylaws no fewer than 30 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. Any student who meets all criteria may be elected or hired to fill an Executive Board position. Executive Board members may not be a member of the Residential Life Professional Staff, a Resident Assistant, an RHC officer, a member of the Student Activities Board, or an Associated Students of PLU Executive. This is not applicable during transition periods.

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

If running for election or hired for the upcoming academic school year to the incoming Executive Board, an individual must be available to return to campus in time for leadership training and be a full-time student on campus for the 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 housing credit that is equivalent to a standard double room rate in a traditional residence hall and which is credited directly to the Executive Board Member's student account. RHA Executives who resign or are removed from office shall have their housing credit amount prorated to reflect the percentage of time they served on the Executive Board.

### **3.3 – Duties**

The duties of the 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 and duties, with the understanding that all RHA Executive Board members shall contribute equally to RHA.
- Perform all duties presented by the President of RHA.
- Be aware of and fulfill Executive Board Meeting duties, as outlined in Article 3 of the Bylaws.
- General Assembly shall be held monthly by RHA and all Executive members shall attend.
- Hold a minimum of three (3) office hours a week in the RHA office. Each RHA Executive Member except for the President shall hold a fourth office hour outside of the RHA office in spaces including: The Diversity Center, The Center for Gender Equity, The Cave, Campus Ministry, Center for Community Engagement

& Service or other offices that agree to let an RHA Executive Member hold an office hour there. These locations shall be decided at the beginning of the school year as a team so that each member is in an office that best fits their position/goals for the year. The President shall hold their fourth office hour in the RHA office. During the transition period, outgoing executives shall hold a minimum of two (2) hours. Two (2) office hours shall be held during dead week, but office hours during finals week, campus closure, and academic breaks (i.e. spring break, winter break) are not required.

- In the event that a newly elected member is currently studying away during the semester they are hired, it will be required that outgoing and incoming RHA members actively communicate, in order to complete an effective transition of responsibility.
- Each RHA Executive Member shall serve on at least one committee/council/board for their term on RHA. Some of these committees are specified in specific position descriptions but the remaining groups that need an RHA representative include: Campus Ministry Council, Dining Committee, Service Council, Accessibility Committee, Parking Appeals Board and Parking Committee. Who serves in these committees shall be decided at the beginning of the school year as a team so that they are evenly divided among different positions and each one has an RHA representative. It is the RHA Executive Board Member's responsibility to be in contact with these councils.
- At least 10 days before the planning of an event, each RHA Executive Board Member shall submit a proposed budget to the RHA Vice President.
- If an RHA Executive member is unable to attend a university committee meeting, they shall send either another RHA Executive Member or RHC Executive Member in their place as a proxy.
- RHA Executives are expected to maintain at minimum monthly contact and meeting with their respective RHC counterparts.
- RHA Executives are expected to create a positional contract with the aid of their respective RHC counterparts, that details the expectations of their respective RHC counterparts and expectations of the RHA Executive.
- Each RHA Executive Member is encouraged to collaborate on an event with PLU faculty, staff, or other student organizations or leaders at least once a semester. This excludes the President and Vice President.
- For each program, activity, and training, each RHA Executive Member shall submit a transition report for future RHA reference including budget, event set-up, advertising, attendance, etc. to the RHA President and RHA Advisor.
- Meet with RHA President and Advisor as needed.

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

The President shall:

- Serve as the representative 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, and Student Engagement, ASPLU, SAB, and the Executive Board and President's Council of RHA. This shall require quarterly reports to the

Board of Regents, which are written by the President with the assistance of the RHA Advisor. The President shall also sit on the Student Leadership Board.

- Serve as the RHA representative in quarterly Student Life Meetings convened by the Board of Regents. They shall attend all meetings of the Board of Regents inclusive of social meals and Plenary sessions as able.
- Convene and chair weekly Executive Board meetings according to Article 3 of the Bylaws.
- Chair or designate the chair of the Executive Board, President's Council, and represent RHA as a member of other committees as assigned.
- 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.
- Serve as the RHA representative in President Boardrooms at any conferences attended.
- Meet with RHA Advisor weekly to go over agenda and discuss RHA business
- *NOTE: This position will require summer work to help the LDD plan the fall RHA retreat and RHC training, which may involve a brief period of time working on campus. This position will also help guide the AOD with Block Party.*

### **3.3c – Duties of the Vice President (VP)**

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.
- Be fully responsible for all financial matters of RHA and meet with Residential Life Facilities Coordinator and Office Supervisor.
- Draft an RHA budget for the fiscal year of their term of office before the start of the upcoming school year, based on the previous year's final budget, to be reviewed by the Executive Board.
- Maintain an approval process for board members to spend RHA funding.
- 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 year end final budget to be used by the following year's RHA.
- Plan and implement all fundraisers for RHA in conjunction with the RHA Advisor.
- If invited, serve on the Associated Students of PLU (ASPLU) Appropriations Board. The Vice President shall also sit on the Student Leadership Board.
- Serve as a liaison to other colleges and universities whenever possible for leadership development and outreach opportunities.
- If the RHA Executive Board chooses to affiliate, serve as the connection between 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.
- Serve as the National Communications Coordinator (NCC).

### **3.3d – Duties of the Activities and Outreach Director (AOD)**

The Activities and Outreach Director shall:

- Oversee and support activities and events planned by RHA, particularly with room reservations through EMS, ensuring that the programming fulfills the purpose of RHA, as outlined in Article 1 of the Constitution.
- Advise and support RHC Activities and Outreach Directors as needed.
- Collaborate with the Office of Alumni & Constituent Relations for events inclusive of Homecoming and Family Weekend when invited.
- For each program and activity, submit a transition report (including budget, event set-up, advertising, attendance, etc.) to the RHA Advisor and President and make it available to other members of RHA.
  - Past programs and activities include Block Party, Sound Off, PLU’s Got Talent, Room Expo, and Late Night Breakfast. These may be delegated to other RHA members.
- *NOTE: This position will require summer work to plan Block Party and Sound-Off, which may involve a brief period of time working on campus.*

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

The Leadership Development Director shall:

- Plan the following in conjunction with the RHA President and Advisor:
  - RHA Training
  - Fall RHC Training
  - Spring RHA/RHC Transition and Training
  - Other Leadership Development Opportunities that may arise
  - *NOTE: This position will require summer work to plan the fall RHA retreat and RHC training, which may involve a brief period of time working on campus.*
- Work with the RHA executive board members to plan leadership development and training opportunities relevant to the roles of their coordinating RHC executives.
  - This includes planning monthly General Assemblies, excluding the month of January.
- Have a willingness to learn about foundations and expectations of leadership.
- Serve as a non-voting member and the liaison between RHA and National Residence Hall Honorary (NRHH) program during the NRHH meetings, which includes the following:
  - Maintain regular communication with the NRHH President and advisor(s)
  - Write Of the Months (OTMs) monthly in conjunction with other NRHH members
  - Serve as a resource for the NRHH board
  - Participate and aid with NRHH events and programming when able.

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

The Public Relations Director Shall:

- Take meeting minutes at RHA meetings.
- Document RHA sanctioned events or delegate another RHA Executive Member to document.
- Maintain all RHA social media weekly.
- Maintain RHA and each RHC page on the PLU website.
- Maintain and advance the RHA brand on campus through intentional actions.
- Work with RHC Public Relations Directors to facilitate effective use of electronic resources, including but not limited to Facebook, Twitter, Instagram, and the PLU website.
- Design and distribute RHA advertisements.
- Work with the other RHA Executive Members when planning advertising for events.
- Be charged with oversight of an 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.
- Serve as the RHA liaison to student media organizations on campus.
- Know or be willing to learn basic computer skills and programs like WordPress, Twitter, Facebook, and programs in the Adobe Creative Suite (e.g., Photoshop, Illustrator, InDesign).
- *NOTE: This position will require summer work to assist with RHC summer designs, the coordination of the IMPACT design requests and summer swag ordering.*

### ***3.3g – Duties of the Social Justice Director (SJD)***

The Social Justice Director shall:

- Highlight varying perspectives and promote education and awareness of all social groups and cultures – locally, nationally, and globally, within the residence halls and other places around the campus community.
- Advise and support the RHC Social Justice Directors and related specialty positions by serving as a resource for all residence halls on issues of social justice.
- Serve on the following university committees: the University Diversity Committee and DJS Fund Review Committee.
- Maintain communication and work with -- when planning programs -- recognized clubs and organizations on campus with an interest in social justice issues and/or promoting diversity.

### ***3.3h – Duties of the Sustainability Director (SD)***

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.

- Coordinate with the Waste Diversion Office and Resource Conservation Manager in Facilities Management to learn about PLU's sustainability infrastructure in order to pass relevant knowledge on to RHCs.
- Maintain contact and communication with recognized groups and organizations concerned with sustainability issues, including meeting with the Waste Diversion Supervisor or Coordinator from the Waste Diversion Office and the Coordinator for Sustainability Integration from the Diversity Center at least once a semester.
- Advise and support RHC Sustainability Directors. In particular, this includes overseeing the coordination of hall compost bin maintenance.
- Serve on the Sustainability Committee and relevant subcommittees. This includes serving on the Sustainability Tracking, Assessment & Rating System™ (STARS) sustainability reporting committee as needed.
- Serve on the student committee that oversees the DJS Fund, which is used for campaigns and projects that pertain to diversity, justice, and sustainability.

### ***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 although it is not preferred. Furthermore, a position shall be considered vacant in the spring if a member studies away for that semester. It shall not be considered vacant if a member studies away only during J-Term. If an RHA member leaves the organization permanently during J-Term and/or Spring, the position will be considered vacant until new directors are selected for the following school year.

### **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 and hired officials of the Executive Board may be removed from office through the removal process outlined in Article 8 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. Interim members are an optional addition to the RHA board in the event that it is necessary, such as a leader of a new RHA-affiliated committee. 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 Appointed Members**

The Executive Board shall have the opportunity to appoint 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 requirements are that they reside on campus while participating in RHA, they have a minimum 2.5 cumulative GPA, and are in good standing with the PLU conduct system.

#### ***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 – President’s Council**

There shall be a President’s Council that represents residence halls and serves to govern RHA. It shall meet weekly during the semester. The President’s Council shall consist of the RHA President and all RHC Presidents. Executive board members and other members of the PLU community may be invited to attend. At least  $\frac{2}{3}$  of all RHC Presidents who are present at President’s Council must vote yes before approval of constitutional changes. The President’s 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 President’s Council and it shall be their responsibility to maintain order. It is also their responsibility to create the agenda for President’s Council and present a report of current RHA-related activities. The Executive Board President shall be a voting member of the President’s Council only in the case of a tie.

#### **5.2 – Duties of RHC Presidents**

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

## **Article 6 - Residence Hall Council (RHC) General Assembly**

### **6.1 – Purpose**

RHC General Assembly shall provide RHC Executives additional and continuous professional development opportunities. It will also provide a space for RHCs to share and collaborate for past and future programs, events, and advocacy. A minimum of one RHC General Assembly shall be held per month . It is suggested that at least two RHC members from every hall should attend.

#### ***6.1a – Occurrence of RHC General Assembly***

The dates for RHC General Assembly will be set by the RHA Executive board at the beginning of each semester, and all RHC members will be notified or reminded at least a week prior to each General Assembly.

## **Article 7 – President’s Council Amendments to the RHC and RHA Constitutions**

Amendments to the Constitution may be proposed at any time by any voting member of President’s Council, or RHA Executive Member as defined in Article 5 of the Constitution. Amendments shall be submitted to the Executive Board President, and reviewed by President’s Council. In the occurrence that no RHC President Council exists, Amendments can be made by the RHA Board and Advisors unanimously.

## **Article 8 – President’s Council Ratification of the RHC and RHA Constitutions**

Properly submitted and reviewed amendments to the Constitution, according to Article 7 of the Constitution, shall be voted on in the next President’s 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 all voting members present to be ratified. Upon ratification, the previous Constitution becomes null and void on a timeline approved by the President’s Council. In the occurrence that no RHC President Council exists, Ratifications can be made by the RHA Board and Advisors unanimously.

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

*Last revised April 26, 2019*

## **Article 1 –Elections**

*Elections shall be conducted as follows:*

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

An outgoing RHA President shall be the Election Chair. If the RHA President will re-apply for RHA, the Vice President will serve as the Election Chair. If the RHA Vice President will reapply for RHA, an outgoing RHA Executive Board Member will serve as the Election Chair. In the event that all of the Executive Board Members are re-applying for RHA, an RHC President who is not applying for RHA shall serve as the Election Chair, under the supervision of the RHA Advisor and outgoing RHA Executive Board.

As Election Chair, the Executive Board Member is charged with organizing, implementing and managing the election process for the Presidential and Vice President positions.

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

It is the responsibility of the RHA Election Chair and RHA Advisor(s) 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 RHA Advisor(s) and appropriate action will be taken (see 1.2a of the Bylaws). 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

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 of the Bylaws), 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 and maintain their position for the following spring. See Section 1.5a of the Bylaws for details regarding elected executive vacancies during J-term.

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

Applicants for the Non-elected Executives 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. Recommendation from anyone but family members, current RHA Executive Board, an RHA advisor, or other members of the selection committee.

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

Students studying away during the application period are still eligible to apply for non-elected positions. The applicant is invited 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 RHA Advisor(s)
- Another current RHA Executive (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 or RHC Vice Presidents will serve as proxies
- The PIC will review and evaluate all submitted applications. The PIC must limit the candidate pool to four or less (4) applicants who will each be granted a preliminary interview. 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
  - 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 pertinent 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 and shall be mandatory for all candidates. The time, date and location of this meeting should be included in the RHA application.

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 – Residence Hall General Assembly Presentation***

Finalized candidates for RHA President and Vice President must present their platform at a scheduled Residence Hall General Assembly to allow the general student body a structured way to interact with the candidates and get to know them.

All candidates are allotted a five (5) minute presentation with an additional five (5) minutes for a question and answer session.

### ***1.3d – 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 roster will be used to determine which students comprise this voting body.



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

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

### ***1.3f - 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 by the 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.

### ***1.3g - 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.

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

Following the completion of the election, applicants included on the ballot must be notified of the results via email. 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.

### ***1.3i - 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.

### ***1.3j - 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 per candidate (provided by RHA) to spend on any form of advertising approved by RHA
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. Campaign materials also cannot put down other candidates. 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, it is not required that a replacement candidate is selected. However, a replacement can be chosen.

## **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
- Incoming RHA President
- Incoming RHA Vice President
- RHA Advisor(s)
- Optional: Outgoing RHA President
- Optional: Outgoing RHA Vice President
- Optional: Non-Elected Outgoing Executive Members

Additionally, the RHA advisor shall serve as a non-voting member of the interview committee and is strongly encouraged to 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 must provide all candidates considered for an 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 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 that these interviews are required, if elected. The interview slots shall consist of 30 minute periods with 20 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 pertinent 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. 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) or less 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 one (1) absent member.

The committee is responsible for identifying the top candidates for each position who will speak at an RHC General Assembly. Each candidate is allotted an equal amount of time for a presentation and for a question and answer session.

After all of the presentations have been completed, each RHC will be given time to caucus.

#### ***1.4d – Selection Guidelines***

Post-caucus, each RHC member present will submit their preferences for the candidates they support. These preferences will be taken into consideration when hiring.

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

Following the completion of the hiring process, applicants must be notified of the committee's decisions via email. 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.

### **1.5 - 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 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 the RHA Executive Board and RHA Advisor(s) must be called within five (5) days of the resignation. The Executive Board and RHA Advisor(s) 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 RHA President and RHA Advisor(s) must be called within five (5) days of the resignation. RHA President and RHA Advisor(s) will be charged with deciding whether to plan 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 report relating to their RHA position for their successor.
- Organize the RHA physical and online documents to be accessible for future RHAs.
- 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 a minimum of 30 minute sessions counting toward 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 transition meeting

***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 transition meeting.
- Meet with each incoming RHA executive to complete a transition meeting..
- 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 working agreements 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 a Position***

In the case of an RHA executive continuing in a position, the transition period must be adapted. Executives continuing in RHA shall complete four (4) office hours during the transition period, two with the incoming member to be trained and two with the outgoing member doing the training. Additionally, continuing executives who are continuing in the same position 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 continuation plan.

**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 Away, Graduation, or Transfer**

If an Executive Board Position is vacant for the spring semester due to the elected board member studying away, graduating, or transferring, then an election or hiring process shall be conducted prior to winter break and according to Article 1 of the Bylaws.

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

If an Executive Board Position is vacant 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 RHA Advisor. Meetings shall be used for the Executive Board to plan ways to fulfill the purpose of RHA, as defined in Article 1 of the Constitution. They shall also serve as a place to conduct other business.

### **3.1 – Duties of the Executive President**

The RHA President shall serve as chair of Executive Board meetings. It shall be the RHA 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 the absence being excused by the RHA President or Advisor(s), the member is subject to review and possible removal from the Executive Board, as outlined in Article 9 of 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 – President's Council Meetings**

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

Attendance of the President's Council is mandatory for RHC Presidents and the RHA President. 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. For all meetings of the President's Council, a quorum of officers must be present to conduct business. A quorum shall consist of the RHA President and half of all Hall Presidents. A proxy is not to be included in this quorum.

### **4.2 – Decorum and Debate**

All debates shall be pertinent and confined to the specific questions pending before the President's Council. No member in debate shall engage in personal attacks of fellow President's Council members during meeting discussions. No member shall walk out of a session of the

President's Council while a vote is being taken or a question is being posed. Everything discussed during a session of President's Council is confidential.

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

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 week and meet with the RHA President in weeks that they do not attend Executive Board meetings.
- Meet with RHA President weekly to go over agenda and discuss other RHA business.
- Meet at a minimum 1 time per semester and as needed with each RHA Executive Board Member.
- Support the RHA Executive Board as needed, including, but not limited to: RHC trainings, fundraising efforts, events, and General Assembly.
- Attend President's Council meetings when asked by the RHA President.
- Give advice and ask questions that encourage critical 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 review votes within 48 hours after an RHA election.

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

In conjunction with Article 5 of the Constitution, where the President's Council serves "to initiate, plan, execute, and evaluate programs and policies aimed to improve Residential Life," the President's 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, hold weekly RHC meetings, and have programming at least once a month.

## **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 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, an Associated Students of PLU (ASPLU) Executive or a Student Activities Board (SAB) Executive during their term of office. This is permitted during the transitional periods only.

## **6.2 – RHC Minimum Standardization**

An RHC shall have a minimum of the following six (6) members elected: 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. Review individual hall constitutions for further descriptions and duties of these positions.

### ***6.3a – Concerning Additional RHA Recognized RHC Positions***

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

## **6.4 – RHC Elections**

The RHC Election Process shall be as follows: The executive positions as set forth by RHA (President, Vice President, Activities and Outreach Director, Public Relations Director, Sustainability Director, specialty position directors, 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 CD.

## **6.5 – 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 with consultation of the Community Director and RHA President.

### ***6.5a – 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 of the Bylaws or appointed by consultation of the Community Director, RHC and RHA President, and completed within 25 class days of the Vice President position being considered vacant. This section supersedes all other sections in Article 6 of the Bylaws.



### ***6.5b – Concerning Vacancy Due to Studying Away***

If a RHC Position is vacant for the spring semester due to the elected members studying away, then an election for the vacant position will be conducted according to Article 4 of the Bylaws. 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 of the Bylaws. If a current RHC member runs and is not elected, then the member shall remain in their current Executive Board Position.

### ***6.5c – Concerning Vacancy Due to an Executive Board Election that Resulted in No Candidate Elected***

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 CD 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 CD advisor 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.

### ***6.5d – 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 and Community Director. The RHC President shall consult their Community Director and the RHA President before any decision is reached.

## **6.6 – 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 President’s 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. All proposed amendments to the hall constitutions must pass with a majority role with the hall’s RHC and then brought to a President’s Council for all of the hall presidents to vote on to ratify with a majority vote.

## **Article 7 – Committees**

### **7.1 – Purpose**

Committees shall be convened on an ad-hoc basis. 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 President’s Council, and when convened in response to concerns or discussions through a formal resolution of the General Assembly, will be expected to report to that body as well.

## **7.2 – 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.

## **7.3 – Creating Committees**

Committees may be formed by either of the following means:

### ***7.3a – By means of RHC General Assembly Resolution***

A resolution passed in General Assembly may call for the creation of a committee. President's Council shall have to formally approve the resolution before the committee may officially be formed and charged with any duties.

### ***7.3b – By means of President's Council vote***

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

## **7.4 – Standing Committees**

### ***7.4a – 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 RHA Executive Board, 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.

### ***7.4b – Constitution and Bylaws Committee***

President's Council serves as the Constitution and Bylaws Committee. It is the recognized, authoritative body on the governance of the RHA at PLU.

#### *i – 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.

#### *ii – 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 President's Council, as well as be addressed at January and February General Assembly Sessions, should it be held at those times.

### **7.5 – Concerning Ineffective Committees**

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

## **Article 8 – 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 or 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.

### **8.1 – Performance Appraisal & Termination**

- The RHA advisor and President will formally evaluate RHA Executive Board performance at least once during the year.
- RHA Executive Board evaluation materials (RHA President, self, RHA peer, RHC Positionals) will be considered as part of the criteria for re-application to RHA for the next school year.
- RHA Executives or members of the Executive Board who resign or are removed from office shall have their compensation prorated to reflect the percentage of time they served on the Executive Board.
- PLU reserves the right to suspend pay effective immediately relative to the reason for dismissal.

### **8.2 – Warning**

A warning is the first disciplinary level within the RHA Executive Board departmental expectations. Warning status means that a RHA Executive Board member has not satisfactorily met their job expectations. When a RHA Executive Board member is placed on warning status they will receive a written letter from the RHA Advisor and/or RHA President stating they have been placed on warning status for the assigned time determined in the letter.

A RHA Executive Board member could be placed on warning status if they consistently (2 or more instances) display the following:

- Tardiness to staff meetings and/or one-on-ones
- Failure to show up to events/ programming
- Tardiness to events or programming
- Missed deadlines

- Failure to attend office hours at your weekly designated time

An RHA Executive Board member could be placed on warning status immediately if they display the following:

- Tardiness to a positional or 1:1 with an RHC member
- Missed a meeting without prior notice
- Unapproved/Inappropriate use of budget money
- Failure to fulfill the duties in Article 3.3
- Violations of the PLU Code of Conduct

An RHA Executive Board member who is on warning status must have a meeting and create a plan of action with the RHA Advisor and/or the RHA President. The action plan will be geared towards displaying improvement in the area in which they were placed on warning status. RHA Executive Board members who show marked improvement (determined by RHA Executive Board member and the RHA Advisor/ RHA President) may have the duration of the warning status amended.

### **8.3 – Probation**

Probation is the second disciplinary level within the RHA Executive Board departmental expectations. Probation status means that an RHA Executive Board member has not satisfactorily met their job expectations in multiple minor instances, or one major instance (as defined below). When an RHA Executive Board member is placed on probation status they will receive a written letter from the RHA Advisor and/or RHA President stating they have been placed on probation status for the remainder of the academic year (or until the end of the fall semester of the following academic year if during J-Term or spring semester).

An RHA Executive Board member could be placed on probation status if they consistently (2 or more instances) display the following:

- Continued tardiness to programs and/or RHC events, etc.
- Missed staff meetings or one-on-ones without notification within 24 hours
- Missed positional or RHC general assembly/program

A RHA Executive Board member could be placed on probation status immediately if they display the following:

- Failure to meet GPA expectations (i.e., semester GPA is below 2.5, but cumulative GPA remains above 2.5)
- Violations of the PLU Code of Conduct

**A RHA Executive Board member may also be placed on probation status if they are already on warning status and behaves in a way that would result in another warning.**

An RHA Executive Board member who is placed on probation status will meet with the RHA Advisor and/or the RHA President to develop an action plan. The action plan will be geared towards displaying improvement in the area in which they were put on probation in order to continue employment. The RHA Executive Board member will have four weeks to show improvement in this area to the RHA Advisor and the RHA President. If the RHA Executive

Board member shows improvement within the four weeks, they will continue employment under probationary status for the remainder of the academic year. If, however, the RHA Executive Board member does not show improvement they may be terminated.

#### **8.4 – Termination**

Termination status means that an RHA Executive Board member has displayed behavior that constitutes a major violation of the responsibilities of the position, violates local, state, or federal laws or endangers the safety of the community. When an RHA Executive Board member is terminated they will receive a written letter from the RHA Advisor and/or the RHA President stating they have been terminated and the reason(s) for dismissal will be provided.

An RHA Executive Board member could be terminated if they display the following:

- Repeated missed staff meetings or one-on-ones after conversations with supervisor
- Compromising the integrity of Residential Life and/or PLU
- Failure to show improvement within the first 4 weeks of probation status as agreed upon within the action plan
- Violation of Federal and/or State Laws
- Violations of the PLU Code of Conduct

**An RHA Executive Board member may also be terminated if they are already on probation and conducts behavior that would result in another probation period.**

An RHA Executive Board member who is terminated will meet with the RHA Advisor and the RHA President to discuss reason for termination. The RHA Executive Board member will lose access to the RHA office. RHA Executives who resign or are removed from office shall have their compensation prorated to reflect the percentage of time they served on the Executive Board.

### **Article 9 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 RHA chooses to affiliate, it will be the responsibility of the Vice President to follow the guidelines set forth by PACURH and NACURH to do so. If RHA chooses to affiliate, they will have the option of attending PACURH and/or NACURH conferences, budget permitting. Affiliation and attendance at conferences will be decided by the RHA Executive Board and Advisor.