Article I: Mission Statement

Mission Statement: The Loyola University Chicago Residence Hall Association (RHA) is a residential student-run organization that strives to develop the on-campus community through a tradition of advocacy, leadership, and programming. These values promise to create a forum for the student voice, provide opportunities for personal development, and coordinate activities to enhance the residential experience.

As a departmentally funded entity of Residence Life at Loyola University Chicago, RHA is subject to programmatic evaluations and decisions deemed most appropriate for university residence halls by the RHA Advisor, a full time Residence Life staff member. This partnership will be promoted through consistency and regular communication. In addition, RHA members agree to be bound by University rights and responsibilities.

This Constitution serves as the template for the association and as such is an agreement between executive board members, general assembly members, and professional staff advisors. Content additions
and/or deletions can be submitted to the advisor for review. Formal constitutional changes will not be recognized during general assembly proceedings.

Article II: General Membership

Section I: Definition

General members of RHA include all undergraduate students who are housed on Loyola University Chicago’s campus, excluding executive board members and the advisor.

Section II: Duties and Responsibilities of RHA General Members

1. All members must live in a residence hall to retain their membership.
2. General members shall have the right to voice their opinions at any open RHA meeting.
3. General members will receive one vote within RHA (stricken for the first two meetings of the academic year.)

Article III: Executive Board Membership

Section I: Definition

The RHA Executive Board shall consist of a President, Vice President/National Communications Coordinator/Illinois Communications Coordinator (NCC/ICC), Finance Coordinator, Program Coordinator(s), and External Affairs Coordinator/Secretary.

Section II: General Duties and Responsibilities of the Executive Board

1. Executive board members must be in good academic standing with the University and maintain at least a 2.5 cumulative GPA and a 2.0 current semester GPA. Executive board members must also be in good judicial standing with the University and not be documented or found responsible for residence hall policy violations. Academic and Judicial history will be evaluated at the end of each semester and at the start of each election process.
2. The term of office shall be from the first day of class in fall semester through the last day of class in spring semester. No person can hold office for more than two consecutive elected spring terms.
3. Executive board members are expected to participate in every RHA sponsored activity when availability permits their attendance.
4. If an executive board member cannot attend a meeting or an event, they must contact the President in advance. If an executive board member misses 3 unexcused meetings or events in one semester, resignation is expected. An excused absence includes class, illness, an event that was planned prior to the planning of the event, and an illness/death in family, etc. The President and Secretary determine if an absence is excused.
5. If an executive board member wishes to resign, that member should proceed according to Article VIII, Section IV.
6. All members of the executive board are non-voting members.
7. An RHA executive board member cannot also be an executive board member of another hall council, LAA, or USG.

Section III: Specific Duties of Executive Board Members

President

1. Direct the executive board members in carrying out the goals and objectives of the organization.
2. Chair the weekly General Assembly (GA) meetings.
3. Chair the Hall/Area Council Presidents’ Round Table.
4. Maintain effective contacts and relations with other organizations and University officials.
5. Meet with the Advisor on a weekly basis to discuss the agendas for the executive board meetings as well as to evaluate group dynamics and assess the direction of the organization.
6. Perform any other duties assigned by the GA, Executive Board, or the Advisor.
7. Manage the RHA website and email accounts and respond to concerns in a timely manner.
8. Maintain contact with RHA Executive Board members
9. Serve as the RHA Liaison for a specific Hall/Upper Class Area Council.
10. Abide and enforce the constitution.

Vice-President/National Communications Coordinator
1. Be in contact with GLACURH, NACURH and IRHA.
2. Coordinate, with the advisor, conference attendance:
   - To secure the payment invoice and all necessary information for payment no later than three weeks prior to each conference.
   - To help plan travel and accommodations for the delegation.
   - To communicate all necessary information to the conference delegation in a timely and professional manner.
   - To appropriately represent Loyola University Chicago at conferences that occur during the fall or spring academic semesters.
3. Serve as Parliamentarian at all GA and E-Board meetings.
   - Devise a procedure of order with the President for General Assembly meetings.
   - Assist the President in ensuring that order is maintained.
4. Chair the VP Round Table.
5. Chair the General Assembly meetings during legislative sessions that concern student advocacy or Assembly procedure.
6. Be responsible for assisting Hall Councils in developing legislation.
   - Devise a procedure for legislative measures to be proposed and implemented.
7. Address any issues pertaining to student advocacy or concerns with appropriate parties involved.
8. Meet with the Advisor on a bi-weekly basis to discuss pertinent items on the agenda as well as to evaluate group dynamics and assess the direction of the organization.
9. Assume the responsibilities of the President in the case of the President's resignation.
10. Act as spokesperson if the President is unavailable.
11. Serve as the RHA Liaison for a specific Hall/Area Council.
12. Abide the constitution.

Finance Coordinator
1. Maintain and oversee all RHA and Hall/Apartment Area bookkeeping with sound accounting procedures.
2. Serve as a resource person to aid GA members in obtaining and filling out all appropriate funding forms.
3. Prepare, with the Advisor, the RHA budget proposal (with regards to the allocation of the Hall/Apartment Area funds) for the next year and submit it to the Director of Residence Life in April.
4. Chair the Finance Coordinator Round Table.
5. Act as the official representative when the President and Vice President/NCC are not available.
6. Take an active role in any fundraising activities.
7. Meet with the Advisor on a weekly basis to discuss pertinent items on the agenda as well as to evaluate group dynamics and assess the direction of the organization.
8. Take inventory of supplies located in the RHA office, and create a list of needed supplies for the academic year.
9. Serve as the RHA Liaison for a specific Hall/Area Council.
10. Abide the constitution.

**Program Coordinator**

1. Oversee and coordinate at least 4 annual campus-programs. These programs must adhere to the following:
   - 1 philanthropic
   - 3 social
2. Coordinate all aspects related to RHA program execution, including advertisement, set-up/tear-down of event, and communication.
3. Chair the Program Coordinator Round Table
4. Collaborate with the NCC to coordinate philanthropy efforts for IRHA, GLACURH, and NACURH Conferences.
5. Work with halls to coordinate sponsored events and program dates.
6. Serves as a source for hall members by providing programming training, resources, and additional assistance for individual hall/floor events.
7. Operate ThinkTank for the RHA community.
8. Serve as the RHA Liaison for a specific Hall/Area Council.
9. Abide the constitution.
10. Estimated Hourly Commitment: 5 per week Not taking into account the program events including those of other hall councils

**External Affairs Coordinator**

1. Serve as the main contact and liaison to campus departments, offices and organizations that provide support to RHA programming.
2. Maintain effective communication with campus departments, offices and organizations.
3. Attend campus department, offices and organizations meetings as requested.
4. Provide support to the hall/apartment area councils in the areas of membership, recruitment, and leadership skill development.
5. Chair the External Affairs Coordinator Round Table
6. Keep track of Loyola LUV points.
7. Take care of all secretarial needs for all E-Board and GA meetings and send them out to all members of the GA, advisors, and other invested parties.
8. Update Facebook and Twitter pages of LUC RHA.
9. Regularly update and maintain the RHA Blackboard group.
10. Serve as the RHA Liaison for a specific Hall/Area Council.
11. Abide and enforce the constitution.
12. Estimated Hourly Commitment: 8-9 hours per week

**Section V: Specific Duties of the Advisor**

1. The advisor will be appointed by the Director of Residence Life.
2. The advisor is responsible for the clarification of Loyola University Chicago administrative policy.
3. The advisor shall be knowledgeable of the RHA constitution and its purpose
4. Chair regular HC/Apartment Area Roundtables
5. The advisor shall offer guidance and support in both executive board and GA meetings.
6. The advisor shall transmit the historical significance of RHA proceedings in the past and use these findings to inform future proceedings.
7. The advisor will review all funding requests with the treasurer to ensure that programmatic initiatives are appropriate and representative of student needs.
8. The advisor shall review all requested changes to the constitution, and will determine if the requested changes are in the best interest of the organization and student body prior to presenting said requested changes to the general board.
Article V: Conferences

1. Students attending conferences are representatives of their hall council and their constituents. Students interested in receiving funding for conferences should ask their own hall council for funding, and will be required to put on a program for their building/area community within one month of returning from the conference.
2. Advisory discretion will be used to pay for the registration and travel expenses.
3. Attending members may be required to pay a portion of their personal conference registration fee.
4. Conference attendees are representative of Loyola University Chicago and are bound by university rules, regulations, and policies while at conferences, both Loyola’s as well as the host institution’s.

Article VI: Elections, Removal and Voting Procedures

Section I: Elections of Executive Board Members

1. Election dates will be set annually by the advisor.
2. Any candidate seeking reelection must receive a letter of confidence from the current advisor as a condition of running for an additional term of office.
3. All candidates must attend a meeting to discuss campaign guidelines.
4. Nominees will be asked to briefly speak to the group at the GA meeting.
5. On campus students will be informed of the voting procedures, and invited to vote via internet ballot.
6. New officers will be announced by the Department of Residence Life.
7. Newly elected officer terms will begin the first day of classes in fall semester.

Section II: Executive Vacancy

1. The President:
   1. Should a vacancy occur in the office of the President, the Vice President shall assume the duties of the President and the Vice President's position shall be filled by a candidate approved by the GA or appointed by the RHA Executive Board.
2. Other Executives:
   1. Vacancies in all other executive positions shall be open to any RHA member in good standing and shall be filled by an election by the general members within thirty (30) days of when the vacancy occurred.
3. Simultaneous vacancy:
   1. Should there at any time be a simultaneous vacancy in the office of the President and the Vice President, the general members shall elect a President Pro-Tempore from among the remaining Executive Board members.
      1. A new election to fill these positions shall be held within thirty (30) days unless the vacancy occurs within forty-five (45) calendar days of a scheduled election, in which case, the President Pro-Tempore shall become President for the duration of the unexpired term.

Section III: Resignation

1. Procedures
   1. Any member of RHA may resign from his/her position as long as a written resignation is made to the Advisor and at the next GA meeting.
   2. Should an Executive Board member resign, any GA member in good standing can communicate interest in the position to the GA.
3. The GA will vote to approve or deny candidates or appointment by the RHA Executive Board.

Section IV: Formal Complaint and Removal

1. Procedures
   Executive Board
   1. Any executive board member may be removed for failure to fulfill his/her duties and responsibilities or for infringing upon the rights of others through abuse of office.
      1. Formal grievances should be submitted to the Advisor for review and discussion.
      2. The Advisor will determine the appropriate course of action.
   2. The advisor of RHA maintains the right to make administrative removals based on the needs of the association.

   General Board
   1. Any member of RHA with “just cause” is subject to formal complaint and removal.
      1. Formal grievances should be submitted to the Advisor for review and discussion.
      2. The Advisor will determine the appropriate course of action.

Section V: Voting Procedures for RHA General Assembly Meetings

1. All votes will be majority votes (50% plus 1 of eligible voting members).
2. GA members must attend two consecutive meetings to be able to vote.
3. Resident Assistants for Residence Life are not allowed to vote at RHA meetings. Additionally, Resident Assistants are not allowed to participate in discussion for funding proposals.

Section VI: Voting Procedures for Hall Council Meetings

1. All votes will be majority votes (50% plus 1 of eligible voting members).
2. Hall Council members must attend meetings to vote.

Funding proposal discussion guidelines/considerations

1. Is the program of interest to residential students?
2. Does the program address an academic, social, cultural, or otherwise germane topic for students?
3. Does the program educate students, encourage people to get to know each other, or get students better connected to the institution, Roger's Park, the city of Chicago?
4. Is the program open to a variety of students – have you considered approximate number of attendants to your program?

Funding proposal discussion guidelines also addressed by the advisor and treasurer

5. Is the program representative of the Jesuit Catholic heritage of Loyola University Chicago?
6. Is the program considerate of issues of social justice?
7. Is the program ethical/appropriate?

Hall Council Position Descriptions:

President
1. Direct the executive board members in carrying out the goals and objectives of the organization.
2. Chair the weekly Hall/Apartment Area Council meetings.
3. Attend the RHA President’s Council.
4. Maintain effective contacts and relations with RHA and other organizations and University officials.
5. Meet with the Advisor on a bi-weekly basis to discuss the agendas for the executive board meetings as well as to evaluate group dynamics and assess the direction of the organization.
6. Perform any other duties assigned by the general assembly or the Advisor.
7. Abide and enforce the constitution.

**Vice-President**
1. Serve as the advocacy liaison and be in contact with RHA.
2. Coordinate, with the advisor, General Assembly meeting attendance.
3. Serve as Parliamentarian at all Hall/Apartment Area and E-Board meetings.
4. Attend the RHA Vice President’s Council.
5. Meet with the Advisor on a weekly or monthly basis to discuss pertinent items on the agenda as well as to evaluate group dynamics and assess the direction of the organization.
6. Assume the responsibilities of the President in the case of the President’s resignation.
7. Act as spokesperson if the President is unavailable.

**Finance Coordinator**
1. Maintain and oversee all Hall/Apartment Area bookkeeping with sound accounting procedures.
2. Serve as resource person to aid Hall/Apartment Area members in obtaining and filling out appropriate funding forms.
3. Prepare, with the Advisor, the allocation of the Hall/Apartment Area council funds for the year and submit necessary documents to the RHA Finance Coordinator.
4. Attend and serve on the RHA Finance Committee.
5. Act as the official representative when the President and Vice President are not available.
6. Chair the weekly meetings of the Hall/Apartment Area Council if the President is absent.
7. Take an active role in any fundraising activities.
8. Meet with the Advisor on a weekly basis to discuss pertinent items on the agenda as well as to evaluate group dynamics and assess the direction of the organization.

**Programming Coordinator (2 positions)**
1. Oversee and coordinate at least 3 hall/apartment-wide programs per year.
2. Attend and serve on the RHA Programming Coordinator council.
3. Coordinate and serve as a liaison to any activities related to RHA campus-wide programs, including advertisement, set-up/tear-down of event, and communication in regards to program execution.
4. Plan and implement a philanthropy project each semester.
5. Collaborate with the RHA to coordinate and support any philanthropy efforts for IRHA, GLACURH, and NACURH Conferences.
6. Work with halls to coordinate sponsored events and program dates.
7. Serves as a resource for resident assistant and desk staff by providing hall/apartment area programming information, resources, and additional assistance for individual hall/floor events.

**External Affairs Coordinator**
1. Provide support to the hall/apartment area councils in the area of membership, recruitment and leadership skill development.
2. Serve as the main contact and liaison to NRHH and organizations that provide support to RHA programming.
3. Maintain effective communication with NRHH, offices and organizations.
4. Attend and serve on the External Affairs Coordinator council.
5. Attend NRHH, offices and organizations meetings as requested.
6. Work with Programming Coordinators to ensure hall/apartment area programming efforts are publicized on campus.
7. Keep track of Loyola LUV points.
8. Take and maintain the minutes for all hall/apartment area meetings and send them out to all members of the hall/apartment area councils, advisors, and other invested parties.

Floor Representative
1. Serve as the representative of their respective floor.
2. Select Floor representatives will serve as a General Assembly Representative. Please refer to General Assembly Representative expectations.
3. Attend hall council general assembly meetings
4. Provide programmatic and advocacy support to their Hall Council/Area Council EBoard.