

The Constitutional By-Laws of the Montana State University Billings Residence Hall Association

ARTICLE I

NAME

The name of this organization shall be the Montana State University Billings Residence Hall Association, hereafter referred to as MSUB RHA.

ARTICLE II

DEFINITION OF PURPOSE

Section One: Purpose

RHA's organizational purpose is to provide students living in the residence halls the opportunity to interact through social and educational programming. RHA's ultimate goal is to assist in the improvement of the quality of life for the students living within the residence halls.

Section Two: Functions of RHA

1. To act as the official voice for residence hall students attending MSU Billings by presenting concerns to college administrators and other organizations.
2. To initiate, coordinate, plan, and implement educational, cultural, social, and recreational programming in the residence halls; as well as, provide students with opportunities to get involved in community service projects.
3. To act as a link between Petro and Rimrock Hall and provide a forum for residents of both halls to discuss issues of importance.

Section Three: Function of the Legislature

1. The Legislature will act as the primary platform of representation for the RHA membership and will meet on a regular basis. The RHA Executive Board/Legislature will act as the immediate liaison with other groups, organizations and administrations both on and off campus.

Section Four: Function of the RHA

1. The RHA will be responsible for providing a variety of activities on a regular basis for the residents of each hall. Each hall will be responsible for maintaining desired services and designated service hours for the residents of the hall at the RHA office, as well as posting information weekly.
2. RHA will provide an equal opportunity for residents to be involved in the planning and participation of hall activities.
3. RHA will provide leadership development events each year with the assistance of the legislature.
4. RHA may engage in one Executive Board retreat per semester. The entire RHA membership does not have to be present.
5. Activities and programs must be brought to the membership using a programming sheet. The sheet must include venue, cost, and description. The purposed program must be approved or denied by the membership with a two-thirds vote.
6. Four various types of programming will be carried out:
 1. Themed Dinners
 2. Small scale programming
 3. Large scale programming

4. Community Service

ARTICLE III
MEMBERSHIP

Section One: Membership

All Students living in the residence halls have the privilege of being in RHA. Those in attendance at weekly meetings and scheduled retreats will have voting power on legislation. Every student living in the residence halls shall abide by the conditions outlined in the RHA Constitution and have voting rights on all RHA decisions.

Section Two: Responsibilities of RHA Members

1. Attend weekly RHA meetings and RHA sponsored functions, unless officially excused by the President, Vice President, or Advisor(s).
2. Assist other members of the Association with publicity in the halls. This includes, but is not limited to, promotion of events and informing residents about RHA.
3. Assist in the development and implementation of RHA sponsored/co-sponsored programming by using the required programming sheets.
4. Serve as a representative of the Office of Housing & Residential Life, Montana State University Billings (MSUB), the Intermountain Affiliate of College and University Residence Halls (IACURH), and the National Association of College and University Residence Halls (NACURH), by respecting policies, procedures, and programs.
5. Participate in events held each semester.
6. Perform necessary duties not otherwise provided for.

ARTICLE IV
ATTENDENCE POLICY

All members are encouraged to attend RHA meetings and events on a weekly basis and will be expected to regularly participate in additional programming, coordination/implementation of events, and weekly RHA office hours.

ARTICLE V
EXECUTIVE BOARD

Section One: Definition of Purpose

The Executive Board’s purpose shall be to provide leadership within RHA.

Section Two: Emergency Action

The Executive Board will take emergency action on business brought before RHA in the event that such a response is needed before the next meeting of the entire organization. Each member of the Executive Board must be contacted and informed of the response to such business before the response can be finalized.

Section Three: Officers of the Executive Board

Officers shall include President, Vice President, National Communications Coordinator (NCC), Public Relations Chair, Webmaster, Community Outreach Chair, Secretary/Treasurer, and Floor Representatives. These offices are flexible, depending upon the year.

RHA shall be advised by the hall director(s), who will retain the title, RHA Advisor(s).

Section Four: Voting Privileges

All officers, except the President and inactive RHA members, will have voting privileges. RHA members must be actively involved in order to vote on legislation or budget proposals. All residents that pay a social fee are eligible to vote on general business. The President will be the deciding vote if a tie presents itself.

ARTICLE VI QUALIFICATIONS AND DUTIES OF THE RHA EXECUTIVE BOARD

Section One: Qualifications

Executive Board members must have the following qualifications to reside on the Board:

1. Maintain a 2.0 cumulative grade point average (GPA). If a Board member's GPA falls below a 2.0 he/she will be placed in a probationary status and given half of the following semester to raise the said GPA to a satisfactory level.
2. Live in the residence halls while in office.
3. Attend all weekly RHA and Executive Board meetings, unless the President and/or Advisor(s) have preapproved the absence.
4. Promote and participate in all RHA functions and campus-wide events.
5. Serve on campus committees, if asked, as a representative of the residence halls.
6. Gain approval of the Board and Advisor before accepting another officer position in an organization.

President:

- Oversee general operations of RHA and maintain responsibility for the organization.
- Work to maintain a positive image of RHA.
- Communicate effectively.
- Attend campus-wide meetings and stay informed of campus events/issues.
- Serve as a liaison to other campus organizations and administrators.
- Will hold a good working relationship with the RAs and will keep them informed of all floor and hall sponsored activities.
- Communicate the decisions of the Executive Board to RHA members.
- Facilitate discussions regarding budget decisions made by the Executive Board.
- Maintain and add to the President's binder to insure easier transition for the newly elected President.
- Record all programming forms handed in within the year.

- Assist in the completion of programming forms if needed.
- Is not required to submit programming forms.
- Only has voting rights in the event of a tie.
- Plan and facilitate group-bonding activities.
- Plan and facilitate leadership retreats/training sessions.
- Attend committee meetings as necessary.
- Meet weekly with the RHA Advisor(s).
- Meet with RHA Executive Board Members as needed.
- Conduct weekly meetings in an efficient and timely manner.
- Determine and distribute agenda for meetings.
- President's responsibilities while running a RHA meeting:
 - a) Will recognize members wishing to speak in an unbiased fashion.
 - b) Will state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, and to announce the result of each vote; or, if a motion is not in order, to rule it out of order.
 - c) Will enforce the rules relating to debate, order, and decorum within the assembly.
 - d) Will expedite business in every way compatible with the rights of the members.
 - e) Will respond to inquiries of members relating to parliamentary procedures or factual information bearing on the business of the assembly.
 - f) Will turn the chair over to the Vice President or appropriate temporary occupant if the President wishes to take part in the debate.
 - g) Will declare the meeting adjourned when the RHA members so vote; or, where applicable, at the time prescribed in the agenda or at any time in the event of a sudden emergency affecting the safety of those present

Vice President:

- Assist with the overall operations of RHA.
- Will take on the duties of the President if is absent.
- Will attend weekly RHA meetings and functions unless otherwise excused by the President.
- Meet weekly with President and Advisor(s).
- Be the direct contact for conflict management.
- Coordinate the work schedule for the RHA members.
- Will be responsible for advertising and carrying out elections.
- Will have on file copies of necessary floor/election forms (i.e., petitions, ballots, etc.)
- Will notify officers, committee members and floor representatives of their election or appointment.
- Submit at least one programming sheet per semester.
- Submit a log hour sheet every semester.
- Maintain and add to the Vice Presidents binder to insure easier transition for the newly elected Vice President.
- Maintain records of RHA membership.
- Will be responsible for creating and maintaining a RHA budget.
- Will be responsible for RHA's finances and their record keeping.
- Will be the recording officer and the custodian of its records, with the exception of those specifically assigned to others.
- Will maintain record book(s) in which the Constitution, Constitutional By-laws, special rules of order, standing rules and minutes are entered, with any amendments to these documents being properly recorded.

- Will keep the RHA official membership roll and will call roll when it is required.
- Will provide committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members.
- Vice Presidents Responsibilities at RHA Meetings
 - o Take attendance at each general RHA social and meeting.
 - o Take names for the speakers list during the weekly meetings.
 - o Will be required to offer a financial report at each meeting.
 - o Will have the current record book(s) on hand at every meeting.
 - o Will be responsible for creating and maintaining a RHA budget.
 - o Will record and maintain minutes of all meetings and documents of the RHA within the time frame specified by the President.
 - o Will send a copy of minutes to all RHA members.
 - o Will type, distribute, and post agendas, minutes, reports, and other materials as needed.

NCC:

- Be responsible for all conference travel arrangements.
- Be responsible for conference delegation preparation.
- Maintain and add to the NCC binder to insure easier transition for the newly elected NCC
- Regularly attend NCC chats.
- Submit at least one programming sheet per semester.
- Submit a log hour sheet every semester.
- Will act as the liaison and an official representative between MSU-Billings RHA and other regional and national RHAs (IACURH, NACURH, etc.)
- Will attend weekly RHA meetings and functions unless otherwise excused by the President.
- Will coordinate the creation and submission of all bids from the MSU-Billings RHA as advised the RHA Advisor.
- Will perform all responsibilities required by the IACURH and NACURH policy books.
- Will regularly meet with the RHA Advisor.
- Will serve as the voting delegate to IACURH and NACURH on behalf of MSU-Billings RHA.
- Will submit National Information Center (NIC) annual reports by the deadlines specified in the NACURH By-laws.

Public Relations/Programming Chair:

- Will attend weekly RHA meetings and functions unless otherwise excused by the President.
- Create and distribute recognition awards.
- Create and organize promotional meetings.
- Create and publish the weekly newsletter no later than Saturday night.
- Create display boards for weekly events.
- Maintain and add to the Public Relations/Programming Chair binder to insure easier transition for the newly elected PR Chair.
- Obtain information regarding other organizations and opportunities to collaborate on projects.
- Research Recruitment opportunities for RHA.
- Submit at least one programming sheet per semester.
- Submit a log hour sheet every semester.
- Take pictures of all RHA events and make them available for RHA documentation and promotion.
- Update social media page weekly.

- Will ensure that the newsletter serves the needs of the students and promotes RHA and residence hall living.
- Will assist in document creation as necessary for the webpage.
- Will maintain all online media.
- Will be responsible for maintaining and updating the RHA web page under the advisement of the Advisor.

Floor Representatives:

- Attend RHA meetings and functions.
- Communicate and work with Resident Assistants on the respective hall/floor.
- Communicate and oversee concerns of residents to the Executive Board and General Assembly of RHA.
- Help with overall event planning and supply gathering.
- Preferred to be a resident of the floor that he or she is representing
- Promote communication and distribution of RHA event information (i.e. Potty Press, whiteboards, door decorations, flyers, etc.).

Advisor(s)

- Act as a liaison between the Office of Housing & Residential Life and RHA.
- Advise, listen, assess, and communicate with the membership.
- Promote involvement with other clubs and regional (IACURH) and national (NACURH) organizations.
- Assist with development.
- Assist in planning and implementing in-service training and retreats for Executive Board members.
- Attend all weekly RHA meetings.
- Help VP facilitate conflict/issue resolution.
- Meet with the President and Vice-President weekly.
- No voting privilege.
- Oversee all budget operations.
- Recognize and promote individuals.

Section Three: Resignations

RHA officers shall present, in person, to the Executive Board letters of resignation at least two (2) weeks prior to the requested resignation date. RHA officers shall serve until their successors have taken office, been trained, unless released by the Advisor. Failure to perform all duties until resignation date may result in reduction or loss of stipend.

Section Four: Order of Succession

If the President resigns, the Vice-President will take over as President for the duration of the year. If the Executive Board deems it necessary, a search will be conducted to fill the Vice-President position. If the Vice-President resigns, the President will take over the Vice President's duties for the duration of the year. If the Executive Board deems it necessary, a search will be conducted to fill the Vice-President position. If any Chair Representative position is open, the Executive Board can decide to fill it, or leave it vacant until the new semester or year.

ARTICLE VII
SELECTION OF OFFICERS

Selection of officers of the Executive Board should take place prior to the end of the Spring Semester. Positions must be advertised in both Petro and Rimrock Hall two (2) weeks prior to the election. Selection of the officers will be done through an application/election process. The President, Vice President, and NCC positions will be determined by the active members of RHA and meet the two-thirds majority rule. All candidates who turn in an application for the remaining positions must be residents of either Petro or Rimrock Hall and meet the afore-mentioned requirements (Article VI, Section One). After application approval by the current Executive Board, candidates are allowed to campaign within the residence halls according to the housing guidelines. On Election Day, all students who reside in the halls have equal voting power. Each resident may only submit one ballot. The votes will be tallied by the current President, Vice President, Secretary/Treasurer, and Advisor and the newly-elected officials will be notified within 24 hours. Within a week, an official register of votes needs to be recorded and saved in the yearly RHA binder for future reference, and Secretary/ Treasurer Binder.

ARTICLE VIII
MEETINGS

Section One: Order of Meetings

Meetings will be conducted on a weekly basis with exception of major school breaks, i.e. Winter Holiday, Spring Break, and Summer Break. The general agenda for each meeting shall be conducted in the order as follows:

1. Open RHA meetings.
2. Closed Executive Board meetings, if and when necessary (i.e. impeachment).

Section Two: Conduction of Executive Meetings

- The President of the organization shall conduct the meeting.
- In the event of the President's absence, the responsibility of conducting the meeting will fall to the Vice President.
- The meeting will follow an agenda that is preapproved by the President and the Advisor(s).
 - o In the event that an Executive Officer would like to make an amendment to the agenda, the decision of the amendment will be taken under consideration and then voted in an open vote.
 - o Two-thirds majority vote will be required
- Executive Board Meetings shall recognize Robert's Rules of Order.
 1. The meeting will begin when the President calls the meeting to order.
 2. Attendance will be taken.
 3. The previous agenda will be reviewed and voted upon, in an open vote, in order to proceed.
 4. Each Executive Officer will have the opportunity to address the rest of the Executive Board in this order, unless uniquely specified in the agenda (i.e. an impeachment):
 - a. President
 - b. Vice President
 - c. NCC
 - d. Secretary/Treasurer

- e. Public Relations Chair
 - f. Community Outreach Chair
 - g. Webmaster
 - h. Floor Representatives
 - i. Nobody else will be able to speak unless recognized by the Officer/Advisor who has the floor at the time.
5. The Advisor(s) will address the Executive Board.
 6. Special Committees will, in turn, discuss upcoming events.
 7. Open Forum/Discussion.
 8. The meeting will officially end when the President asks for a motion to adjourn the meeting.
 - a. An Executive must move to adjourn the meeting.
 - b. Another Executive must second the motion.
 - c. An open vote must be taken. Majority wins.

Section Three: Conduction of RHA General Meetings

- The President of the organization shall conduct the meeting.
- In the event of the President's absence, the responsibility of conducting the meeting will fall to the Vice President.
- The open RHA/Hall meetings will be conducted in an Open Forum setting.
- The meeting will follow an agenda that is preapproved by the President and the Advisor(s).
- Each Executive will address the rest of RHA and guests about events, promo, volunteer opportunities, etc.
 - o The order will be as follows:
 1. President
 2. Vice President
 3. NCC
 4. Secretary/Treasurer
 5. Public Relations Chair
 6. Community Outreach Chair
 7. Webmaster (optional)
 8. Floor Representatives
 9. Nobody else will be able to speak unless recognized by the Officer/Advisor who has the floor at the time.
- The special committees will address the other members.
- The Advisor(s) will address the members of RHA.
- Open Forum/Discussion.
- The meeting officially will end when the President sees that there is no more to discuss at this time and consequently dismisses the meeting.

Section Two: Conduction RHA Socials/Events

- Unless otherwise specified, the President will address the members of RHA and participants of the programs in a welcome.
- The coordinator of the event, if not the President, will address the participants.
- Participants will have the opportunity to ask questions regarding RHA or the event at the time.
- The social will be conducted in a casual open forum setting.

- Participants may enter and leave freely.

ARTICLE IX FINANCIAL POLICY

Section One: Social Fee

The Office of Housing & Residential Life will determine a Social Fee amount and collect this amount from each resident at the beginning of every semester. Monies shall be appropriated according to the number of residents on a floor, with the remainder residing in the RHA general account. The Social Fee will be used to finance programs sponsored by the Resident Assistants and RHA. The Office of Housing & Residential Life will assist in the funding of such programs, when needed.

Section Two: Profit

Any profit made from a RHA event or function will be directly returned to the general RHA budget.

Section Three: Misuse of Funds

1. RHA money shall not be used to purchase alcohol, contraband, or personal expenditures.
2. The Office of Housing & Residential Life allocates the Social Fee; therefore giving the Director authority to take over the budget in a misuse of funds.

Section Four: Requisitions

1. All Requisitions must be approved through programming sheets and requested in writing by an RHA Executive Board member and approved by the Advisor(s).
2. Requisitions requests must be turned in to an Advisor for approval twenty-four (24) hours or one (1) business day before the date it is needed.
3. All Requisitions must be returned to the Office of Housing & Residential Life or the Advisor(s) with a receipt attached within twenty-four (24) hours or one (1) business day of the date of purchase.
4. Money allotted to residence hall floors will not transfer from Fall Semester to Spring Semester, and will not transfer from year to year. If Resident Assistants deficit spend in the fall, that amount will be taken from their budget for the Spring Semester.

ARTICLE X PROGRAMMING

All programs and events sponsored by RHA shall abide by the following procedure:

1. Committees are responsible for event and program planning and must report to fellow RHA members during weekly meetings and present a programming form to the board.
2. Committee members prior to every event or program will fill out a program planner/form and have it approved by the membership. After the completion of an event, a program evaluation will also be required.
3. RHA will not be part of any program that promotes unhealthy choices.

4. The Advisor(s) must approve the use of an outside speaker/vendor/venue three (3) weeks prior to the event.
5. All residents taking part in off-campus programs must first sign a liability waiver.

ARTICLE XI IMPEACHMENT

Section One: Initial Procedure

Any member of the Association may bring impeachment charges forth, in writing. Charges will then be read out loud in front of the Association and an immediate vote will be taken to decide if the impeachment proceeding should be convened. The President shall preside over the impeachment proceedings, unless the impeached is the President. At such time, the Vice-President shall preside.

Section Two: Impeachment

Impeachment proceedings will take precedence over all other business at the next regularly scheduled meeting.

Section Three: Impeachment Procedures

A procedure for impeachment is as follows:

1. The hearing shall be conducted using Parliamentary Procedure in an Executive meeting setting.
2. The charges shall be read against the officer or representative in question.
3. The petitioner or plaintiff shall present his/her/their case.
4. The defendant shall present his/her/their case.
5. The floor will be open for discussion and debate.
6. The defendant will have the right to final remarks.
7. An anonymous ballot vote will be cast and submitted to the Presider of the impeachment.
 - a. A two-thirds (2/3) majority is required for removal of office.
 - b. Only in the event of a tie will the Presider (President or Vice-President, depending) be allowed to cast a vote.

ARTICLE XII REMUNERATION

Section One: Stipends

Members of the Executive Board shall receive a stipend from the general RHA account. The stipend will be paid in two (2) even payroll checks per semester. The amount each stipend shall be is as follows:

1. President: \$300.00/semester and predetermined Housing Scholarship
2. Vice-President: \$225.00/semester and predetermined Housing Scholarship
3. NCC: \$150.00/semester and predetermined Housing Scholarship
4. Public Relations Chair: \$150.00/semester and predetermined Housing Scholarship

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