

ARTICLE I - NAME

The name of this organization shall be the Residence Hall Association of Case Western Reserve University; herein referred to as RHA in all official documents.

ARTICLE II - MISSION STATEMENT

The goal of this organization shall be to strive to enrich the residence hall experience at Case Western Reserve University through programming, advocacy, and leadership development.

ARTICLE III – COMMUNITY COUNCILS

Section 1. Members.

To serve in the Residence Hall Association, a student must be currently residing in a residence formally recognized by University Housing and enrolled in CWRU as an undergraduate. An updated list of each Community Council's members shall be filed with the Community Council's President and with the RHA Executive Vice President of Internal Development at the beginning of each semester.

Section 2. Community Councils.

The following Community Councils shall be represented in RHA and elected representatives shall act as full members:

- Cedar Community Council, consisting of Pierce and Storrs Residence Halls;
- Clarke Tower Community Council
- Juniper Community Council, consisting of Smith, Taft, and Taplin Residence Halls;
- Mistletoe Community Council, consisting of Norton, Raymond, Sherman, Tyler Residence Halls;
- Magnolia Community Council, consisting of Hitchcock and Cutler Residence Halls;
- The Upperclass Community Council (UCC), consisting of the Village at 115, the New Residence Hall, and those students residing in university-owned apartments;
- Carlton Road Community Council, consisting of Glaser, Kusch, and Michelson Residence Halls;
- Murray Hill Community Council, consisting of Alumni, Howe, Staley, and Tippit Residence Halls.

Section 3. Constitutions.

Each Community Council shall maintain a Community Council Constitution in accordance and wholly consistent with the governing documents of RHA.

1. All Community Council Constitutions shall be valid from the time of adoption until University Commencement.
2. A model Community Council Constitution shall be made available to each Community Council at the first All-RHA training event of the year.
3. All Community Council Constitutions shall be filed with the RHA Executive Vice President of Administration and Finance by the third General Body meeting of the Fall semester. Failure to do so will result in that Council's loss of vote in General Body until the Constitution is filed.

Ratified: 21 September, 2015

Section 4. Spring Elected Members.

In the Spring of each academic year, the Presidents and Vice Presidents of the three Second-Year Community Councils (Carlton Road, Clarke Tower, Murray Hill) and the Upper Class Community Council shall be elected by a popular vote of the residents. From the point of their Spring housing assignment move-out date to the annual Fall Retreat, these Spring Elected Members (SEMs) are to be held accountable by the Executive Board.

Section 5. Expulsion.

Each Community Council has the right to expel or otherwise reprimand any member of their council in conjunction with that Community Council's Constitution.

In the instance where no council members exist other than the President and Vice President, (See Article 3 Section 4) the Executive Board will inherit this right to expel or otherwise reprimand those members based on misconduct, and will work with the Residential Staff of the respective residential community as needed.

ARTICLE IV - MEMBERSHIP

Section 1. Membership Requirements.

All voting members of RHA, excluding advisors, shall be residents in accordance with Article VI, Section 1 of the Constitution.

Section 2. Non-Discrimination.

RHA does not discriminate in recruitment, employment, or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation or gender identity or expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other protected veteran under U.S. federal law. In addition, RHA expects all members to comply with the policy of non-discrimination.

Section 3. Types Of Members.

1. Community Council Members: Each Residential Community shall have a Community Council. The members of this Community Council shall be elected by the residents of the respective community. Each Community Council shall have elected positions of:
 - a. President;
 - b. Vice Presidents (Of Carlton Road, Clarke Tower, Murray Hill, and the Upperclass Community Councils);
 - c. House Representatives;
 - d. Community Representatives; Community Representatives are elected as general members of their respective Community Councils. They shall serve to fill the various tasks and roles as needed. Those roles will be defined by the constitution of their respective Council.
 - e. Additional Community Representatives may be added to the Community Council after election results have been announced, either by gathering 20 signature from members of their respective community or by a majority vote of the existing Community Council Members. No Residence Life

Staff member assigned to work in a residence hall may serve as a Council Member or voting member.

2. General Body Representatives
3. At-Large Representatives
4. Executive Officers: The General Body shall elect Executive Officers to manage the affairs of RHA in the absence of the General Body and on behalf of the Community Councils. These officers shall make up the Executive Board. Those employed as Orientation Leaders to the University or as Residence Life staff members may not serve as Executive Officers.
5. Advisors: Advisors shall serve as nonvoting members of RHA. They may be appointed by the Office of Housing and Residence Life to advise the Community Councils, the General Body, and the Executive Board. Advisors retain veto power.
6. Emeritus Members: Emeritus Members are undergraduate students who do not reside in the residence halls. They shall serve as nonvoting members of the General Body and perform other duties as the Executive Board sees fit.

ARTICLE V - GENERAL STRUCTURE

The General Body shall be composed of:

- The President of each Community Council
- The Vice President of Carlton Road, Clarke Tower, Murray Hill, and the Upperclass Community Councils
- The House Representatives
- The At-Large Representative(s)
- The Emeritus Member(s)
- The Executive Board elected by the General Body.

ARTICLE VI - GENERAL BODY

Section 1. Members.

The General Body shall consist of the members stated in Article V of this Constitution, as well as the Advisors to the General Body.

Section 2. Voting Rights.

The Community Council Presidents, Community Council Vice Presidents, House Representatives, At-Large-Representative(s), and Executive Officers shall be the only members with voting rights in the General Body. The Speaker of the General Body only has a vote in the event they are needed to break a tie.

Section 3. Authority.

The supreme authority of RHA, consistent with this Constitution, shall be vested in the General Body, with the exception of the Advisors to the General Body.

Section 4. Expulsion.

Ratified: 21 September, 2015

The General Body shall have the right to expel or otherwise reprimand any member, whether representative or officer, in accordance with the RHA Executive Policies.

ARTICLE VII – GOVERNING DOCUMENTS

Section 1. Executive Policies.

The Executive Policies of the Residence Hall Association of Case Western Reserve University shall be maintained alongside this Constitution.

1. This document shall provide for regulations and procedures pertaining to but not limited to the Executive Board and Executive Officers and the symbols and oaths of the organization.
2. The Executive Policies shall be amended by a majority vote of the Executive Board at a meeting with all Executive Officers present or by a majority vote of the General Body.
3. The content of this document shall be wholly consistent with this Constitution, which is a superior authority.

Section 2. Organizational Memory.

Past copies of Constitution and the Executive Policies shall be maintained to ensure consistent organization memory. These documents will be made available upon request. The Executive President and the Executive Vice President of Administration and Finance shall be in charge of maintaining this document.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. Executive Officers.

The General Body shall, in accordance with the RHA Executive Policies, elect the following officers to serve one year terms: Executive President, Executive Vice President of Internal Development, Executive Vice President of Residential Relations, Executive Vice President of Marketing, Executive Vice President of External Communication, Executive Vice President of Programming, and Executive Vice President of Administration and Finance.

Section 2. Powers.

The Executive Board shall have the following duties and powers:

1. All duties and powers provided for in this Constitution and the Executive Policies of RHA;
2. The power to act on behalf of the Community Councils after University Commencement and before the inauguration of the Community Councils in the fall, and;
3. The power to govern RHA between meetings of the General Body; as specified by this Constitution and the Executive Policies of RHA.

Section 3. Elections.

The Executive Officers shall be elected in a manner prescribed by the Executive Policies of RHA.

Section 4. Vacancy.

Ratified: 21 September, 2015

If the office of the Executive President becomes vacant, the Executive Vice President of Internal Development shall assume the position of Executive President. If any other Executive Office becomes vacant, the Executive President shall appoint a replacement.

Section 5. National Residence Hall Honorary Collaboration

The RHA and NRHH Executive Boards shall meet on a regular basis on a schedule determined by the current Executive Boards. See positions outlined in Article IX for corresponding collaboration responsibilities.

ARTICLE IX - DUTIES OF RHA MEMBERS

Section 1. All Executive Board Members.

All Executive Board Members shall:

1. Act in all RHA matters in keeping with the purpose of RHA and in accordance with its Constitution and governing documents;
2. Take the Oath of Office as prescribed by the Executive Policies;
3. Place RHA first in priority of extracurricular activities;
4. Work to maintain the mission, vision, and goals of RHA;
5. Post and maintain two office hours each week in accord with the Executive Policies;
6. Market for their respective initiatives;
7. Serve as an Executive Board liaison for at least one Community Council;
8. Report the proceedings of General Body meetings to their respective Community Councils;
9. Meet the qualifications for an Executive Officer as prescribed by the Executive Policies.

Section 2. Executive President.

The Executive President shall:

1. Serve as the organizational and public figure of RHA;
2. Create, implement, and continuously improve the vision for RHA;
3. Act as the Speaker in all General Body Meetings;
4. Lead all Executive Board Meetings and reserve the power to call special meetings with 24 hours notice;
5. Attend all Student Executive Council (SEC) Meetings;
6. Organize Executive Board retreats as necessary;
7. Coordinate the transition process of the new Executive Board;
8. Coordinate the election process of the new Executive Board or delegate this task as necessary;
9. Chair the President's Advisory Committee or delegate this position as necessary;
10. Fill appointments when an appointment is called for by this Constitution or another governing document, unless otherwise specified;
11. Serve as an ex-officio member of all RHA committees, boards, and bodies;
12. Uphold this Constitution and see that it and other governing documents are followed;
13. Authorize all monetary expenditures spent on behalf of RHA;
14. Provide a support system for the Executive Board;
15. Bear the weight of the decisions and actions of RHA.

Section 3. Executive Vice President of Internal Development.

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The Vice President of Internal Development shall:

1. Collaborate with the Executive President to oversee the President's Advisory Committee;
2. Establish an open dialog with offices and organizations on campus that actively promote leadership development;
3. Coordinate continual training for General Body members, councils, and advisors;
4. Organize and facilitate All-RHA Training events;
5. Improve the morale of General Body members and Community Councils through continuous recognition of good work, deeds, and effort;
6. Coordinate dialog between Community Councils, Council Advisors, and the Executive Board;
7. Assume the duties of the Executive President in the event of their absence.
8. Collaborate with the NRHH Vice President of Recognition in order to plan and execute recognition efforts.

Section 4. Executive Vice President Of Residential Relations.

The Vice President of Residential Relations shall:

1. Chair the Residential Relations Committee and delegate work to its members accordingly;
2. Act as a liaison between the student body and Dining Services, Information Technology Services, Campus Services, Residence Life and Services and any other administrative office or official affecting the quality of life of the residents;
3. Report the current standing of issues and concerns as obtained from the aforementioned offices and officials to all RHA members and interested residents;
4. Invite administrative officials to speak at General Body meetings;
5. Chair or appoint a chair to the University Food Committee and provide a dialog between students and Dining Services;
6. Investigate and pursue issues relevant to the quality of life of the residents;
7. Act as or appoint a liaison to the Undergraduate Student Government;
8. Chair committees related to resident student welfare as needed;
9. Serve as logistical coordinator of Residential Relations events.

Section 5. Executive Vice President Of Marketing.

The Vice President of Marketing shall:

1. Chair the Marketing Committee and delegate work to its members accordingly;
2. Serve as the Community Council Elections Commissioner by coordinating the elections process through things like advertising, recruiting venues, voting process and communicating with IT;
3. Develop and distribute promotional materials relating to events planned by RHA, especially those during New Student Orientation;
4. Maintain and update the RHA web accounts, including but not limited to website, Facebook and Twitter;
5. Develop and oversee the execution of a unified brand for RHA including but not limited to promotional materials and creating appropriate PR guidelines;
6. Facilitate communications with organizations on campus and maintain current relationships through meetings, letters, recognition, etc;
7. Develop and distribute RHA newsletters and update RHA bulletin board space in Wade, Fribley and Yost.

Section 6. Executive Vice President Of External Communication.

Ratified: 21 September, 2015

The Vice President of External Communication shall:

1. Maintain communications between the National and Regional Affiliates, serving as the National Communication Coordinator (NCC);
2. Facilitate RHA's participation in bidding for Regional and National awards;
3. Create and maintain an open dialogue between the CWRU RHA and those at other schools;
4. Chair all the Conference Committees;
5. Prepare and educate the delegation to attend each conference;
6. Prepare a Regional and National report when necessary for General Body Meetings;
7. Collaborate with the NRHH Vice President of Marketing and Outreach in order to plan and execute service efforts.

Section 7. Executive Vice President Of Programming.

The Vice President of Programming shall:

1. Chair the Programming Committee and delegate work to its members accordingly;
2. Educate committee members how to support successful programming for their councils;
3. Organize and oversee campus-wide programs relevant to the education and/or entertainment of residents;
4. Serve as liaison between the Executive Boards of RHA and of New Student Orientation and handle logistics and planning for events planned by RHA during Orientation week.
5. Act as a resource for RHA members seeking programming guidance;
6. Follow-up on Community Council programming efforts and development;
7. Gather and utilize feedback about programs and desires from residents to improve RHA programming;
8. Ensure the continuation and improvement of campus-wide traditional programs.

Section 8. Executive Vice President Of Administration And Finance.

The Vice President of Administration and Finance shall:

1. Record, maintain, and archive minutes at the General Body Meetings and distribute within a 24 hour time period;
2. Record, maintain, and archive minutes at the Executive Board Meetings and distribute within a 24 hour time period;
3. Maintain a current and accurate copy of the RHA budget as outlined in Article IV of the Executive Policies;
4. Audit the ledger utilizing the reports generated by the University Accounting Office on a semester basis in conjunction with the advisor;
5. Manage all co-sponsorship requests to the RHA General Body and all post-event follow-ups;
6. Maintain and update the RHA, General Body, and Executive Board mailing lists;
7. Distribute reimbursements for RHA expenses;
8. Coordinate all documentation for RHA, including but not limited to revisions to official RHA documents;
9. Arrange and implement the fundraising endeavors throughout the year;
10. Maintain the internal RHA Google site, calendars and organizational cloud storage.

Section 9. General Body Members.

1. Attend all General Body Meetings;
2. Create and maintain an open dialogue between each Community Council and the RHA Executive Board;

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3. Serve on one of three committees and various Ad Hoc Committees as necessary each semester, unless excused by the Executive President to pursue RHA matters in another way;
4. Represent their Community Councils in the General Body;
5. Contribute to the success of the General Body and RHA.

Section 10. At-Large Representatives.

1. Attend all General Body Meetings;
2. Serve on one of three committees and various Ad Hoc Committees as necessary each semester, unless excused by the Executive President to pursue RHA matters in another way;
3. Represent the residents of CWRU;
4. Contribute to the success of the General Body and RHA.

Section 11. Emeritus Members

1. Attend all General Body Meetings;
2. Contribute to discussion, but not vote in General Body Discussions;
3. May serve on one of three committees and various Ad Hoc Committees as necessary each semester, unless excused by the Executive President to pursue RHA matters in another way;
4. Represent the residents of CWRU;
5. Contribute to the success of the General Body and RHA.

Section 12. Advisors.

1. Give advice to the members and officers when appropriate;
2. Authorize expenditures in accordance with University and RHA regulations;
3. Abide by the rules of RHA, including this Constitution and other governing documents.

ARTICLE X - MEETINGS

Section 1. Executive Board Meetings.

1. Meetings shall be held at a regular time, no less frequently than once a week, unless in the event of a University break, when a weekly update may be substituted;
2. The Executive President may call an emergency meeting with 24 hours notice;
3. The Executive President shall preside over and lead each meeting;
4. Every Executive Officer shall have one vote;
5. Attendance is mandatory and will be taken by the Executive Vice President of Administration and Finance;
 - a. 48 hours notice is required for an excused Executive Board meeting;
 - b. Only two meetings per semester may be excused;
 - c. All reasons for absence must be deemed appropriate by the Executive President;
6. Meetings shall be open to those not on the Executive Board or Advisors to the Executive Board unless the meeting enters closed session.

Section 2. General Body Meetings.

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1. Meetings shall be held at a regular time, no less frequently than once a week, while the General Body is in session;
2. The Executive President shall preside over and lead each meeting;
3. Attendance is mandatory and will be taken by the Executive Vice President of Administration and Finance;
 - a. Prior notice is required for a General Body member to be excused from a General Body Meeting;
 - b. Only two meetings per semester may be excused;
 - c. Executive Board Members may miss only 1 General Body Meeting per semester. General Body members must follow the attendance guidelines outlined in the Executive Board Policies;
 - d. 72 hours notice is required for an Executive Board member to be excused from a General Body Meeting;
4. The Executive President may relocate and reschedule meetings at their discretion with 48 hour notice;
5. Meetings of the General Body shall be open to all residents, University officials, and Student Affairs staff. The General Body or the Executive Board may decide otherwise by a majority vote of either body.

ARTICLE XI - COMMITTEES

Section 1. Definition.

1. All committees consisting of members shall be known as RHA Committees. There are three standing committees: Residential Relations, Programming, and Marketing. The Presidential Advisory committee will be a special committee called when necessary. The RHA Executive Officers, with simple majority approval of the General Body, may form a new committee for no longer than one semester's time. All General Body members must serve on one standing committee.

Section 2. Attendance.

1. Attendance is mandatory and will be taken by each respective Committee head. Committee heads will take attendance and report issues to the Vice President of Administration and Finance as necessary, who will then contact the Executive President and the respective council president, if applicable.
 - a. Prior notice is required for a Committee member to be excused from a Committee Meeting;
 - b. Only two meetings per semester may be excused;
 - c. If a committee member has a regular conflict with the Committee Meeting, they are to communicate it to their respective committee head. Committee Heads have the discretion to approve regular conflicts.
2. If a committee member does not adhere to the above policy, they will be considered to be in bad standing.

Section 3. Presidential Advisory.

1. This committee shall be led by the Executive President or a council president as delegated and shall be a standing committee;
2. This committee shall be scheduled at the discretion of the Executive President or delegated leader and will never be held at the same time as any other committee;
3. This committee shall be composed of each Community Council President;
4. This committee shall provide direct support in developing more efficient, informed, and active Community Councils;

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Section 5. Residential Relations.

1. This committee shall be led by the Executive Vice President of Residential Relations and shall be a standing committee;
2. This committee shall seek to uphold and improve the quality of life of the residents by investigating and addressing relevant issues and concerns and promoting sustainability in the residence halls;
3. The committee members shall act as the primary contacts for establishing a dialog between the Executive Vice President of Residential Relations, Community Councils, and residents;
4. The Executive Vice President of Residential Relations shall address issues to and obtain primary feedback from the committee members on relevant campus issues;
5. The Executive Vice President of Residential Relations shall delegate responsibilities as necessary to the committee members as they see fit, including attending meetings at the request of the Executive Vice President of Residential Relations.

Section 6. Marketing.

1. This committee shall be led by the Executive Vice President of Marketing and shall be a standing committee;
2. This committee shall work together to create unique and innovative marketing efforts, to promote the RHA brand at CWRU.
3. This committee is responsible for continually developing and communicating the RHA brand
4. This committee shall help assist the Executive Board, General Body and all Community Councils with their marketing efforts, if needed.

Section 7. Programming.

1. This committee shall be led by the Executive Vice President of Programming and shall be a standing committee;
2. This committee shall work together to provide unique and interactive programming, both educational and entertaining, to the residents of CWRU.
3. This committee shall help assist all Community Councils with their individual programs, if needed.
4. This committee shall provide internal co-sponsorships to community councils upon request.

Section 8. Ad Hoc Committees.

1. These committees shall be headed by the Executive President, unless otherwise stated;
2. Any committee created, other than the three standing committees, shall be known as an Ad Hoc Committee;
 - a. The Ad Hoc Committee shall last no longer than one semester's time unless extended by a majority vote of the General Body.
 - b. Members may be appointed at the discretion of the Executive President.

Section 9. Conference Delegation.

1. This committee shall be lead by the Vice President of External Communication;

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2. The committee shall be comprised of members of the CWRU Residential Community who shall attend the specific conference;
3. All delegates shall meet no less than three times before departing for the conference;
4. The Vice President of External Communication is responsible for all planned activities during the conference, including, but not limited to, sub committees, extra meals and extra conference excursions.

ARTICLE XII - FUNDING

Section 1. Allotment.

The RHA shall be funded through the Office of Residence Life. Funding is based on the number of students placed in the University-owned Residential Facilities. Fifteen dollars is given to RHA for each person residing in Residential Housing. The RHA budget operates on the University Fiscal Year.

Section 2. Fundraising.

RHA may utilize methods considered acceptable, and in accordance with, Case Western Reserve University to raise money for said organization.

1. RHA works with On Campus Marketing (OCM) to deliver products and services to students which allow RHA to raise money;
2. Any other form of Fundraising shall have a separate line item in the RHA Budget, and may be dispersed into other line items by a majority vote of the RHA General Body.

Section 3. Budget.

Further information on the RHA Budget is available in Article IV of the RHA Executive Policies.

ARTICLE XIII - PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority.

The rules contained in Appendix A of this document, shall govern the organization in all cases to which they are applicable. In the event in which the rules in Appendix A are inconsistent with this Constitution, other rules of the organization, or any special rules of order the society may adopt the rules of the Constitution shall remain the guiding regulator of RHA. To edit Appendix A consult the current edition of Robert's Rules of Order Newly Revised, to make sure the rules are not in conflict.

Section 2. Quorum.

The minimum number of voting members present for any body of RHA to transact business shall be one half of the total voting members of that body plus one.

Section 3. Voting.

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Whenever a proportion of a vote is referred to in this Constitution or other governing documents, it shall mean a proportion of all of voting members present, unless otherwise specified. In the event of a tie, the vote shall be decided by a vote of the Speaker of the General Body.

ARTICLE XIV - CONSTITUTION

Section 1. Authority.

This Constitution shall serve as the supreme law of RHA, subject to the guidelines and regulations of Case Western Reserve University. All other rules, resolutions, orders passed, actions undertaken by the organization, or governing documents (including, but not limited to, the Community Council Constitutions and the Executive Policies), shall be in accordance and wholly consistent with this Constitution.

Section 2. Custody.

The official copy of this Constitution and all other governing documents of RHA shall be maintained by the Executive Vice President of Administration and Finance in conjunction with the Executive President.

Section 3. Witness.

The official copy of this Constitution and all other rules, resolutions, orders, or governing documents of RHA shall bear the witness of the Executive President serving during its adoption or amendment and the date of passage and date of witness.

Section 4. Amendment.

This Constitution shall be amended by a two-thirds vote of the General Body, provided that the amendment was submitted in writing at the meeting immediately prior.