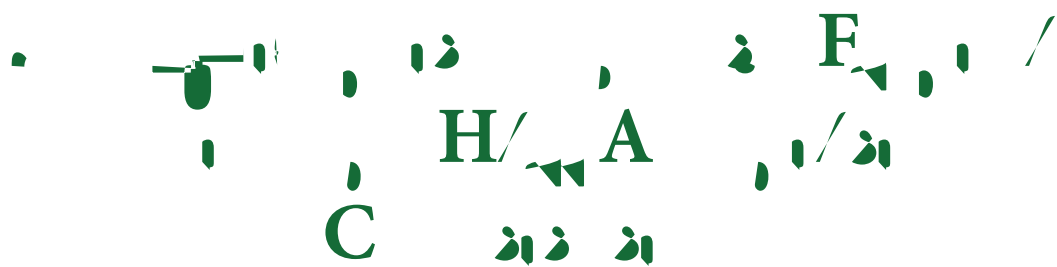


University of South Florida®

Residence Hall Association



Last Revision: November 25, 2018



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Section 3: A Eligible Candidates for RHA

- I. In order for a student to be considered an eligible candidate of RHA they shall meet the following criteria:
 - A. Be a full-time USF student as defined by the Office of the Registrar during fall and spring semester and resides in the residence halls.
 - B. Has and maintains a USF 2.5 GPA
 - i. Should the student's GPA fall below the minimum, they will be contacted by the RHA advisor or by their respective RLC.
 - ii. The student will also be required to meet with an Advisor to draw up a plan to remedy their GPA.
 - C. Is in good disciplinary standing according to USF's Code of Conduct.
 - D. Is in good disciplinary standing with the Department of Housing and Residential Education.

Section 4: HA Election Process

I.

F. Director of Public Relations

II. The following RHA Chairpersons shall assist the Executive Officers:

A. National Communications Coordinator in Training (NCC-IT)

B. Sustainability Chair

5: E B /
I. The Executive Board shall set directional policy for the RHA with input from the Hall Councils in the residential community.

II. The RHA Executive Board shall be composed of the following:

A. RHA Executive Officers (Voting Members)

B. RHA Chairpersons (Non-Voting Members)

C. RHA Advisor(s) (Non-Voting Members)

6: F000001 1 -3 / A / A

quired for membership.

Article 5: Affiliations

Section 1: Affiliations

I. RHA shall be affiliated with the following entities:

- A. The National Residence Hall Honorary (NRHH) Green and Gold Chapter
- B. The Florida Association of Residence Halls (FARH) at a state level.
- C. The South Atlantic Association of College and University Residence Halls (SAACURH) at a regional level.
- D. The National Association of College and University Residence Halls (NACURH) at a national level.

Section 2: Membership

- I. RHA shall be a member of NACURH, SAACURH, and FARH.
- II. The NCC and Advisor shall see that the RHA remains in good standing with NACURH, SAACURH, and FARH.
- III. The RHA shall pay annual dues to NACURH, SAACURH, and FARH.

II: THE EXECUTIVE BOARD

A. I: THE EXECUTIVE BOARD

I. Qualifications for RHA Executive Officers and Chairpersons are as follows:

- A. Candidates for Executive Officer positions must complete at least two semesters on campus with at least one semester as a member of RHA.
- B. Candidate must be currently residing in on-campus housing at the time of the election.
- C. Candidate must remain living on campus during their term in office.
- D. Candidate must be in good academic and conduct stand-

Resident Life Coordinator Position.

- J. The current RHA Executive Board has the power to suspend the qualification of completing at least two semesters with at least one semester as a member as RHA as well as the qualification of a candidate having to be residing on-campus housing at the time of the election and remain living on campus during his/her term in office by a vote of 2/3.
 - II. The term of office for all Executive Officers shall be no longer
-

- III. RHA officer elections shall follow the order of succession.
- IV. The newly elected RHA Officers' official term shall begin at the conclusion of the last General Assembly meeting of the semester.
- V. The highest ranking RHA officer not running for the given position shall preside over the election.
- VI. The RHA Advisor(s), or their designate, shall supervise the election and count the votes.
- VII. RHA applications will be available via email and hard copy at least 4 weeks before elections.
- VIII. All applications submitted to the RHA President and Advisor(s) will be subject to a GPA and conduct check to verify the candidates are qualified for the positions.

A.

quirement they will be immediately removed from their position and notified via email.

XIII. Executive Board elections will all follow the following process:

A. Each candidate will give their presentation. The candidates will have 5 minutes to give their presentation with the parliamentarian keeping time in the back. If there are more than one candidate for the position, the candidates will give their presentation in alphabetical order by last name.

B. After each candidate has given their presentation all candidates will participate in question and answer.

C. All questions asked must be able to be answered by all candidates

D. Question and answer will be for 5 minutes that may be extended by senator vote.

E. Candidates will take turns answering questions first on a rotating basis in alphabetical order by last name.

F. All questions that are asked must be about the information presented by the candidate in their presentation.

G. After question and answer the candidates will be excused from the room and the senators will enter into discussion for 5 minutes that may be extended by senator vote.

i. If discussion is between 2 candidates the senators must use where-as statements.

ii. If discussion is between 3 or more candidates regular discussion statements must be used; pro-con cannot be used as a discussion tool unless determined by the chair of the

election meeting

iii. Statements for discussion cannot be opinion and must include information presented by the candidate in their presentation and Q&A portion of the presentation.

XIV. Following discussion secret ballot voting will take place.

XV. Voting procedures for Officer elections shall be as follows:

A. Proxies cannot vote in the place of a senator during the election process unless that senator is running for the position being voted upon.

B. All votes for elected positions must be performed using a secret ballot.

C. In order to be elected to the Executive Board a candidate must receive a majority vote which is defined as 50% of those present + 1.

D. In the event there is no candidate receiving a majority vote, a runoff election between the top two senator i.e. between the two candidates receiving the most votes.

- I. An application that is adequately distributed shall be made available and advertised for a minimum of five (5) business days.
- II. Applicants shall be interviewed by current Executive Board members in the presence of the advisor.
- III. The RHA Executive Board shall give recommendations to the President.
- IV. The President shall make the final appointment.
- V. The President shall present the appointment to the Senators at the next General Assembly meeting. Senators shall confirm appointment by a simple majority vote.
- VI. If there is an NCC vacancy and the position of NCC-IT is currently filled, the NCC-IT shall follow procedures determined by the Executive Board and have first preference.

ARTICLE 3: DUTIES OF THE RHA EXECUTIVE BOARD

I. Duties of the President:

- A. To organize and preside over the General Assembly.
- B. To provide agendas for said meetings.
- C. To oversee the Board of Governors.
- D. To oversee the duties of the Executive Board.
- E. To nominate students for University and Departmental committees.
- F. To act as the representative of the interest of the students in the residence halls.

G. To submit at least (2) Of the Month (OTM) for each semester.

H. To serve as an ex-officio member of all committees.

I. To attend weekly 1:1 meetings with an Advisor.

J. To hold two (2) office hours a week in the RHA Office.

K. To train, mentor, and develop the Sustainability Chair

i. To appoint the sustainability chair during the fall semester

ii. To hold monthly 1:1s with the Sustainability Chair

II. Duties of the Vice President:

A. To assume the duties of the President in their absence.

B. To assume the responsibility of holding an election within two weeks' time of the President's vacancy.

C. To oversee the New Initiatives Committee.

D. To oversee Constitutional amendments.

E. To appoint the Senators to respective Committees.

F. To submit at least two (2) OTM for each semester.

G. To attend bi-weekly 1:1's with an Advisor.

H. To hold two (2) office hours a week in the RHA Office.

III. Duties of the National Communications Coordinator:

A. To assume the duties of the President in the absence of both the President and VP.

B. To train, mentor, and develop the NCC-IT.

i. To appoint the NCC-IT during the fall semester

ii. To hold monthly 1:1s with the NCC-IT

C. To represent USF in State/Regional/ National Conven-

tions.

D. To handle all correspondence with the affiliations and inform RHA of their activities.

E. To prepare state, regional, and national award nominations.

F. To serve as a Parliamentarian to the General Assembly.

G. To submit at least two (2) OTM for each semester.

H. To attend bi-weekly 1:1's with an Advisor.

I. To hold two (2) office hours a week in the RHA Office.

IV. Duties of the Director of Administration:

A. To prepare annual budgets and keep accurate records of all financial transactions.

B. To hold and maintain the RHA check book.

C. To ensure that the organization upholds all contracts.

D. To purchase and receive equipment and supplies.

E. To record minutes of all meetings and upload minutes within forty-eight (48) hours of the meeting.

F. To be responsible for roll call and determining quorum at General Assembly meetings.

G. To organize the Hall Council of the Year with the Executive Board.

H. To oversee the Financial Advisory Board (FAB) Committee.

I. To oversee all fundraising initiatives.

J. To submit at least (2) Of the Month (OTM) for each semester.

K. To attend bi-weekly 1:1 meetings with an Advisor.

L. To hold two (2) office hours a week in the RHA Office.

I. Duties of the Director of Programming:

A. To organize and execute programs.

B. To oversee the Programming Committee.

C. To post Hall Council events on the RHA calendar.

D. To advertise programs in coordination with the Director of Public Relations

E. To serve as the RHA equipment manager by ensuring that requested equipment is loaned out and returned:

I. Duties of the National Communications Coordinator In-Training:

- A. To attend at least 2 Executive Board Meetings each month.
- B. To co-represent USF in the State/Regional/National conferences.
- C. To help the NCC handle all correspondence with the affiliations and inform RHA of their activities.
- D. To help the NCC in preparing State/Regional/National award nominations.
- E. To serve as a Vice Chair of the conference committee.
- F. To submit at least (1) Of the Month (OTM) for each semester.
- G. To attend monthly 1:1s with the NCC.

II. Duties of the Sustainability Chair

- A. To attend at least 1 Executive Board Meetings each month.
- B. To ensure that RHA continually becomes more environmentally sustainable.
- C. To ensure that Hall Councils and RHA affiliations consider environmental sustainability when programming.
- D. To ensure every RHA co-sponsored event has considered environmental sustainability.
- E. To hold or develop at least (1) sustainability program or initiative each semester.
- F. To serve as Chair of the sustainability committee.
- G. To submit at least (1) Of the Month (OTM) for each se-

mester.

H. To attend monthly 1:1s with the President.

I. Hold two office hours per month with the President.

3: D HH

I. To serve as a representative at the General Assembly

II. To attend all General Assembly meetings and to vote on RHA issues.

A. The representative may not serve as a senator representing their Hall Council.

4: D HA A

I. To advise and assist the RHA in fulfilling its mission statement.

II. To attend all Executive Board meetings and RHA General Assembly meetings.

A. In the event that no Advisor is able to attend an RHA meeting, it is their responsibility to appoint an appropriate proxy for the length of their absence

III. To meet with the RHA Officers as outlined in their respective duties

IV. To act as a non-voting member and Advisor of the RHA

- II. Malfeasance (misconduct or wrongdoing)
- III. Nonfeasance (failure to perform duties)
- IV. Abuse of power

- 2: Impeachment
- I. Any voting member of RHA can move in second for a vote of no confidence against any RHA Officer or voting member during new business or open forum
 - II.

III: HALL COUNCILS

A. 1: HALL COUNCILS

1: HALL COUNCILS

- I. Hall Councils shall be defined as member organizations of the RHA.
- II. Hall Councils shall be divided into three (3) categories:
 - A. Small: Residential communities with less than 300 beds plus Greek Village
 - i. Small Hall Councils shall have two (2) Senators.
 - B. Medium: Residential communities with 300-499 beds
 - i. Medium Hall Councils shall have three (3) Senators.
 - C. Large: Residential communities with 500 or more beds
 - i. Large Hall Councils shall have four (4) Senators.
- III. A Hall Council shall be recognized by RHA if it
 - A. Is the only representative body for that Residence Hall,
 - B. Is advised by an RLC or ARLC,
 - C. And meets any other qualifications determined by the RHA Executive Board from time to time.
- IV. A Hall Council shall be considered active based on the following criteria:
 - A. Current senators have met quorum (50% +1) at the last RHA meeting.
 - B. At least 50% of its current senators

C. were in attendance of their committees in the previous week.

D. Governor was present at the Board of Governors meeting.

E. Lt. Governor was present at the most recent Financial Advisory Board meeting.

V.

3: E

- I. Hall Council Senators shall be selected, either by election or appointment by a procedure overseen by the Advisor(s).

3: D

- I. To attend all General Assembly and special meetings
- II. To act as a representative of both their Hall Council and the residential community
- III. To inform their Hall Council of RHA issues
- IV. To participate in at least one (1) RHA Committee



- I. All committees consisting of members shall be known herein as RHA Committees
- II. These committees may be established at the recommendation of any RHA executive board member with the approval of a simple majority of the voting membership.
- III. The purpose of these committees shall be to provide student input or provide direction to programming efforts on matters concerning the RHA and the Department of Housing and Residential Ed12 (f/s s)4.1 (h)3 (a)-5 (l)-5 (l b)-9 (e k)-3.9 (n)4 (o)16 (w)-3

ness at each General Assembly meeting.

3: 1, C

I. The following shall be the Standing Committees of RHA:

- A. Board of Governors (BOG),
- B. New Initiatives Committee (NIC),
- C. Conference Delegation Committee,
- D. Finance Advisory Board (FAB),
- E. Programming Committee,
- F. Public Relations and Advertising Committee (PRAC).
- G. Sustainability Committee

II.

situations, may excuse a Senator or Governor from serving on a committee

A. These circumstances shall be notified to the Committee Chair in writing and shared with the Vice President.



ministration at least two (2) weeks before being voted upon by the Financial Advisory Board.

IV.

I: F

A 1: HA C

1: C

I. This Constitution shall be officially established by majority vote at a special meeting called by the RHA Advisor. Once adopted by the General Assembly, RHA shall be held to the same responsibilities and enjoy the same privileges as other student organizations with restricted membership at the University of South Florida.

the first reading may not be waived.

- III. A proposed amendment to this Constitution shall be voted on by the RHA Senators.
- IV. For any amendment requires a super-majority (2/3rd) of senator vote in favor of amending on the second reading.
- V. All amendments to the Constitution shall be subject to review and concurrent approval by the RHA Advisor(s) as a representative Residential Education.
- VI. The Vice President shall have the power to change the Constitution when appropriate.
- VII. Amendments are subject to the approval of the Center for Leadership & Civic Engagement.

~~A. The following shall be the RHA voting members:~~

- I. The following shall be the RHA voting members:
 - A. The Executive Board, excluding the Advisors
 - B. The President when there is a tie
 - C. Senators
 - D. RHA Representative entities
- II. Senators representing the same Hall Council may choose to vote individually on behalf of their council.
 - A. One vote may be cast per person.
- III. Non-USF-Tampa students do not have voting rights.
- IV. If a hall or Executive Board member tangibly benefits from a

matter being voted on, the beneficiaries of said motion may not vote on it.

- 2: Attendance
- I. Attendance shall be taken by the Director of Administration or in their absence, an officer designated by the President.
 - II. The attendance sheet shall include date and location of the meeting, the name and hall council, of the attendees and the

of the voting members officers.

- II. Quorum of the Executive Board shall consist of a majority (50%+1) of the RHA officers.
- III. A quorum shall be necessary to conduct business.

4: General

- I. The voting percentages shall be determined based on the number of affirmative and negative votes cast, providing a quorum is met.
- II. General business may be conducted with a simple vote of all RHA members present. The President shall determine the method of voting.

5: Veto

- I. The President shall have the ability to veto a proposal that is not a proposed amendment to the constitution, by not signing or by not submitting it to the Departments of Housing and Residential Education by the Friday following the proposal vote.
- II. Procedure of Veto: If the President decides to execute this power, they shall inform the Executive Board by the Friday following the General Assembly meeting the vote took place in, announce their refusal to submit the proposal on the listserv and the web page by the Friday following the vote and announce it at the next General Assembly meeting.
- III. Procedure to Overturn Veto: The General Assembly may move to revote on the proposal at the meeting following the original vote to overturn the president's veto. A super-majority (2/3rd)

of the RHA, shall not haze any prospective member for the purpose of admission into or affiliation with the organization. This organization prohibits its members both individually and collectively from committing any acts of hazing as defined herein:

- II. "Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a post secondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
- III. In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse;

personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

IV. Any type of hazing or discrimination shall be considered abuse of power.

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