



**By-Laws of
The Residence Hall Association of
Washington State University**

**Amended
September 16, 2024
By-Laws of
The Residence Hall Association of
Washington State University**

Article I – Executive Board

Section 1. The universal duties of the Executive Board (apart from the NRHH representative whose duties are defined in Section 7 of the NRHH Constitution) in addition to the description outlined in the RHA Constitution, shall be:

1. To meet regularly with the RHA Executive Board and Committee Chairs.
2. To meet weekly with the RHA Advisor(s) to discuss issues and approaches to problems.
3. Must create a written monthly report at the end of the 2nd week of every month (explaining goals and how current/future projects align).
4. To be required to attend Regional Leadership Conference, Regional Business Conference, and NACURH every year.
 - a. Exceptions will be made based on the discretion of the RHA Executive Cabinet
5. To be required to submit two (2) OTM's per month
6. To perform 8 office hours per week.
 - a. A minimum of 4 office hours will be spent in the RHA office, and a minimum of 1 hour will be spent in executive cabinet meetings that are open to the public.
 - b. Additional hours can be spent in the RHA office, during open executive cabinet meetings, or at outreach activities
 - c. Outreach activities include focus group meetings, individual hall government meetings, or attending an RHA hosted event.
7. To consult with the RHA Executive Board and the RHA Council and include them in the decision-making process when appropriate.
8. To assist the Executive President and VP of Communications with writing bids for Regional Leadership, Regional Business, and NACURH as needed.
9. To assist in any other duties as delegated by the Executive President.
10. Be held to the Executive Board Attendance Policy outlined in Article XI, Section 9 of the RHA By-laws.
11. Review the minutes of a council meeting in the event of personal absence.
12. To build and maintain collaborative relationships with diverse campus groups (Hawaii Club, Women's Center, APAW, APASC, ABSS, Cougar Food Pantry, Cougar Safe Rides, Indian Student Association, etc.)

Section 2. The duties of the Executive President (EP), in addition to the description outlined in the RHA Constitution, shall be:

1. To chair the RHA Executive Board and the RHA Council meetings and know the basics of parliamentary procedure and be able to run meetings efficiently.
2. To delegate tasks to members of the RHA Executive Board and the RHA Council as necessary. Coordinate activities of members to ensure proper use of time and resources.

3. To be responsible for central planning. This will aid in coordination of efforts, timeline, and accomplishment of goals.
4. To work with the Executive Council to create goals for both the Executive and RHA Council. Review and confirm these periodically with the appropriate groups.
5. To schedule meetings as needed with key administrations: phone conversations are an acceptable substitute. At a minimum it is advisable to meet with Associate Director of Residence Life.
6. To submit at the a written report to the RHA general council and Central Staff Leadership Team to update them on RHA projects, and results of feedback system.
7. To serve on the Associated students of Washington State University (ASWSU) Executive Staff Selection Committee (when applicable).
8. To meet with the ASWSU President, Panhellenic President, Interfraternity Council President, MGC President, and SEB at least once a semester.
9. To actively work on passed resolutions and/or to oversee the passage of at least (1) resolution per semester on an issue that effect on-campus living.
10. To promote awareness and support for RHA and work to inform residents of the issues and actions of RHA.
11. To conduct one-on-ones with each member of the RHA Executive Board at least once per semester.
12. To be required to attend Regional Leadership, Regional Business Conference, and NACURH every year.
13. To write a conference wrap-up report (Highlight, what was learned, what can be implemented at WSU) and a plan-of-action for any changes.
14. To assist the Vice President of Communications with submitting legislation to NACURH, PACURH, or Regional Business Conference when needed.
15. Required to submit (1) bid per year to either NACURH, Regional Business Conference, or PACURH.
16. To appoint at least one member to the Parking Appeal Committee, Services and Activities Fee Committee, Housing and Dining Advisory Committee, University Parking and Transportation Task Force, Transit Advisory Group, Student Conduct Board, Residence Life Selection committees, CUB Advisory Board, Campus Living Advisory Board.
17. To consult with the RHA Executive Board and the RHA Council and include them in the decision-making process when appropriate.
18. To either meet with the NRHH President once a month or attend a NRHH meeting once a month.
19. To oversee and lead strategic planning every three years for the organization.

Section 3. The duties of the Vice President of Communications (VP of Communications known on the regional level as the National Communications Coordinator (NCC), in addition to the description outlined in the RHA constitution, shall be:

1. To act as the chair for the Committee of Public Outreach. To initiate communication with any organizations on campus, with the administration, or with the Pullman community, in order to appoint an appropriate liaison to the Committee of Public Outreach guidelines and other organizations as stated in Article X.
2. To assist RHA and the other committees in marketing and advertising for RHA created events.
3. Required to submit (1) bid per year to either NACURH, Regional Business Conference, or Regional Leadership.
4. To write and submit legislation to either NACURH, Regional Leadership, or Regional Business Conference when needed.
5. Create a WSU specific bid center that will have resources and past bids to help with future bids.
6. To create and present Regional Leadership/NACURH education sessions twice a semester for General Council to include opportunities for involvement on the regional and national level resident services available to them.
7. To oversee and increase social media accounts and be responsible for content creation and moderation of said accounts, at the discretion of VP Communications and Committee of Public Outreach.
8. To create original RHA related content in various multi-media forms with assistance of Public Outreach committee and members of the general council.
9. To handle all correspondence between RHA and other schools.
10. To update the RHA website.
11. To serve as the liaison between the National Association of College and University Residence Halls (NACURH), the Pacific Affiliate of College and University Residence Halls (PACURH), and RHA.
 - a. Keep informed of all changed withing NACURH, PACURH, and RHA in relation to one another.
12. Serve as the delegation chair for RHA during regional and national conferences.
 - a. Official representative at regional and national business meetings
 - b. Attend all National Communication Coordinator meetings at regional and national conferences
 - c. Report to RHA about business conducted at the business meetings
13. To select conference delegations (NACURH, Regional Leadership Conference, Regional Business Conferences, etc.) with the assistance of the Advisor(s), the National Residence Hall Honorary (NRHH) President, and the Executive President.
14. To chair an RHA Ad Hoc Committee consisting of the conference delegates for the purpose of creating a banner and display for the conferences and other necessities of conference preparation.
15. To be responsible for all paperwork related to conferences:
 - a. Contracts

- b. Registration and conference fees
 - c. Re-affiliation
- 16. To organize travel for conference delegates, along with the RHA Advisor.
- 17. To represent and vote in the best interest of WSU RHA in conference business meetings.
- 18. To compile an annual history of WSU RHA (programs, constitutional changes, conferences, special events, milestones).
 - a. This will be kept in the RHA records, and be available in the RHA office, as well as to PACURH and NACURH.
- 19. To write a conference wrap-up report (Highlights, what was learned, what can be implemented at WSU) and a plan-of-action for any changes.

Section 4. The duties of the Vice President Finance in addition to the description outline in the RHA Constitution, shall be:

- 1. To watch over expenditures. When unsure of an expenditure, the VPF should discuss it with the Executive President and/or Advisor(s) before authorizing it.
- 2. Inform the RHA Executive Board as to the procedure purchases. Only RHA Executive Cabinet members and RHA Advisor(s) are allowed to authorize their use by signing.
- 3. To keep track of all copying receipts.
- 4. To pay all bills promptly using check issuance forms.
- 5. To prepare an annual budget for RHA using old budgets as references to be presented at the first official RHA Council meeting and voted on at the following meeting as per the RHA Constitution.
- 6. Responsible for creating a budget line-item glossary.
- 7. To issue the RHA Executive Board stipends near the end of each semester after the ruling of the General Council is submitted.
- 8. To present budget updates monthly for the RHA Council and every two weeks for the RHA Executive Board.
- 9. To act as chair to the Finance Committee.
 - a. The VP of Finance shall be responsible for awarding scholarship(s) each Spring semester.
 - b. All members of RHA are eligible to win these scholarships excluding members of the Executive Cabinet.
 - c. Nominees for this scholarship and VP of Finance are not eligible to sit on the Ad Hoc Scholarship Committee.
 - d. Recipients shall be notified in writing of their award within fifteen days.
 - e. Conduct RHA Executive Board \$250 stipend review within the General Council at the end of each semester, giving the VP of Finance the rulings within two (2) days.
- 10. Any digital receipts should be saved in a file and shall be accessible to the VP of Finance and the RHA Advisor.

Section 5. The duties of the Vice President of Programming (VP of Programming), in addition to the description outlined in the RHA Constitution, shall be:

1. To facilitate the planning of all RHA programming during the year by:
 - a. Determining event time frame and location.
 - b. Contacting appropriate individuals.
 - c. Creating a program budget.
 - d. Registering events at least two weeks prior on Presence, following the provided timeline by Student Involvement.
 - e. Assuming the responsibility of tracking attendance and recording minutes of the committee meetings
2. To plan and execute four cornerstone events annually
 - a. The Price is Right, Spookfest, Movie Premiere, and Spring Hall Week
3. Responsible for monthly educational programs in conjunction with campus partners WSU Cougar Health Services, Office of the Ombudsman, Alternatives to Violence on the Palouse on Pullman Campus, and others identified by the VP of Programming).
4. To create a resource center (online or in RHA office) for programing ideas, materials, and support for hall governments.
5. To facilitate all the steps involved in the planning and organizing of RHA Spring Hall Week during the Spring semester.
6. To act as the chair of the Programming Committee.
7. To have a draft of the semester's programming by the third ~~week~~ RHA Meeting of each semester. The draft must be presented to the RHA Executive Board and RHA Council directly after completion.
8. To be responsible for putting on no less than two programs per semester with the help of the Programming Committee
 - a. These events are separate from the cornerstone events listed in Article I, Section 5, Line Item 2.

Section 6. The duties of the Vice President of Administration and Leadership, in addition to the description outlined in the RHA Constitution, shall be:

1. Assist in the execution of Parliamentary Procedure during council meetings.
2. Provide education of Parliamentary procedure through various forms as the Vice President of Leadership Development sees fit and beneficial for the general council.
3. To lead the planning and execution of RHA Fall Training within the month of October.
4. To conduct a needs assessment to see what halls need in terms of leadership development.
5. An action plan must follow the needs assessment to identify how the needs will be met.
6. To create a singular feedback system for residents to use regarding issues related to on-campus living (housing, dining, and residence life).
 - a. To coordinate Hall Government Executive Liaison Program

- i. Separate Liaison Programs for each of the following Hall Government Positions: Programming, Presidents, Treasures, and Marketing.
 - b. Assign execs to serve as a liaison between the halls and executive board.
 - c. Offer support and resources.
 - d. Help facilitate inner-council conflicts.
7. Build relationships between RHA and Hall Councils and hall to hall relationships
8. To create a resource center with information regarding leadership development, ice breakers, and other activities for use in individual halls.
9. To compile all information received via feedback system and send it to the appropriate parties in consultation with the Executive President.
10. To plan semesterly leadership trainings for hall governments on topics including, but not limited to: conflict resolution, public speaking, team building, planning/goal setting, and other topics identified by the VP of Administration and Leadership.
11. To maintain a list of all vacancies in residence hall governments and assist in filling positions.
12. To create and maintain requirements of the five standardized hall government positions, in conjunction with the Executive President.
 - a. The five standardized hall government positions include President, Vice President, Treasurer, Secretary, and Programming Chair.
13. Be held to the Executive Board Attendance Policy outline in Article XI, Section 9 of the RHA By-Laws
14. To record the minutes of all Council meetings and to type and disperse RHA Council minutes to all RHA Council members, Residential Education Directors, and Committee/Cabinet Advisors.
15. To type, copy, and hand out the agenda for RHA Council meetings.
16. To keep computer records of RHA Council meeting agendas and minutes and monetary proposals on file for five years.
17. To keep the RHA Council roster updated each semester by recording the members' names, e-mail addresses, and titles, and to disperse and update as needed.
18. Obtain the ten-day hall count of residents for each hall from Housing and Dining Services and calculate the number of votes per hall as per the RHA Constitution.
19. To prepare and distribute RHA notebooks:
 - a. Include in each notebook a copy of the RHA Constitution, RHA By-Laws, officer contact information, and other items as deemed necessary by the RHA Executive Board and RHA Council
20. To keep an accurate record of attendance of all RHA Council, RHA Standing, and Ad Hoc Committee meetings, with the help of the Committee Chairs and enforce the RHA Constitution provisions for such.
21. To keep records of office supplies and order new supplies as needed, in conjunction with the RHA advisor.

22. To be responsible for creating the RHA Executive Board Election Applications and adhere to the rules of elections stated by the RHA Constitution and By-Laws.
23. To oversee all RHA office management, and to maintain an organized filing system to track records, including written opinions of the RHA Judicial Board.
24. To forward all filed grievances to the Judicial Committee.
25. To revise and update the RHA Constitution and By-Laws so changes can be viewed by the General Council
26. Review the minutes of a council meeting in the event of a personal absence.

Section 7. The duties of NRHH Representative, in addition to the description outlined in the RHA and NRHH Constitutions, shall be:

1. To attend one RHA Executive Board meeting per month, unless otherwise directed by the RHA Executive President.
2. To attend all RHA General Council meetings.
3. To work with the National Residence Hall Honorary (NRHH) in regard to the awards selection for the RHA end-of-year Banquet.
4. To work alongside the Vice President of Administration and Leadership and Vice President of Programming to develop the awards program for the RHA end-of-year ~~event~~ Banquet.
5. To work with the NRHH executive board to help plan and facilitate the RHA end-of-year Banquet awards application process. Awards given shall consist of, yet are not limited to:
 - a. Student of the Year
 - b. Council Member of the Year
 - c. Executive Cabinet Member of the Year
6. To oversee the RHA end-of-year banquet annual gift distribution.
7. To present RHA general council members with information regarding Of-The-Month writing and selection processes at least once per each semester of the academic year.
8. To work alongside the Vice President of Programming to plan and facilitate at least one eservice project each academic year.
9. To work alongside the Vice President of Communications to promote the writing of award bids for regional and national conferences.

Section 8. The duties of the RHA Advisor(s), in addition to the description outlined in the RHA Constitution, shall be:

1. To attend all RHA Executive Board and RHA Council Meetings.
2. To be a resource to the RHA Executive Board and RHA Council.
3. To be a liaison between Residence Life and RHA.
4. To assist in any other duties as necessary to promote communication among the RHA Executive Board and RHA Council.
5. To check the Executive Board members' GPA at mid-semester and semester.

Section 9. Every member of the Executive Cabinet shall be required to hold office hours.

1. Each RHA Executive member must hold at least eight office hours per week, four-six of which will be scheduled office hours in the RHA Office. This shall exclude Thanksgiving Break, Winter Break, Spring Break, Prep Weeks, Finals Week, Summer Break, the first week of classes, and all university holidays.
2. If RHA Executive Board members do not fulfill their mandatory office hours, their stipend will be affected at the discretion of the Finance Committee and Judicial Board.
3. Executive members shall be accessible to constituents during office hours to address concerns and questions.
4. Executive Cabinet meetings open to the public will count towards weekly office hour requirements.
5. The Executive Cabinet must meet the 15 hours per week requirement in the RHA Office to meet the terms of the CUB Lease.
6. Scheduled Office Hours may be replaced with time spent at other RHA-related events such as attending Hall Government meetings, so long as the weekly Cub Lease terms are still met.

Section 10. The following list shall serve as the order of Succession:

1. Executive President
2. Vice President of Communications
3. Vice President of Finance
4. Vice President of Programming
5. Vice President of Administration and Leadership

Article II – Eligibility

Section 1. All candidates for Executive President must be members of the RHA Executive Board or RHA Council for at least one semester during the school year in which the election is held. Candidates for all other positions must be members of RHA, as defined in Article II, section 1 of the RHA Constitution, during the school year in which the election is held. Candidates must continue to live in a residence hall during their term in office. If at any time an officer no longer lives in a residence hall the officer must resign and leave office immediately.

Section 2. In the event that a candidate for Executive President has not sat on the RHA Executive Board or RHA Council during the year of their candidacy, they may formally petition RHA Council through a written petition for the opportunity to run. This petition requires a two-thirds (2/3) majority vote to pass

Section 3. All Elected RHA Executive (other than the NRHH President) cannot hold a Senior Resident Advisor, or Resident Advisor Position in the department of residence while in their term of office.

Section 4. All officers must possess a minimum 2.5 Cumulative Washington State University GPA at the time of election and maintain such GPA for the entire duration of their term in office. Failure to maintain a minimum 2.5 cumulative GPA during their term in office requires the officer to resign and leave office immediately. A election will be held as soon as possible. The order of succession will be followed to fill the vacant position(s).

Article III – Election Procedures

Section 1. Candidates for RAH Executive Board offices may be placed on the ballot:

1. By application: A candidate shall file for office by completing an application at least one week prior to the election meeting.

Section 2. Election Process

1. The election process shall consist of the following:
 - a. The election shall be held in one meeting or split into two meetings at the discretion of the Executive President. At the first election meeting the RHA Council will vote on the new Executive President, Vice President of Communication, Vice President of Finance, Vice President of Programming, and Vice President of Administration and Leadership.
 - b. In the event that a second election meeting is required the order will go as follows:
 - i. First Meeting- Executive President, Vice President of Communications, and Vice President of Finance.
 - ii. Second Meeting- Vice President of Programming, Vice President of Administration and Leadership, and Chief Justice.
2. The election process shall proceed as follows at the discretion of the RHA Executive President, or by the following officer(s) in the Order of Succession if the current RHA Executive President is up for election:
 - a. All candidates up for election at said meeting shall be given five (5) minutes to give their bid;
 - b. All Candidates are given (5) minutes for questions.
 - c. After all questions, hall representatives are granted five (5) minutes for discussion for each position;
 - d. After all discussion for a position, hall representatives shall vote by ballot
3. Should an office not have a candidate, it shall be skipped and the next office in the Order of Succession shall be elected. Only if a position does not have any applicants, a candidate from a previous election shall be able to bid down to the vacant position, provided they are not already an officer. Deviations from the above procedures in Article III, Section 4, shall be completed by a two-thirds (2/3) approval of RHA Council.

4. Candidates shall only be present during elections if they are presenting or taking questions.
5. All and any guests are welcome during the election process. Only members of the RHA General Council shall have voting and speaking rights. RHA Representatives cannot use guests as a resource through this process. No guest shall have voting or speaking rights. Speaking rights may be granted at the discretion of the Executive President, or by the following officer(s) in the Order of succession if the current Executive President is up for election.

Article IV- Vacancies

Section 1. The Vice President of Communications, with the approval of the RHA Executive Board, shall fill the office of the Executive President if at any time the Executive President can no longer fulfill their duties

Section 2. Should any other RHA Executive Board positions be vacated during a term in office, the next presiding officer in the Order of Succession will assume the duties of the vacated position until an election is held to refill that position.

Section 3. In the event that an RHA Council member assumes the position of an RHA Executive Board member at any time during the year, a permanent substitute must be made by the residence hall by the next regularly scheduled RHA meeting.

Article V- Executive Budget

Section 1. The Executive Board will have discretion over the following budgets:

1. Executive President
 - a. Executive Discretionary Fund, Exec Board, Summer Exec Discretionary Fund, Banquet Fund
2. Vice President of Programming
 - a. Committee Discretionary, Programming, Price is Right, VPP Discretionary Fund; Banquet Fund
3. Vice President of Finance
 - a. Committee Discretionary, Finance
4. Vice President of Communications
 - a. Advertising/Marketing, Conferences
5. Vice President of Administration and Leadership
 - a. Discretionary Fund, VPAL, Historical Up-Keep, Office Supplies
6. Chief Justice
 - a. Discretionary Fund, Judicial Board

Section 2. Each executive will have discretion over their own positional line item with the approval of the Executive President. This line item will be separate from any committee line item.

1. The Director of Finance will build an executive budget based on budget requests by RHA Executive Board during the Summer.

Article VI- Compensation

Section 1. The total amount of compensation for the RHA Executive Board and Appointees shall not exceed thirty percent (30%) of the total yearly budget of RHA.

Section 2. The RHA Executive Board members' stipends shall be the equivalent of a double room rate in Gannon/Goldsworthy, Streit/Perham, Stephenson Complex, or Rogers Hall and a \$250 ~~and~~ semester stipend. The NRHH Presidents Stipend is decided by the NRHH Constitution.

Section 3. In the event that WSU hosts a member of the Regional Board of Directors for PACURH or a NACURH Executive, they will receive a stipend of \$300, unless failure to complete their term in their position.

Section 4. Payment of \$250 stipends will take near the end of the semester, a total of two payments over an entire academic year. Stipends will be prorated based on actual time spent in the RHA office. Housing stipends will be placed at the beginning of the semester.

Article VII- Executive Appointees

Section 1. Ad Hoc Committee Chairs shall be appointed by the Executive President from the general RHA Council membership.

Section 2. The duties of Ad Hoc Committee Chairs will be to:

1. Convene a Committee of RHA Council and non-council members to explore the issue at hand and meet as necessary to develop recommendations to present to the general RHA council.
2. Prepare a written report/recommendation for the RHA Council.
3. Present findings to the RHA Council in a timely manner.

Article VIII- The RHA Judicial Board

Section 1. Responsibilities of the Judicial Board

1. The Judicial Board shall have the following responsibilities:
 - a. To hold members of RHA accountable.
 - b. To terminate membership standing of an Executive Cabinet Member or council member in the RHA.
 - c. To conduct Constitution and By-Law Review.
2. Judicial Board shall not act without quorum, which shall be three members.
3. The Judicial Board shall meet within the first six weeks of the fall semester for the purpose of training.
4. Judicial Board shall keep a copy of all decisions as binding precedence
5. Judicial Board shall meet as needed

Section 2. Appointments

1. Judicial Board members shall serve on the board according to their position:
 - a. Standing Committee members shall serve for as long as they sit on said Standing Committee
 - b. At-Large members shall serve for the academic year.
 - c. The Chief Justice shall serve until the Spring Commencement following the general election that replaces the individual.
2. All appointments shall be terminated when a member does not fulfill RHA Membership requirements prior to the end of their term.

Section 3. Chief Justice

1. The Chief Justice shall serve and act as Chair of the Judicial Board and, thus, shall:
 - a. Act as the Judicial Board representative in all external matters.
 - b. Schedule and plan all Judicial Board meetings and hearing times.
 - c. Coordinate with the respective Executive Board members to keep all RHA accounts, platforms, and associates up to date of Judicial Board decisions.
 - d. Facilitate a semesterly Constitution and By-Law review with Judicial Board for RHA.
 - e. Maintain the official Judicial Board email.
 - f. Chief Justice shall attend every general council meeting.
 - g. To discuss/meet with each executive member once at mid-semester about their position and how the Constitution and/or By-Laws are helping or hindering their progress in actively representing RHA and the residents of Washington State University.
 - h. Attend at least one RHA Executive meeting a month.
 - i. Hold at least one 1:1 with the Executive President and Advisor a month.

- j. Have speaking rights in RHA General Council.
- k. Email all RHA affiliated residence halls at the beginning of each semester. These emails shall consist of:
 - i. An explanation of the Chief Justice position.
 - ii. An explanation of the Judicial Board mediation purpose as outline in RHA By-Laws Article VIII, Section 7.
 - iii. Any other pertinent information about RHA Judicial Board the Chief Justice finds necessary to share.
- l. In the event of a recall, the Chief Justice will oversee the recall proceedings laid out in Article IX, Section 2 of the Constitution.
- m. Chief Justice shall submit the updated Constitution and By-Laws to the Executive Board a week after being finalized by a General Council vote.
- n. Chief Justice shall be allowed two (2) unexcused absences per semester. The RHA Advisor shall determine whether absences are excused or unexcused. Upon receiving three (3) unexcused absences, Chief Justice shall lose the position. The position will be filled as per procedures outlined in the RHA Constitution. The RHA Advisor will notify The Chief Justice in question. The Chief Justice shall be allowed to appeal to the RHA Council via a memorandum and presentation for reinstatement.
 - i. Excused absences include: university sponsored events, academic conflicts, illness, family emergencies, etc.
 - ii. If the Chief Justice is aware of a future absence, they should communicate their need to be gone prior to the start of a meeting.
- 2. The election of Chief Justice shall occur during the election of the Executive Cabinet.
- 3. Any person may be eligible of the election of the position of Chief Justice under the following conditions:
 - a. The person must be an RHA affiliated member, according to the RHA Constitution Article II, including, but not limited to:
 - i. Senior Resident Advisors
 - ii. Resident Advisors
 - iii. Hall government Executive Members
 - iv. Hall Government Members
 - b. The person must have served on RHA General Council for at least one semester or served on RHA Judicial Board for one semester or served on hall government for two semesters.
 - i. An individual not fulfilling the previous requirement may formally petition to the General Council for the opportunity to run. This petition requires a two-thirds (2/3) majority to pass.
- 4. The Chief Justice shall step down as Chair of Judicial Board in the event of conflict of interest.

- a. The Judicial Board shall internally elect who will fulfill the chair during this time.
5. In the event that the Chief Justice position is vacant then:
 - a. A special election shall be held, or
 - b. An interim appointment shall be made via nomination of the Judicial Board and two-thirds (2/3) approval of the RHA General Council, or
 - i. The nomination may be made by the Executive President in the event that the Judicial Board is vacant or unable to make quorum.
 - c. In the event that the General Council is out of session and Judicial Board is vacant, the Executive President, Vice President of Administration and Leadership, and the Advisor shall oversee the Judicial Board accounts and platforms until General Council convenes.
6. The Chief Justice position shall be subject to the recall proceedings outlined in RHA By-Laws Article IX.
7. The Chief Justice position shall have no voting rights in Judicial Board matters unless in the case of a tie.

Section 4. Dismissal

1. Two unexcused absences per academic year or any other violation under the rHA Constitution and/or By-Laws shall be grounds for dismissal from the RHA Judicial Board.
2. The RHA General Council may remove board members by a two-thirds (2/3) equal vote under the same circumstance enumerated in Article VIII, Section 2.
3. Dismissal from the Judicial Board shall not affect other RHA position(s) held by the individual in question.
4. The dismissal of the Chief Justice must be conducted through recall proceedings.

Section 5. The procedure for a hearing shall be as follows:

1. All grievances shall be filed through the Chief Justice.
2. The Chief Justice shall provide both the petitioner(s) and the respondent(s) of the date, place, and time of the review and a copy of the review procedures.
 - a. If the grievance is against the Chief Justice or there is a conflict of interest with the Chief Justice, then the Judicial Board shall elect an interim Chief Justice during the hearing who shall conduct this procedure.
3. The review procedures and hearing shall proceed as follows:
 - a. Petitioner(s) and respondent(s) shall be allowed to file a written brief for the Judicial Board's consideration prior to the hearing for the grievance.
 - b. The petitioner(s) shall present their case, followed by the respondent(s);
 - c. Each party shall have fifteen (15) minutes to present their case and five (5) minutes for rebuttal.
 - d. The Judicial Board may take time as necessary for questioning; and

- e. All parties may present witnesses and evidence during their case:
 - i. The Judicial Board, by majority, shall determine relevance and allow or disallow the admittance of evidence presented.
- 4. The Judicial Board shall publish the decision of a hearing no later than five business days, excluding weekends and federally recognized holidays, by 5:00pm of the fifth business day.
 - a. The written decision shall be made available for review of the Executive Board and General Council in electronic and printed form at the next Executive and General Council meetings respectively.
 - i. General Council may request the Judicial Board to send a representative to the following General Council meeting to answer questions about the final decision.
 - b. The final decision shall consist of the majority decision and any dissenting opinions.

Section 6. The Judicial Board shall have the power to perform consistent Constitutional and By-law review, with the intent to suggest changes deemed necessary. All suggested changes must be presented to the RHA General Council and ratified by two-thirds (2/3) vote of the RHA General Council.

Section 7. The Judicial Board shall have the power to serve as a third-party mediator at the request of a hall government for internal affairs.

- 1. Judicial Board shall present findings and advice to the hall government.
- 2. Judicial Board shall have no power to influence a hall government other than provide findings and advice unless the hall government governing documents grants the RHA Judicial Board other powers, and
- 3. The Hall Government, by a two-thirds (2/3) majority, vote to grant RHA Judicial Board other powers not outlined when conducting the purpose of a third-party mediator.

Section 8. The Judicial Board reserves the power to conduct periodic internal review:

- 1. Internal review may include, but is not limited to:
 - a. The performance of the Executive Board, General Council, and Standing Committees.
- 2. Judicial Board reserves the power to provide recommendations to the Finance Committee concerning stipend review of the Executive Board, and
- 3. Judicial Board reserves the power to initiate recall proceedings with majority vote.

Section 9. Compensation

- 1. The Chief Justice shall receive a stipend of \$250 per semester through review by the Finance Committee, unless
 - a. The Chief Justice is an Assistant Hall Director, Resident Advisor, or Resident Technology Assistant. In this case, the Chief Justice shall not receive a stipend.

2. All other members of the Judicial Board shall receive a stipend of \$50, subject to review by the Finance ~~and Scholarship~~ Committee at the request of the Chief Justice or Executive President.

Article IX- Recall

Section 1. Recall of an RHA Executive Cabinet member shall be initiated upon:

1. The delivery of a petition to Council signed by twenty percent (20%) of voting members of RHA Council, or
2. The majority decision by RHA Judicial Board.

Section 2. Recall proceedings shall be carried out by the RHA Council. The proceedings shall include a statement by the officer up for recall and the person or Judicial Board representative who initiates the petition for recall, as well as a two-thirds (2/3) majority vote of the RHA Council members voting in a special election, shall remove that person from office. Voting shall be by secret ballot.

Article X- Standing Committees

Section 1. The Standing Committees of RHA shall consist of Committee of Public Outreach, Finance Committee, and Programming Committee.

1. The Chair of each respective committee shall keep attendance and submit these records to the VP of Administration and Leadership.
2. Each committee shall have no less than six members.

Section 2. Committee of Public Outreach

1. Voting membership shall consist of any RHA council who choose to sit on the Committee of Public Outreach.
 - a. Additional seats are available to any of the liaison organizations in which the Committee of Public Outreach is affiliated with in order for greater communication between organizations, as well as to residents of recognized residence halls. These additional seats do not have voting rights but may be allowed speaking rights at meetings.
2. The purpose of this Committee is to address any residential affairs in a timely manner and provide RHA Council with an informed recommendation or report. The duties of this committee are:
 - a. To be an advocate to residence halls for those who desire to see change in their hall or school such as hall repairs, constitutional/by-law review, resident voice support, etc.
 - b. To establish working relationships with the WSU community including Registered Student Organizations (RSO), Administrative committees, and the Pullman community at large.

3. To give a “Committee of Public Outreach Report” to council at each council meeting at the discretion of the executive president in which the RAH Representatives will provide information discussed to their residence hall.
4. To perform Social Media, marketing and branding of RHA and RHA sponsored events, with the purpose to grow recognition of the capabilities and purpose of RHA.
5. To create original content for digital platforms, make use of appropriate social networks, and build a strong reputation with the use of technology in the name of RHA.
6. To assist RHA in any advertising, marketing, and connections that are needed for successful programming, forums, etc.
7. To hold a forum in conjunction with a general council meeting as needed in which an administrator or administrative organization will present any new ideas, motions, or decisions in order to get residential feedback: examples include Housing and Dining Services, Transportation Services, the University President, etc.

Section 3. Finance Committee

1. The The membership of this committee shall consist of any RHA general council member, as decided by the Vice President Finance.
 - a. The Vice President Finance is to act as the chair of this respective committee, unless otherwise directed by RHA.
2. The general function of this committee is to:
 - a. Review monetary issues and give an informed recommendation to the RHA general council, all questions on procedures shall be answered by viewing Article X, Section 3, Subsection 3.
 - i. An informed recommendation is defined as being such that a two-thirds (2/3) majority of the Finance and Scholarship Committee is in favor of the recommendation at hand.
 - b. Administer and conduct a stipend review for the RHA executive board once during both the Fall and Spring semesters. This will total twice per academic year.
3. The request of funding consideration procedure shall be as followed:
 - a. The Vice President Finance will provide a representation of the proposal for the members of the committee.
 - b. The committee then shall discuss and vote upon requests not exceeding \$1,000.00 in funding.
 - i. The RHA general council shall discuss and vote on funding proposal which exceed this \$1,000.00 cap limit.
 - ii. If the proposal exceeds the \$1,000.00 cap limit, the RHA general council shall vote in the best interests of their respective hall constituents.
 - c. The Vice President of Finance shall give a full report of funding requests that were approved and disapproved by the Finance Committee’s decision.

- d. If the RHA general council does not agree with the decision made by the Finance Committee, the decision may be overruled by a two-thirds majority by population vote.
- e. If a decision cannot be determined by the Finance Committee and/or the committee is uncomfortable with making a decision, the committee has the right to send the proposal to the RHA general council for approval/disapproval.

Section 4. Programming Committee

1. Membership shall consist of any RHA Council member and be chosen whether or not to sit on by the committee. This Committee shall be chaired by the VP of Programming. The purpose of this Committee is to provide programming that creates a community atmosphere within the residence hall system.
2. This Committee shall present to RHA Council an evaluation of a program within two weeks of the event.
3. The VP of Programming reserves the power to loan out Committee members to other Committees or Executives for the purpose of assisting with marketing and advertisements.
4. The VP of Programming will divide the committee into program oriented sub-committees.
5. The VP of Programming and the Programming Committee shall work appropriately with the NRHH President on the awards application process.

Article XI- Attendance

Section 1. The name of each representative shall be recorded by the VP of Administration Leadership and kept up-to-date according to permanent substitutions, hall elections, and/or appointments.

Section 2. Each hall shall be allowed two unexcused absences from RHA Council or Committee meetings per semester. After two such absences, the VP of Administration and Leadership will notify the Hall President and Residence Education Director with a written statement announcing that the hall has lost its voting rights.

1. An absence can be avoided by sending an alternate representative to a meeting. The alternative will have voting privileges provided that the hall is in good standing.

Section 3. After two unexcused absences from RHA Council or Committee meeting (Ad Hoc or Standing), the hall shall lose voting rights in RHA Council.

1. In order to regain voting privileges, the hall must provide RHA Executive President with a letter from either the Hall President or the Residence Education Director explaining the absences and request for reinstatement of voting privileges.
2. Both hall representatives shall be on voting probation the first meeting at which the requisite letter is provided. Voting probation means that the hall representatives cannot

vote during the meeting of their return but has met the necessary conditions to regain voting privileges for the meeting following.

Section 4. After a third unexcused absence, the hall again loses voting rights. In order to regain voting privileges, the Hall President must petition RHA Council on behalf of the hall explaining the reasons for the absence and requesting reinstatement of voting privileges.

1. A two-thirds (2/3) majority affirmative vote by RHA Council is needed to reinstate voting privileges. The hall in question will be on voting probation during the meeting at which RHA Council acts on the question of reinstatement, meaning the representatives cannot vote during the meeting of their return but have met the necessary conditions to regain voting privileges for the meeting following.

Section 5. After a fourth unexcused absence, the hall's voting rights shall be terminated for the remainder of the semester.

Section 6. To allow for special circumstances, questions regarding absences and reinstatement of voting privileges will be decided by RHA Council with a two-thirds (2/3) majority affirmative vote.

Section 7. RHA Executive Board members shall be allowed two unexcused absences per semester. The Executive President shall determine whether absences are excused or unexcused. If absences of the Executive President are discussed, the VP of Communications will determine whether the absence is excused or unexcused. Upon receiving three unexcused absences, an RHA Executive Board member shall lose their position. The position will be filled as per procedures outlined in the RHA Constitution. The RHA Advisor will notify the RHA Executive Board member in question of the Committee's decision.

1. Executive Board members shall be allowed to appeal to RHA Council via a memorandum and presentation for reinstatement.

Section 8. Halls that are unable to establish governments shall not be punished for lack of attendance. Attendance at such halls will be counted once representatives are able to attend.

Article XII- Voting

Section 1. Representatives of RHA Council must be present at the RHA Council meeting and be in good standing as per Article III, Sections 2, 3 and 4 of the RHA Constitution in order to exercise their right to vote. There shall be no proxy voting except of an individual serving as an alternate representative as outlined in Article III, Section 3 of the RHA Constitution.

Section 2. Each hall will have a weighted vote based on the population of their hall on the tenth day of classes for each semester, which is determined by:

1. Two votes for halls with 1-150 residents

2. Three votes for halls with 151-300 residents
3. Four votes for halls with 301-450 residents
4. Five votes for halls with 451 or more residents

Section 3. Voting on procedural matters will be equal with each Residence Hall receiving two votes.

Section 4. In order for a hall to vote, two representatives must be recognized at the general meeting as defined in Article III, Section 3 of the RHA Constitution.

Article XIII- Dues

Section 1. The dues per member of the residence hall system shall be \$26.00 in RHA dues and \$50.00 in Hall dues for a total of \$76.00 per year. Each member of the residence hall system shall pay \$13.00 in RHA dues and \$25.00 in Hall dues each semester.

Section 2. Dues will be collected by the Department of Housing, Dining and Financial Services as part of the first room and board payment of each semester. The Department of Housing and Dining and Financial Services shall automatically transfer those funds to RHA and Hall RSO accounts.

Article XIV- Budget

Section 1. The VP of Finance, with input and approval of the RHA Executive Board, shall submit a budget proposal to RHA Council during the first RHA Council meeting. RHA Council shall discuss and vote on the RHA budget at the following meeting.

Section 2. Subsequent changes to the approved RHA budget can only be made by a two-thirds (2/3) majority affirmative vote of RHA Council.

Section 3. The incoming VP of Finance, with input and approval of the incoming RHA Executive Board, shall prepare and submit an Anticipated Fall Budget at the second to last meeting of spring semester. This proposal will be voted on at the final meeting of spring semester. At this time, the Council will open line items pertinent to Executive Board activities over the summer and in the opening weeks of the fall semester.

1. The Anticipated Fall Budget will be prepared using projected fall occupancy numbers in consultation with the Advisor and the Director of Housing.
2. The Anticipated Fall Budget will serve as:
 - a. An extension of the budget that will allow for summer allocations as well as any additional allocations towards fall activities such as RHA Week of Welcome sponsored events, Leadership and Development, and Executive Discretionary Fund as well as any other events that may require funding before the next year's fall budget can be approved.

- b. A template for the following fall's budget.
3. In the first three meetings of the fall semester, the VP of Finance will update the budget with the official Tenth Day Count occupancy numbers. The Council will then confirm these updates and vote on any changes that they see fit.

Section 4. The RHA budget shall contain a discretionary fund for each standing committee with an amount to be determined at the beginning of each semester.

Section 5. Any funding proposals given by finance committee must be reported by the next general council meeting.

Section 6. The RHA budget shall contain an NRHH line item that shall be used exclusively by NRHH. At the beginning of each academic year the Vice President of ~~Administration and~~ Finance shall add \$5,500 to the line item and transfer the funds, any additional funding will need to be proposed to Finance and/or RHA General Council.

Section 7. Each RHA Representative will receive a \$100.00 stipend from RHA per academic semester. The total amount is not to exceed 18% of the total RHA budget and a new amount shall be proposed at the start of any semester in which the 18% threshold is exceeded.

Article XV- Resolutions

Section 1. When necessary, RHA Council may choose to issue a Resolution outlining the stance of RHA Council and/or urging another party to take the same view as RHA Council on behalf of all RHA members.

Section 2. Resolutions may be put before RHA Council in two ways:

1. Any residence hall student may submit a tentative resolution to RHA Council for at least a week's review and approval pending amendment.
2. Any member of RHA Council or RHA Executive Board may draw up a resolution and submit it to the Executive President for consideration at the next meeting of Council, pending amendment and review.

Section 3. Resolutions should be issued at times when parties or issues arise with serious implications to RHA members' ethical consideration, quality of life, or with levies on the said student.

Section 4. Resolutions shall be titled before adoption, with the number of proposed resolutions preceding the submitted document in that academic year; after adoption the formal title shall consist of the date of adoption following the pre-debate number/title.

Section 5. All RHA resolutions that have been passed and approved shall be kept in paper and electronic form for the ease of access of future RHA Executives and General Councils. Records shall be kept in the following manner:

1. Resolutions shall be kept within the By-Laws, at the end prior to revision dates. The list shall include the number, title, date, and a synopsis of the resolution (excluding Constitutional or By-Law revision Resolutions)
2. Resolutions shall be kept in a binder in the RHA Office to maintain a paper copy of all resolutions
3. Resolutions shall be kept electronically in the official RHA folders on the network provided.

Article XVI- Resignation And Reintegration

Section 1. In order for a residence hall to secede from RHA, they must first produce a majority vote in their hall to the specifications of their constitution. Because dues are paid at the beginning of the semester and are written into the housing contracts, resignation will not be effective until the following school year.

Section 2. Any residence hall wishing to rejoin RHA must adhere to the following:

1. Produce a majority vote in their hall to the specifications of their constitution.
2. Reintegration must be approved by a two-thirds (2/3) vote by the Residence Hall Association Council.
3. Non-member halls may only attempt to re-join Residence Hall Association once every three years.

Section 3. Non-member halls may only come to RHA for a maximum of \$1000, which must be used over a minimum of two events per semester. Said events must be open to all students living in residence halls.

Article XVII- Amendment

Section 1. The RHA By-Laws may be amended or revised at any regular or special meeting with a two-thirds (2/3) majority affirmative vote of approval by RHA Council provided that the proposed amendment is previously submitted at a regular or special RHA Council Meeting.

Section 2. A master copy with the dates of any voted changes, amendments, or revisions to the RHA Constitution and/or RHA By-Laws will be kept on electronic file in the RHA office and at Residence Life for a minimum of three (3) years.

Section 3. The RHA By-Laws will be reviewed annually by the Judicial Board. The accepted amendments shall take effect immediately with the exception for amendments to stipends, which will take effect the following Fall semester.

Section 4. Strike/Bold format: Deletions are made with a single strikethrough of the text, additions shall be made in bolded format, and any comments or explanations shall be submitted in italics and parentheses, while nothing being changed shall be left in regular type text in a word processor format.

Section 5. If a member wishes to request an amendment to a motion currently on the table, they may ask the individual who filed the original motion to accept said amendment via a “friendly amendment” before going through the formal process of a motion to amend.

Revision

Rev. 08/10/94

Rev. 05/03/95

Rev. 04/17/96

Rev. 10/20/97

Rev. 02/02/98

Rev. 02/23/98

Rev. 03/09/98

Rev. 02/16/99

Rev. 09/11/99

Rev. 04/10/00

Rev. 10/16/00

Rev. 11/27/00

Rev. 04/09/01

Rev. 10/22/01

Rev. 04/15/02

Rev. 09/30/02

Rev. 04/07/03

Rev. 09/10/03

Rev. 03/22/04

Rev. 04/05/04

Rev. 04/03/06

Rev. 04/10/06

Rev. 04/17/06

Rev. 05/23/07

Rev. 04/14/08

Rev. 12/08/08

Rev. 04/20/09

Rev. 04/26/10

Rev. 04/11/11

Rev. 03/26/12

Rev. 11/18/13

Rev. 11/04/14

Rev. 04/20/15

Rev. 02/22/16

Rev. 11/28/16

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