

**CONSTITUTION OF THE  
MARQUETTE UNIVERSITY  
RESIDENCE HALL ASSOCIATION**

**PREAMBLE**

We, the resident students of Marquette University, in order to secure the interests of residence hall and university owned apartment residents at all levels of university governance, to establish fellowship, and provide for the educational, spiritual, cultural, social, and communicative needs among residence halls and university owned apartments, do hereby ordain and establish this constitution for the Marquette University Residence Hall Association.

**ARTICLE I: NAME**

The name of this organization shall be Marquette University Residence Hall Association (RHA), hereafter referred to as “the Organization,” and shall be composed of the respective university residence halls and university owned apartments at the time of the enactment of this constitution and all university residence halls and university owned apartments established thereafter.

**ARTICLE II: PURPOSE**

The purpose of this organization shall be:

- A. To act as a primary liaison between the university residential population and the university community.
- B. To contribute to the general welfare and cooperation of the residence halls and university owned apartments.
- C. To promote, coordinate, advise, and/or facilitate all university residence hall and university owned apartment activities.
- D. To act in the interests of the resident population at all levels of university representation and administration.
- E. To make recommendations to the university representatives and administration.
- F. To work in conjunction with the Marquette University Student Government (MUSG) in governance over the residence halls and the university owned apartments.

The powers of this organization shall be derived from the delegated authority of the Office of Residence Life, Office of Student Development, and the consent of the residents.

**ARTICLE III: MEMBERSHIP**

Section 1: The Residence Hall Association Executive Board

The Organization’s Executive Board shall consist of the President, Executive Vice President, Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Legislation, and Vice President of Marketing. The officers shall serve as ex-officio members of the Organization with circumscribed voting rights.

Section 2: Residence Hall Association

Membership in the Organization shall consist of representatives from each residence hall based on an occupancy ratio of one representative for every 150 residents of the building. Apartment council representation shall equal the number of representatives that the most populated residence

hall is accorded. Occupancy totals for each residence hall will be based on occupancy totals at the start of the academic school year.

Section 3: Residence Hall Association Advisors

The Advisor to the Organization shall be the Assistant Dean for Residence Life Programs of the Office of Residence Life. The Advisor shall be considered an ex-officio, non-voting member of the Organization and the Organization's Executive Board. The Graduate Assistant for Residence Life Programs will serve as the Organization's co-advisor and shall be considered an ex-officio, non-voting member of the Organization and its Executive Board.

Section 4: Non-discrimination Clause

Consistent with all applicable federal and state laws and university policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, gender, sexual orientation, national origin, or disability in its selection of members, educational programs, or activities.

#### ARTICLE IV: OFFICERS

Section 1: Residence Hall Association Executive Board

The Organization's Executive Board shall consist of the President, Executive Vice-President, Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Marketing, and Vice President of Legislation.

Section 2: Elections

A. President and Executive Vice President

1. The due date for the applications for the positions of President and Executive Vice President of the Residence Hall Association shall coincide with the due date of the MUSG applications. Elections of the President and Executive Vice President shall occur in conjunction with MUSG Elections in the Spring Semester and shall be voted on by all Marquette students living in residence halls, the Evans Scholars House, and university owned apartments.
2. Should either office remain vacant following the election, it is the duty of the outgoing Executive Board to reissue applications for general body to vote on new candidates for the office during Internal Elections.
  - i. Should either office remain vacant before the last meeting, the outgoing Executive Board shall reissue applications and interview applicants to determine a winner.

B. Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Marketing, and Vice President of Legislation

1. Applications for the positions of Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Marketing, and Vice President of Legislation shall be due at least one week following the press conference announcing the results of the election of President and Executive Vice President.
2. All members of the Organization with voting rights shall vote on each office.
3. The process to be followed in the selection of these offices shall be contained within the By-Laws of this Constitution.

C. The Organization's Executive Board shall assume office at the final meeting of the semester and shall serve as active members until their successors are so installed.

Section 3: Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.

Section 4: Officer Responsibilities

The duties and responsibilities of the specific officer shall be as follows:

A. President

1. Preside as Chairperson of the Organization with voting power only to break a tie.
2. Carry out policies and decisions of the Organization.
3. Represent and be spokesperson for the Organization.
4. Chair the executive board.
5. Coordinate all Organization meetings.
6. The President or President's designee must remain on campus during the summer and work 10 hours a week in the Residence Hall Association office.
7. Distribute the meeting agenda and set up the room before each Organization meeting.
8. Act as liaison between the Organization and the Marquette University Student Government.
9. Chair one program for the year.

B. Executive Vice President

1. Preside as Chairperson of the Organization in the absence of the President.
2. Oversee the Organization's committees.
3. Preside as the Elections Commissioner for all Organization elections.
4. Organize the annual blood drive.
5. Chair one program for the year.
6. Chair one standing committee for the year.

C. Vice President of Administration

1. Keep accurate records of the Organization and executive board meetings.
2. Distribute minutes to representatives.
3. Preside as Chairperson of the Organization in the absence of the President and the Executive Vice President.
4. Keep accurate records of attendance to the Organization's weekly meeting.
5. Coordinate the historical records of the Organization.
6. Facilitate the lending of the Organization's equipment.
7. Create a digital directory and placards of each RHA representative, executive board member, and advisor.
8. Chair one program for the year.
9. Chair one standing committee for the year.

D. Vice President of Finance

1. Assist the Organization in the collection and distribution of Organization funds.
2. Keep accurate and up-to-date records of all monetary transactions of the Organization.
3. Maintain a university Organization ledger.
4. Present a budget proposal, prepared in conjunction with the Budget Committee, to the Association at the beginning of each academic year.
5. Review and approve all financial records.
6. Give a financial report during general body meetings, as needed, no less than twice a semester.
7. Work with the Executive Board to approve expenditures from the close of the last meeting of the Spring Semester until the first meeting of the Fall Semester.
8. Chair one program for the year.

9. Chair one standing committee for the year.
- E. Vice President of Legislation
1. Preside as the Office Manager.
  2. Annually review the constitution of the Organization.
  3. Preside as Chairperson of the Legislation Committee when in session.
  4. Chair one program for the year.
  5. Chair one standing committee for the year.
- F. Vice President of Marketing
1. Publicize all RHA events to the student population.
  2. Serve as a resource and provide guidance to committees regarding publicity creation and advertising.
  3. Be familiar with all forms of advertising on campus.
  4. Maintain the Organization's website.
  5. Coordinate the photos of the Organization.
  6. Maintain all of the Organization's social media accounts.
  7. Chair one program for the year.
  8. Chair the Networking and Marketing standing committee for the year.
- G. National Communications Coordinator
1. Serve as the official liaison between the Organization and national, regional, and state-affiliated associations.
  2. Attend national, regional, and state-affiliated association conferences as deemed necessary by the Organization in order to represent the views of Marquette University and the Organization.
  3. Assemble and prepare delegations to attend state, regional, and national Residence Hall Association conferences.
  4. Submit re-affiliation papers, dues, and National Information Center reports by the proper deadlines as set by the state, regional, and national offices.
  5. Submit monthly reports to the state office.
  6. Write two bids for awards on the regional, state, or national level.
  7. Chair one standing committee for the year.
  8. Potentially chair one program for the year.
- H. All members of the Executive Board are required to attend weekly meetings of the Organization, weekly meetings with the executive board, bi-weekly meetings with their advisor, and hold two office hours per week.

## **ARTICLE V: REMOVAL OF OFFICERS AND REPRESENTATIVES**

### Section 1: Impeachment and Removal of Residence Hall Association Executive Board Officers

The following procedures shall be utilized for the impeachment process of an Organization Executive Board officer:

- A. Any Executive Board member may be impeached.
- B. Impeachment proceedings shall be initiated by a joint majority vote of the Organization and executive board. The President of the Organization is not allowed to vote.
  - a. Notification of the charges must be made by written letter; issued by a neutral Executive Board officer to the Organization representatives at least two school days prior to the impeachment meeting.
  - b. The officer being impeached must be present at the meeting to state his/her defense.
- C. An Executive Board officer shall be removed by a three-fourths joint vote of the Organization and the Executive Board. The vote shall be held by secret ballot. Impeached officers may not vote in his/her impeachment and subsequent removal.

Section 2: Impeachment and Removal of Organization Representative

The following procedures shall be utilized for the impeachment process of an Organization representative:

- A. Any Organization representative may be impeached.
- B. Impeachment proceedings may be initiated by at least fifty percent joint vote of the member's respective council and that council's Executive Board.
- C. An Organization representative shall be removed by a three-fourths joint vote of the respective council and that council's Executive Board. The vote shall be held by secret ballot.

Section 3: Appeals Process

The following procedures shall be utilized for the appeals process of an impeached representative or officer.

- A. The impeachment decision will be considered final after the end of normal University work hours on the second day following the impeachment meeting. All appeals must be received by the Organization President or acting President in writing by this time.
- B. Appeals received within proper time constraints will be decided by a committee consisting of one member of the CPC Executive Boards, excluding RHA Representatives, from each of the Residence Halls and Apartment's Councils within two days of receipt of the appeal.
  - a. The member of the CPC Executive Boards will be appointed by the Advisor of the CPC.

Section 4: Resignation

If an officer wishes to resign from a position, the following process must be followed:

- A. The officer must submit a letter of resignation to the President and the RHA advisors specifying a clear resignation date, no later than 2 weeks.
- B. In the case of the resignation of the President, a letter of resignation must be submitted to the Executive Vice President and RHA advisors.
- C. A statement of resignation will be made to the general body after the letter is received.
- D. Positions should be filled in reasonable time after resignation following the rules in Article VI

**ARTICLE VI: REPLACEMENT OF OFFICERS**

Section 1: Replacement of the President

- A. The Executive Vice President shall preside as President and as Chairperson of the Organization in the absence of the President. The Vice President of Administration shall reside as President and as Chairperson of the Organization in the absence of the President and the Executive Vice President. The Vice President of Finance shall reside as President and as Chairperson of the Organization in the absence of the President, Executive Vice President, and Vice President of Administration.

Section 2: Replacement of Executive Vice President, Vice President of Administration, Vice President of Finance, Vice President of Legislation, National Communications Coordinator, and Vice President of Marketing.

- A. The general body shall evaluate candidates for the position of Executive Vice President, Vice President of Administration, Vice President of Finance, Vice President of Legislation, National Communications Coordinator, or Vice President of Marketing beginning within two

weeks of the resignation or removal of the previous officer. The general body shall have up to four weeks from the time of resignation or removal to select a candidate by majority vote.

- B. The process to be followed in the selection of these offices shall be contained within the Executive Board Spring Elections By-Law of this Constitution.
  - a. When class is not in session, the Executive Board shall reissue applications and interview applicants to determine a winner.

## **ARTICLE VII: MEETINGS**

Section 1: The Organization shall meet once a week during the academic year or as deemed necessary by the President or a majority vote of the Organization.

Section 2: A quorum shall consist of three-fourths of the voting members of the Organization.

Section 3: Attendance

- A. An absence from a program or standing committee meeting shall count as one-half of an absence.
- B. Any Organization member that misses a standing committee, program committee, and general body meeting shall count as one absence.
- C. For every meeting that an organization member misses they will lose their voting rights for the meeting immediately following.
- D. An absence will be counted for any organization member who is more than 30 minutes late to a meeting.
- E. An organization member will be considered tardy when they are more than 15 minutes late to the general body. Three late arrivals will accumulate to one absence.
- F. Any Organization member that accumulates three absences will be put on probation and must meet with the Vice President of Administration to review said member's role in the organization.
- G. Any organization member that accumulates six or more absences will be asked to resign from their position.
- H. Program and event coordinators will determine the attendance policy for their respective programs or events. Attendance policies and records will be given to the Vice President of Administration for records.
- I. The Vice President of Administration will keep a weekly attendance record for general body meetings. Program and standing committee chairs will keep record of attendance and update the Vice President of Administration on a monthly basis.
- J. An absence will only be considered excused when the organization member has an academic reason, family or health emergency, or when they properly appoint a proxy, as stipulated in section 4.

Section 4: Proxy Representation

- A. In the event that a non-executive organization member must miss a general body meeting, they will be able to send a proxy in their place to complete their voting and reporting responsibilities.
- B. The proxy should be someone from the respective hall council, starting from the top of the council hierarchy and based on availability.
- C. Proxy representation shall be allowed provided the RHA President and Vice President of Administration is notified via email by the member at least 1 day before the RHA meeting is scheduled.
  - a. The hall director and the proxy representative will be "CC'd" in the email to ensure efficient communication.
- D. Additional qualifications of a proxy include:
  - a. A proxy may not be another RHA member.
  - b. Must be an active member of the hall they will represent.

## ARTICLE VIII: COMMITTEES

Section 1: The officers of the Organization shall have the authority to create any committees, standing or special, that will further the purpose of the Organization. The committees shall report to and be held responsible by the Executive Vice-President.

Section 2: There will be three standing committees of the Organization, one of which each Organization member must be an affiliate. They shall be:

### A. Advocacy Initiatives

The goal of this committee is to foster positive dialogue and action in areas including but not limited to sustainability, diversity, and service within the community. This committee will work to educate members of the residence halls and university owned apartments about important social justice issues affecting our campus and beyond. This committee will also work to advocate for these issues through programming and initiatives.

### B. Student Life

The goal of this committee is to enhance and improve student life within the residence halls and university owned apartments. This committee shall be responsible for initiating and coordinating action surrounding issues including but not limited to policies and procedures, safety, food service concerns, facilities and residence hall improvements, and transportation concerns, which affect student life in the residence halls and university owned apartments. This committee shall also be responsible for educating the Organization about issues in the residence halls as well as in the university owned apartments. This committee may work with the Vice President of Legislation to pass legislation to further their goals and resolve the concerns of residents and issues within the residence halls and university owned apartments.

### C. Networking and Marketing

The goal of this committee is to build effective relations with residence and campus organizations through communication and collaboration. The committee will work to improve campus awareness of the Organization by working with the Vice President of Marketing to create a positive image of the Organization. The responsibilities of this committee include maintaining all media outlets, creating publicity, and promoting the mission of the Residence Hall Association.

Section 3: Ad Hoc Committees

#### A. Legislation Committee

- a. The goal of this committee is to assist in producing legislation to better enable RHA to carry out its mission.
- b. This committee will meet at the discretion of the Organization and is responsible for aiding other committees in drafting and passing legislation.
- c. Membership to the committee will rotate through RHA representatives per piece of legislation.
- d. The Vice President of Legislation shall be the permanent chair of this ad hoc committee.

#### B. Budget Committee

- a. The Budget Committee shall be formed if the Organization deem necessary to review the budget prepared by the Vice President of Finance and suggest changes to the Organization.
- b. Members
  - i. Any executive board member, excluding the Vice President of Finance, shall chair the Budget Committee.



- ii. Quorum for the Budget Committee shall be 5 members, including the Chairperson, present.
- c. The Budget Committee shall cease meeting once the Organization has approved the budget.
- d. Any member of the Organization or the executive board not serving on the Budget Committee may testify before the Budget Committee in reference to the proposed budget.

C. Programming Committees

- a. There shall be programming committees formed each semester in order to prepare Organization programs. Each Organization member must serve on at least one of these committees each semester.

**ARTICLE IX: FINANCES**

Section 1: Residence Hall Association Budget Proposal

The Organization’s budget is drawn from a portion of each resident student’s housing fee to be decided on jointly by the Office of Residence Life and the Organization. The Organization’s budget shall be prepared at the start of each academic year by the Vice President of Finance and the Budget Committee.

Section 2: Budget Approval

The Organization’s budget shall be approved by a two-thirds majority vote of the Organization. Approval must take place before allocation of funds.

Section 3: The Organization shall approve stipends as they see fit for the executive board at the final meeting of each semester. For voting procedure see By-Law XI.

**ARTICLE X: RESIDENCE HALL & UNIVERSITY APARTMENT GOVERNANCE**

Section 1: Powers

All powers and procedures not stipulated in this constitution are reserved for the individual residence hall and/or apartment council.

Section 2: Elections

The process for fall elections of representatives of the residence halls and university apartments to the Organization shall be contained within By-Law VII of this Constitution.

Section 3: Training

A training session shall be provided to residence hall and apartment council executive boards within one week of the hall and apartment council elections.

**ARTICLE XI: AFFILIATION**

The Organization shall be affiliated with the Wisconsin United Residence Hall Association, the Great Lakes Affiliate of College and University Residence Halls, and the National Association of College and University Residence Halls, and shall abide by their constitutions and by-laws in all cases where there is not conflict between their constitutions and by-laws and this constitution and/or the rules, regulations, or policies of Marquette University. In instances of conflict, this constitution and/or rules, regulations or policies of Marquette University





shall take precedence over the constitutions or by-laws of Wisconsin United Residence Hall Association, the Great Lakes Affiliate of College and University Residence Halls, and the National Association of College and University Residence Halls.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

### Section 1: Procedure

All matters or procedures that are not specifically defined in this constitution shall follow those in *Robert's Rules of Order*, and the discretion of the Vice President of Legislation.

### Section 2: Legislation

- A. All legislation to be considered by the Organization must be placed on the agenda and must be in written form.
- B. Before legislation may be placed on the agenda, it must be submitted to the Executive Board for review. The Executive Board may submit recommendations for change to the legislation's sponsor.
- C. The Executive Board must approve of legislation with a majority vote for it to be brought to the General Assembly for the following General Body meeting. Legislation that did not garner majority vote will not be considered at the General Body meeting.

### Section 3: Interpretation

In the event that any question concerning the interpretation of the constitution arises, the Organization shall interpret the passage in question.

### Section 4: Voting

The Organization may pass rules by a majority vote of its members.

## **ARTICLE XIII: AMENDMENTS**

Proposed amendments to the Constitution may be presented to the Organization by a motion of an organization member or by a petition signed by one-third of the total residence hall and university owned apartment residents. A proposed amendment must be ratified by three-fourths vote of the Organization at the meeting following the presentation, and approval by the Marquette University Student Government and the Office of Student Development.

## **ARTICLE XIV: BY-LAWS**

Section 1: The Organization shall have the power to adopt by-laws by a two-thirds majority vote of the Organization.

Section 2: By-laws shall be considered binding until suspended, amended, or repealed by a two-thirds majority vote of the Organization.

Section 3: This constitution shall contain an appendix listing all by-laws.

RATIFIED: December 3, 2001

AMENDED: March 5, 2018

UPDATED: March 5, 2018

## **BY-LAW I: WEEKLY REPORTS**

Each committee of the Organization must give a weekly report.

## **BY-LAW II: DISTRIBUTION OF MONIES**

- Section 1: All expenditures under fifty dollars may be approved by the Organization's Executive Board.
- Section 2: All expenditures fifty dollars and over must be approved by the Organization.
- Section 3: When a case requiring spending not provided for in the budget arises; the Organization must approve this spending by a two-thirds majority vote.
- Section 4: When a profit is realized from any project, the profit or surplus shall be put directly to the contingency fund of the Organization's budget to be dealt with on a case-by-case basis before the Organization.
- Section 5: The Vice President of Finance shall prepare cash reimbursement vouchers for all purchases under \$250, which will be signed by the Organization's advisor.
- Section 6: All purchases over \$250 may only be made in conjunction with the advisor, who will determine the procedure for such a purchase.
- Section 7: All funds and transactions of the Organization shall be the sole responsibility of the Vice President of Finance.
- Section 8: All requests for funding are to be brought before the Organization, tabled and voted upon no later than the meeting following the funding request/proposal.
- Section 9: All parties outside of the Organization that request funding from the Organization are responsible to read and complete the *RHA Funding Guideline Packet*.
- Section 10: All funding requests for September shall be submitted by the second to last Organization meeting of the previous academic year to be guaranteed consideration. Any requests received before October shall be subject to the executive board's discretion once the annual budget has been approved.
- Section 11: No Residence Hall Association funds shall be used neither for fundraising or charitable contributions nor to offset the expense of items to be donated to a charitable cause.

## **BY-LAW III: EMERGENCY LEGISLATION**

The Organization may by a three-fourths majority vote pass emergency legislation not submitted prior to the meeting in written form.

## **BY-LAW IV: DIRECTORY**

Every year the Vice President of Administration shall publish a directory, which is to contain the Organization's executive board, the Organization, and committee membership.

## **BY-LAW V: DIVERSITY COMMISSION**

- Section 1: A Diversity Commission shall be established, hereafter referred to as "the Commission."
- Section 2: Goals

The goals of the Commission shall be as follows:

- A. To identify any and all diversity concerns, which may include but shall not be limited to issues concerning race, religion, socio-economic status, sexual orientation, ethnicity and nationality, or gender, as they exist in residence halls, university owned apartments, and on Marquette's campus.
- B. To advise the Organization on how to address these concerns through programming, educational activities, and legislative endeavors.

Section 3: Membership

- A. The Commission shall be comprised of three Organization representatives
  - a. One member of the Commission shall be a freshman.
  - b. One member of the Commission shall be a sophomore.
  - c. One member of the Commission shall be a junior or senior from the university owned apartments.
  - d. No two members of the Commission shall be from the same residence hall.
  - e. MUSG shall be invited to send a number of representatives not to exceed two, and these representatives shall be observers without voting rights on the Commission.
- B. Selection for the Commission shall occur by written application. The Executive Board will review all applications and make the final selection of members.
- C. If committee membership is unable to be filled using the above criteria, the executive board will determine how to fill the vacancy.
- D. The Commission will select a chair from its members

Section 4: Powers and Responsibilities

The Commission shall have the following powers and responsibilities:

- A. The Commission shall invite and meet with representatives of all student organizations who should choose to send them.
- B. A dialogue shall be created between the Commission and the student organization representatives concerning the issue of diversity on Marquette's campus.
- C. The Commission shall report its findings in writing to the Organization.
- D. The Commission shall report a number of recommendations concerning how the Organization can incorporate its findings into current and/or future programming.
- E. Once approved by the Organization, the Commission's report shall be sent to all applicable organizations and University entities, including but not limited to MUSG, the Office of Student Development, and the Office of Residence Life.

Section 5: Meetings

- A. If the Organization deems that there would be value in holding the Commission by a majority Council vote, the Commission will be convened by order of the President at the start of each Spring Semester.
- B. The Commission can be reconvened by order of the President whenever the President, under counsel of the Organization, deems it necessary.
- C. Once convened, the Commission shall meet for a period not to exceed 3 months.

**BY-LAW VI: EXECUTIVE BOARD SPRING ELECTIONS**

Section 1: Definitions

- A. External Elections shall be defined as those elections occurring outside Organization meetings. They shall be held for the offices of President and Executive Vice President. Their procedures can be found in Article IV, Section 2 of the Organization's constitution.
- B. Internal Elections shall be defined as those elections occurring during Organization meetings. They shall be used primarily for the offices of Vice President of Administration, Vice

President of Finance, Vice President of Marketing, Vice President of Legislation and National Communications Coordinator. However, should the offices of President and Executive Vice President not be filled through External Elections, they shall be filled through Internal Elections. Their processes shall be contained within this by-law.

Section 2: Requirements for Candidacy

- A. Each candidate shall submit a letter of intent and a bid for office through Internal Election to the Elections Commissioner by noon on the day before the Internal Elections are to be held.
- B. All requirements contained within the Organization's constitution governing candidacy requirements must also be fulfilled.
- C. A candidate shall not be considered should the candidate knowingly be unable to complete the term or fulfill the responsibilities of office.
- D. Officers may not concurrently hold the position of Resident Assistant or be a member of the Orientation Staff for the year which they would be elected to serve. Potential officers must also be full time students taking at least twelve credits each semester on campus- those who are studying abroad, co-oping or participating in a full-time internship or student teaching position will not be considered eligible.
- E. All officers must participate in the Residence Hall Association Executive Board Training.
- F. All officers must live within a Residence Hall, Evans Scholars House, or University-Owned Apartment by the first day of classes in the Academic Year in which they are elected. If an officer is replaced throughout the duration of the year their replacement must be living in a Residence Hall or University Owned Apartment upon their first meeting.

Section 3: Bid Requirements

- A. The bid shall be no more than two pages, with a page being defined as one side of one sheet of paper. The font shall be not larger than 12 and no smaller than 10. Margins shall be one inch on all sides.
- B. The bid shall include the candidate's name, email address, phone number, and the position sought in a header on the first page.
- C. Each candidate shall include at least one letter of recommendation. This letter shall come from a Resident Assistant, a Resident Hall Director, another Residence Life staff member, the advisor of an organization in which the candidate has been a member, or an employer or supervisor of the candidate. The Advisor of the Organization shall not write any letters of recommendation. The letter shall not count towards the two page limit.

Section 4: Process

- A. Internal Elections shall be held during a regularly scheduled Organization meeting. All candidates shall be made aware of the date, time, and location of this meeting no less than 24 hours before it is scheduled to begin.
- B. The order of Internal Elections shall be based upon the number of candidates bidding for each office. That office with the most candidates shall be considered first, and that with the least shall be considered last.
  - a. Should there be multiple offices with the same number of candidates, the order for those offices shall be determined by the order of succession as determined by the Organization's constitution.
- C. The order of candidates shall be determined alphabetically by last name.
- D. While the candidate waits at the designated area, the President of the Organization, or the President's designee, shall read the written bid.
- E. Each candidate shall give a speech that shall not exceed three minutes in length.
- F. Immediately following the speech, the candidate shall be subjected to a period of three minutes in which the Organization may question the candidate.
  - a. This period shall be extended by a simple majority vote of the Organization. The total period of question and answer shall not exceed six minutes.

- G. The candidate shall return to the designated waiting area following the period of question and answer, during which the Organization shall engage in a period of pro/con debate. This period shall expire after three rounds of pro/con elapse without any members rising to speak.
- H. When this process has been applied to all candidates running for a given office, the Organization shall enter a five-minute period of discussion. This period shall be ended only by a 2/3-majority in favor of voting.
  - a. This period shall be extended by a simple majority vote of the Organization. The total period of discussion shall not exceed fifteen minutes.
- I. Once voting has been completed, the Elections Commissioner shall make the candidates aware of the results.

Section 5: Voting

- A. The Vice President of Legislation shall explain all voting procedures prior to the commencement of voting.
- B. Voting shall be done by secret ballot.
- C. All Organization members with voting rights shall receive one vote.
- D. Votes shall indicate either a preference for one candidate, no confidence in any candidates, or an abstention.
- E. The Elections Commissioner, the Organization's advisor, and the current holder of the contested office shall individually count the ballots.
  - a. In the case of the office of Executive Vice President, the Vice President of Legislation shall also count the ballots.
- F. Once all ballots are counted, the Elections Commissioner shall record the number of votes for each candidate, and the results shall be immediately reported to the Organization.
- G. Once all three counters have certified the results, the ballots shall be preserved until the end of the academic term, at which time they shall be destroyed.

Section 6: Determining the Winner

- A. The candidate whose acquired votes exceed, but are not equal to, fifty percent of all ballots cast shall be declared the winner.
- B. Should no candidate receive the required amount, the candidate with the fewest votes shall be dropped from contention and a second vote shall be held, following the procedures outlined in Section 5.
- C. Should no confidence votes exceed fifty percent of votes cast, all candidates shall be dropped from contention.
- D. Those candidates who unsuccessfully bid for a position may seek election for another position. This Internal Election shall be held the same night as the rest of the Internal Elections. In such a case, no additional written bid shall be required, though the remainder of the process shall be followed.
- E. Should an office remain vacant following all Internal Elections, Organization members shall nominate candidates to be voted at the following regularly scheduled meeting.
  - a. All candidates nominated must bring a resume and prepare a short presentation for the following meeting.
  - b. The process of voting shall follow the procedures set forth in Section 5.

Section 7: Should any part of this by-law conflict with the Organization's constitution, that part alone shall be considered invalid.

**BY-LAW VII: FALL ELECTION OF ORGANIZATION REPRESENTATIVES**

The Organization will facilitate elections of the hall and apartment council executive boards.

Section 1: Candidacy

- A. All candidates for office must be full-time students and must be in good standing, as defined by the Office of Student Development and Marquette University Student Handbook.
- B. Candidates must reside in the residence hall or university owned apartment they wish to represent.
- C. Candidates may run for only one elected position during an academic semester.
- D. Candidates must comply with requests and guidelines set forth by the Elections Committee.

Section 2: Candidate Registration

- A. Mandatory registration for standard candidates running for executive board positions on their respective residence hall and apartment council must complete an electronic fall election form.
- B. The form must be completed and submitted by a date, approximately two weeks prior to the final election, set by the Elections Commissioner.

Section 3: Election Procedure

- A. Voting Procedure
  - a. Any full-time undergraduate student may vote during an election upon presentation of valid Marquette University identification. Each student may only vote once during the primary and once during the final election.
  - b. Voter eligibility will be verified by Marquette University Information Technology Services (ITS) while processing the ballots.
- B. Ballots and Balloting
  - a. Voting will take place via the Internet from 12:00 AM until 10:00 PM the day of the election.
  - b. A candidate's name shall appear on the ballot as it appears on his/her registration form.
    - i. Nicknames shall be allowed at the discretion of the Elections Commissioner.
  - c. Ballot positions will be alphabetically based on the last names of the candidates.
  - d. No campaigning or campaign materials other than clothing shall be allowed on Election Day within twenty feet of university-owned computer terminals used for voting.
  - e. A minor error (e.g. slight misspelling) shall not be considered grounds for delay or invalidation of an election.
  - f. All duplicate ballots from the same MUID number will be disqualified.
  - g. The database of voting information will be retained by ITS until the candidates have taken office. The Office of Student Development will then store the database for one full year after the final election date.

Section 4: Vote Tabulation

- A. All election information will be secured by the Elections Committee and ITS before, during, and after the tabulation. At least one member of the Elections Committee or professional ITS employee shall be present during the entire tabulation process.
- B. The Elections Committee will rely solely on computer-aided tabulation of votes to determine the tally for the non write-in candidates. Two electronic tallies with non-contradicting results will determine this vote tally.
- C. The official results shall include the votes each candidate received.
- D. The official results of the election will be released to the candidates and public within twenty-four hours after polling ends.
  - a. The Elections Committee and the Assistant Dean for Residence Life Programs (or designee) have full discretion to delay official results.
  - b. Official results may be withheld up to seventy-two hours after polling ends under certain circumstance.

- E. If, in the primary, there is a tie for the last ballot position open, all tied candidates shall be listed on the final election ballot.
- F. In the final election, if there is a tie, the election shall be decided by a simple majority vote of the respective council executive board.

Section 5: Office Vacancy

In the event that no candidates are registered for a position the following shall take place:

- A. If a student does not obtain the candidacy position for the final election of their preference they may be presented with the option of becoming a candidate for another position that may lack an adequate number of candidates (e.g. a position for which no one is running or only one other person is running).
  - a. These candidates will be given priority by being placed on the final ballot.
- B. In the event that a position cannot be filled by a candidate prior to the final election there will be no candidates listed under the vacant position on the final ballot.
- C. The vacant position may be filled prior to TRAC by potential candidates contacting their respective Residence Hall Director or Apartments Manager.
  - a. In the event that there is only one interested party before TRAC has occurred they will be appointed to the position given that they meet all qualifications of a regular candidate.
- D. In the event that a position is left vacant and uncontested the respective director/manager and executive board will appoint a resident to fill this vacancy by a simple majority vote.

Section 6: Campaigning

- A. Campaign Materials
  - a. All campaign materials **MUST**:
    - i. Be approved by the Elections Commissioner before their use;
    - ii. Adhere to standards set by the Elections Committee;
    - iii. Not be physically damaging to others' personal property or grounds;
    - iv. Not slander opponents or their campaigns;
    - v. Comply with Marquette University posting guidelines established by the Offices of Residence Life and Student Development, as well as ordinances of the City of Milwaukee;
    - vi. Not use Marquette, RHA, or other trademarked logos.
  - b. The following are absolutely prohibited:
    - i. Mass distribution of material.
    - ii. Distribution of unsolicited mass email or electronic messages.
  - c. In accordance with the Office of Residence Life policies, posting is allowed only in designated areas in each hall as appointed by the hall director or apartment manager. Each hall director or apartment manager will be asked to identify one posting area per floor/wing and one posting area per lobby. Clarification should be sought from the respective hall director or apartment manager before posting.
  - d. Campaign material may appear on the door of a student's room in the residence halls and university apartments, provided permission has been granted by at least one of the occupants.
  - e. RHA campaign posters do not require a stamp of approval from the Office of Student Development or from the Office of Residence Life.\_
  - f. Candidates are responsible for the removal of all campaign material within two school days after the election.
- B. Campaign Activities
  - a. The following activities are **PROHIBITED**:
    - i. Disruption of classes or scheduled university activities;



- ii. Solicitation of votes by direct or indirect mailings (electronic or otherwise) or phone calls of any kind, unless the recipients individually and expressly request to receive such solicitations;
  - iii. Door-to-door campaigning in the residence halls and university apartments (a candidate may speak before a floor, and/or hall meetings, and reserve rooms to speak in, with permission from the hall director or apartment manager);
  - iv. Campaigning in residence hall rooms reserved for another purpose (e.g. cafeterias, floor lounges, computer labs, bathrooms, elevators, stairwells, etc.).
- C. Campaign Violation Reporting
- a. The Election Rules and Procedures are under the jurisdiction of the Elections Commissioner.
  - b. Any full-time undergraduate student may file a report.
  - c. The violation must be submitted to the Elections Commissioner within 24 hours of gaining reasonable knowledge that the violation has occurred.
  - d. The Elections Commissioner shall notify the parties involved of the charge(s).
  - e. Election Rule violations must be reported before the accused candidate takes office.

### **BY-LAW VIII: FUNDING**

Section 1: From the Office of Residence Life, a combined total of \$5.25 is given to the Residence Hall Association, hall councils, and apartment council per semester for each student living in a residence hall or university owned apartment. From that sum, \$2.00 goes to each council for each resident living in the building(s) per semester. The remaining \$3.25 per student per semester goes to fund the Residence Hall Association, with \$0.25 per student per semester being allocated specifically to a line item from which residence life groups may request funds.

### **BY-LAW IX: AWARDS**

The Organization gives annual awards at the Residence Life Leadership Awards to recognize its membership.

Section 1      **Bronze Pin**

The Bronze Pin the highest honor an individual can receive and is given out across the nation to those who work for the betterment of Residence Life.

1. Criteria

Bronze Pins are given to individuals who have supported the president of RHA or the president of NRHH and the Marquette University residents through their leadership and service to Residence Life organizations.

2. Selection

Bronze Pins are given out by the RHA and NRHH presidents. A maximum of eight bronze pins can be given out each year; the president of each organization may award a maximum of four.

Section 2      **Christopher Burant Award**

This award is named after Christopher Burant who was a member of RHA and whose outstanding contributions to improve the quality of student life in university housing were very much “behind the scenes.” Chris’ commitment and dedication to RHA and to service in housing are to be honored annually through the presentation of this award.

1. Criteria

- a. RHA Representative during the current academic year



- b. Considered a role model by fellow representatives
- c. Demonstrates exceptional spirit and commitment to the organization and university housing during the current academic year
- d. Embraces the spirit of the award through “behind the scenes” contributions

2. Selection

Nomination forms are made available in the Office of Residence Life by the executive board and should be submitted by the date set by the executive board. The selection committee should be comprised of two executive board members, the RHA Advisor, one Central Staff administrator, and one Residence Hall Director.

Section 3 RHA Program of the Year

This award is designed to recognize an outstanding program presented by the Organization during the current academic year.

1. Criteria

The winner is a program sponsored by the Organization that is open to a wide range of students living in the residence halls and university owned apartments. It should successfully incorporate participation from a diverse population (hall/apartment council members, RHA members, residents, etc.) as well as utilize university resources. This program must meet the needs of residents and should have evolved throughout time or developed in new ways.

2. Selection

Presentation of this award is determined through voting by Organization representatives through secret ballot. Specific yearly procedure is determined by the executive board.

Section 4 RHA Representative of the Year

This award is designed to recognize the exceptional effort and leadership of one Organization representative.

1. Criteria

- a. Goes above and beyond in the duties required of an RHA representative.
- b. Steps up into multiple leadership roles (chairing a committee, large program, event, etc.).
- c. Facilitates leadership in a variety of ways both in and out of Organization meetings.
- d. Demonstrates leadership through volunteering, consistent attendance, etc.
- e. Positively represents the Organization, its events and is always working towards the betterment of RHA.

2. Selection

This award is presented annually and can be earned by RHA Representatives. Presentation of this award is determined by RHA representatives through voting with a written secret ballot, in a manner determined annually by the RHA executive board.

Section 5 RHA Spirit Award

The Spirit Award is designed to recognize an RHA member who has actively shown support, enthusiasm and pride for RHA and the residence life community. This award is presented once annually and can be earned by either an executive board member or an Organization representative.

1. Criteria

- a. Demonstrates consistent support of the Organization throughout the year.

- b. Shows excitement in a positive manner.
- c. Maintains a positive attitude and is willing to participate in a variety of ways.
- d. Demonstrates a willingness to volunteer in any manner and promote Organization events.
- e. Positively represents the Organization, its events and is always working towards the betterment of RHA.

2. Selection

Presentation of this award is determined through voting by RHA representatives through written secret ballot. Specific yearly procedure is determined by the Executive Board.

Section 6 All awards are to be presented at the annual Residence Life Leadership Awards ceremony. With the exception of the Bronze Pin, the names of the award winners will be inscribed on a plaque.

**BY-LAW X: OFFICER INAUGURATION**

Section 1: Newly elected officers must take the oath of office on or before the first day of their term. Officers elected to a consecutive term will renew their oath of office annually.

Section 2: Administration

The outgoing President will administer the oath of office. If the current President has been re-elected, the highest-ranking outgoing member of the executive board will administer the oath of office. If all members of the executive board have been re-elected, the Advisor will administer the oath of office. The oath of office will be administered in a public manner, such as a chapter general meeting or at the Residence Life Leadership Awards ceremony.

Section 3: Oath of Office

I, (state your name), do solemnly swear that I will faithfully fulfill the duties of (state your title) of the Residence Hall Association and will, to the best of my ability, preserve and uphold the Constitution and By-Laws of the Residence Hall Association at Marquette University and will work to represent the best interests of the students living in the residence halls and university owned apartments.

**BY-LAW XI: EXECUTIVE BOARD STIPEND VOTING**

Section 1: The procedure for stipend voting shall be modeled after the structure as follows:

- A. The meeting shall begin with the President’s introduction. The Vice President of Administration shall take attendance. If a quorum is not present, stipend voting shall be postponed until the next official meeting.
- B. Following the introduction, each executive board member will present every representative with voting rights a single printed page containing a synopsis of the positional work completed during the semester.
- C. Each Executive Board member has 2 minutes to address the floor about what they have done, followed by a 2-minute question and answer session.
- D. Once the final questioning is concluded, the Executive Board must leave the room, at which point an advisor shall lead the remainder of the voting process.
- E. Each Executive Board member’s stipend shall be discussed and voted upon individually before moving on to the stipend of another Executive Board member.
- F. The voting process shall be a secret ballot voting system facilitated by the advisors.
- G. The maximum amount allowed for each individual’s stipend shall be \$500 dollars per semester.

