



# Stephen F. Austin State University

## Residence Hall Association

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### Residence Hall Charter

#### Article I – Name and Purpose

The name of this organization shall be Hall Level Residence Hall Association, hereafter referred to as HL-RHA. The purpose of this organization is to promote the welfare and well-being of its members and cooperate with the Residence Hall Association, hereafter referred to as RHA, to improve residence hall life.

#### Article II -- Membership

##### Section 1 -- Hall Residents

All persons officially residing in the hall shall be members of HL-RHA. All students, with the exception of the Hall Director and Assistant Director shall have voting privileges and be referred to as voting members. This shall be a coeducational organization and the use of “he” or “his” in this Charter is nonspecific and does not refer to gender.

##### Section 2 – Resident Assistants

RAs will be voting members of HL-RHA but may not hold office.

##### Section 3 – Honorary Members

Honorary membership may be conferred to any individual living outside of the hall if it is agreed upon by a majority of the voting members present at the HL-RHA meeting. Honorary members are not eligible to vote for hall endeavors. Membership lasts for the duration of the semester for which it is conferred.

##### Section 4 – Supervising Members

The RHA Executives, the Area Coordinator of Student Development and the Manager of Residence Life, or the individual that they appoint a representative, shall be supervising, non-voting members.

#### Article III -- Authority

HL-RHA shall govern itself through the RHA Office and the Executive Committee of HL-RHA. Together they shall have full governing authority in making judicial and executive decisions for the members of HL-RHA in accordance with University Policy and this Charter. All acts and decisions of the Executive Committee of HL-RHA and RHA Central shall be considered to be acts and decisions of HL-RHA.

#### Article IV -- Meetings of HL-RHA

##### Section 1 -- Membership

- A. All members of HL-RHA may attend any HL-RHA meeting.
- B. Voting members including the Executive Committee may exercise exactly one vote on each decision.

Section 2 -- Meetings

- A. HL-RHA meetings shall be held once a week at a regularly scheduled time set by the Executive Committee at the beginning of the semester.
- B. A HL-RHA meeting shall be called if any Executive Committee member is presented with a petition signed by at least 25% of the voting members of HL-RHA requesting a meeting. The Executive Committee shall call a HL-RHA meeting within 48 hours of the receipt of such a petition.
- C. No HL-RHA meeting shall be called during periods designated as academic vacations by SFA or the last two weeks of the semester.
- D. A quorum for business at the HL-RHA meeting shall be at least two officers and five total members, provided there is at least one voting member from each floor.
- E. The President of HL-RHA shall be responsible for the chairmanship of all HL-RHA meetings.

Section 3 -- Function of HL-RHA meetings

- A. The members of HL-RHA, through the HL-RHA meeting, shall make all decisions concerning HL-RHA, excluding delegations mentioned in this charter.
- B. Residents shall be encouraged to make suggestions for the hall and hall endeavors and present program ideas.
- C. All requests for spending hall funds must take place at a HL-RHA meeting.

Section 4 -- Decisions

Substantive decisions of HL-RHA in a HL-RHA meeting shall be made by the majority of those voting, not counting abstentions, and shall be binding upon the Executive Committee except as otherwise stated in this Charter.

**Article V -- Executive Committee of HL-RHA**

Section 1 -- Membership

The Executive Committee of HL-RHA shall consist of at least the President, the Vice-President, the Secretary, the Treasurer, the Advisor, and at least three Committee Representatives.

Section 2 -- Power and Authority

- A. The Executive Committee shall have authority over the disbursement of funds in accordance with the established budgetary policy of HL-RHA, as determined in the HL-RHA meeting.
- B. The Executive Committee shall have authority and responsibility to execute all provisions of this Charter and all decisions of HL-RHA made in the HL-RHA meeting.

Section 3 -- Meetings

- A. The Executive Committee shall meet at least once a week except over those periods designated as academic vacations by SFA, or the last two weeks of the semester.
- B. The President shall have the authority to cancel an Executive Committee meeting if he sees fit. There are to be no more than three cancellations per semester.
- C. All its meetings shall be open to all members of HL-RHA.

Section 4 -- Establishing the Budget

- A. The yearly budget will be established at the first Executive Committee meeting following the first RHA General Assembly meeting of the Fall semester.
- B. The Executive Committee may modify the budget at any time thereafter.

- C. The previous budget shall become void after the advisors of HL-RHA and RHA approve the new budget.

#### Section 5 -- Publicity

- A. The Vice-President shall publicize each HL-RHA meeting in conjunction with the remainder of the Executive Committee. The publicity shall be distributed throughout the hall in at least one conspicuous place on each floor 48 hours before the meeting.
- B. The publicity shall contain, at a minimum, the time, place and date of the meeting..
- C. The Secretary shall notify the RHA Office of all regularly scheduled meetings. The Secretary shall also notify RHA of any cancellations, rescheduling or calling of meetings at least 48 hours before the meeting.

#### Section 6 -- Delegation and Authority

- A. The Executive Committee may solicit and appoint any persons to assist officers, chair a committee or carry out any of the extra duties of the Executive Committee.
- B. These persons shall be subject to approval at the next HL-RHA meeting by the majority of HL-RHA members present.
- C. Such persons will not be considered officers of HL-RHA.
- D. These appointments will end when their assistance is no longer required.
- E. These persons shall be responsible to the Executive Committee.

#### Section 7 – Vacancies of Office

- A. In the event that a position comes available during mid-year the order of succession shall be implemented. The order shall be as follows: President, Vice-President, Secretary and Treasurer. If after the order of succession occurs and there is still an opening, the HL-RHA executive board may appoint a candidate if all other election requirements have been met.

#### Section 8 Impeachment

##### A. Process

1. The advisor and Executive Committee of HL-RHA may call for the impeachment of a hall level officer by providing evidence to the RHA Executive Board of the negligence and/or malfeasance of said officer in conducting his duties.
2. Upon reviewing the call for impeachment and evidence, the RHA Executive Board will remove the officer from the position if the said officer is found to be negligent and/or maleficent.
3. The vacancy will be filled following the guidelines set in Article VII.

### Article VI -- Officers

#### Section 1 -- President of HL-RHA

- A. The President of HL-RHA, hereafter referred to as the President, shall represent his hall to RHA, SFA and any other organization.
- B. He shall call and be responsible for the chairmanship of all HL-RHA meetings and all Executive Committee meetings.
- C. He shall supervise all officers and committees, and see that they are performing their duties.
- D. He shall be responsible for communicating regularly with the RHA President and checking his hall's box in the RHA Office a minimum of two times per week.

- E. In case of conflict or disagreement arising from the wording of this Charter, any bylaws, or any amendments to either, he shall have the power to interpret the meaning or intent therein, subject to reversal of his interpretation by a majority vote of the Executive Committee. Any interpretation is subject to reversal by a majority vote at the HL-RHA meeting, or by the RHA Central Executive Officers.
- F. He shall be one of the co-signers of his hall's accounts.
- G. He shall be responsible for attending the RHA Senate meetings as a voting member.
- H. He shall be responsible for representing himself in a fashion in accordance with the University's Student Code of Conduct and the Residence Hall Handbook.

#### Section 2 -- Vice President of HL-RHA

- A. The Vice President of HL-RHA, hereafter referred to as the VP, shall perform the duties of the President in his absence.
- B. He shall assist the President in representing HL-RHA to RHA Business Meetings, SFA, and any other organization.
- C. He shall be responsible for making sure that HL-RHA submits nominations for RHA's Golden Pine Cone Awards and NRHH's Of the Month Awards.
- D. He shall be responsible for the marketing of all HL-RHA programs and meetings.
- E. He shall keep in contact with the VP of RHA and the President of NRHH for help with GPC and OTM nominations.
- F. He shall be responsible for informing the President of RHA Central of any upcoming programs within 24 hours of the RHA Senate meeting.
- G. He shall be responsible for checking the master calendar in the RHA Central office before scheduling any programs in the hall.
- H. He shall perform the duties of treasurer if the office is not filled.
- I. He shall be responsible for attending RHA meetings.
- J. He shall be responsible for representing himself in a fashion in accordance with the University's Student Code of Conduct and the Residence Hall Handbook.

#### Section 3 -- Secretary of HL-RHA

- A. The Secretary of HL-RHA, hereafter referred to as the Secretary, shall be responsible for all records of HL-RHA except those specifically assigned to others.
- B. He shall record minutes of all Executive Committee meetings and HL-RHA meetings, and shall be responsible for the publication and distribution of the minutes of those meetings to the RHA Central Office and as directed by Executive Committee within three days after the date of those meetings for which they were recorded.
- C. He shall give members of HL-RHA notice of Executive Committee meetings at least 24 hours prior to any such meeting.
- D. He shall give RHA Central notice of regularly scheduled meetings at the beginning of the semester, and any changes, cancellations, reschedules, or calling of meetings at least 48 hours prior to the meeting time.
- E. He shall distribute copies of this Charter to all new members of HL-RHA and any other resident of his hall that requests a copy.
- F. He shall issue notice of special meetings and disseminate other information as directed by the Executive Committee or by decision in a HL-RHA meeting.
- G. He shall preserve written reports from all the committees as they are presented.
- H. He shall perform the duties of the VP in his absence.
- I. He shall be responsible for attending the RHA General Assembly Meetings.
- J. He shall be responsible for representing himself in a fashion in accordance with the University's Student Code of Conduct and the Residence Hall Handbook.

#### Section 4 -- Treasurer of HL-RHA

- A. The treasurer of HL-RHA, hereafter referred to as the Treasurer, shall receive and pay all the monies of his hall as authorized by Executive Committee and shall be responsible for all financial transactions of his hall.
- B. He shall keep permanent financial records and shall submit written reports to Executive Committee, HL-RHA meetings and RHA Central as directed.
- C. The financial records of the treasurer shall be open for inspection to all members of his hall
- D. He shall submit a complete financial report at the Executive Committee meeting immediately prior to the Budget Meeting.
- E. He shall keep copies of all reports of a financial nature presented to Executive Committee or at a HL-RHA meeting.
- F. He shall be one of the co-signers of his hall's accounts.
- G. He shall be responsible for attending the RHA General Assembly Meetings.
- H. He shall be responsible for representing himself in a fashion in accordance with the University's Student Code of Conduct and the Residence Hall Handbook.

#### Section 5 – Committee Representatives

- A. The Committee Representative shall be a permanent member of a RHA Standing or Ad-hoc Committee.
- B. He shall actively participate in all committee activities.
- C. He shall encourage residents to attend committee meetings and events.
- D. He shall be responsible for attending the RHA General Assembly Meetings.
- E. He shall be responsible for representing himself in a fashion in accordance with the University's Student Code of Conduct and the Residence Hall Handbook.
- F. A Committee Representative must serve as a program chair for their respective committee at least once a semester. This assignment shall be given at the discretion of the Standing Committee Chair.

#### Section 6 – Advisor of HL-RHA

- A. The advisor shall be the Hall Director or Resident Hall Director of his hall.
- B. He shall attend all meetings and functions of the HL-RHA.
- C. He shall interpret University policy and parliamentary procedures as appropriate.
- D. He shall serve as an ex-officio member of the HL-RHA.
- E. He shall provide guidance and advice to HL-RHA members as appropriate.
- F. He shall approve all financial transactions for the HL-RHA.
- G. He shall approve all programs for the HL-RHA.
- H. He shall work in tandem with the Treasurer on the finances of HL-RHA.
- I. He shall attend all officer meetings.
- J. He shall meet weekly with the HL-RHA president and at least once per month with the other HL-RHA officers.
- K. The advisor shall accompany and encourage members of the hall to attend RHA Senate and General Assembly Meetings.

### **Article VII -- Elections**

#### Section 1 -- General

- A. All positions in the Charter may be held only by voting members of the hall.
- B. No member of his hall may hold more than one HL-RHA position simultaneously with the exception of Committee Representative.

- C. The term of office for any member of HL-RHA holding a position under this Charter shall extend from the announcement of his election to the end of the following spring semester unless otherwise stated in this charter.

#### Section 2 -- President, VP, Secretary and Treasurer

- A. The elections for President and VP for the following academic year shall be held following the first RHA Business meeting in April.
- B. The election process for Secretary and Treasurer shall start within the first two weeks of the fall semester. The elections must be completed within the first month of the fall semester.
- C. Publicity for elections must be posted at least 5 days before nominations are due.
- D. Nominations for these positions shall be made in writing to the Advisor by 5:00 PM on the designated due date. For the nomination, each candidate shall submit an information sheet about himself to be posted at the polling site.
- E. There shall be a minimum of 3 days between the nomination due date and the election. This time is reserved for the candidates to campaign for their respective positions.
- F. On the day of the election, the Advisor shall post the information sheets at the polling place and place the names on the ballot in alphabetical order.
- G. On the day of the election, eligible persons may vote from 10 a.m. to midnight, and no ballots shall be counted until the balloting is over.
- H. Under extenuating circumstances, any member of HL-RHA may cast, in advance of the election, an absentee ballot with the Advisor.
- I. The newly elected officers shall take office at a HL-RHA meeting within a week of their election.
- J. The outgoing Executive Committee shall work simultaneously with the newly elected officers to properly transition and train the incoming officers until the end of the semester.
- K. In the event that a position is unopposed during the official election cycle, then the HL-RHA Advisor may appoint that candidate if all other election requirements have been met.
- L. In the event that a position comes available during mid-year the order of succession shall be implemented. The order shall be as follows: President, Vice-President, Secretary and Treasurer. If after the order of succession occurs and there is still an opening, the HL-RHA executive board may appoint a candidate if all other election requirements have been met.

#### Section 3 -- Voting

**The ballots in the annual election for President, Vice President, Secretary and Treasurer shall be marked and counted as follows:**

- A. Each voting member may vote for at most one candidate for each of the three offices.
- B. Before tabulation, the total number of ballots cast shall be ascertained. A minimum of 25 HL-RHA members must vote in order to have a valid elected candidate.
- C. Any candidate receiving more votes than any other candidate for an office shall be elected, provided that he received at least one-third of the votes cast for that office.
- D. If no candidate receives at least one-third of the votes cast for an office, a run-off election shall be held within one week between the two candidates who received the most votes. The candidate who then receives the majority of votes cast shall be elected.
- E. Voting shall take place at the front desk.
- F. No candidate may work the desk during the voting period.

#### Section 4 – Committee Representatives

Committee Representatives shall be elected in the same manner as the **Secretary and Treasurer** at the beginning of the semester in which they will take office.

### **Article VIII -- Amendments**

This charter may be amended by the following procedure:

- A. A proposed amendment must be submitted in writing to the President of HL-RHA at least 72 hours prior to a regular HL-RHA meeting.
- B. The amendment shall be discussed at the HL-RHA meeting and then voted on by the members present at that meeting.
- C. The charter shall be amended if there is a 2/3 majority of affirmative votes and if the RHA Central Executive Officers and Advisor approve the amendment.