

CONSTITUTION OF THE RESIDENCE HALL STUDENT ASSOCIATION OF THE UNIVERSITY OF WASHINGTON

PREAMBLE

We, the Residence Hall Student Association (RHSA), in order to promote residence hall student interests, needs, and welfare within the University community; to promote residence hall living by functioning as a policy advisory group to the Housing and Food Services administration; to distribute funds for cultural, educational, and community building events; to provide the opportunity to develop individual leadership qualities and an understanding of group action; and to supplement and complement formal education on the University of Washington campus, do affirm and establish this Constitution of the Residence Hall Student Association

ARTICLE I GENERAL COUNCIL

SECTION 1: MEMBERSHIP

- A. All regularly enrolled students of the University of Washington who reside in the residence halls and under the residence hall contract serviced by Housing and Food Services may be members of the Residence Hall Student Association
- B. The RHSA Advisor is an ex-officio member without vote

SECTION 2: COUNCIL REPRESENTATIVES

- A. The number of Council Representatives for each hall shall be determined based on a sliding scale
 - 1. There shall be one representative delegated from each hall council for every 200 residents in that hall
 - a) The figures will be rounded to the nearest multiple of 200 when determining representation
 - b) 100 or less is rounded down; 101 or more is rounded up
 - c) Buildings A-D and L of Stevens Court shall be considered a part of SMAC
 - 2. The number of representatives shall be determined by the fall move in figures each year
 - 3. The RHSA executive board shall notify the advisors to each hall council no later than the Sunday prior to the beginning of the autumn academic quarter as to how many representatives their hall will be allotted that year
 - 4. No hall council shall have less than two representatives
 - 5. No RHSA Representative shall lose their position based on the attrition of residents in their respective hall. Council representatives are selected as outlined in the council constitution
- B. Council representatives have the following duties:
 - 1. Attend every RHSA General Council meeting
 - 2. Report relevant and assigned information to their council and RHSA General Council
 - 3. Solicit council opinions when requested
 - 4. Publicize RHSA meetings in their hall, in conjunction with the RHSA officers
 - 5. Represent their council in opinion and vote at General Council meetings
- C. Council representatives are selected as outlined in the council's constitutions and in accordance with Article I, Section 2A of the RHSA Constitution
- D. The council shall ensure that a majority of the council's representatives are present at RHSA General Council meetings

SECTION 3: FUNCTIONS AND POWERS OF THE GENERAL COUNCIL

- A. General council is defined as those who attend the meetings of RHSA
- B. General council governs agenda
- C. General council has all powers and responsibilities that are not explicitly given to other bodies or individuals
- D. General council may allocate RHSA community-building, cultural, and educational funds
- E. General council shall review all appropriate Housing and Food Services policies
- F. General council may create committees and determine their budgets
- G. General council formulates official RHSA opinion through the power of resolution
- H. General council may overrule all legislative, executive, or judicial acts of its committees or agents, including the executive board by a two-thirds vote
- I. General council meets once a week during the academic year at a regular time and location, starting the first week of the quarter, and running through the last week of classes, unless otherwise agreed upon by a two-thirds vote of the executive board

ARTICLE II

COUNCILS

SECTION 1: RELATIONSHIP WITH RHSA

- A. There are six councils representing the residence halls, 2104 house, and Stevens Court A, B, C, D, and L serviced by the Housing and Food Services
- B. Councils are autonomous bodies under the authority of RHSA , governed by their approved constitutions and bylaws and by the Constitution and Bylaws of the Residence Hall Student Association

SECTION 2: CONSTITUTIONAL REQUIREMENTS

- A. Councils are required to meet the following criteria:
 - 1. Ensured selection process of officers to lead the council
 - 2. Ensured popular election of at least half of the officers
 - 3. Ensured selection of the appropriate number of RHSA representatives, including a head RHSA representative, according to the council's constitution and bylaws
 - 4. Mandatory quorum of at least one more than half of the floors/houses/members in their grouping
 - 5. Make provisions for all RHSA Constitutional and Bylaw amendments to be approved by RHSA, through the Executive Board
 - 6. Upon any changes to the officer listings, councils will provide the Administrative Manager with an updated copy. In addition, councils will provide officer listings no less than once a month.
 - 7. Voting on RHSA related issues shall be handled in a manner consistent with both the Hall Council and RHSA Constitution and Bylaws
 - 8. Voting on non-RHSA related issues is handled in accordance with the individual council constitution
- B. All council constitutions must be checked for these requirements by the Administrative Manager each fall and after any constitutional amendments
- C. If any violation exists, the Administrative Manager must place the council on probation
- D. The council shall ensure that a majority of the council's representatives are present at RHSA General Council meetings
 - 1. This requirement must be met for 2 out of the last 4 or 3 out of the last 6 RHSA General Council meetings
 - 2. The first three meetings of the academic year shall not be counted towards this requirement
 - 3. Each council may have proxy voting members, who are not RHSA Representatives or RHSA Officers, count towards this requirement
 - a) The proxy voting member shall not be considered an RHSA Representative for any other purpose than filling this requirement
 - b) The proxy voting member must live in the hall for which he/she is counting
 - c) The proxy voting member shall not be counted more than 3 times per quarter

SECTION 3: COUNCIL PROBATION

- A. If a council meets the criteria to be placed on probation, the Administrative Manager shall contact the council within one week to notify them of the nature of the infraction and the council's probation status
- B. Those councils on probation and their residents lose all rights and privileges granted by RHSA except for the privilege of running for the position of an RHSA officer
- C. Upon compliance with the criteria, councils will be restored all rights

ARTICLE III EXECUTIVE BOARD

SECTION 1: OFFICERS OF THE RESIDENCE HALL STUDENT ASSOCIATION

- A. The officers of the Residence Hall Student Association and their duties are as follows:
 - 1. President
 - a) Act as official representative of RHSA to all other student government or administrative bodies
 - b) Preside over meetings of General Council and Executive Board
 - c) Oversee the business of the Executive Board
 - d) Prepare agendas for Executive Board meetings
 - e) Veto unconstitutional acts of General Council, committees and agents, prior to the next General Council meeting, with a written explanation for the veto
 - f) Attend each council and standing committee meeting at least once a quarter for the entire meeting
 - g) Expend funds from the Executive Board administrative budget
 - h) Appoint a non-voting presidential proxy to any ad-hoc committee of RHSA
 - i) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings

- j) Plan a minimum of two presidential roundtables per month
 - k) Call emergency meetings of General Council with at least 24 hours direct notice to each Executive Board member and hall council representative to RHSA
 - l) Appoint representatives to sit on HFS, ASUW and other University of Washington committees, provided that such an appointment does not conflict with previously established guidelines for the committee
 - m) Act as liaison to a Hall Council to be determined by the Executive Board
 - n) May delegate the powers indicated in article III sections 1.A.1. a, b, d, and g of the Constitution of the Residence Hall Student Association
2. Vice President
- a) Assist the President
 - b) Coordinate RHSA committees and sub-committees, ensuring proper communication with General Council and the Executive Board
 - c) Ensure the selection of committee chairpersons
 - d) Serve as parliamentarian at General Council meetings
 - e) Attend each hall council, standing committee, and ad-hoc committee at least once a quarter for the entire meeting
 - f) Be an ex-officio member of all RHSA standing committees and ad-hoc committees
 - g) Expend funds from the Executive Board administrative budget
 - h) Call emergency meetings of a committee with at least twenty-four hours direct notice to each committee member
 - i) Appoint a committee chairperson in the absence of the elected chairperson or vice-chairperson, acting as chairperson if none can be found
 - j) Veto committee allocations which violate committee mandates or the Constitution and Bylaws of the Residence Hall Student Association, explaining the reason for the veto
 - k) Assist the Hall Council Vice Presidents with the selection and retention of Floor, Building or House Representatives
 - l) Act as President in the event that the President is unable to perform his or her duties
 - m) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings
 - n) Act as liaison to a Hall Council to be determined by the Executive Board
 - o) May delegate the powers indicated in article III sections 1.A.2. d and g of the Constitution of the Residence Hall Student Association
3. Treasury Director
- a) Assist the President
 - b) Oversee the financial affairs of RHSA
 - c) Report on RHSA budget and general financial status at each General Council and Executive Board meeting
 - d) Perform all accounting tasks concerning RHSA events and funds
 - e) Initiate and maintain communication with all individuals and organizations regarding the status of funding requests and follow-up on the status of their events
 - f) Meet with each hall advisory staff and hall council officers at the beginning of each year to inform and update them on proper RHSA funding procedures
 - g) In cooperation with the Programming Director, ensure that all RHSA-funded programs and events comply with publicity guidelines, withholding funds if they do not
 - h) Attend the Budget Review Committee meetings
 - i) Manage the Executive Board administrative budget
 - j) Determine whether or not an event differs from its original funding proposal, and if so, withhold funding
 - k) Act as primary liaison to the Residential Life Team regarding finances
 - l) Expend funds from the Executive Board administrative budget
 - m) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings
 - n) Hold an informational meeting at the beginning of the academic year covering appropriate spending of the administrative budget. This meeting is to be attended by all Executive Board members
 - o) Act as liaison to a Hall Council to be determined by the Executive Board
 - p) May delegate the power indicated in Article III, Sections 1.A.3 c, i, and k of the Constitution of the Residence Hall Student Association
4. Administrative Manager
- a) Assist the President
 - b) Fulfill all clerical duties of RHSA
 - c) Act as an administrative assistant to the President, the Executive Board, and General Council

- d) Record and distribute the minutes of each General Council meeting prior to the next General Council meeting
 - e) Prepare the General Council meeting agenda
 - f) Keep record of attendance at all General Council meetings
 - g) Determine if a council is in good standing and notify each council president of his or her council's status
 - h) Determine whether a quorum exists at each General Council meeting and which members are eligible to vote
 - i) Determine if a council is in good standing and notify each council President of any change in his or her council's status
 - j) Coordinate any recognition of outstanding service to RHSA as requested by the Executive Board or General Council
 - k) Expend funds from the Executive Board administrative budget
 - l) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings
 - m) Chair the RHSA Constitution and Bylaw Review Committee
 - n) Act as the official voice of the Constitution and Bylaws Committee in General Council
 - o) Serve as editor with the Programming Director of a weekly RHSA newsletter
 - p) Act as webmaster for the official RHSA website
 - q) Oversee the RHSA representatives
 - r) Maintain all of RHSA's local listprocs
 - s) Act as liaison to a Hall Council to be determined by the Executive Board
 - t) May delegate the power indicated in Article III, Sections 1.A.4. d, e, j, k, m, o, p, q and r of the Constitution of the Residence Hall Student Association
5. Programming Director
- a) Assist the President
 - b) Promote awareness, communication, and involvement in RHSA throughout the residence halls and the campus community
 - c) Publicize the times and locations of each General Council meeting, with special regard to meetings for important information or invited guests
 - d) In cooperation with the Treasury Director, ensure that all RHSA-funded programs and events comply with the publicity guidelines
 - e) Expend funds from the Executive Board administrative budget
 - f) Publicize and inform the appropriate individuals and organizations regarding RHSA decisions, opinions, activities, programs, and issues
 - g) Serve as editor with the Administrative Manager of a weekly RHSA newsletter
 - h) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings
 - i) Act as the official voice of the Programming Committee in General Council
 - j) Coordinate at least two multi-hall events each quarter
 - k) Act as primary programming resource person for RHSA
 - l) Coordinate any RHSA group bonding activities to take place during the academic year
 - m) Act as liaison to a Hall Council to be determined by the Executive Board
 - n) May delegate the powers indicated in Article III, Sections 1.A.5. c, e, f, g and l of the Constitution of the Residence Hall Student Association
6. National Communications Coordinator
- a) Assist the President
 - b) Act as the representative of RHSA and maintain correspondence with other campus communities, groups, and affiliations
 - c) Ensure RHSA's good standing in the Pacific Affiliate of College and University Residence Halls (PACURH), the National Association of College and University Residence Halls Inc. (NACURH), and the National Residence Hall Honorary (NRHH)
 - i. The NCC shall submit a NIC Report to NACURH by the end of the current affiliation year for the next affiliation year
 - d) Serve as RHSA liaison to the National Residence Hall Honorary (NRHH) at the University of Washington
 - e) Coordinate RHSA delegations to conferences of various organizations
 - f) Perform all duties of the NCC at regional and national conferences
 - g) Represent the official views of RHSA by correspondence and vote to PACURH, NACURH, and other member schools
 - h) Maintain all of RHSA regional listprocs

- i) Expend funds from the Executive Board administrative budget
 - j) Hold 5 scheduled office hours per week; and an additional 5 hours of documented RHSA activity, excluding council, committee, and Executive Board meetings
 - k) Coordinate fundraising activities for conferences
 - l) Act as liaison to a Hall Council to be determined by the Executive Board
 - m) May delegate the powers indicated in Article III, Sections 1.A.6. b, g, h, and i of the Constitution of the Residence Hall Student Association
- B. The RHSA officers are collectively known as the executive board
 - C. The executive board must meet at a regular scheduled time and location prior to each regular General Council meeting
 - D. Executive board meetings are open only to:
 - 1. The RHSA Executive Board
 - 2. The RHSA advisor(s)
 - 3. Invited guests or others by special appointment

SECTION 2: SELECTION OF OFFICERS:

- A. The President and Vice-President are elected by hall vote by the sixth week of Spring quarter for one year terms
- B. The positions of Administrative Manager, Programming Director, Treasury Director, and National Communications Coordinator are selected by the RHSA Officer Selection Committee and confirmed by General Council for terms lasting until the selection and promotion of new corresponding officers in the following Spring quarter
- C. The term of office for the RHSA Executive Board shall begin the last day of Spring Quarter

SECTION 3: FORFEITURE OF OFFICE

- A. An officer must resign from office if absent from three executive board or General Council meetings with out a reasonable excuse provided to the Executive Board
- B. An officer must resign from office if he or she fails to meet any of the RHSA membership requirements at any time
- C. An officer must resign if they fail to maintain at least a 2.5 Cumulative G.P.A.
- D. If an Executive Board member meets any of the aforementioned forfeiture prerequisites and does not resign from office, he or she may be removed by a two-thirds vote of the Executive Board members. The Executive Board officer in question will be counted as an abstention.

SECTION 4: REMOVAL OF OFFICERS

- A. The President or Vice-President is removed from office by:
 - 1. A two-thirds vote of the General Council; and
 - 2. A two thirds vote in each of four councils
- B. The Treasury Director, Administrative Manager, Programming Director, or National Communications Coordinator is removed from office by a two thirds vote of General Council

SECTION 5: VACANCIES

- A. If the Presidency becomes vacant, the Vice President acts as President Pro Tempore until the Vice President is confirmed as President by a two-thirds vote of the General Council or as voted by General Council a special Presidential election can be held
- B. If the Vice Presidency becomes vacant, the Administrative Manager acts as Vice President Pro Tempore until the Administrative Manager is confirmed as Vice President by a two-thirds vote of the General Council or as voted by General Council a special Vice Presidential election can be held
- C. In the event of vacancies of the Administrative Manager, Programming Director, National Communication Coordinator, or Treasury Director, the Officer Selection Committee shall choose a candidate, subject to General Council's approval
- D. In the event of extraordinary vacancies to the RHSA Executive Board removing a clear line of succession, the Officer Selection Committee shall have discretion in appointing temporary replacements to those offices left void until a formal election and appointment process takes place in a timely manner
- E. All vacancies must be filled in a timely fashion from the confirmation of the vacancy to General Council
- F. Temporary vacancies may be filled by a Presidential appointment
 - 1. Individuals appointed in this fashion shall serve in an "Acting" capacity
 - 2. The term of office of an appointment shall be until such time as either the General Council confirms an individual following approval from the Officer Selection Committee or the RHSA Head Senator Selection Committee, the Officer Selection Committee completes a special election or the President terminates the appointment
 - 3. The job requirements of an acting appointment shall be the same as if the individual was the full occupant of the office
 - 4. An Acting officer shall enjoy all rights, privileges and responsibilities as an RHSA Executive Board member

SECTION 6: RESTRICTIONS UPON THOSE HOLDING AN OFFICE

- A. Officers may not hold an additional office in his or her respective hall council
- B. Advisory staff, i.e. RAs, may not be officers
- C. Officers must have lived one full quarter, excluding summer quarter in the University of Washington residence halls before applying for office
- D. Any individual may not hold the same office for more than two complete terms
- E. All candidates must have at least a 2.5 Cumulative G.P.A.

**ARTICLE IV
RHSA ADVISOR**

SECTION 1: ELIGIBILITY

The RHSA Advisor(s) are appointed by HFS to oversee and assist the RHSA General Council and Executive Board

SECTION 2: DUTIES OF THE RHSA ADVISOR

- A. Attend general council and executive board meetings
- B. Act as a general consultant to RHSA
- C. Act as a liaison to Housing and Food Services Administration
- D. May appoint a proxy to fulfill these duties in instances where the advisor is unable to conduct duties of office

**ARTICLE V
COMMITTEES**

SECTION 1: COMMITTEE TYPES

Committees are either standing, ad hoc, or special

SECTION 2: MEMBERSHIP

All members of RHSA, as outlined, in Article I, Section 1 of the Constitution of the Residence Hall Student Association may be members of committees

SECTION 3: GOVERNMENT OF RHSA COMMITTEES

- A. All committees must be directed by a chairperson selected by a majority vote of General Council, with the exception of CBR which shall be chaired by the Administrative Manager
- B. The General Council may approve co-chairs for standing committees
- C. The committee chairperson is required to attend each regular meeting of the General Council

**ARTICLE VI
ASUW STUDENT SENATORS**

SECTION 1: SEAT ALLOCATION

- A. The Residence Hall Student Association is guaranteed 45 Senators in the Associated Students of the University of Washington (ASUW) Student Senate as outlined in Constitution and Bylaws of ASUW
- B. RHSA will distribute the 45 Senate Seats as follows:
 - 1. 14 seats to the hall councils, allocated in the following manner:
 - a) 2 to Hansee Action!
 - b) 2 to Haggett People's Council
 - c) 2 to Stevens Mercer Activities Council
 - d) 3 to MacCity
 - e) 2 to McCarty Connection
 - f) 3 to Terry/Lander Hall Council
 - 2. 30 seats to the RHSA At-Large Senators
 - 3. 1 seat to the RHSA Head Senator

SECTION 2: SENATORS OF RHSA AND THEIR DUTIES

- A. Hall Council ASUW Senator
 - 1. Their duties are outlined in each hall council's constitution.
 - 2. They shall attend Hall Caucus meetings
 - 3. The purpose of the Hall Council ASUW Senator shall be to provide direct representation for the hall councils and their constituents in the ASUW Student Senate

B. RHSA At-Large Senator

1. Their duties will be as follows:
 - a) Attend ASUW Student Senate meetings in accordance with ASUW Student Senate Constitution and Bylaws
 - b) Attend Hall Caucus meetings
 - c) Report to the RHSA Head Senator each senate meeting
 - d) Represent RHSA's opinion at all meetings
 - e) Perform all other duties as assigned by the ASUW Student Senate
2. The purpose of the At-Large Senator shall be to provide representation to the wide interests of the entire constituency of RHSA in the ASUW Student Senate
3. Every At-Large senate seat is up for reselection every Autumn Quarter

C. RHSA Head Senator

1. The duties of the RHSA Head Senator are as follows:
 - a) Attend ASUW Student Senate meetings in accordance with ASUW Student Senate Constitution and Bylaws
 - b) Attend RHSA General Council meetings and report happenings of ASUW Student Senate meetings
 - c) Represent RHSA's opinion at all meetings
 - d) Perform all other duties as assigned by the ASUW Student Senate
 - e) Work to fill all of RHSA's senate seats
 - f) Inform RHSA President of ASUW Student Senate activities once a month
 - g) Train RHSA Senators
 - h) Serve in the selection of the RHSA At-Large Senators with the President's Round Table
 - i) Initiate and lead all RHSA Senators and form the Hall Caucus
 - j) Select caucus leadership to supplement the RHSA Head Senator as needed and if necessary
 - k) May delegate the powers indicated in Article VI, Section 2.C.1 c, d, g and j of the RHSA Constitution
2. The purpose of the Head Senator will be to lead, coordinate, and establish accountability with all the senators of RHSA.
3. The RHSA Head Senator seat is up for reselection the 8th week of the Spring Quarter

SECTION 3: ELECTION AND SELECTION

- A. The senators representing hall councils shall be elected according to each hall council's constitution
- B. The senators representing RHSA at-large will be selected by the President's Roundtable as outlined in the RHSA Bylaws beginning each Autumn Quarter, continuing and/or resuming to fill seats as needed
- C. The RHSA Head Senator shall be selected by the RHSA Head Senator Selection Committee, as outlined in the RHSA Bylaws, and jointly confirmed by RHSA General Council and Hall Caucus for a term lasting until the selection and promotion of a new RHSA Head Senator the following Spring Quarter
- D. Should a hall council forfeit the right to fill a senate seat, then that position shall be filled by RHSA presidential appointment

SECTION 4: ELIGIBILITY AND REMOVAL

- A. All members of RHSA are eligible to fill a senate seat unless restricted by the RHSA Constitution and Bylaws or a hall constitution
- B. No one will hold more than one senate seat unless by temporary senate proxy
- C. No At-Large Senators may hold office on either the RHSA Executive Board or their respective Hall Council Executive Board
- D. All representatives may be removed by a two-thirds vote of General Council or as outlined in the respective council constitution
- E. The RHSA Head Senator is removed from office by:
 1. A two-thirds vote of General Council; and
 2. A two-thirds vote in Hall Caucus
 3. The RHSA President shall appoint a temporary Hall Caucus chair to oversee the removal vote

SECTION 5: HALL CAUCUS

- A. Purpose
 1. Articulate and communicate RHSA's official opinion consistently and effectively in the ASUW Student Senate
 2. Establish a support system and network to ensure attendance, as well as active, collective participation and voting in the ASUW Student Senate
- B. Composition

1. The RHSA Head Senator
 2. The 12 Hall Council ASUW Senators
 3. The 32 RHSA At-Large Senators
- C. Responsibilities
1. Holding regular meetings to discuss and research current issues in Senate and RHSA
 2. Acting as a resource to the RHSA General Council by developing and advancing RHSA opinion via new Senate Legislation
 3. Submitting no less than two senators to attend the entirety of RHSA General Council
- D. Governance
1. The Hall Caucus shall be governed by the RHSA Constitution and Bylaws and the Hall Caucus Bylaws and Rules
 2. The Hall Caucus and the Constitution and Bylaw Review Committee shall be responsible for establishing the Bylaws and Rules of the Hall Caucus
 3. The Bylaws of the Hall Caucus shall be adopted by 2/3 of its voting membership. The rules of Hall Caucus shall be adopted by a majority of its voting membership.
 4. Funding shall be obtained as specified in Article V of the RHSA Bylaws

ARTICLE VII AMENDMENTS AND RATIFICATION

SECTION 1: AMENDMENTS TO THE RHSA CONSTITUTION

The Constitution of the Residence Hall Student Association is amended if an amendment is passed by two-thirds of General Council and two-thirds of the Hall Councils

SECTION 2: AMENDMENTS TO THE RHSA BYLAWS

The Bylaws of the Residence Hall Student Association is amended if an amendment is passed by a two-thirds vote of General Council

SECTION 3: RATIFICATION OF THE CONSTITUTION AND THE BYLAWS

The Constitution and Bylaws of the Residence Hall Students Association are ratified when approved by:

- A. Four councils
- B. Two-thirds vote of the General Council
- C. The RHSA Advisor(s)

BYLAWS FOR THE RESIDENCE HALL STUDENT ASSOCIATION ARTICLE I OFFICERS OF THE RHSA

SECTION 1: ELECTION OF PRESIDENT AND VICE-PRESIDENT

- A. During the selected week of Spring quarter, all of the candidates for President and Vice-President may speak and answer questions at the times appointed by the Officer Selection Committee
 1. The first candidates' speeches shall not occur later than the fourth week of Spring Quarter
 2. During campaign speeches, candidates must disclose any possible obligations, or jobs which may prevent the candidate from filling their position
- B. The following week, the candidates may again speak and answer questions. Following the candidates speaking time, every resident may mark a secret ballot, provided by the RHSA Officer Selection Committee, voting separately for President and Vice-President
- C. After all ballots are cast, the RHSA Officer Selection Committee shall hold all ballots sealed for until all voting has been completed
- D. Immediately after the ballots are cast at the last designated voting time:
 1. The RHSA Officer Selection Committee must meet to count the ballots from each hall separately and calculate popular votes into whole hall votes. The method used to convert popular into whole hall shall be as follows:
 - a) Each hall will have the same number of hall votes as it has allotted RHSA representative seats
 - b) The hall votes awarded to the candidates will be in equal proportion to popular votes received
 - c) No hall vote may be divided beyond the first decimal place
 2. The RHSA Advisor or their designee must observe the counting of the ballots and calculation into hall votes
 3. The candidate for each position who receives the greatest number of hall votes is elected

- E. Immediately after the RHTA Officer Selection Committee determines the President-Elect and Vice-President-Elect, the committee must inform all candidates as to who is elected
- F. The winning candidates and their position will be announced within one week of the election. A detailed breakdown of the hall votes will be made available upon request at the RHTA Office.

SECTION 2: SELECTION OF TREASURY DIRECTOR, ADMINISTRATIVE MANAGER, PROGRAMMING DIRECTOR, AND NATIONAL COMMUNICATIONS COORDINATOR

- A. Within one week of the election of President and Vice-President, the RHTA Officer Selection Committee must begin the selection process for the Treasury Director, Administrative Manager, Programming Director, and National Communications Coordinator
- B. The RHTA Officer Selection Committee must interview all candidates for each position
- C. Immediately after the RHTA Officer Selection Committee has selected the new officers:
 - 1. The President-Elect shall notify the candidate who is selected for each position
 - 2. The Vice-President-Elect shall notify all of the candidates who are not selected for each position

**ARTICLE II
COMMITTEES**

SECTION 1: STANDING COMMITTEES

The following are standing committees, their purpose, powers and duties:

- A. Housing & Food Services Budget Review Committee
 - 1. Purpose
 - a) To meet with HFS administrators to review and evaluate the HFS budget for the upcoming year
 - b) To make recommendations based on the needs, desires, and concerns of residents
 - 2. Composition
 - a) Either the current RHTA President or Vice-President
 - b) RHTA Treasury Director
 - c) At least one resident from both northeast and southwest campus
 - 3. Responsibilities
 - a) Attending budget review meetings with HFS administrators
 - b) Reporting to the General Council after each committee meeting
 - c) Arranging for the attendance of HFS administrators at a general council meeting to submit and explain their final budget for the upcoming year
 - d) Submitting a summary report to the executive board three weeks after the conclusion of the review process
- B. Cuisine Action Committee (C.A.C.)
 - 1. Purpose
 - a) To maintain open communication with the Food Services Department
 - b) To give both residents and administrators an outlet for their needs, desires, and concerns with campus food service
 - 2. Responsibilities
 - a) Holding regular meetings with food service administrators and unit managers
 - b) Reporting regularly to General Council
 - c) Submitting a summary report to the executive board before the last regularly scheduled General Council meeting of the school year
 - 3. Each hall council is encouraged to have at least one member on this committee
 - 4. Funding shall be obtained as specified in Article V of the bylaws
- C. Capital Projects Committee (C.P.C.)
 - 1. The purpose of Capital Projects Committee is to research and advocate improvements needed to be made to the halls and to work with Housing and Food Services to identify and reduce criminal activities within the halls
 - 2. Responsibilities
 - a) To gather information on hall improvements
 - b) To submit quarterly reports to the Housing and Food Administration
 - c) Submitting a summary report to the executive board before the second week of Spring quarter
 - 3. Each hall council is encouraged to have at least one representative on this committee
 - 4. Funding shall be obtained as specified in Article V of the bylaws, or through the HFS Capital Improvements Fund
- D. Conference Committee
 - 1. Purpose

- a) To help the University of Washington (UW) delegation for conferences
 - b) To ensure that the UW delegation is prepared to the fullest before every conference
 - c) To boost UW spirit for conferences
- 2. Membership
 - a) The RHSA national Communications Coordinator (NCC)
 - b) The RHSA advisor, or residential life senior staff designee, shall be an ex-officio member without a vote
 - c) Anyone who wishes to or attends a conference as a UW delegate
 - d) All conference delegation members for the next calendar conference must assist with the committee in planning that conference
 - e) All committee members shall be appointed by the NCC
- 3. Responsibilities
 - a) Assist the NCC with any pre-conference materials and planning
 - b) Create travel packets for the delegation
 - c) Coordinate programs for the delegation (one program for every 4 delegates)
 - d) Make banners and poster displays for the poster display at conferences
 - e) Contact and coordinate with partner schools for opening ceremony roll call
- E. The Hall Wellness Committee (H.W.C.)
 - 1. Purpose
 - a) To address the health and fitness issues involved in Residence Hall life
 - b) To encourage and promote healthy living
 - c) To promote community through active and engaging activities
 - 2. Responsibilities
 - a) Hold regular meetings
 - b) Report and advertise regularly to the General Council
 - c) Submit a summary report to the executive board before the last regularly scheduled General Council meeting of the school year
 - 3. Each hall council is encouraged to have at least one member on this committee
 - 4. Funding shall be obtained as specified in Article V of the bylaws
- F. Programming Committee
 - 1. The purpose shall be to provide a forum for residents express their programming ideas
 - a) Membership
 - 1. At least one student from both north and south campus
 - 2. The Programming Director
 - b) Responsibilities
 - 1. Help the Programming Director plan hall wide programs
 - 2. Help publicize RHSA and Hall council programs within the residence hall community
 - c) Each hall is encouraged to have at least one member on this committee
 - d) Funding shall be obtained as specified in Article V of the bylaws

SECTION 2: MANDATE AND FORMATION OF AD-HOC COMMITTEES

- A. An ad hoc committee may be created upon majority approval of a mandate by General Council
- B. The mandate for the creation of a committee must include
 - 1. The purpose of the committee
 - 2. The length of its existence, not exceeding one calendar year
 - 3. The estimated level of its budget
 - 4. The committee's meeting procedures
 - 5. Membership, representation, and size of the committee
 - 6. The date mandate was submitted
 - 7. Any additions that General Council requires for approval

SECTION 3: SPECIAL COMMITTEES

- A. ASUW Elections Endorsement Committee
 - 1. Purpose
 - a) To inform residents about the ASUW elections
 - b) To endorse candidates who would best represent the interests of the residence halls
 - 2. Composition
 - a) At least one member from each northeast and southwest campus
 - b) One Resident Advisor
 - c) One non-voting chair-person

- d) Members may not be candidates themselves or play a significant role in the campaign of a candidate
 - 3. The members of the committee must be selected no later than one month before the endorsements are to be made public by General Council
 - a) If the endorsement committee requirements are not met within the specified time period, the decision to re-open the committee must be decided by a 2/3 vote of General Council
 - b) If the committee is re-opened, all responsibilities must be met
 - 4. Responsibilities
 - a) Provide a Board of Directors (BOD) forum
 - b) Ask questions of each candidate at the BOD forum
 - c) Make endorsements based on the above
 - d) Publicize the endorsements
 - e) Report regularly to General Council
 - f) Submit a summary report to the Executive Board three weeks after the ASUW election
 - 5. Funding shall be obtained as specified in Article V of the bylaws
- B. RHSA Officer Selection Committee
 - 1. The purpose of the RHSA Officer Selection Committee shall be to organize and administer the selection of the RHSA officers in accordance with Article I, Sections 1 and 2 of the Bylaws of the Residence Hall Student Association
 - 2. Membership
 - a) At least one resident from each of northeast and southwest campus
 - b) Two current RHSA officers, if possible
 - c) The President- and Vice-President-Elect upon their election
 - d) No member of the committee may be a candidate for any RHSA office
 - e) Members are selected by a majority vote of General Council
 - f) The RHSA Advisor, or the Advisor's designee
 - 3. Responsibilities
 - a) Administrating the selection of RHSA officers
 - b) Reporting regularly to General Council
 - c) Attending all meetings and interviews
- C. RHSA Head Senator Selection Committee
 - 1. The purpose of the RHSA Head Senator Selection Committee shall be to organize and administer the selection of the RHSA Head Senator
 - 2. Membership
 - a) At least one resident from each of northeast and southwest campus
 - b) One hall council Senator, or one RHSA At-Large Senator
 - c) Two current RHSA officers, if possible
 - d) The President- and Vice-President-Elect upon their election
 - e) No member of the committee may be a candidate for the RHSA Head Senator position
 - f) Members are selected by a majority vote of General Council
 - g) The RHSA Advisor or the Advisor's designee
 - 3. Responsibilities
 - a) Administrate the selection of RHSA Head Senator
 - b) Report regularly to General Council
 - c) Attend all meetings and interviews
- D. Constitution and Bylaws Committee
 - 1. The purpose shall be to ensure that the constitution is followed by General Council
 - 2. Responsibilities
 - a) Interpreting the constitution and bylaws of RHSA
 - b) Reviewing RHSA and hall council procedure
 - c) Suggesting and reviewing constitutional amendments
 - d) Reviewing all hall council constitutions to insure compliance with the RHSA constitution and bylaws by the end of fall quarter
 - 3. Membership
 - a) At least one student from both northeast and southwest campus
 - b) The administrative manager
 - 4. Funding shall be obtained as specified in Article V of the bylaws
- E. Resident Advocacy Committee
 - 1. The purpose of the Resident Advocacy Committee is to ensure that the rights and welfare of residence hall students at the University of Washington are preserved, protected and understood

2. The Resident Advocacy Committee may be called to order at the request of General Council to address an issue or a series of issues or may be called to order at an Executive Board Meeting to address a piece or pieces of legislation
3. Responsibilities
 - b) Address resident concerns and issues with the policy of Housing and Food Service Administration. This refers to but not limited to the Residence Hall Contract, Residence Hall Handbook, and the Peer Review Process
 - c) Reviewing actions of the ASUW to determine if they are in the residents' best interests
 - d) Reviewing rights violations by the Housing and Food Service Administration
 - e) Reviewing legislation in accordance to the and providing an official opinion to General Council
 - f) Reporting regularly to the General Council
 - g) Submitting a summary report to the executive board before the last scheduled General Council meeting of the year
4. Membership
 - h) At least one student from both northeast and southwest campus
 - i) The Chair shall be determined by General Council upon the first reactivation of the committee of the academic year

ARTICLE III: LEGISLATION

SECTION 1: DEFINITIONS

- A. A Resolution is defined as a formal statement of official residence hall student opinion
- B. An Organic Act is defined as legislation designed to clear up RHSA procedures and administrative policies, and to introduce Constitution and Bylaw changes

SECTION 2: PROCEDURE

- A. Any member of RHSA, including the RHSA executive board, may sponsor legislation, which must be written in a clear and concise manner using "Whereas" and "Be It Resolved" clauses
- B. Legislation must be presented prior to the weekly meeting of the Executive Board by a deadline specified by the Executive Board
 1. The Executive Board discusses whether the legislation is constitutionally acceptable
 2. They shall number the legislation appropriately
 3. They shall place the legislation in the appropriate part of the agenda
- C. For the General Council meeting in which the legislation is introduced, the legislation is presented as designated in the meeting agenda
 1. The legislation is read in its entirety
 2. Discussion is then open to all members
- D. During the next General council meeting following introduction, the legislation is again presented as designated in the meeting agenda
 1. Debate is open to all members
 2. Debate is closed by a two-thirds vote
- E. Legislation is passed by a majority vote of the General Council, unless superseded by a hall vote or council vote or unless otherwise stated in the RHSA Constitution and Bylaws

ARTICLE IV: PARLIAMENTARY PROCEDURES AND GUIDELINES

SECTION 1: QUORUM

- A. Business of general council must not take place in the absence of quorum
- B. Quorum for RHSA General Council meetings is defined as
 1. The number of present RHSA representatives must be no less than 2/3 plus one of the occupied RHSA representative seats
 - a) A seat is considered unoccupied only when a Hall Council President sends a letter indicating the vacancy to the Administrative Manager
 2. No less than one RHSA representative from the number of Hall Councils in good standing minus one.

SECTION 2: VOTER ELIGIBILITY

All members of RHSA including Resident Advisers shall have the right to vote on all issues, except in cases explicitly stated in the RHSA Constitution and Bylaws

SECTION 3: HALL VOTE

- A. Any voting member of RHSA with the opinion that there has been a gross misrepresentation of hall councils in any official proposal or legislation of general council may call for a hall vote
- B. A hall vote is mandatory in the event of proposals in excess of two hundred fifty dollars
- C. A Hall Vote consists of
 - 1. A presentation of the subject in each hall council by the head representative
 - 2. An open floor for discussions and questions
 - 3. A vote tabulated by the head representative, calculated into hall votes with each hall having the same number of votes as currently elected representatives
 - 4. A hall council must consider a hall vote issue in a timely manner and may not table a hall vote issue for more than two weeks
 - 5. The votes for all councils are counted at General Council, with a majority required to pass
- D. A request for a Hall Vote may be overturned by a 2/3 majority vote of elected RHSA representatives

SECTION 4: COUNCIL VOTE

- A. Any voting member of RHSA with the opinion that there has been a gross misrepresentation of hall councils in any official proposal or legislation of the General Council may call for a council vote
- B. A Council Vote consists of:
 - 1. An open floor for discussions and questions
 - 2. A caucus of representatives from each council meeting for such time as the General Council deems necessary
 - 3. A vote tabulated by the head representative, calculated into hall votes with each hall having the same number of votes as currently elected representatives, announced at the end of the caucus
 - 4. A request for a Council Vote may be overturned by a 2/3-majority vote of elected RHSA representatives

SECTION 5: INTERPRETATION OF THE CONSTITUTION AND PARLIAMENTARY PROCEDURES.

- A. The Constitution and Bylaws Committee answers all questions of interpretation
- B. The Vice-President answers all questions of parliamentary procedure consistent with the most recent edition of Sturgis Standard Code of Parliamentary Procedure.

SECTION 6: FUNDING PROCEDURES.

- A. The Treasury Director determines all parliamentary procedures for determining or debating funding
- B. These procedures shall be made clear, and if requested, in written form
- C. All guidelines must be in accordance with the Constitution and Bylaws of the Residence Hall Student Association

SECTION 7: TABULATION OF VOTES

- A. A majority is defined as fifty percent plus one of all voting members present and voting
- B. A two-thirds vote is defined as two-thirds of all voting members present and voting
- C. Abstentions from voting do not count as votes cast
- D. If the total number of votes cast is less than quorum, then the proposal fails

**ARTICLE V
FUNDING REQUIREMENTS AND GUIDELINES**

SECTION 1: FUNDING CONSIDERATION REQUIREMENTS

RHSA may fund programs and events that fall into the following categories:

- A. Educational: Imparting knowledge or information in a systematic manner. Programs included this category are classes, workshops, seminars, clinics, demonstrations, and training sessions.
- B. Community Building: Designed to increase personal contact, awareness of living group sensitivities and responsibilities, and develop care and concern within that living group. The community may be comprised of residents from a floor, a hall, or all the halls.
- C. Cultural: Programs in this area should be designed to develop understanding and acceptance of different cultures and lifestyles. This area also includes exposing students to artistic expression.
- D. RHSA has established the following guideline for the funding of programs, and General Council can set aside this guidelines for a particular proposal with a two-thirds vote
 - 1. RHSA will fund food only if it is an integral part of the program
 - 2. RHSA will not allot more than two dollars per person for food

SECTION 2: FUNDING PROCEDURES

- A. All funding proposals, the correct form must be filled out completely and signed by a Residential Life Senior Staff member, and be submitted by the deadline specified by the executive board
 - 1. All funding proposals to be considered must be presented to the General Council no later than seven days prior to the event/program
 - 2. All funding proposals requiring a referral to the halls must be presented for first reading to the General Council no later than two calendar weeks prior to the event/program
- B. The Executive Board may present recommended funding allocations for the year to General Council for approval by the sixth meeting of Autumn Quarter. This initial allocation recommendation and future amendments must be approved by a 2/3 vote of General Council.
- C. Proposals for amounts not exceeding fifty dollars:
 - 1. The Executive Board may rubberstamp, without prior vote of General Council, a proposal for amounts not exceeding fifty dollars from the RHSA general budget
 - 2. The approval of funding may be rescinded by a majority vote of General Council
- D. Proposals for amounts in excess of fifty dollars:
 - 1. All proposals for amounts in excess of fifty dollars must be presented in person at a General Council business meeting
 - 2. The person presenting the proposal must attend all General Council meetings that the proposal is being considered and be prepared to answer all questions regarding the proposal
 - 3. If there are unanswered questions, General Council may table the proposal until all questions are answered
 - 4. Proposals for amounts in excess of fifty dollars, but not exceeding two hundred fifty dollars may be approved by a majority vote of the General Council
 - 5. Proposals for amounts exceeding two hundred fifty dollars must be presented to General Council and then referred back to the hall councils for a hall vote
- E. All proposals must include the following information:
 - 1. Presenter's name, floor and/or hall affiliation
 - 2. The dates, times and locations of the program
 - 3. A brief summary of the program
 - 4. Qualifications of speakers
 - 5. Value or merit of the event to residence hall students
 - 6. Methods of publicity
 - 7. Expected participation
 - 8. A complete breakdown of costs and additional funding source
 - 9. Preliminary copies of printed publicity including newspaper advertisements, flyers, table tents, posters, etc.
- F. Follow-up Procedures
 - 1. No later than three days after the scheduled event or program, the sponsor must notify the Treasury Director if the proposed event or program took place
 - 2. No later than one week after the event or program all paperwork must be turned in to the Treasury Director
 - 3. The Treasury Director may require a follow-up form be completed as part of the paperwork
 - 4. Funding may be withheld from future proposals until the previous paperwork is completed
 - 5. All unused funds from the event or program must be returned to RHSA in proportion to the percent funded by RHSA
- G. General Council and/or the Treasury Director may withhold or withdraw funding if:
 - 1. Funding application procedure is not followed correctly
 - 2. Publicity Guidelines are not followed
 - 3. Follow-up procedures are not followed
- H. The program fails to comply with the stipulations of General Council
- I. Advise of withheld funding
 - 1. The Treasury Director must advise the program coordinator of withdrawal of funding within 48 hours
 - 2. The sponsor of a proposal may appeal to General Council within two weeks if funding is withheld
 - 3. Funding may be approved by a two-thirds majority of the General Council

SECTION 3: PUBLICITY GUIDELINES

- A. RHSA requires that its sponsorship be acknowledged in every attempt to publicize the event or program
- B. In printed cases, RHSA must be acknowledged posted on any existing advertisements no later than 24 hours after the granting of funds
- C. Advertising for the event must be posted at least 6 full days prior to the event
- D. Additional Publicity guidelines may be enacted for the current academic year by a majority vote of General Council

ARTICLE VI AFFILIATIONS

SECTION 1: AFFILIATIONS

- A. RHSA is affiliated with the National Association of College and University Residence Halls Inc. (NACURH), and the regional affiliate, Pacific Affiliate of College and University Residence Halls (PACURH)
- B. RHSA shall register annually with the Student Activities Office of the University of Washington (SAO) before the end of October
- C. In the absence of an active NRHH chapter at the University of Washington, RHSA shall be affiliated with the National Office of NRHH

SECTION 2: REVIEW

Affiliations with these organizations shall be reviewed as needed by the executive board

**ARTICLE VII
FORMS**

SECTION 1: FORMS AND DOCUMENTS

- A. All forms and papers necessary for the administrative tasks of RHSA must be approved by the Executive Board
- B. All forms and documents shall be labeled with effective dates

**ARTICLE VIII
LOGO**

A representative logo may be adopted by a unanimous vote of the executive board, and a majority vote of General Council

LAST REVISED: October 29, 2007