

APPENDIX I: The Residence Hall Association Constitution
ARTICLE I: Name, Mission, Vision, Structure

Section One: Name

The name of the organization shall be the Residence Hall Association.

Section Two: Mission

The Residence Hall Association consists of an assembly of residents that want to make a positive change within their Residence Halls by creating events and holding meetings that facilitate a greater sense of community. Our endeavors include events which will generate a more open and communicative environment within the residence halls and throughout the entire Fashion Institute of Technology campus.

The Residence Hall Association's intention is to empower both residents and off-campus students to contribute to and create a community throughout the Fashion Institute of Technology. Behind each Residence Hall Association event will be a driven group of residents who make up the RHA Executive Board and each hall's RHA Hall Councils. We encourage the residents to create and maintain a positive environment throughout the Fashion Institute of Technology residence halls.

Section Three: Vision

The Residence Hall Association aims to create a community within every single residence hall so that the students feel as though the Fashion Institute of Technology is their home, and is a real campus -- a place where they can build relationships, connections, and grow as individuals. In a competitive and cutthroat industry, within an equally competitive city, it is important that students reside in a welcoming place and have a support system on campus, as is primarily a given within other, non-urban college campuses.

Through the Residence Hall Association events and meetings, we hope that students will continually have the opportunity to build personal relationships, promote and enhance individual growth and improve their overall wellbeing. Opportunities to interact with more students should not end after orientation week.

Section Four: Structure

The Residence Hall Association shall be comprised of the following bodies:

- a. Community Council (all Residents)
- b. The Executive Council
 - i. Executive Board
 - ii. The (4) Hall Councils

ARTICLE II: Residence Hall Association

Section One: Purpose

The Residence Hall Association, on behalf of the residential body, shall serve as the legislative branch of the Residence Halls. The Residence Hall Association shall be responsible for:

- a. Maintaining interrelations and collaborative efforts between faculty, administration, and students.
- b. Overseeing the activities hosted by the Residence Hall Association.
- c. Approving an annual Hall Council initial budget.
- d. Presiding over the removal of officers elected or appointed to the Executive Board.

Section Two: Membership

The Residence Hall Association shall be comprised of all members of the Residence Hall Association's Executive Board and the four Hall Councils. The Residence Hall Association Vice President shall serve as the chairperson of the Community Council, and shall vote only in case of a tie. In the absence of the Vice President, the President shall chair the Community Council.

To empower our resident community, the Community Council will be open to every resident at FIT. In order to become a voting member a student has to attend one (1) Community Council meeting. At the first meeting said student should call to the attention of the secretary their attendance, which the secretary will record for future meetings. At the second meeting said member will be given a voting ballot upon signing in, making them an official voting member of the community council.

Section Three: Meeting

Meetings will be held at least once a month. Decisions shall be made by two-thirds ($\frac{2}{3}$) vote of all council members present. Each Council member shall have one (1) vote, excluding members of the Executive Board.

Section Four: Attendance

- a. Attendance is mandatory for all Executive Board Members Hall Council members.
- b. All members must sign in for their attendance to be recorded.
- c. Absences may be excused only when an email to the Executive Vice President is sent at least twenty four (24) hours in advance of the meeting. The Community Council Chair has the right to approve or deny the request.
- d. Community Council voting members may only represent, sign in, and vote on behalf of one (1) hall, and general members may only sign in as themselves.

Section Five: The Advisor

The Resident Counselor and Building Manager assigned to the Residence Hall Association, or designee in case of absence, shall serve as the advisor of the Residence Hall Association. The advisor shall:

- a. Attend all Residence Hall Association meetings.
- b. Assist Residence Hall Association in carrying out the mission and responsibilities of the Residence Hall Association.
- c. Act as liaison between the Residence Hall Association and the staff, faculty, and administration at FIT.

ARTICLE III: The Executive Council

Section One: Structure

The Residence Hall Association shall be comprised of the following bodies:

- a. Executive Board
- b. The (4) Hall Councils

Section Two: Duties of the Executive Council

The Executive Council shall:

- a. Identify the needs and concerns of the residents, and work with the residential life staff, faculty and administration at FIT to fulfill said needs.
- b. Attend all respective Executive or Hall Council meetings, Community Council meetings, trainings, and retreats.
- c. Meet weekly with quorum.
- d. Complete end-of-semester reports and submit to Advisor and President in both Fall and Spring.
- e. Mentor new Executive Council.
- f. Act on behalf of the Residence Hall Association whenever it is not possible to convene and consult with them. Such actions will be subject to the approval or veto by Community Council at the next subsequent meeting.

ARTICLE IV: The Executive Board

Section One: Purpose

The Executive Board shall serve as the governing body of the residence hall association. The Executive Board shall advocate on behalf of the residential body and facilitate communication between the residence hall association and the administration.

Section Two: Elected Members

The following members shall be elected by the residential body:

The President, Vice President, Secretary, Treasurer, Communications Coordinator, and the Hall Representative.

Section Three: The President

The President shall be the executive director and primary representative of the residence hall association. The duties of the President shall be to:

- a. Oversee the Residence Hall Association
- b. Create Executive Board agendas for all scheduled meetings.
- c. Vote to break ties during Executive Board meetings.
- d. Advocate on behalf of and inform the residential body.
 - i. Except in the scenario of SGA liaison position
- e. Plan Executive Council retreats.
- f. Meet regularly with the Residential Life directors and resident counselors.
- g. Veto a Community Council decision, if necessary. The President may only veto an initiative after the Student Council has voted. A veto may be issued up to a week after said vote. The Community Council may override a presidential veto with a three-fourths ($\frac{3}{4}$) majority vote. The Community Council override is final.
- h. Serve as the Community Council Chair in the absence of the Vice President.
- i. Acts as a liaison between Residential Hall Association and the Fashion Institute of Technology Student Government Association.
 - i. Acts in conjunction with the director of Residential Affairs
- j. Verify requests defined by the Community Council, on behalf of the residential body.
- k. Must have been on The Executive Council for one full year
 - i. Unless no one on the Council is interested for running, then an active voting member may run for the President Position
- l. Mandatory attendance of Resident Hall Association conferences, on and off campus

Section Four: The Vice President

The Vice President shall be second in line to the presidency, and shall serve as the Chair of the Community Council. The duties of the Vice President shall be to:

- a. Host and implement event programming
- b. Create itinerary for and lead general board meetings
- c. Distribute agendas to the Executive Board and the Community Council. (from E-Board secretary position)
- d. Assume the duties of the President in their absence of at the request of the President.
- e. Serve as the deputy to the President in implementing and executing all executive duties.
- f. Recruit student representatives to fill Hall Council positions at the beginning of the year, and as needed when vacancies appear.
- g. Serve as an ex-officio of all Hall Council Committees.
- h. Preside over the impeachment of all Executive Council members.
- i. Report to the President.
- j. Perform other duties as assigned, on behalf of the Residence Hall Association.

Section Five: The Executive Secretary

The Executive Secretary is the master record keeper for the Residence Hall Association. The duties of the Executive Secretary shall be to:

- a. Record and preserve the minutes and attendance of the Community Council and Executive Board meetings.
- b. Record and preserve all necessary correspondence of the Residence Hall Association.
- c. Communicate information among the members of the Executive Council.
- d. Be responsible for the availability of the Residence Hall Association Constitution and keep record of all new legislations and any amendments thereof.
- e. Manage the Residence Hall Association's office, ensuring that it's fully stocked with supplies and space reservations. (needs to be addressed)
- f. Report to the President.
- g. Perform other duties as assigned, on behalf of the Residence Hall Association.

Section Six: Executive Treasurer

The Executive Treasurer shall be the overseer of all Residence Hall Association funds. The Executive Treasurer has the signatory right for all transaction from the Residential Hall Association accounts and budgets, in addition to the President. The duties of the Executive Treasurer shall be to:

- a. Create monthly treasurer's reports for Community Council.
- b. Manage all Residence Hall Association internal accounts and budget.
- c. Meet bi-weekly with the Advisor for financial meetings.
- d. Oversees and conducts all non-hall-council related Residence Hall Association purchases.
- e. Approves all Hall Council Purchases prior to purchase(s) being made.
- f. Perform other duties as assigned, on behalf of the Residence Hall Association.
- g. Manages and oversees refunding when necessary.
- h. Must complete budget initiatives and requests within a three week window prior
 - i. Must coordinate with Secretary for distribution of notice

Section Seven: National Communications Coordinator

The National Communications Coordinator acts as the liaison between NACURH and the Fashion Institute of Technology RHA. The duties of the Communications Coordinator shall be to:

- a. Acts as the representative as the National Communications Coordinator for NACURH and NEACURH.
- b. Perform other duties as assigned, on behalf of the Residence Hall Association.
- c. Mandatory attendance of Resident Hall Association conferences, on and off campus

Section Eight: Hall Representative and Director of Residential Affairs

The Director of Residential Affairs serves as the liaison between the Student Government Association and the Resident Hall Association. The duties of the Director of Residential Affairs shall be to:

- a. Serve as the Hall Representative under the Resident Hall Association.
- b. Elected by the Residence Hall Association
- c. Serve as the Chair for the Resident Hall Association Block Party Committee.
- d. Act as the voice for residence in the Residence Hall Association and Student Government Association
- e. Create and distribute surveys semesterly on behalf of the Residential Students.
- f. Attend monthly meetings with the Director of Residential Life.
- g. Perform other duties defined by the President on behalf of the FIT Student Government Association and the Residence Hall Association
- h. The representative for all the Residential Halls (Alumni, Nagler, Co-Ed, and Kaufman).

- i. Liaison between the Residential Life, Executive board, and hall councils.
- j. Encourage, oversee and delegate responsibilities to council members for each residential halls Town Halls
- k. Person holding the Director of Residential Life and Hall Representative position MAY NOT hold a Resident Assistant position
- l. Mandatory attendance of Resident Hall Association conferences, on and off campus

Section Nine: Advertising and Promotional Coordinator

- A. Allocates publicity materials in all of the residential halls for the residence hall association meetings and events.
- B. Responsible for creating/approving publicity materials for each residence hall association sponsored events; 2 weeks prior notification.
- C. Will communicate with Executive Board and Hall Council Committees to proofread any corrections, additions, and/or changes to any publicity materials.
- D. Final approval for all fliers by the advisor.
- E. Perform other duties as assigned, on behalf of the Residence Hall Association.
- F. Create, maintain and update all social media accounts.
 - a. Instagram
 - b. Twitter
 - c. Snapchat
 - d. LinkedIn
 - e. Facebook
- G. Ensures Residence Hall Association logo is placed on all giveaway/PR materials.

Section Ten: The Advisor

The assigned Resident Counselor and Building Manager shall serve as the faculty advisor. The duties of the advisor shall be to:

- a. Assist Executive Board in carrying out their responsibilities and duties.
- b. Countersign all transactions from the Residence Hall Association treasury.
- c. Act as liaison between the Residence Hall Association and the staff, faculty, and administration.
- d. In the absence of the Resident Counselor or Building Manager, the Director of Residential Life shall serve as the advisor; if unavailable a designee will be assigned.

ARTICLE V: Hall Councils

Section One: Hall Councils

The Hall Councils for Alumni, Nagler, Coed, and Kaufman Halls are appointed by the Residence Hall Association Executive Board. Each Hall Council President shall serve as the chairperson of their associated Hall Council. As active members of the Residence Hall Association, the four hall councils shall be responsible for representing their residents' concerns, ideas, and feedback at bi-weekly Community Council Meetings.

Subsection One: Structure

The Each Hall Council shall consist of:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Advertising Coordinator

Subsection Two: Responsibilities:

The Hall Council responsibilities shall consist of organizing events within and for their respective Hall residents. All Hall Council members are mandated to attend Community Council meetings.

Subsection Three: Hall Council President

Each Hall Council President shall oversee the respective Hall Council and host their Council meetings. The duties of each Hall Council President shall be to:

- a. Create an agenda and run Hall Council Meetings.
- b. Host building Town Halls.
- c. Perform other duties as assigned, on behalf of the Residence Hall Association.

Subsection Four: Hall Council Vice President

The Vice President is responsible for overseeing programming initiatives. The duties of each Hall Council Vice President shall be to:

- a. Assist in posting fliers for various RHA events.
- b. Oversees execution of Hall Council Events.
- c. Perform other duties as assigned, on behalf of the Residence Hall Association.

Subsection Five: Hall Council Secretary

The Hall Council Secretary shall handle the organization for their hall. The duties of each Hall Council Secretary shall be to:

- a. Handle meeting minutes for both Hall Council meetings and town halls.
- b. Take attendance at Hall Council events.
- c. Perform other duties as assigned, on behalf of the Residence Hall Association.
- d. Create physical or online records to share with Executive Board Secretary for review.

Subsection Six: Hall Council Treasurer

The Hall Council Treasurer shall manage funds for Hall and inform each respective Hall Council regarding the committee's activities. The duties of each Hall Council Treasurer shall consist of:

- a. Establishing and recording all budget allocations for events and programs.
- b. Communicating with the Executive Treasurer pertaining to said Hall Council funds to get orders approved and have orders placed.
- c. Perform other duties as assigned, on behalf of the Residence Hall Association.

Subsection Seven: Hall Council Advertising Coordinator

The Hall Council Advertising Coordinator shall be responsible for advertising events/programs prior to, and during the event/program itself. The duties of each Hall Council Advertising Coordinator shall consist of:

- a. Create fliers for hall events and programs and ensuring flyers are picked up from Residential Life office and distributed.
- b. Informing the Executive Board National Communications Coordinator of any information regarding event details to be posted on RHA's social media platforms (ie. flyers, etc.)
- c. Visually documenting—via pictures, videos, etc.—any events and programs hosted by their halls, and shall communicate these to the Executive Board National Communications Coordinator.
- d. Perform other duties as assigned, on behalf of the Residence Hall Association.

ARTICLE VI: Elections, Appointments & Stipends

Section One: Eligibility

To hold a position in Residence Hall Association, the candidate must:

- a. Must be a full-time student.
- b. Cannot be on college or Residence Hall Probation.
- c. Must be available, at least, one hour a week for the Executive Board meetings.

- i. Day and Time of meetings will be decided by the Executive Board.
- d. Must return early for Fall and Spring Semester to assist with Residence Hall openings.
- e. GPA Requirement: 2.5
- f. Must reside on campus for the full academic year.

If an officer is impeached, a one-term period must pass in order for them to declare candidacy.

Section Two: Nomination

Any member of the residence halls can nominate themselves to be part of the Executive Council. Candidates must submit an application to the Residence Hall Association Advisor by a specified date. All candidates shall be screened for eligibility.

Section Three: Terms

A member of the Executive Council is only allowed to serve three (3) terms in total on the Executive Council. The President and Vice President can only serve two (2) terms in each position.

Section Four: Election Procedures

Elections will be held in the spring semester for the following academic year's board.

- a. Voters must be residents living in the Fashion Institute of Technology Residence Halls.
- b. Elected Officers will be part of the Executive Board once elected and serve in the position until the following spring semester (one academic year)
- c. If there are not enough candidates to have an election, candidates will be automatically appointed to the position.
- d. Only active residents of the Residence Hall Association will be eligible for nominations.
 - i. Must have attended a minimum of four (4) Community Council meetings (Fall and Spring). Students new to the Residence Halls for the Spring Semester must attend two (2) Community Council meetings to be eligible for nominations.

Section Five: Vacancies

An elected position vacancy shall be filled through a process of interviews with the Executive Board, and Presidents of the Hall Councils and approved by the Community Council.

- a. Residents will have the opportunity to submit interest to the Executive Board.
- b. The Executive Board will send applications to all interested parties.
- c. The person filling the vacant position will begin their term immediately.

Vacant Positions can be filled at any time during the fall/spring semester as long as all other requirements have been met.

Section Six: Housing

As a member of the Residence Hall Association Executive Board, officers are guaranteed a space in the Residence Halls. Failure to appear for Residence Hall openings or failure to fulfill position responsibilities will result in dismissal from the position as a member of the Residence Hall Association and result in loss of housing space. If this occurs the officer will be subject to the hold list number they received from the room selection process.

ARTICLE VII: Executive Branch Meetings

Section One: Community Council Meeting

The Community Council shall meet bi-weekly at an established time and place that is communicated residential hall wide.

Section Two: Executive Board

The Executive Board shall meet weekly at a time that works best for the members of the Executive Board.

Section Three: Hall Council

Each Hall Council shall meet weekly at a time that works best for the members of their specified Hall Councils.

The Executive Council shall meet collectively every Wednesday before/after a Community Council meeting

Absences due to class are automatically excused.

ARTICLE VIII: Impeachments and Removal of Office

Section One: Reasons for Impeachment

Failure to fulfill the duties of office prescribed under the constitution and/or maintain the eligibility requirements throughout the term can be grounds for removal from office.

Section Two: Removal for Attendance

The President and Advisor for the Executive Board shall submit a list of mandatory events, meetings, and trainings prior to elections and give a two-week warning before making any unanticipated event mandatory. Any Executive Board member shall be automatically removed

from office upon their third (3rd) unexcused absence from a Community Council or Executive Board meetings per semester. Absences are excused at the discretion of the President.

Section Three: Removal of an Elected Officer

A one-hundred (100) word minimum written justification for the removal of an officer must be submitted to the Vice-President from any active residence hall community council member. The complainant will present their case in front of the Executive Board and the accused will be able to defend themselves. The decision will be made by two-thirds ($\frac{2}{3}$) vote.

Section Four: Removal of an Appointed Officer

A one-hundred (100) word minimum written justification for the removal of an officer must be submitted to the President of the Hall Council from any active Community Council member. The complainant will present their case in front of the Executive Board and the accused will be able to defend themselves. The decision will be made by two-thirds ($\frac{2}{3}$) vote.

Section Five: Resignation

Any member of the Residence Hall Association may resign by submitting a statement of resignation to the President.

Section Six: Appeal

An impeached officer has the ability to appeal for their immediate reinstatement. A one hundred-fifty (150) word written justification must be submitted to the Vice President. The appeal will go to the Community Council if it is an elected position and to the Executive Board if it is an appointed position. The decision will be made by two-thirds ($\frac{2}{3}$) vote.