

# **POLICY BOOK of the WEST VIRGINIA UNIVERSITY RESIDENCE HALL ASSOCIATION**

## **Title I: Definitions**

**Section 1.** “Residence Hall” shall be defined as a University-owned, on-campus living unit staffed by Resident Assistants.

**Subsection A.** The thirteen (13) current buildings constituting Residence Halls include Bennett Tower, Boreman Hall, Braxton Tower, Brooke Tower, Dadisman Hall, Honors Hall, Lincoln Hall, Lyon Tower, Oakland Hall East, Oakland Hall West, Seneca Hall, Stalnaker Hall and Summit Hall.

**Section 2.** “Community Council” (hereafter “CC”) shall be defined as a standardized body of hall-specific residents tasked with promoting the programming and advocacy needs of their Residence Hall.

**Subsection A.** The twelve (12) current CCs include Bennett CC, Boreman CC, Braxton CC, Brooke CC, Dadisman/Stalnaker CC, Honors CC, Lincoln CC, Lyon CC, Oakland East CC, Oakland West CC, Seneca CC and Summit CC.

**Section 3.** “Executive Board” shall be defined as the collection of elected RHA officers, titles of whom are outlined in the RHA Constitution.

**Section 4.** “Voting Member” shall be defined situationally:

**Subsection A.** For CCs, Voting Members shall be defined as the RHA-required CC officers outlined herein.

**Subsection B.** For the Executive Board, Voting Members shall be further defined situationally:

**Item 1.** When voting on financial matters, all Executive Board members except the Treasurer shall be considered Voting Members.

**Item 2.** When voting on non-financial matters, all Executive Board members except the President shall be considered Voting Members.

**Subsection C.** In terms of the National Association of College and University Residence Halls (hereafter “NACURH”) and the Central Atlantic Affiliate (hereafter “CAACURH”), Voting

Members shall be defined as the RHA President and the National Communications Coordinator (hereafter “NCC”).

*Section 5.* “General Body” shall be defined as the collection of all CC Voting Members whom, when convened, serve as liaisons between the RHA Executive Board and their respective CCs.

*Section 6.* “Quorum” for the General Body shall be defined situationally:

*Subsection A.* When voting by acclamation, Quorum shall consist of at least two-thirds of Voting Members who represent at least two-thirds of CCs.

*Subsection B.* When voting by roll call, Quorum shall consist of 50% + 1 Voting Members.

*Section 7.* “General Body Meeting” shall be defined as the specific convening of the RHA Executive Board and General Body.

## **Title II: Supremacy**

*Section 1.* No requirements, stipulations, and/or policies may be added to the RHA Policy Book which contradict the pre-existing governing documents of West Virginia University, RHA, CAACURH, or NACURH.

## **Title III: RHA Executive Board**

*Section 1.* Duties of the President shall be defined as:

*Subsection A.* Maintaining ultimate responsibility for the operation of RHA.

*Subsection B.* Presiding over General Body and Executive Board meetings by serving as Chair of the Executive Board.

*Subsection C.* Establishing, chairing, delegating, and dissolving special committees as needed.

*Subsection D.* Amending the RHA Policy Book without unanimous Executive Board consent.

*Subsection E.* Enacting executive orders in non-financial matters.

*Subsection F.* Vetoing General Body and Executive Board decisions on non-unanimous, non-financial matters.

**Section 2.** Duties of the Vice President shall be defined as:

*Subsection A.* Fulfilling the President's duties in their absence.

*Subsection B.* Maintaining contact with key University administrators.

*Subsection C.* Acting as a liaison to other University student organizations.

*Subsection D.* Organizing and chairing all direct RHA programming, such as the RHA Talent Show, the End of Year Banquet, and Dinner & Discourse.

**Section 3.** Duties of the Secretary shall be defined as:

*Subsection A.* Maintaining and disseminating accurate meeting minutes.

*Subsection B.* Maintaining attendance and voting records for the academic year.

*Subsection C.* Communicating directly between the Executive Board and General Body via the RHA website, social media, newsletters, or any other manner as deemed appropriate.

*Subsection D.* Sorting, delegating, and responding to messages via rha.wvu@gmail.com.

*Subsection E.* Awarding and maintaining spirit points for each CC.

**Section 4.** Duties of the Treasurer shall be defined as:

*Subsection A.* Acting as a financial advisor to both the General Body and Executive Board.

*Subsection B.* Presenting and maintaining semesterly budgets on behalf the Executive Board, General Body, and CCs.

*Subsection C.* Presenting a Treasurer's report at each General Body Meeting and Executive Board meeting.

*Subsection D.* Presiding over the program proposal process.

*Subsection E.* Maintaining communication with key financial associates including, but not limited to: banks, corporate partners, and sponsors.

**Section 5.** Duties of the NCC shall be defined as:

*Subsection A.* Acting as a liaison to NACURH, CAACURH, the Rhododendron Chapter of the National Residence Hall Honorary (hereafter “NRHH”), and other institutions.

*Subsection B.* Serving as parliamentarian in all General Body Meetings.

*Subsection C.* Arranging and preparing for travel to NACURH and CAACURH-affiliated conferences.

*Subsection D.* Chairing all leadership development activities of the General Body, Executive Board, and conference delegations.

**Section 6.** Each Executive Board member shall hold office hours for at least one hour each week. These times shall be set prior to the first General Body Meeting each semester.

**Section 7.** All officers shall assume additional duties delegated by the RHA advisor(s).

**Section 8.** All officers shall abide by the requirements set forth in the RHA Constitution. Furthermore, individual officers shall abide by the following additional requirements:

*Subsection A.* The President may not serve as a Resident Assistant during their term in office.

*Subsection B.* The Treasurer may not serve as a Resident Assistant during their term in office unless otherwise approved by the Department of Housing and Residence Life.

*Subsection C.* The NCC may not serve as NRHH President during their term in office.

**Section 9.** Should the office of President be vacant at any time, the order of succession shall be defined as: Vice President, Secretary, Treasurer, NCC.

*Subsection A.* Any position(s) vacated due to Presidential succession shall be filled by appointment of the advisor(s).

*Subsection B.* Should an Executive Board member assume the duties of a position with special requirements they cannot meet, applicable restrictions may be waived at the discretion of the advisor(s).

**Section 10.** Should non-President offices be vacant at any time for reasons other than Presidential succession, the President shall appoint officers to fulfill these roles.

**Section 11.** The Executive Board shall be elected by the following process:

**Subsection A.** The RHA advisor(s) shall oversee the election process with the help of an outgoing officer.

**Subsection B.** All prospective candidates must complete an interest form created by the RHA advisor(s) prior to the final General Body Meeting each academic year.

**Subsection C.** Candidates may run for election in multiple offices, however they may only hold a maximum of one (1) seat. Should a candidate win multiple races, they shall be granted their most substantial office as defined by order of succession.

**Subsection D.** Elections must be held at or prior to the final General Body Meeting each academic year.

**Subsection E.** The advisor(s) shall randomly select the candidates' presentation order at the time of election. This order may move fluidly between offices.

**Subsection F.** Each prospective candidate shall be allotted up to five minutes for a proponent's speech followed by five minutes of question-and-answer (hereafter "Q&A") with the General Body.

**Subsection G.** After all presentations and Q&A sessions are complete, all candidates shall leave the room, and a ten-minute discussion period shall occur.

**Subsection H.** Following discussion, the General Body shall have the ability to vote on officers via secret ballot.

**Subsection I.** Votes shall be tabulated by the advisor(s) and/or any outgoing officer(s), and shall be disseminated first to all candidates, then to the RHA General Body within 24 hours of voting. It is at this time that any ties shall be broken by the RHA advisor(s). Vote counts need not be published.

**Section 12.** Executive Board votes shall be taken by the following process:

**Subsection A.** Financial matters shall require at least three (3) yeas to pass and cannot be tie-broken.

*Subsection B.* Non-financial matters shall require at least three (3) yeas to pass including the President's tie-breaking vote.

**Section 13.** The removal process for Executive Board members shall be as follows:

*Subsection A.* Should an RHA Executive Board member fail to fulfill their respective duties and/or fail to maintain the officer requirements set forth, formal grievances may be brought forth to the advisor(s) by two or more Executive Board members.

*Item 1.* If the advisor(s) deem it necessary, they may hold a private meeting with the Executive Board member in question. This meeting shall serve as a warning.

*Item 2.* Following this meeting, the Executive Board member in question shall be allowed at least one General Body Meeting to demonstrate change.

*Item 3.* After this period, if three or more RHA Executive Board members raise a comparable grievance, the Executive Board member in question may be removed at the discretion of the advisor(s).

## **Title IV: Community Councils**

**Section 1.** Each CC shall meet at least biweekly during time periods that do not conflict with prior-scheduled RHA business at the discretion of each individual CC.

**Section 2.** Meeting times for each month shall be communicated to the Executive Board on a semesterly basis prior to the first General Body Meeting.

**Section 3.** Each CC shall have at least the following three (3) elected officers: one (1) President, and two (2) RHA Representatives. Additional CC positions and duties may be created and filled at the discretion of each individual Residence Hall.

**Section 4.** The above positions shall be elected by each respective Residence Hall in a manner of their choosing. Elections must take place at least ten (10) days prior to the first General Body Meeting or the General Body retreat, whichever comes first.

*Subsection A.* At a minimum, residents interested in any of the above positions must complete and turn in an application form to their Residence Hall Coordinator (hereafter "RHC") no later than three (3) days prior to the scheduled date for their respective CC's elections.

**Subsection B.** The above applications shall be created by the RHA Executive Board. Applications shall be distributed to the RHCs no later than three (3) days prior to move-in day.

**Section 5.** Each CC is expected to remain in Good Standing with RHA throughout the academic year.

**Subsection A.** Good Standing, or “green” standing, shall be constituted by all of the following: consistent attendance of General Body Meetings; proper communication with the Executive Board; and utilization of allocated funds.

**Subsection B.** Subpar Standing, or “yellow” standing, shall be constituted by any of the following: inactivity with allocated funds; submission of low-quality Funding Appropriations proposals; or any other event, as determined by the Executive Board.

**Item 1.** CCs in Subpar Standing shall be notified during the Treasurer’s Report in a General Body Meeting, and a follow-up email from the Executive Board shall be sent within the following week.

**Subsection C.** Bad Standing, or “red” standing, shall be constituted by any of the following: consistent absence from General Body Meetings; lack of required communication with the Executive Board; failure to follow Funding Appropriations procedures; or any other event, as determined by the Executive Board.

**Item 1.** CCs in Bad Standing shall receive the same Executive Board communication as CCs in Subpar Standing. Furthermore, at the Treasurer’s discretion, CCs in Bad Standing shall have their allocated funds withheld until Good Standing is restored.

**Section 6.** For CCs in Subpar or Bad Standing, the Treasurer shall define corrective measures on a case-by-case basis. These measures shall be approved by the Executive Board. Upon completion of these corrective measures, CCs shall return to Good Standing with consent from the Treasurer.

**Section 7.** CCs shall be awarded Spirit Points for various activities via a system announced at the first General Body Meeting each semester.

**Subsection A.** The Spirit Points system may be modified at any time by a majority vote of the Executive Board, but only in ways which make points more accessible to CCs.

**Item 1.** Modifications which make Spirit Points less accessible may only be implemented at the beginning of a new semester.

**Subsection B.** Each Executive Board member may award CCs with additional Spirit Points at any time with consent from the Secretary.

*Subsection C.* The CC with the most Spirit Points at the final General Body Meeting each semester shall be awarded a prize determined by the Executive Board.

## **Title V: Voting Procedures**

*Section 1.* General Body votes may be taken by two different methods:

*Subsection A.* To vote by acclamation, the President shall ask if there is any dissent to approving the motion at hand.

*Item 1.* If dissent is raised, a roll call vote shall be taken.

*Item 2.* If no dissent is raised, the motion passes unanimously.

*Subsection B.* To vote by roll call, the Secretary will call each CC individually. One of the CC's Voting Members will respond with their numbers of *yes*, *no*, and *abstaining* votes. Each Voting Member has one vote.

*Item 1.* Roll call votes require a simple majority to pass.

*Item 2.* In the event of a tie, the President shall cast the deciding vote.

*Section 2.* Executive Board votes require a simple majority to pass.

*Section 3.* Motions shall always be voted upon in descending order from *most destructive* to *least destructive* unless otherwise specified by the acting parliamentarian.

## **Title VI: Funding Appropriations**

*Section 1.* Prior to requesting funding from RHA, CCs and organizations (hereafter "proponents") must complete the following:

*Subsection A.* CCs must consult their RHA-allocated budgets. Non-CC proponents must present their budgets to the Treasurer.



**Subsection B.** All proponents must complete an RHA program proposal form for approval by the Executive Board. Proposals must be emailed to rha.wvu@gmail.com by a deadline set at least one General Body Meeting in advance.

**Item 1.** Unless otherwise specified by the Executive Board in a General Body Meeting, proposals for the use of RHA-allocated CC funds (hereafter “CC-specific” proposals) must be submitted at least one week prior to utilization of any approved funds.

**Item 2.** CCs may only submit proposals with consent from their respective RHCs.

**Subsection C.** Upon receiving a proposal, the Executive Board shall reply with a confirmation email within forty-eight (48) hours.

**Section 2.** The Treasurer shall review all received proposals following the deadline.

**Subsection A.** All CC-specific proposals shall receive notification of their outcomes via email at the Treasurer’s earliest convenience.

**Subsection B.** For RHA-funded proposals, the Treasurer shall compile a financial report document. This report shall contain each proposal’s requested amount, the Treasurer’s recommended amount, and reasoning for any discrepancies.

**Section 3.** The Treasurer’s report shall be reviewed at the next Executive Board meeting, and the Executive Board shall vote on a level of approval for each RHA-funded proposal.

**Subsection A.** Proponents of “Approved” (or “green”) proposals shall be invited to present their proposals at the next General Body Meeting.

**Subsection B.** Proponents of “Deferred” (or “red”) proposals shall have their proposals returned via email with comments from the Executive Board.

**Subsection C.** Proponents of “Questionable” (or “yellow”) proposals shall be invited to attend an Executive Board member’s office hours to provide additional information. It is then at the Executive Board’s discretion to promote or demote proposals to Approved or Deferred.

**Section 4.** All proponents shall abide by the following procedure in General Body Meetings:

**Subsection A.** Proponents shall be allotted an unlimited period of time for presentation in front of the General Body, though this time may be reduced at the President’s or acting parliamentarian’s discretion.

**Subsection B.** Proponents shall yield to the Treasurer for questions.

**Subsection C.** Proponents shall yield to the General Body for up to five (5) minutes of additional Q&A. The timer begins with recognition of the first placard; this time may not be extended.

**Item 1.** Following the conclusion of Q&A, proponents shall be asked to exit the room.

**Subsection C.** The Treasurer may optionally provide a recommendation to the General Body.

**Subsection D.** The General Body shall participate in up to five (5) minutes of discussion on the piece. The timer begins with recognition of the first placard; this time may be extended once by up to five (5) minutes.

**Item 1.** A motion to vote on the piece shall be entertained only after three (3) or more discussion points have been raised.

**Item 2.** Should there be a motion to amend the piece, a new presentation/Q&A/discussion cycle shall begin on its own timer.

**Item 3.** Amendments may be amended, but sub-amendments may not.

**Item 4.** The acting parliamentarian reserves the final decision on whether discussion points and/or motions may be entertained.

**Subsection E.** Discussion shall conclude only when the piece has passed, failed, or been tabled by vote of the General Body.

**Subsection F.** Proponents shall be invited to re-enter the room following the conclusion of discussion, and they shall be notified of their proposal's outcome immediately.

**Section 3.** On behalf of CCs, RHCs shall be responsible for coordinating time to access their RHA-approved funds with whoever holds the RHA debit card. For non-CC proponents, this shall be handled by the organization's advisor(s).

**Section 4.** Following the conclusion of a program, all users of the RHA debit card shall turn in receipts to the Treasurer at their earliest convenience.

**Section 5.** All proponents shall complete a Program Of-the-Month nomination within the month of their program via [otms.nrrh.org](http://otms.nrrh.org) unless waived by the Executive Board.

**Section 6.** Failure of proponents to adhere to the provisions set forth herein shall result in the following consequences:

**Subsection A.** CCs shall be placed in yellow or red standing at the Treasurer's discretion.

**Subsection B.** Non-CC proponents shall be barred from presenting further proposals for the remainder of the fiscal year.

## **Title VII: Advocacy Petitions**

**Section 1.** The purpose of an RHA Advocacy Petition is to affect change in the Residence Halls either non-financially or without the use of CC funds.

**Section 2.** Any on-campus resident may submit an Advocacy Petition with the consent of the affected Residence Hall(s)'s RHC(s). This may be submitted at any time by completing an RHA Advocacy Petition form and emailing it to rha.wvu@gmail.com.

**Section 3.** The Executive Board shall review all Advocacy Petitions. At least one member of the Executive Board must be willing to sponsor each petition in order for the piece to proceed.

**Section 4.** Authors of sponsored Advocacy Petitions shall be invited to present their pieces to the General Body in the same manner as program proposals. Executive Board sponsors may assist in these presentations as well as any ensuing Q&A.

**Section 5.** During discussion of Advocacy Petitions, both the author(s) and any Executive Board sponsors shall be asked to leave the room. Voting shall be conducted in the same manner as voting for program proposals.

**Section 6.** Advocacy Petitions may not be amended by the General Body.

**Section 7.** Should an Advocacy Petition be approved by the General Body, its author(s), Executive Board sponsor(s), and affected RHC(s) shall be jointly responsible for ensuring its desired outcome is realized.

## **Title VIII: Meetings**

**Section 1.** General Body Meetings shall be standardized in the following order unless otherwise specified by the advisor(s):

*Subsection A.* Call to order by the President.

*Subsection B.* Roll call at the Secretary's discretion.

*Subsection C.* Guest speakers.

*Subsection D.* Spirit update.

*Subsection E.* Treasurer's report.

*Subsection F.* NCC update.

*Subsection G.* Residence Hall advocacy.

*Subsection H.* Non-financial legislation.

*Subsection I.* Financial legislation.

*Subsection J.* Program proposals.

*Subsection K.* Community Council reports.

*Subsection L.* Advisor(s)'s report.

*Subsection M.* Adjournment at the President's discretion.

*Last Update: February 1, 2019 by NCC Casey Johnson.*