Residence Hall Association Constitution
University of North Carolina Wilmington
Amendments voted on 2/17/20
Revised on 4/20/20

Residence Hall Association Mission Statement
“The Residence Hall Association is the overall governing body for all University of North Carolina Wilmington residence halls. The Residence Hall Association serves as the representative body for the on-campus student population. The Residence Hall Association is responsible for promoting and generating campus activities while serving as a resource for the residents and the Office of Housing and Residence Life staff.”

ARTICLE I: GENERAL INFORMATION

Section A: Terms
1. The name of this organization shall be the Residence Hall Association. Hereafter, it shall be referred to as RHA.
2. Hereafter, the University of North Carolina Wilmington shall be referred to as UNCW.
3. Area Councils of RHA serve as the area governments for the Apartments/Belk, Galloway, Graham-Hewlett, Schwartz/Suites, Seahawk Crossing, Seahawk Landing, Seahawk Village and the Cornerstone/Honors/International Halls.
   a. Hereafter, Apartments/Belk shall be referred to as APT/Belk.
   b. Hereafter, Schwartz/Suites shall be referred to as Schwuites.
   c. Hereafter, Cornerstone/Honors/International Halls shall be referred to as Tri-House.
4. Hereafter, the Office of Housing and Residence Life shall be referred to as HRL.
5. Hereafter, Resident Assistants shall be referred to as RAs.
6. Hereafter, Residence Coordinators shall be referred to as RCs.
7. Hereafter, Assistant Residence Coordinators shall be referred to as ARCs.
8. Members refer to all on-campus residents.
9. A representative is a member with voting privileges.

Section B: Adherence Clause
This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

Section C: Non-Exclusionary Membership Clause
It is the policy of UNCW and RHA that this organization practices an open membership policy for members of the university community without regard to age, color, disability, national origin, race, religion, military service or veteran status, or sexual orientation. Membership and participation in this student organization must be open to all currently registered students without regard to gender, unless exempt under Title IX.
Section D: Equity Statement

RHA is UNCW’s governing body for the on-campus residence halls and as such represents a diverse group of students. RHA is dedicated to equitable representation and decision making in all practices and procedures, including, but not limited to, membership, elections, delegation decisions, awards and recognition. To this effect, RHA and its representatives will protect individuals from undue bias and influence resulting from circumstances that are not within their control. These circumstances include, but are not limited to, age, skin color, ability, national origin, race, religion, military service or veteran status, sexual orientation, gender identity, socioeconomic status, and class standing. To achieve this RHA and it’s members shall make all decisions with integrity and the best interest of all members and prospective members in mind.

Section E: Non-Profit Clause

Proper procedures for being recognized by the Student Government Association must be followed.

1. RHA is organized exclusively for charitable, religious, educational, pleasure, recreation, or scientific purposes, including, for such purposes, similar to organizations that qualify as exempt organizations under either section 501 (c) (3) or 501 (c) (7) of the Internal Revenue Code of 1954.
2. No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to make payments and distributions in furtherance of the exempt purposes of the organization.
3. The university has no responsibilities for the financial or fund raising activities of the organization; the organization further agrees and accepts sole responsibility for any tax treatment, consequences, record-keeping or filings required for its activities pursuant to state or federal laws. In the event of dissolution, remaining funds will be handled pursuant to established university policy.

ARTICLE II: PRINCIPLES

Section A: Purposes

1. To serve as the representative body for the on-campus student population at UNCW for topics including but not limited to: renovation projects, policies, procedures, fee increases, and hiring.
2. To serve as a resource for the residents and HRL staff.
3. To be an advisory body to HRL for topics including but not limited to: renovation projects, policies, procedures, fee increases, and hiring.
4. To generate and promote RHA and other campus activities.
ARTICLE III: FUNDING

Section A: Use of Funds

1. RHA funds shall be budgeted and allocated according to the budget set forth by the Vice President of Administration and Finance.
   a. The budget must be approved by Area Council vote.
   b. After approval by the body, reallocation of no more than $500 dollars may be recommended by the Vice President of Administration and Finance and approved by the RHA Executive Board.
   c. Any reallocation of funds within the budget that exceed $500 shall require approval of the Area Councils

2. RHA Budget shall be subject to the RHA Funding Bylaws

Section B: Funding Requests

1. Any UNCW student organization with an on-campus budget may submit a Funding Request Form to RHA.
2. All funding requests shall be submitted to the Vice President of Administration and Finance at least one week prior to being heard by the RHA Executive Board.
3. The RHA Executive Board shall review all funding requests prior to their presentation to the RHA General Body.
4. Student Organizations submitting a funding request shall present the request to the RHA General Body for discussion, to be put up for an Area Council Vote.
5. The Vice President of Administration and Finance shall notify the student organization of the funding request decision.

Section C: Dissolution of Funds

1. In the event that RHA is dissolved, all funds shall be returned to HRL.

ARTICLE IV: REPRESENTATION

Section A: Area Councils

1. General Information
   a. All Area Councils must abide by the RHA Constitution and Area Council Bylaws.
   b. The RHA Constitution shall supersede all Area Council Bylaws.

2. Qualifications
   a. Area Council members must reside on UNCW’s campus for the entire academic year.
   b. Area Council members must represent the area in which they live.

3. Positions
   a. President
   b. Vice President of Administration
   c. Vice President of Finance
d. Vice President of Programming  

e. Vice President of Public Relations  

f. Vice President of Service and Sustainability  

g. Area Communications Coordinator (Area Council Representative)  

h. VP of Health and Wellness  

i. VP of Advocacy and Development  

j. Area Council Advisors shall have the authority with 2/3 approval of the Area Council members to create additional positions as needed; not to exceed 10 executive members.

4. Selection  

a. Area Council Advisors shall be given a packet of information and advertising materials to help with the election process during the beginning of each academic year.  

b. Area Council Members must be elected prior to the first RHA General Body Meeting.  

c. Area Council Advisors shall be responsible for conducting Area Council Elections and shall be responsible for reporting results to the RHA Executive Board prior to the first RHA General Body Meeting.

5. Finances  

a. Area Council finances shall be subject to the same guidelines as RHA as laid out in the RHA Constitution.  

b. Use of Area Council funds requires 2/3 majority of the Area Council Executive Board.  

6. Recall (removal from office)  

a. Any Area Council member may be recalled as determined by their Area Council Bylaws.

Section B: Resident Assistant Liaisons  

1. General Information  

a. Each Resident Assistant Staff may have a liaison report of the activities of the respective area.

Section C: Committees  

1. Standing Committees  

a. Standing Committees may consist of any member of RHA.  

b. There is no maximum amount of committee members.  

c. Standing Committees are eligible for a budget within the RHA Budget.  

2. List of Standing Committees  

a. Hawkbill Committee  

i. Shall be chaired by the Vice President of Administration and Finance.  

ii. Shall be responsible for the coordination and planning of the Hawkbill Auction.  

iii. Shall be responsible for the promotion of the Hawkbill Auction.
iv. May elect a vice chair to serve in absence of the chair.

b. Programming Committee
   i. Shall be chaired by the Vice President of Programming.
   ii. Shall be responsible for helping to plan large-scale RHA events.
   iii. May elect a vice chair to serve in the absence of the chair.

c. Public Relations Committee
   i. Shall be chaired by the VP of Public Relations.
   ii. Shall be responsible for creating and promoting advertisements for RHA and RHA related programming.

d. Community Service Committee
   i. Shall be chaired by the VP of Service and Sustainability.
   ii. Shall be responsible for planning, organizing, and executing community service opportunities.

e. Election Committee
   i. Shall be chaired by the National Communications Coordinator In-Training.
   ii. Shall be responsible for coordinating the RHA Executive Board Candidate Speeches.
   iii. Shall be informed of campaigning violations and determine if candidate shall be disqualified from the election for the violation.
   iv. Shall also consist of the RHA Advisors and National Communications Coordinator unless running for a position.
   v. Any member who is not running in the elections for an RHA Executive Board position may sit on this committee.

f. Constitutional Review Committee
   i. Shall be chaired by the National Communications Coordinator.
   ii. Shall be responsible for reviewing the constitution.
   iii. Shall be responsible for submitting suggested revisions to the RHA Executive Board at least 2 weeks before the last meeting of the academic year.
   iv. May elect a vice chair to serve in absence of the chair.

g. Health and Wellness Committee
   i. Shall be chaired by the VP of Service and Sustainability.
   ii. Shall be responsible for planning, organizing, and executing programs focusing on the 7 dimensions of Wellness (Physical, Intellectual, Emotional, Social, Spiritual, Occupational, and Environmental).

h. Winter Conference Committee
   i. Shall be chaired by the VP of Advocacy and Development.
   ii. Shall be responsible for planning and executing the annual RHA winter conference.
   iii. Shall be responsible for the promotional and informational materials for winter conference.
   iv. May elect a vice chair to serve in absence of the chair.
3. Ad-Hoc Committees
   a. The RHA Executive Board may create Ad-Hoc Committees as necessary.
   b. The ad-hoc committee chair shall be selected by the RHA Executive Board with majority approval.
   c. Ad-Hoc budgets may be allocated with a two thirds (2/3) majority vote of the RHA Executive Board.
      i. If the budget is $500 or more must be approved by an Area Council Vote.

ARTICLE V: EXECUTIVE BOARD

Section A: Members
The RHA Executive Board shall consist of:
1. President
2. Vice President of Administration and Finance
3. Vice President of Programming
4. Vice President of Public Relations
5. Vice President of Service and Sustainability
6. Vice President of Advocacy and Development
7. National Communications Coordinator (NCC)
8. National Communications Coordinator In-Training (NCC-IT)

Section B: Terms of Office
The terms of office shall be April-April, unless otherwise stated under Position Power and Duties, with no limit placed upon the number of elected terms one may serve.

Section C: Qualifications
In order to serve as a member of the RHA Executive Board:
1. Must be a current student at UNCW.
2. Must have lived in a residential area at UNCW for at least one semester.
3. Must be a member of RHA for the entire term.
4. Must be able to serve the required amount of time specified in the Terms of Office.
5. Must be willing to dedicate the time necessary to fulfill all Executive Board and position requirements.
6. Must have a cumulative GPA of a 2.5 or higher that will be checked prior to elections, as well as at the end of the fall term by the RHA advisors.
7. Must be in good standing with UNCW that will be checked prior to elections, as well as at the end of the fall term by the RHA advisors.
8. Must not serve on any Area Council Executive Board.
Section D: General Powers and Duties

1. To assist in facilitating the direction and investigation of residence hall concerns by the RHA members.
2. To decide on all special honors and recognition bestowed by RHA.
3. To vote in all matters that require an RHA Executive Board vote.
   a. The President shall only vote in the event of a tie.
4. To make emergency decisions pertaining to finances in the absence of the RHA voting membership.
5. To make decisions in finance pertaining to expenses not defined as programming funds in the RHA budget.
6. To serve two hours per week in the RHA Office
7. To be present at all RHA General Body Meetings and all Executive Board Meetings, unless excused by the President two weeks prior to the date being missed.
8. To maintain records and paperwork pertaining to respective position on the RHA Executive Board.
9. To act as a role model within the residence hall areas, the UNCW community, and when representing UNCW.
10. To apply to one state, regional, or national conference.
11. Each Executive Board member is to write one “Of the Month” award each semester.
12. To preside over the Hawkbill Auction, Fall Training, Fall Retreat, Winter Conference, and other RHA specific committees.
13. To be members of UNCW committees.
14. To act as a liaison an Area Council, National Residence Hall Honorary (NRHH) and HRL.
15. To take on any new tasks that the membership sees.
16. To aid the National Communications Coordinator and National Communications Coordinator In-Training in the writing of all conference bids at each award level.
17. To help the VP of Administration and Finance with Hawkbills.
18. Attend and assist with programs put on by VP of Programming, VP of Service and Sustainability, or any other RHA member.
19. In the event that a delegation cannot be formed for a SAACURH, NCARH, or NACURH conference, the RHA Executive Board shall step in at the discretion of the NCC and NCC-IT.
20. To split the duties of any position that was unable to be filled via elections.

Section E: Position Powers and Duties

The duties of each position shall be as follows:

1. President
   a. To preside over RHA General Body meetings and Executive Board meetings.
   b. To formulate the Executive Board and General Body meeting agendas.
   c. To meet with and consult the RHA Executive Board before making any final decisions if possible.
   d. To enforce the RHA Constitution at all times.
e. To cast a tie-breaking vote at RHA General Body meetings and Executive Board meetings.

f. To act as the authority figure to interpret the RHA Constitution, on behalf of the membership, when the membership is not in session, or cannot be convened to provide immediate feedback.

g. To make emergency decisions pertaining to policy in the absence of the RHA General Body.

h. To keep RHA informed on any matter, which affects the residence hall system, and to provide representation at any such meeting where information might be gained, unless unable to attend.

i. To represent RHA at all public occasions or to appoint another member to represent the organization.

j. To register the organization with the Campus Activities and Involvement Center (CAIC) in the fall, and as necessary.

k. To check both the HRL and CAIC mailboxes weekly.

l. In charge of the RHA Recognition Awards (pinning ceremony) at the end of the year.

m. To work with advisors to plan and implement the RHA summer Summit.

n. Meet on a weekly basis with the lead RHA Advisor.

o. Be the liaison to the HRL Leadership team and hold a meeting with the Leadership Team once a month or as needed.

p. Coordinate forums/events where residents have a voice on their concerns on living on-campus

q. To plan the end-of-the-year banquet for RHA/Area Councils.

r. To check and respond promptly to any message sent to the RHA email.

s. To complete all other tasks as needed.

2. Vice President of Administration and Finance

a. To present the budget for approval to the RHA General Body and Executive Board.

   i. To have an up-to-date budget document that is readily available at all times on the HRL server for the RHA executive board.

b. To prepare and oversee the RHA budget by monitoring the donations and withdrawals.

c. To suggest reallocation of budget lines as needed.

d. To meet with HRL graduate assistant as needed to reconcile expenses.

e. To take accurate minutes of all RHA General Body and Executive Board meetings.

   i. All minutes must be distributed within 24 hours of the General Body and Executive Board meetings.

   ii. Must send RHA E-Board minutes to all executive board members and advisors for RHA Executive Meetings.

   iii. Must send RHA General Body Meeting minutes to:

      1. All Area Council members

      2. All RAs
3. All RCs
4. All ARCs
5. All RHA Advisors
6. All Executive Board members
7. HRL Leadership team for Residence Life

f. To be responsible for all clerical needs of the organization.
g. To act as the interim president if the RHA president steps down or is impeached.
h. To be the chair of the Hawkbill Auction Committee.
i. To update any approved changes to the constitution and/or bylaws
j. To send passed RHA Legislation, Resolutions, and Bills to appropriate HRL Staff and pertinent recipients.
k. Shall have the authority to make typographical corrections to the RHA Constitution and Area Council Bylaws, as long as the corrections do not change the meaning of the documents.
l. Shall take attendance of Area Councils at the RHA General Body Meeting.
m. Meet weekly with an RHA Advisor to review and update budget to server/review money requests.
n. Shall receive funding requests from all RHA affiliated parties as well as other student organizations apart from RHA for further approval.
   i. Brings all requests submitted, to the RHA Executive Board for review.
   ii. Informs the party that put forth the request for funding of the RHA Executive Board’s decision.
o. To coordinate presentations with the RHA President, to the RHA General Body required for outstanding funding requests.
p. To maintain an updated master list of all Area Council members and meeting time/place

3. Vice President of Programming
   a. To oversee meetings of the programming committee, notifying members of time and place.
   b. To prepare and present a budget for programming to the Executive Board for approval.
   c. To report to RHA any decisions, plans and progress on programming efforts.
   d. To facilitate at least one large-scale campus event and three small-scale campus events each semester.
   e. To carry out the Cornerstone programming model by completing 4 of the 8 stepping stones (Human Awareness, Health/Fitness, Emotional, Spiritual, Life Skills Values/Ethics, Academic/Intellectual, Cultural Appreciation) each semester; therefore, by the end of the year all 8 stepping stones will be completed.

4. Vice President of Public Relations
   a. To promote RHA through advertising methods.
   b. To create advertisements for all RHA events.
   c. To encourage involvement and increase interest in RHA.
d. To create displays for summer orientation and all involvement carnivals.

e. To act as a photographer at all RHA events.

f. To maintain and update the RHA website.

g. To write and send out thank you letters to all RHA special guests, co-
sponsors and others.

h. To promote and update social media.

i. To act as the chair of the PR Committee should one be formed.

5. Vice President of Service and Sustainability

a. Responsible for Facilitating service opportunities, be it on-campus, local, or
   large scale.

b. To prepare and present a budget for programming to the Executive Board for
   approval.

c. To report to RHA any decisions, plans and progress on programming efforts.

d. To facilitate at least one large-scale service event each semester and one
   small-scale campus event each month.

e. To plan one community service event a year for the Executive Board to
   participate in.

f. To promote sustainability of campus and in our community.

g. To act as the chair of the Community Service Committee.

h. To act as the chair of the Health and Wellness Committee should one be
   formed.

6. Vice President of Advocacy and Development

a. To plan all retreats with Area Councils as well as Area Council Training.

b. To create and/or advertise leadership opportunities in the Wilmington
   community for RHA Members.

c. To create an in-service for all the Area Councils members.

d. To assist with professional development for the RHA Executive Board by
   working in collaboration with OSLE.

e. To advocate for diversity, inclusion, and equality.

f. To advocate on behalf of area councils and all on-campus students.

g. To ensure all RHA materials, meetings, and events are accessible to all students.

h. To plan one large-scale and two small-scale programs dedicated to diversity and
   advocacy.

i. To work with the VP of Advocacy and Development on Area Councils to gather
   resident feedback on issues pertaining to residence and campus life.

j. To chair a committee consisting of area council VP’s of Advocacy and
   Development as needed

k. To collaborate with campus resources including but not limited to LGBTQIA
   office, Upperman African American Cultural Center, and Centro Hispano as
   resources when needed.

l. To create and ensure a safe, harmonious environment where everyone’s
   opinions, identities, and values are respected.

7. National Communications Coordinator (NCC)

a. To serve from the close of the NACURH Conference to the close of the
   NACURH Conference the following year.
b. To attend the following conferences:
   i. Conferences
      1. NACURH Annual Conference
      2. SAACURH Regional Leadership Conference (RLC)
      3. NCARH Annual Conference
   ii. Business Conferences
      1. SAACURH Regional Business Conference (RBC)
      2. NCARH Fall Summit

c. If the NCC is to miss a conference, he/she will be placed on probation according to the discretion of the president and lead advisor.
d. To uphold all duties listed in the NACURH NCC Handbook.
e. To choose and lead a delegation to NACURH, SAACURH, and NCARH, with the help of the advisor(s) of RHA.
f. To be responsible for writing and submitting the National Information Report (NIC Report) by the SAACURH conference of his/her term of office.
g. To be responsible for delegating the writing of bids and the submission of said bids to conferences.
h. To be responsible for a presentation to the RHA General Body after each conference.
i. To implement and share ideas learned at conferences.
j. To work in collaboration with the NCC-IT.
k. To serve as the parliamentarian during all necessary RHA meetings where Parliamentary Procedure (Robert’s Rules of Order) are used.
l. To be responsible for Area Councils End of the Year Bids.
m. To represent UNCW on NCARH and SAACURH Virtual Business meetings
n. To create an estimated budget based on conference information including estimated costs for each conference.
o. To frequently review the constitution and write legislation.

8. National Communications Coordinator In-Training
   a. To work in collaboration with the NCC with all duties
   b. To choose each conference delegation along with the NCC
   c. To assume the responsibilities of the NCC in their absence.
d. To assume the position of NCC at the close of the NACURH Conference.
e. To attend the NACURH, SAACURH, and NCARH conferences as well as the No Frills and Fall Summit business conferences during term.
f. To chair the elections committee.
g. To run the executive board elections at the end of their term.
h. To represent UNCW on NCARH and SAACURH virtual business meetings

Section F: RHA Executive Board Election

1. Policy
   a. All RHA election policies shall be established in the RHA Elections Packet.
   b. The RHA Elections Packet shall consist of the RHA Executive Board Application and individual position descriptions.
c. The RHA Elections Packet shall be annually revised by the RHA Executive Board and submitted to the RHA General Body for approval. Submission of the Elections Packet must occur at least two weeks prior to the release date specified in the elections packet.
   i. If a revised is not submitted by the deadline the most recent approved Packet shall be used with updated dates.
d. Approval of the RHA Elections Packet shall require two thirds majority vote of the General Body.
e. All regular elections shall take place in the month of March.
   ii. Run-Off Elections or Vacant Seat elections may occur as needed.

2. The election chairs shall consist of the RHA Advisors, the NCC-IT and the President.

3. Application Process
   a. Those wishing to apply for positions on the RHA Executive Board must submit a detailed application to the chair of the elections committee by the chosen date.
   b. An applicant may apply for more than one position on the RHA Executive Board.
   c. Must not serve as a Resident Assistant at the time of running.

4. Campaigning
   a. All campaigning is subject to University and HRL posting policies. Any violations of these policies may result in disqualification at the Election Chairs’ Discretion.

Section G: Advisors

1. Requirements
   a. Must be an HRL professional staff member.
   b. Must meet the UNCW standards pertaining to advisor status.

2. Duties
   a. To attend all RHA General Body meetings.
   b. To attend all RHA Executive Board meetings.
   c. To meet with the RHA president and other positions as needed on a weekly basis.
   d. To serve as an Election Chair during elections.
   e. To assess the needs of and actively advise RHA.
   f. To represent the conference delegation as the advisor and complete all travel paperwork with the Assistant Director of Business Operations.
   g. Serve as a liaison to the HRL Leadership team (Residence Life side)
   h. Serve as a representative to Advisor’s Cohort Meetings
   i. Hold weekly to bi-weekly meetings between the RHA Advisors
   j. Develop professional development session for the executive board
   k. Develop and implement regular workshops for ARC advisors (including during Area Council Training and Fall Retreat)
1. Approve necessary POs and pizza orders

Section H: Special Meetings

1. The RHA President or Advisor may call special meetings for the RHA Executive Board or General Body should the need arise.

Section I: Special Circumstances

1. Probation
   a. RHA Executive Board members are responsible for upholding the RHA Constitution and fulfilling their respective duties. Failure to do so may result in probation.
   b. The President or Advisors of RHA may call for probation of an RHA Executive Board member.
   c. Probation shall called if the Executive Board member is found not meeting expectation
      i. On the first offense, the Executive Board member will have a written warning via email from either the President or the RHA Advisors.
      ii. If additional warnings are needed the President or RHA Advisors will call a meeting with the Executive Board member to outline their probation term.
      iii. An executive board member may be put on probation for a time outlined in their probation terms not exceeding 3 months.
      iv. The terms of probation shall include an action plan outlining how they may be removed from probation.
      v. If the member is found to be not upholding the terms in their action plan, their removal from office will be called for by the president or advisor.
   d. An executive board member on probation may dispute their probation or the terms of their probation with the executive board.

2. Removal from Office
   a. Removal from Office may be called for due to extreme violations of this constitution, dereliction of duties, or failure to adhere to terms of probation.
   b. The President of RHA or Area Communications Coordinators on behalf of their respective Area Council may call for removal from office of an RHA Executive Board member.
      i. If there is a perceived conflict of interest removal from office may be called for by the RHA Advisor.
      ii. Area Communications Coordinators shall contact the president directly if the impeachment is called for of another Executive Board member. If the impeachment is called for of the RHA president, the Area Communications Coordinator shall contact the RHA advisors.
      iii. Notice of removal from office must be given to the Executive Board Member in question at least 72 hours prior to the RHA Meeting in which the removal vote shall be held.
iv. Should an removal from office vote be held the Executive Board Member in question shall have the right to speak in front of the General Body before the vote is cast.
c. Any evidence for their removal should be presented to general body with good faith and without bias
d. Removal from office of an RHA Executive Board member shall become effective upon approval by three-fourths vote of the Area Councils.
e. Should an RHA Executive Board member be removed from office, the ex-member shall be ineligible for the next RHA Executive Election.
f. If the President calls for Removal from Office while a general body is not in session, the President, RHA Advisors and HRL Leadership team may have the power to remove the Executive Board member without the consent of the General Body.
g. A call to impeach a fellow Area Council member shall be submitted as a request to the area's respective ARC and sent on to the RHA Executive Board for approval.
h. If an executive board member’s removal from office should be called while general body is not in session, they shall be suspended until such a time that General Body is again in session.
i. During suspension the executive board member will not have any authority and be limited from access to any and all RHA resources.
ii. If a executive board member’s removal from office should be called for over summer break, the executive board will have the power to remove the member.
iii. The removal from office shall become effective with the passing of a 2/3 vote of executive board. In the case of a tie the advisor shall act as a tiebreaker.

3. Resignation
a. All resignations shall be submitted in writing to the RHA President.
b. Resigning officers must give two weeks’ notice to Executive Board and General Body before she/he officially ends their term.
c. Fair pay for time served will be guaranteed only if the transition process is followed correctly.
d. The transition process is as follows:
   i. The two weeks’ notice term is served.
   ii. Transition binder pertaining to the position is updated and returned to a RHA advisor.
e. Pay will not be guaranteed if two weeks’ notice is not served and transition binder not delivered.
f. Once the resignation is submitted, the Executive Board member must formally resign at the following RHA General Body meeting.
g. All resigned members must return all materials that deal with RHA and/or HRL within three business days following the transition process.
h. Once a person has resigned, he or she cannot apply for another RHA Executive Board position for one full term of office.

4. Mid-Year Elections
a. Mid-Year election process shall be run by the election committee.
b. The election committee shall decide the timeline concerning mid-year voting and elections, but may also consult the remaining Executive Board.
c. Once positions have been filled, the RHA lead advisor may appoint any remaining Executive Board member or the outgoing/resigning Executive Board member to help transition the new member into his/her position.
d. If the RHA lead advisor is unable to appoint someone, the RHA co-advisor assumes that power.

ARTICLE VI: GENERAL BODY MEETINGS

Section A: Weekly Meetings
1. RHA shall have weekly General Body meetings on Mondays at 7:00 p.m. in Seahawk Crossing Building 2 throughout the academic year while classes are in session.
2. The first meeting shall be called by the President or acting chair of RHA.
3. An official RHA meeting shall not be held unless a quorum of Area Councils is present.

Section B: Area Council Representatives
1. To serve as a liaison between RHA and the Area Council.
2. To serve as the voting representative for their Area Council.
3. Area Council Representatives must attend all RHA General Body Meetings. In the instance that a Representative cannot attend, one must find another Area Council member to serve as the Representative for that area.
   a. If an Area Council fails to have a Representative present at an RHA General Body Meeting, the Area Council President and Advisor shall be notified.
   b. If an Area Council Representative is not present at two consecutive RHA General Body Meetings or three RHA General Body Meetings a semester, then the said Area Council’s funds will be temporarily frozen. Once the funds are frozen, the RHA President and Advisor(s) will decide on a case-by-case basis when the funds shall be reinstated. This decision shall occur within a week after the funds have been frozen.

Section C: RA Representatives
1. To serve as a liaison between RHA and their RA staff.

Section D: Visitors
1. All RHA General Body meetings shall be open to visitors.

Section E: Speakers
1. All RHA General Body meetings shall be open to individuals wishing to speak or present.
2. Individuals wishing to speak or present must contact the President the Wednesday prior to the meeting the individual wishes to attend.
3. Approval to speak at an RHA General Body Meeting will be decided by the President.
Section F: The Optional Governing Parliamentary Procedure

1. The RHA General Body meetings shall be governed by an amended version of Robert’s Rules of Order.
   a. The Optional Governing Parliamentary Procedure can be altered at the discretion of the NCC.
   b. At the discretion of the NCC or the NCC-IT, the use of the Optional Governing Parliamentary Procedure shall be determined.

ARTICLE VII: VOTING

Section A: Eligibility to Vote

1. General Body Votes
   a. Any member of RHA in attendance to the meeting may vote, with the exception of the RHA President whom casts the tie breaking vote.

2. Area Council Votes
   a. Each Area Council receives one vote.
   b. An area that is not in good standing with RHA as outlined by Article VI Section B shall not be eligible to vote.
   c. The Area Communications Coordinator, or the designated proxy from the Area Council, shall have the authority to vote on behalf of the area.

Section B: Types of Vote

1. Monetary Votes
   a. Monetary Decisions shall require two thirds (2/3) vote of body specified by Article III of this Constitution.

2. RHA Resolutions
   a. Resolutions shall require a majority vote (50% plus 1) of the RHA General Body.

3. Election Votes
   a. RHA Executive Board elections shall require a majority vote (50% plus 1) of the Area Councils.

4. Impeachment Votes
   a. Impeachment of the RHA Executive Board shall require three fourths (3/4) vote of the Area Councils.

5. Constitutional and Bylaw Amendments and Approval
   a. Constitutional amendments to the RHA Constitution or Area Council Bylaws shall require a (2/3) vote to be approved by the RHA Executive Board.
      i. If the amendment does not pass it will return to the author of the legislation for further evaluation.
   b. If the amendment is passed by the RHA Executive Board the amendment will then move to the RHA General Body (consisting of Area Councils) for a (2/3) vote to be approved.
i. If the amendment does not pass it will return to the RHA Executive Board or the author of the legislation.

Section C: Voting Procedure

1. Voting shall be carried out as follows:
   a. Pro/Con Discussion
   b. Suggested Alternatives
   c. Vote
      i. Type of vote shall be determined by the chair of the meeting, unless otherwise requested by a representative.

ARTICLE VIII: CONSTITUTION

Section A: Ratification

The RHA Constitution and all amendments shall be in effect following the voting procedures stated in (ARTICLE VII)

Section B: Amendments

1. RHA representatives shall accept proposed amendments to the RHA Constitution in original form for consideration by 50% plus one vote.
2. Any member of RHA shall have the ability to propose amendments to the RHA Constitution.
3. Upon acceptance for consideration, proposed amendments shall be available for review in the RHA office for one week prior to the debate in the following RHA General Body meeting.
4. All proposed amendments shall be voted on by all Area Councils during the week following the debate.
   a. All proposed amendments shall be voted on individually, rather than as a whole set of amendments.
ARTICLE I: GENERAL INFORMATION

Section A: Terms
1. These bylaws will apply to all Area Councils at the University of North Carolina Wilmington.
2. Any Area Council member must live on campus.

Section B: Area Council Mission Statement
“Area Councils commit to providing methods to build an inclusive community that is welcoming to all residents in the area. The Area Council will build this community through programming, sustainability initiatives, collaborating with RAs and on-campus organizations, and creating innovative ways to keep students involved. Area Councils will communicate across campus by attending RHA meetings, programs, retreats, and other collaborative efforts. Area Councils will serve as the voice for their residents in their halls and strive to create a strong collective and cohesive area.”

ARTICLE II: PRINCIPLES

Section A: Purposes
1. To serve as the representative body for the residents of the Residential Areas of UNCW.
2. To serve as a resource for the residents and HRL staff.
3. To generate and promote Area Councils and area-wide involvement.
4. To promote RHA and other on-campus activities.

ARTICLE III: FUNDING

Section A: Use of Funds
1. Area Council funds shall be budgeted and allocated according to the budget set forth by Housing and Residence Life with aid from the Area Council Advisor and the VP of Finance.
   a. Any reallocation of funds within the budget shall require approval of the Area Council Executive Board.

Section B: Funding Requests
1. Any housing affiliated program, committee, or organization may request funding from Area Councils.
2. All funding requests shall be submitted to the Area Council Advisor and President.
3. Approval of a funding request shall require a two thirds majority Area Council Executive Board vote.

4. The Area Council Vice President of Finance shall notify the organization requesting funds, of the decision made by Area Council.
   a. The notification shall occur through email.
   b. The Area Council Vice President of Finance shall carbon copy (CC) the President and Advisor of the Area Council.

Section C: Dissolution of Funds
1. In the event that the Area Council is dissolved, all funds shall be returned to HRL.

ARTICLE IV: REPRESENTATION

Section A: Area Council Executive Board
1. General Duties
   a. To assist in facilitating the direction of residence hall concerns by the Area Council members.
   b. To help plan and facilitate programs for the development of the members of the Area.
   c. To vote with the interest of the area’s residents in mind.
   d. To be present at all Area Council General Body Meetings and all Area Council Executive Board Meetings, unless excused by the Area Council Advisor and President.
   e. To act as a role model within the residence hall areas and the UNCW community.
   f. To be active members of RHA committees.
   g. To take on any new tasks that the Executive Board sees as pertinent.
   h. To submit program proposals and materials for Area Council Retreats.
   i. To write and submit original bids for the RHA Awards.
   j. To attend at least three RHA General Body meetings each semester, unless otherwise stated under your specific position’s duties.

2. Terms of Office
   a. The terms of office shall be from the first RHA General Body Meeting of the year until the final exam of the academic year.
   b. There is no limit placed upon the number of elected terms one may serve.

3. Qualifications
   a. Must be a current student at UNCW.
   b. Must be a current on-campus resident of the area they are representing for the entire term.
   c. Must agree to be a member of the Area Council for the entire term.
   d. Must be able to serve the required amount of time specified in the Terms of Office.
e. Must be willing to dedicate the time necessary to fulfill all Executive Board and position requirements.
f. Must have a cumulative GPA of a 2.5 or higher.
g. Must be in good standing with UNCW.

Section B: Positions & Positional Duties

1. President
   a. To preside over Area Council General Body and Executive Board Meetings.
   b. To formulate the meeting agenda.
   c. To enforce the constitution.
   d. To work with the Advisor to coordinate guest speakers and funding requests.
   e. Hold Area Council Executive Board responsible for their duties and responsibilities.
   f. To enforce the general duties listed above.
   g. To take lead in submitting and delegating the RHA Bid Submissions for the RHA Awards.
   h. To attend all RHA General Body meetings unless excused by the Area Council Advisor and RHA Executive Board.

2. Vice President of Administration
   a. To keep minutes of the meetings.
   b. To include all upcoming programs and events in the minutes of each meeting.
   c. To send minutes of the meetings to active members of the Area Council, the Advisor, RC, and RA's of the Area within 24 hours of the meeting.
   d. To keep attendance of the meetings.
   e. To record and submit attendance for all meetings and Area Council programs within 7 days of the program or meeting.

3. Vice President of Finance
   a. To keep budget up to date.
   b. To ensure that all forms relevant to spending are turned in on time.
   c. To give a weekly budget update at Area Council General Body and Executive Board meetings.
   d. To send monthly budget update to the RHA Vice President of Administration and Finance.

4. Vice President of Programming
   a. Keep a calendar of upcoming Area programs, and report them to the General Body and Executive Board.
   b. To suggest programming goals to the Area Council Executive Board and monitor progress on goals.
   c. To aid in all aspects of Area Council Programming.
   d. To attend all RHA Programming Committee meetings unless excused by the Area Council Advisor, President, and the RHA VP of Programming.

5. Vice President of Public Relations
a. To promote programs of the Area Council through advertisements and by relaying all upcoming programs to the RA Social Media Liaison of the Area.
b. To advertise the Area Council and RHA General Body Meetings.
c. To work with the RHA Vice President of Public Relations to advertise and promote campus wide programs when necessary.
d. To act as the photographer for Area Council events and programs.

6. Vice President of Service and Sustainability
a. To plan and facilitate at least 3 community service or philanthropy programs.
b. To work with the Vice President of Programming to encourage community service within area programs.
c. To plan and facilitate an educational program about the community service opportunities available to the Area Council members.
d. To attend all RHA Community Service Committee meetings unless excused by the Area Council Advisor, President, and the RHA VP of Service and Sustainability.

7. Area Communications Coordinator (Area Council Representative)
a. To attend all RHA General Body Meetings.
b. To vote on behalf of the Area Council in all RHA votes that require Area Council votes.
c. To report to RHA General Body on affairs and programs.
d. To report to the Area Council General Body on important topics and programs discussed at the RHA General Body Meeting.
e. To appoint a proxy from the Area Council Executive Board to attend the RHA General Body meeting in the situation that the Area Communications Coordinator is unable to attend.
f. To write and send out thank you letters to all special guests, co-sponsors and others.
g. To inform the RHA Executive Board of the current Area Council Executive Board and general body meeting time and place.

8. VP of Health & Wellness
a. To design programs that promote health and wellness (spiritual, emotional, social, physical, intellectual).
b. Oversee the creation of intramural teams based on the desires of the area council and / or residents of the area.
c. Being an advocate for other campus resources (rec center, health promotions, etc.)

9. VP of Advocacy and Development
a. To advocate on behalf of area councils and all on-campus students.
b. To plan professional development and team bonding for their area council with the area council advisor.
c. To advocate for diversity, inclusion, and equality.
d. To ensure all area council materials, meetings, and events are accessible to all students.
e. To plan at least two programs dedicated to diversity, leadership and advocacy.
f. To work with the VP of Advocacy and Development on RHA Executive Board to gather resident feedback on issues pertaining to residence and campus life.
g. To create and/or advertise leadership opportunities in the Wilmington community for RHA Members.
h. To collaborate with campus resources including but not limited to the LGBTQIA office, Upperman African American Cultural Center, and Centro Hispano as resources when needed.
i. To create and ensure a safe, harmonious environment where everyone's opinions, identities, and values are respected.

10. Area Council Advisor
   a. The Assistant Residence Coordinator for the Residence Area.
   b. Shall be a liaison to the HRL professional staff.
   c. Serves as a non-voting member of the Area Council.
   d. Shall aid in the facilitation and planning of Area Council Programs.
   e. To make emergency decisions pertaining to finances in the absence of the voting membership.
   f. Facilitate the making of the end of the year transition materials for each Area Council Executive Board position.
   g. Shall be responsible for all duties that require HRL professional staff approval.
   h. Shall have the authority with 2/3 approval of the Area Council members to create additional positions as needed; not to exceed 10 executive members.
   i. Shall be responsible for Executive Board development.
      i. Shall actively advise the Area Council
      ii. Shall have the authority to declare any executive position vacant if the duties are consistently not being fulfilled.
         a. This may be vetoed by a simple majority vote of the Executive Board.
      iii. To facilitate Area Council Elections
   j. Area Council Advisors shall be given a packet of information and advertising materials to help with the election process during the beginning of each academic year.

Section C: Area Councils

1. Area Council Members must be elected prior to the first RHA General Body Meeting.
2. Area Council Executive Board members require a simple majority for election.
3. Shall be responsible for reporting results to the RHA Executive Board prior to the first RHA General Body Meeting.
4. Should a position on the Area Council Executive Board become vacant the Advisor shall have discretion on when and how to facilitate an additional election.
5. Finances
   a. Area Council finances shall be subject to the same guidelines as RHA as laid out in the RHA Constitution.
   b. Use of Area Council funds requires 2/3\textsuperscript{rd} majority of the Area Council Executive Board.
   c. The Area Council Advisor may use up to $100 per semester for election and development duties, without Area Council approval.
   d. If a Area Council Representative is not present at two consecutive RHA General Body Meetings or three RHA General Body Meetings a semester, the Area Council’s funds will be temporarily frozen. Once the funds are frozen, the RHA President and Advisor(s) will decide on a case-by-case basis when the funds shall be reinstated. This decision shall occur within a week after the funds have been frozen.

6. This subsection is subject to the Amendment Approval Clause of these bylaws.

Section D: Resident Assistant Liaison
   1. The Resident Assistant Staff may have a liaison report of the activities of the Area

ARTICLE V: MEETINGS

Section A: Area Council Executive Meetings
   1. The Area Council Executive Board shall have set weekly Executive Board meetings.
   2. These meetings are open to all Area Council members as well as general body members.
   3. Area Council Executive Meeting agendas should include reports from the RHA Executive Board Liaison, the RA staff liaison, the advisor, and all Executive Board members if the respective representative is in attendance.
   4. Executive Board meetings cannot occur at the same time as RHA Executive Board Meetings.

Section B: Open Policy
   1. All Area Council Meetings are open session.

Section C: Speakers
   1. Individuals wishing to speak or present must contact the Area Council President at least 24 hours prior to the meeting the individual wishes to attend.
   2. Approval to speak at an Area Council General Body Meeting will be decided by the Area Council President and Advisor.
ARTICLE VII: VOTING

Section A: Eligibility to Vote
1. Executive Board Votes
   a. Each Executive member receives one vote.

Section B: Types of Vote
1. Monetary Votes
   a. Monetary Decisions shall require two thirds (2/3) vote of the Area Council Executive Board.
2. Resolutions
   a. Resolutions shall require a majority vote (50% plus 1) of the Area Council Executive Board.
3. Election Votes
   a. Executive Board elections shall require a simple majority vote of Area Council members.

Section C: Voting Procedure
1. Voting shall be carried out as follows:
   a. Pro/Con Discussion
   b. Suggested Alternatives
   c. Vote
   d. Type of vote shall be determined by the chair of the meeting, unless otherwise requested by a representative.