CONSTITUTION
OF THE
MARQUETTE UNIVERSITY
RESIDENCE HALL ASSOCIATION

PREAMBLE

We, the resident students of Marquette University, in order to secure the interests of residence hall and university owned apartment residents at all levels of university governance, to establish fellowship, and provide for the educational, spiritual, cultural, social, and communicative needs among residence halls and university owned apartments, do hereby ordain and establish this constitution for the Marquette University Residence Hall Association.

ARTICLE I: NAME

The name of this organization shall be Marquette University Residence Hall Association (RHA), hereafter referred to as "the Organization," and shall be composed of the respective university residence halls and university owned apartments at the time of the enactment of this constitution and all university residence halls and university owned apartments established thereafter.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

A. To act as a primary liaison between the university residential population and the university community.

B. To contribute to the general welfare and cooperation of the residence halls and university owned apartments.

C. To promote, coordinate, advise, and/or facilitate all university residence hall and university owned apartment activities.

D. To act in the interests of the resident population at all levels of university representation and administration.

E. To make recommendations to the university representatives and administration.

F. To work in conjunction with the Marquette University Student Government (MUSG) in governance over the residence halls and the university owned apartments.

The powers of this organization shall be derived from the delegated authority of the Office of Residence Life, Office of Student Development, and the consent of the residents.

ARTICLE III: MEMBERSHIP

Section 1: The Residence Hall Association Executive Board

The Organization's Executive Board shall consist of the President, Executive Vice President, Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Legislation, and Vice President of Campus Relations. The officers shall serve as ex-officio members of the Organization with circumscribed voting rights.

Section 2: Residence Hall Association

Membership in the Organization shall consist of representatives from each residence hall based on an occupancy ratio of one representative for every 150 residents of the building. Apartment council representation shall be equal the number of representatives that the most populated residence hall is accorded. Occupancy totals for each residence hall will be based on occupancy totals at the start of the academic school year.

Section 3: Residence Hall Association Advisors

The Advisor to the Organization shall be the Assistant Dean for Residence Life Programs of the Office of Residence Life. The Advisor shall be considered an ex-officio, non-voting member of the Organization and the Organization's Executive Board. The Graduate Assistant for Residence Life Programs will serve as the Organization's co-advisor and shall be considered an ex-officio, non-voting member of the Organization and its Executive Board.

Section 4: Non-discrimination Clause

Consistent with all applicable federal and state laws and university policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, gender, sexual orientation, national origin, or disability in its selection of members, educational programs, or activities.

ARTICLE IV: OFFICERS

Section 1: Residence Hall Association Executive Board

The Organization's Executive Board shall consist of the President, Executive Vice-President, Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Campus Relations, and Vice President of Legislation.

Section 2: Elections

A. President and Executive Vice President
   1. Applications for the positions of President and Executive Vice President of the Residence Hall Association shall be due at 3:00 PM two Fridays before the intended MUSG Primary Election, excluding any Fridays that fall during University breaks. Elections of the President and Executive Vice President shall occur in conjunction with MUSG Primary Elections in the Spring Semester and shall be voted on by all Marquette students living in residence halls and university owned apartments.

B. Should either office remain vacant following the election, it is the duty of the outgoing Executive Board to appoint by reissuing applications, and interviewing applicants in a timely manner to determine a winner.

C. Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Campus Relations, and Vice President of Legislation
   1. Applications for the positions of Vice President of Administration, Vice President of Finance, National Communications Coordinator, Vice President of Campus Relations, and Vice President of Legislation shall be due at 3:00 PM the Friday, when classes are in session, immediately following the MUSG Spring general election. Elections for each of these positions shall occur at the Organization's general meeting the Monday immediately following the application due date.
   2. All members of the Organization with voting rights shall vote on each office.
   3. The process to be followed in the selection of these offices shall be contained within the By-Laws of this Constitution.

D. The Organization's executive board shall assume office at the final meeting of the semester and shall serve as active members until their successors are so installed.

Section 3 Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.

Section 4 Officer Responsibilities

The duties and responsibilities of the specific officer shall be as follows:

A. President
   1. Preside as Chairperson of the Organization with voting power only to break a tie.
   2. Carry out policies and decisions of the Organization.
   3. Represent and be spokesperson for the Organization.
   4. Chair the executive board.
   5. Coordinate all Organization meetings.
   6. The President or President's designee must remain on campus during the summer and work 10 hours a week in the Residence Hall Association office.

B. Executive Vice President
   1. Act as a liaison between the Organization and the Marquette University Student Government.
   2. Preside as Chairperson of the Organization in the absence of the President.
   3. Oversee the Organization's committees.
   4. Preside as the Elections Commissioner for all Organization elections.

C. Vice President of Administration
   1. Keep accurate records of the Organization and executive board meetings.
   2. Distribute the meeting agenda before each Organization meeting.
   3. Distribute minutes to representatives.
   4. Preside as Chairperson of the Organization in the absence of the President and the Executive Vice President
   5. Keep accurate records of attendance to the Organization's weekly meeting.
   6. Coordinate the historical records and photos of the Organization.

D. Vice President of Finance
   1. Assist the Organization in the collection and distribution of Organization funds.
   2. Keep accurate and up-to-date records of all monetary transactions of the Organization.
   3. Maintain a university Organization ledger.
   4. Present a budget proposal, prepared in conjunction with the Budget Committee, to the Association at the beginning of each academic year.
   5. Review and approve all financial records.
   6. Give a financial report at each Organization meeting.
   7. Work with the executive board to approve expenditures from the close of the last meeting of the Spring Semester until the first meeting of the Fall Semester.

E. Vice President of Legislation
   1. Preside as the Office Manager.
   2. Serve as the Vice President of Legislation of the Organization and annually review the constitution of the Organization.
   3. Carry out duties prescribed by the President.
   4. Preside as Chairperson of the Legislation Committee when in session.

F. Vice President of Campus Relations
    1. Publicize all RHA events to the student population.
    2. Serve as a resource and provide guidance to committees regarding publicity creation and advertising.
    3. Be familiar with all forms of advertising on campus.
    4. Maintain the Organization's website.

G. National Communications Coordinator
    1. Serve as the official liaison between the Organization and national, regional, and state-affiliated associations.
    2. Attend national, regional, and state-affiliated association conferences as deemed necessary by the Organization in order to represent the views of Marquette University and the Organization.
    3. Assemble and prepare delegations to attend state, regional, and national Residence Hall Association conferences.
    4. Submit re-affiliation papers, dues, and National Information Center reports by the proper deadlines as set by the state, regional, and national offices.
    5. Submit monthly reports to the state office.

H. All members of the Executive Board are required to attend weekly meetings of the Organization, weekly meetings with the executive board, bi-weekly meetings with their advisor, and hold two office hours per week.

ARTICLE V: REMOVAL OF OFFICERS AND REPRESENTATIVES

Section 1: Impeachment and Removal of Residence Hall Association Executive Board Officers

The following procedures shall be utilized for the impeachment process of an Organization executive board officer:

A. Any executive board member may be impeached.
B. Impeachment proceedings shall be initiated by a joint majority vote of the Organization and executive board. The Chairperson of the Organization is not allowed to vote.
    1. Notification of the charges must be made by written letter; issued by a neutral executive board officer to the Organization representatives at least two schools days prior to the impeachment meeting.
    2. The officer being impeached must be present at the meeting to state his/her defense.
C. An executive board officer shall be removed by a three-fourths joint vote of the Organization and the executive board. The vote shall be held by secret ballot. Impeached officers many not vote in his/her impeachment and subsequent removal.

Section 2: Impeachment and Removal of Organization Representative

The following procedures shall be utilized for the impeachment process of an Organization representative:

A. Any Organization representative may be impeached.
B. Impeachment proceedings may be initiated by at least fifty percent joint vote of the member's respective council and that council's executive board.
C. An Organization representative shall be removed by a three-fourths joint vote of the respective council and that council's executive board. The vote shall be held by secret ballot.

Section 3: Appeals Process

The following procedures shall be utilized for the appeals process of an impeached representative or officer.

A. The impeachment decision will be considered final after the end of normal University work hours on the second day following the impeachment meeting. All appeals must be received by the Organization President or acting President in writing by this time.
B. Appeals received within proper time constraints will be decided by a committee consisting of the Executive Vice Presidents from each of the Residence Halls and Apartment's Councils within two days of receipt of the appeal.

ARTICLE VI: REPLACEMENT OF OFFICERS

Section 1: Replacement of the President

A. The Executive Vice President shall preside as President and as Chairperson of the Organization in the absence of the President. The Vice President of Administration shall reside as President and as Chairperson of the Organization in the absence of the President and the Executive Vice President. The Vice President of Finance shall reside as President and as Chairperson of the Organization in the absence of the President, Executive Vice President, and Vice President of Administration.

Section 2: Replacement of Executive Vice President, Vice President of Administration, Vice President of Finance, Vice President of Legislation, National Communications Coordinator, and Vice President of Campus Relations.

A. All remaining members of the executive board shall evaluate candidates for the position of Executive Vice President, Vice President of Administration, Vice President of Finance, Vice President of Legislation, National Communications Coordinator, or Vice President of Campus Relations beginning within two weeks of the resignation or removal of the previous officer. The executive board shall have up to four weeks from the time of resignation or removal to select a candidate by majority vote.
B. The candidate must be approved by a two-thirds majority vote by all members of the Organization with voting rights within one week of the approval by the executive board conforming to By-Law VI, Section 4, Numbers 5-9.

ARTICLE VII: MEETINGS

Section 1: The Organization shall meet once a week during the academic year or as deemed necessary by the President or a majority vote of the Organization.

Section 2: A quorum shall consist of three-fourths of the voting members of the Organization.

Section 3: Attendance

A. Any Organization member shall be considered tardy if he/she enters the meeting 15 minutes after it has begun. One tardy shall equal one-half of an absence.
B. An absence from a committee meeting shall count as one-half of an absence.
C. For every meeting that an organization member misses without an excused absence they will lose their voting rights for the meeting immediately following.
D. The Vice President of Administration shall determine validity of an excuse, which shall be submitted in writing to the Vice President of Administration prior to the meeting that will be missed, with appeals requiring a majority vote of the executive board.

E. Once every semester, a representative that gains an unexcused absence will have a window of twenty-four hours to contact the Vice President of Administration to excuse this absence. Any further unexcused absences that semester (excluding extreme circumstances) will result in a forfeiture of this right.

ARTICLE VIII: COMMITTEES

Section 1: The officers of the Organization shall have the authority to create any committees, standing or special, that will further the purpose of the Organization. The committees shall report to and be held responsible by the Executive Vice-President.

Section 2: There will be three standing committees of the Organization, one of which each Organization member must be an affiliate. They shall be:

A. Advocacy Initiatives

The goal of this committee is to foster positive dialogue and action in areas including but not limited to sustainability, diversity, and service within the community. This committee will work to educate members of the residence halls and university owned apartments about important social justice issues affecting our campus and beyond. This committee will also work to advocate for these issues through programming and initiatives.

B. Student Life

The goal of this committee is to enhance and improve student life within the residence halls and university owned apartments. This committee shall be responsible for initiating and coordinating action surrounding issues including but not limited to policies and procedures, safety, food service concerns, facilities and residence hall improvements, and transportation concerns, which affect student life in the residence halls and university owned apartments. This committee shall also be responsible for educating the Organization about issues in the residence halls as well as in the university owned apartments. This committee may work with the Vice President of Legislation to pass legislation to further their goals and resolve the concerns of residents and issues within the residence halls and university owned apartments.

C. Networking and Marketing

The goal of this committee is to build effective relations with residence and campus organizations through communication and collaboration. The committee will work to improve campus awareness of the Organization by working with the Vice President of Campus Relations to create a positive image of the Organization. The responsibilities of this committee include maintaining all media outlets, creating publicity, and promoting the mission of the Residence Hall Association.

Section 3: Ad Hoc Committees

A. Legislation Committee
   a. The goal of this committee is to assist in producing legislation to better enable RHA to carry out its mission.
   b. This committee will meet at the discretion of the Organization and is responsible for aiding other committees in drafting and passing legislation.
   c. Membership to the committee will rotate through RHA representatives per piece of legislation.
   d. The Vice President of Legislation shall be the permanent chair of this ad hoc committee.

B. Budget Committee
   a. The Budget Committee shall meet at the beginning of each academic year to review the budget prepared by the Vice President of Finance and suggest changes to the Organization.
   b. Members
      i. Any executive board member, excluding the Vice President of Finance, shall chair the Budget Committee.
      ii. Quorum for the Budget Committee shall be 5 members, including the Chairperson, present.
   c. The Budget Committee shall cease meeting once the Organization has approved the budget.
   d. Any member of the Organization or the executive board not serving on the Budget Committee may testify before the Budget Committee in reference to the proposed budget.

C. Programming Committees
   a. There shall be programming committees formed each semester in order to prepare Organization programs. Each Organization member must serve on at least one of these committees each semester.

ARTICLE IX: FINANCES

Section 1: Residence Hall Association Budget Proposal

The Organization's budget is drawn from a portion of each resident student's housing fee to be decided on jointly by the Office of Residence Life and the Organization. The Organization's budget shall be prepared at the start of each academic year by the Vice President of Finance and the Budget Committee.

Section 2: Budget Approval

The Organization's budget shall be approved by a two-thirds majority vote of the Organization. Approval must take place before allocation of funds.

Section 3: The Organization shall approve stipends as they see fit for the executive board at the final meeting of each semester.

ARTICLE X: RESIDENCE HALL & UNIVERSITY APARTMENT GOVERNANCE

Section 1 Powers

All powers and procedures not stipulated in this constitution are reserved for the individual residence hall and/or apartment council.

Section 2 Elections

The process for fall elections of representatives of the residence halls and university apartments to the Organization shall by contained within By-Law VII of this Constitution.

Section 3 Training

A training session shall be provided to residence hall and apartment council executive boards within one week of the hall and apartment council elections.

ARTICLE XI: AFFILIATION

The Organization shall be affiliated with the Wisconsin United Residence Hall Association, the Great Lakes Affiliate of College and University Residence Halls, and the National Association of College and University Residence Halls, and shall abide by their constitutions and by-laws in all cases where there is not conflict between their constitutions and by-laws and this constitution and/or the rules, regulations, or policies of Marquette University. In instances of conflict, this constitution and/or rules, regulations or policies of Marquette University shall take precedence over the constitutions or by-laws of Wisconsin United Residence Hall Association, the Great Lakes Affiliate of College and University Residence Halls, and the National Association of College and University Residence Halls.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1 Procedure

All matters or procedures that are not specifically defined in this constitution shall follow those in *Robert's Rules of Order,* and the discretion of the Vice President of Legislation.

Section 2 Legislation

A. All legislation to be considered by the Organization must be placed on the agenda and must be in written form.
B. Before legislation may be placed on the agenda, it must be submitted to the executive board for review. The executive board may submit recommendations for change to the legislation's sponsor.

Section 3 Interpretation

In the event that any question concerning the interpretation of the constitution arises, the Organization shall interpret the passage in question.

Section 4 Voting

The Organization may pass rules by a majority vote of its members.

ARTICLE XIII: AMENDMENTS

Proposed amendments to the Constitution may be presented to the Organization by a motion of an organization member or by a petition signed by one-third of the total residence hall and university owned apartment residents. A proposed amendment must be ratified by three-fourths vote of the Organization at the meeting following the presentation, and approval by the Marquette University Student Government and the Office of Student Development.

ARTICLE XIV: BY-LAWS

Section 1 The Organization shall have the power to adopt by-laws by a two-thirds majority vote of the Organization.

Section 2 By-laws shall be considered binding until suspended, amended, or repealed by a two-thirds majority vote of the Organization.

Section 3 This constitution shall contain an appendix listing all by-laws.

RATIFIED: December 3. 2001
AMENDED: January 31, 2011
UPDATED: January 19, 2011

BY-LAW I: WEEKLY REPORTS

Each committee of the Organization must give a weekly report.

BY-LAW II: DISTRIBUTION OF MONIES

Section 1 All expenditures under fifty dollars may be approved by the Organization's executive board.

Section 2 All expenditures fifty dollars and over must be approved by the Organization.

Section 3 When a case requiring spending not provided for in the budget arises; the Organization must approve this spending by a two-thirds majority vote.

Section 4 When a profit is realized from any project, the profit or surplus shall be put directly to the contingency fund of the Organization's budget to be dealt with on a case-by-case basis before the Organization.

Section 5 The Vice President of Finance shall prepare cash reimbursement vouchers for all purchases under $250, which will be signed by the Organization's advisor.

Section 6 All purchases over $250 may only be made in conjunction with the advisor, who will determine the procedure for such a purchase.

Section 7 All funds and transactions of the Organization shall be the sole responsibility of the Vice President of Finance.

Section 8 All requests for funding are to be brought before the Organization, tabled and voted upon no later than the meeting following the funding request/proposal.

Section 9 All parties outside of the Organization that request funding from the Organization are responsible to read and complete the *RHA Funding Guideline Packet*.

Section 10 All funding requests for September shall be submitted by the second to last Organization meeting of the previous academic year to be guaranteed consideration. Any requests received before October shall be subject to the executive board's discretion once the annual budget has been approved.

Section 11 No Residence Hall Association funds shall be used neither for fundraising or charitable contributions nor to offset the expense of items to be donated to a charitable cause.

BY-LAW III: EMERGENCY LEGISLATION

The Organization may by a three-fourths majority vote pass emergency legislation not submitted prior to the meeting in written form.

BY-LAW IV: DIRECTORY

Every year the Vice President of Administration shall publish a directory, which is to contain the Organization's executive board, the Organization, and committee membership.

BY-LAW V: DIVERSITY COMMISSION

Section 1 A Diversity Commission shall be established, hereafter referred to as "the Commission."

Section 2 Goals

The goals of the Commission shall be as follows:

A. To identify any and all diversity concerns, which may include but shall not be limited to issues concerning race, religion, socio-economic status, sexual orientation, ethnicity and nationality, or gender, as they exist in residence halls, university owned apartments, and on Marquette's campus.
B. To advise the Organization on how to address these concerns through programming, educational activities, and legislative endeavors.

Section 3 Membership

A. The Commission shall be comprised of three Organization representatives
    a. One member of the Commission shall be a freshman.
    b. One member of the Commission shall be a sophomore.
    c. One member of the Commission shall be a junior or senior from the university owned apartments.
    d. No two members of the Commission shall be from the same residence hall.
    e. MUSG shall be invited to send a number of representatives not to exceed two, and these representatives shall be observers without voting rights on the Commission.
B. Selection for the Commission shall occur by written application. The executive board will review all applications and make the final selection of members.
C. If committee membership is unable to be filled using the above criteria, the executive board will determine how to fill the vacancy.
D. The Commission will select a chair from its members

Section 4 Powers and Responsibilities

The Commission shall have the following powers and responsibilities:

A. The Commission shall invite and meet with representatives of all student organizations who should choose to send them.
B. A dialogue shall be created between the Commission and the student organization representatives concerning the issue of diversity on Marquette's campus.
C. The Commission shall report its findings in writing to the Organization.
D. The Commission shall report a number of recommendations concerning how the Organization can incorporate its findings into current and/or future programming.
E. Once approved by the Organization, the Commission's report shall be sent to all applicable organizations and University entities, including but not limited to MUSG, the Office of Student Development, and the Office of Residence Life.

Section 5 Meetings

A. If the Organization demes that there would be value in holding the Commission by a majority Council vote, the Commission will be convened by order of the President at the start of each Spring Semester.
B. The Commission can be reconvened by order of the President whenever the President, under counsel of the Organization, deems it necessary.
C. Once convened, the Commission shall meet for a period not to exceed 3 months.

BY-LAW VI: EXECUTIVE BOARD SPRING ELECTIONS

Section 1 Definitions

A. External Elections shall be defined as those elections occurring outside Organization meetings. They shall be held for the offices of President and Executive Vice President. Their procedures can be found in Article IV, Section 2 of the Organization's constitution.
B. Internal Elections shall be defined as those elections occurring during Organization meetings. They shall be used primarily for the offices of Vice President of Administration, Vice President of Finance, Vice President of Campus Relations, Vice President of Legslation and National Communications Coordinator. However, should the offices of President and Executive Vice President not be filled through External Elections, they shall be filled through Internal Elections. Their processes shall be contained within this by-law.

Section 2 Requirements for Candidacy

A. Each candidate shall submit a letter of intent and a bid for office through Internal Election to the Elections Commissioner by noon on the day before the Internal Elections are to be held.
B. All requirements contained within the Organization's constitution governing candidacy requirements must also be fulfilled.
C. A candidate shall not be considered should the candidate knowingly be unable to complete the term or fulfill the responsibilities of office.
D. Officers may not concurrently hold the position of Resident Assistant or be a member of the Orientation Staff for the year which they would be elected to serve. Potential officers must also be full time students taking at least twelve credits each semester on campus- those who are studying abroad, co-oping or participating in a full-time internship or student teaching position will not be considered eligible.
E. All officers must participate in the Residence Hall Association Executive Board Training.
F. All officers must live within a Residence Hall or University-Owned Apartment by the first day of classes in the Academic Year in which they are elected. If an officer is replaced throughout the duration of the year their replacement must be living in a Residence Hall or University Owned Apartment upon their first meeting.

Section 3 Bid Requirements

A. The bid shall be no more than two pages, with a page being defined as one side of one sheet of paper. The font shall be not larger than 12 and no smaller than 10. Margins shall be one inch on all sides.
B. The bid shall include the candidate's name, email address, phone number, and the position sought in a header on the first page.
C. Each candidate shall include at least one letter of recommendation. This letter shall come from a Resident Assistant, a Resident Hall Director, another Residence Life staff member, the advisor of an organization in which the candidate has been a member, or an employer or supervisor of the candidate. The Advisor of the Organization shall not write any letters of recommendation. The letter shall not count towards the three-page limit.

Section 4 Process

A. Internal Elections shall be held during a regularly scheduled Organization meeting. All candidates shall be made aware of the date, time, and location of this meeting no less than 24 hours before it is scheduled to begin.
B. The order of Internal Elections shall be based upon the number of candidates bidding for each office. That office with the most candidates shall be considered first, and that with the least shall be considered last.

a. Should there be multiple offices with the same number of candidates, the order for those offices shall be determined by the order of succession as determined by the Organization's constitution.

C. The order of candidates shall be determined alphabetically by last name.
D. While the candidate waits at the designated area, the President of the Organization, or the President's designee, shall read the written bid.
E. Each candidate shall give a speech that shall not exceed three minutes in length.
F. Immediately following the speech, the candidate shall be subjected to a period of three minutes in which the Organization may question the candidate.
    a. This period shall be extended by a simple majority vote of the Organization. The total period of question and answer shall not exceed six minutes.
G. The candidate shall return to the designated waiting area following the period of question and answer, during which the Organization shall engage in a period of pro/con debate. This period shall expire after three rounds of pro/con elapse without any members rising to speak.
H. When this process has been applied to all candidates running for a given office, the Organization shall enter a period of discussion. This period shall be ended only by a 2/3-majority in favor of voting.
I. Once voting has been completed, the Elections Commissioner shall make the candidates aware of the results.

Section 5 Voting

A. The Vice President of Legislation shall explain all voting procedures prior to the commencement of voting.
B. Voting shall be done by secret ballot.
C. All Organization members with voting rights shall receive one vote.
D. Votes shall indicate either a preference for one candidate, no confidence in any candidates, or an abstention.
E. The Elections Commissioner, the Organization's advisor, and the current holder of the contested office shall individually count the ballots.
    a. In the case of the office of Executive Vice President, the Vice President of Legislation shall also count the ballots.
F. Once all ballots are counted, the Elections Commissioner shall record the number of votes for each candidate, and the results shall be immediately reported to the Organization.
G. Once all three counters have certified the results, the ballots shall be preserved until the end of the academic term, at which time they shall be destroyed.

Section 6 Determining the Winner

A. The candidate whose acquired votes exceed, but are not equal to, fifty percent of all ballots cast shall be declared the winner.
B. Should no candidate receive the required amount, the candidate with the fewest votes shall be dropped from contention and a second vote shall be held, following the procedures outlined in Section 5.
C. Should no confidence votes exceed fifty percent of votes cast, all candidates shall be dropped from contention.
D. Should an office be uncontested, those candidates who unsuccessfully bid for another office may seek election for the uncontested office. This Internal Election shall be held the same night as the rest of the Internal Elections. In such a case, no additional written bid shall be required, though the remainder of the process shall be followed.
E. Should an office remain vacant following all Internal Elections, Organization members shall nominate candidates to be voted at the following regularly scheduled meeting.
    a. All candidates nominated must bring a resume and prepare a short presentation for the following meeting.
    b. The process of voting shall follow the procedures set forth in Section 5.

Section 7 Should any part of this by-law conflict with the Organization's constitution, that part alone shall be considered invalid.

BY-LAW VII: FALL ELECTION OF ORGANIZATION REPRESENTATIVES

The Organization will facilitate elections of the hall and apartment council executive boards.

Section 1 Elections Committee

A. The Organization's executive board shall annually commission an Elections Committee, in collaboration with the MUSG elections commissioner, and with assistance from Resident Assistants, Hall Directors and Apartment Managers in accordance with the Organization's Constitution.
B. No member of the Committee shall support any candidate or work for any campaign.
C. The Committee shall have complete control over elections and campaigns.
D. The Committee shall make registration materials available to all potential candidates.
E. Final results are made official solely by the Executive Vice-President in conjunction with the MUSG Elections Commissioner at a press conference to be held within twenty-four hours of the closing of the elections.
F. The Committee is responsible for administering penalties on candidates who violate the election procedures. The penalty shall be imposed according to the severity of the violation and may include disqualification.
G. No member of the Committee may wear any partisan campaign material or in any way campaign for any candidate before or during elections.

Section 2 Candidacy

A. All candidates for office must be full-time students and must be in good standing, as defined by the Office of Student Development and Marquette University Student Handbook.
B. Candidates must reside in the residence hall or university owned apartment they wish to represent.
C. Candidates may run for only one elected position during an academic semester.
D. Candidates must comply with requests and guidelines set forth by the Elections Committee.

Section 4 Candidate Registration

A. Mandatory registration for standard candidates running for executive board positions on their respective residence hall and apartment council must complete a standard candidate registration packet (SCRP).
B. The SCRP must be completed and returned by a date, approximately two weeks prior to the final election, set by the Elections Committee.
    a. Standard Candidate Registration Packet (SCRP):
        i. All necessary documents and regulations for candidacy are contained in the standard candidate registration packet.
        ii. Additional copies are available from the Elections Committee and Residence Hall Directors.
        iii. The SCRP will be available throughout the standard candidate registration period.
        iv. Candidates must submit this packet to their respective Residence Hall Director or Apartment Manger and have it approved before a candidate can begin campaigning.

Section 5 Election Procedure

A. Voting Procedure
    a. Any full-time undergraduate student may vote during an election upon presentation of valid Marquette University identification. Each student may only vote once during the primary and once during the final election.
    b. Voter eligibility will be verified by Marquette University Information Technology Services (ITS) while processing the ballots.
B. Ballots and Balloting
    a. Voting will take place via the Internet from 12:00 AM until 10:00 PM the day of the election.
        i. An Elections Committee representative will be located in the Residence Hall Association Suite in Carpenter Tower Hall 9:00 AM until 9:00 PM on the day of the election to assist voters with technology concerns and issues regarding voting irregularities.
    b. A candidate's name shall appear on the ballot as it appears on his/her registration form.
        i. Nicknames shall be allowed at the discretion of the Elections Coordinator.
    c. Ballot positions will be alphabetically based on the last names of the candidates.
    d. No campaigning or campaign materials other than clothing shall be allowed on Election Day within twenty feet of university-owned computer terminals used for voting.
    e. A minor error (e.g. slight misspelling) shall not be considered grounds for delay or invalidation of an election.
    f. All duplicate ballots from the same MUID number will be disqualified.
    g. The database of voting information will be retained by ITS until the candidates have taken office. The Office of Student Development will then store the database for one full year after the final election date.

Section 6 Vote Tabulation

A. All election information will be secured by the Elections Committee and ITS before, during, and after the tabulation. At least one member of the Elections Committee or professional ITS employee shall be present during the entire tabulation process.
B. The Elections Committee will rely solely on computer-aided tabulation of votes to determine the tally for the non write-in candidates. Two electronic tallies with non-contradicting results will determine this vote tally.
C. The official results shall include the votes each candidate received.
D. The official results of the election will be released to the candidates and public within twenty-four hours after polling ends.
    a. The Elections Committee and the Assistant Dean for Residence Life Programs (or designee) have full discretion to delay official results.
    b. Official results may be withheld up to seventy-two hours after polling ends under certain circumstance.
E. If, in the primary, there is a tie for the last ballot position open, all tied candidates shall be listed on the final election ballot.
F. In the final election, if there is a tie, the election shall be decided by a simple majority vote of the respective council executive board.

Section 7 Office Vacancy

In the event that no candidates are registered for a position the following shall take place:

A. If a student does not obtain the candidacy position for the final election of their preference they may be presented with the option of becoming a candidate for another position that may lack an adequate number of candidates (e.g. a position for which no one is running or only one other person is running).
    a. These candidates will be given priority by being placed on the final ballot.
B. In the event that a position cannot be filled by a candidate prior to the final election there will be no candidates listed under the vacant position on the final ballot.
C. The vacant position may be filled prior to TRAC by potential candidates contacting their respective Residence Hall Director or Apartments Manager.
    a. In the event that there is only one interested party before TRAC has occurred they will be appointed to the position given that they meet all qualifications of a regular candidate.
D. In the event that a position is left vacant and uncontested the respective director/manger and executive board will appoint a resident to fill this vacancy by a simple majority vote.

BY-LAW VIII: FUNDING

Section 1 From the Office of Residence Life, a combined total of $5.25 is given to the Residence Hall Association, hall councils, and apartment council per semester for each student living in a residence hall or university owned apartment. From that sum, $2.00 goes to each council for each resident living in the building(s) per semester. The remaining $3.25 per student per semester goes to fund the Residence Hall Association, with $0.25 per student per semester being allocated specifically to a line item from which residence life groups may request funds.

BY-LAW IX: AWARDS

The Organization gives annual awards at the Residence Life Leadership Awards to recognize its membership.

Section 1 Bronze Pin

The Bronze Pin the highest honor an individual can receive and is given out across the nation to those who work for the betterment of Residence Life.

1. Criteria
   Bronze Pins are given to individuals who have supported the president of RHA or the president of NRHH and the Marquette University residents through their leadership and service to Residence Life organizations.
2. Selection
   Bronze Pins are given out by the RHA and NRHH presidents. A maximum of eight bronze pins can be given out each year; the president of each organization may award a maximum of four.

Section 2 Christopher Burant Award

This award is named after Christopher Burant who was a member of RHA and whose outstanding contributions to improve the quality of student life in university housing were very much "behind the scenes." Chris' commitment and dedication to RHA and to service in housing are to be honored annually through the presentation of this award and a $500 scholarship.

1. Criteria
    a. RHA Representative during the current academic year
    b. Considered a role model by fellow representatives

c. Demonstrates exceptional spirit and commitment to the organization and university housing during the current academic year
d. Embraces the spirit of the award through "behind the scenes" contributions

2. Selection
Nomination forms are made available in the Office of Residence Life by the executive board and should be submitted by the date set by the executive board. The selection committee should be comprised of two executive board members, the RHA Advisor, one Central Staff administrator, and one Residence Hall Director.

Section 3 RHA Program of the Year

This award is designed to recognize an outstanding program presented by the Organization during the current academic year.

1. Criteria
The winner is a program sponsored by the Organization that is open to a wide range of students living in the residence halls and university owned apartments. It should successfully incorporate participation from a diverse population (hall/apartment council members, RHA members, residents, etc.) as well as utilize university resources. This program must meet the needs of residents and should have evolved throughout time or developed in new ways.
2. Selection
Presentation of this award is determined through voting by Organization representatives through secret ballot. Specific yearly procedure is determined by the executive board.

Section 4 RHA Representative of the Year

This award is designed to recognize the exceptional effort and leadership of one Organization representative.

1. Criteria
a. Goes above and beyond in the duties required of an RHA representative.
b. Steps up into multiple leadership roles (chairing a committee, large program, event, etc.).
c. Facilitates leadership in a variety of ways both in and out of Organization meetings.
d. Demonstrates leadership through volunteering, consistent attendance, etc.
e. Positively represents the Organization, its events and is always working towards the betterment of RHA.
2. Selection
This award is presented annually and can be earned by RHA Representatives. Presentation of this award is determined by RHA representatives through voting with a written secret ballot, in a manner determined annually by the RHA executive board.

Section 5 RHA Spirit Award

The Spirit Award is designed to recognize an RHA member who has actively shown support, enthusiasm and pride for RHA and the residence life community. This award is presented once annually and can be earned by either an executive board member or an Organization representative.

1. Criteria
a. Demonstrates consistent support of the Organization throughout the year.
b. Shows excitement in a positive manner.

c. Maintains a positive attitude and is willing to participate in a variety of ways.
d. Demonstrates a willingness to volunteer in any manner and promote Organization events.
e. Positively represents the Organization, its events and is always working towards the betterment of RHA.

2. Selection
   Presentation of this award is determined through voting by RHA representatives through written secret ballot. Specific yearly procedure is determined by the executive board.

Section 6 All awards are to be presented at the annual Residence Life Leadership Awards ceremony. With the exception of the Bronze Pin, the names of the award winners will be inscribed on a plaque.

BY-LAW X: OFFICER INAUGURATION

Section 1: Newly elected officers must take the oath of office on or before the first day of their term. Officers elected to a consecutive term will renew their oath of office annually.

Section 2: Administration

The outgoing President at the annual Residence Life Leadership Awards will administer the oath of office. If the current President has been re-elected, the highest-ranking outgoing member of the executive board will administer the oath of office. If all members of the executive board have been re-elected, the Advisor will administer the oath of office.

Section 3: Oath of Office

I, (state your name), do solemnly swear that I will faithfully fulfill the duties of (state your title) of the Residence Hall Association and will, to the best of my ability, preserve and uphold the Constitution and By-Laws of the Residence Hall Association at Marquette University and will work to represent the best interests of the students living in the residence halls and university owned apartments.