

Western Colorado University

Residence Hall Association

Constitution and By Laws

Section I:

Mission Statement

Western Colorado University Residence Hall Association strives to enhance the student resident experience on campus by:

- Creating an inclusive, equitable, and accessible environment;
- Promoting leadership, and sustainability through recognition and advocacy;
- Providing experiences that are educational by: giving back to the community and participating unique service opportunities.

Section II:

Executive Board

Article I:

The RHA Executive Board Will:

- Attend all RHA Executive Board Meetings and Community Assembly Meetings
- Assist in planning and attending Leadership Trainings
- **Be trained in and serve in a peer conduct panel role as needed by professional staff conduct officers**
- Act as a liaison for students living on campus and the residence life department
- Support and promote Residence Life Core Values:
 - Community
 - Leadership
 - Respect
 - Integrity
 - Learning
- Maintain Good Standing with the University by maintaining a cumulative GPA of at least 2.5
- Be a full-time student residing on campus in any Western complex during this position

- Preference will be given to residents who will not be a resident assistant to provide more residence life leadership to other students
- Be a positive role model and university representative when interacting with campus and NACURH constituents and act as a voting representative for Western
- Act as official representative and advocate of RHA at RHA-sponsored programs and University functions.
- Assist during fall and spring move in days
- Support the community councils by promote training, leadership development, recognition opportunities, and other aspects as needed

Article II:

Position Requirements:

President:

10-20 hours weekly

- Conduct strategic fundraising and sustainable organizational development with the vision of continuing to grow the community council structure at Western
- Support the community councils by promoting training, leadership development, recognition opportunities, by being mindful of the residential curriculum model and ensuring alignment of curriculum
- Communicate NACURH business with other RHA Presidents and COPRRHA
- Utilize the Western RHA e-mail account
- Train the future RHA President and RHA Executive Board through positional shadowing and providing transition memos and materials
- Facilitate the continuous development of RHA governing documents, which includes a constitution, bylaws, and a strategic plan

- Call and preside over regular and special meetings of the RHA
- Oversee and supervise any RHA Committees and their concurrent functions
- Meet with the RHA Advisor every other week and RHA Executives once a month as necessary
- Hold officers and members responsible for their duties and expectations
- Oversee the planning, implementation, and evaluation of events and special gatherings
- Take on all other necessary duties during events and meetings

NACURH Communications Coordinator (NCC):

10- 20 hours weekly

- Re-affiliate Western with National Association for College and University Residence Halls (NACURH)
- Have 1-1 meetings bi-weekly, or as needed with the campus advisor
- Be a liaison for NACURH and other affiliate schools
- Check and utilize the Western NCC e-mail account
- Facilitate the creation of bids for all conferences; (defend bids)
- Select, organize, and prepare delegations for any NACURH regional and national conferences
- Train the future NCC (NCC-it) by shadowing and providing transition memos and materials
- Oversee and work with Residence Life to plan end of the year Awards Banquet
- Other tasks as assigned by President

Director of Administration:

5-10 hours weekly

- Record and send all meeting minutes weekly for both Executive Board and Community Assembly meetings to all members
- Oversee finances for RHA and Community Councils
- Act as the Parliamentarian during all meetings and provide leadership to community councils for holding productive meetings
- Act as the RHA historian by archiving pictures and documents
- Maintain constitution and bylaws that adhere to RHA mission statement and Residence Life core values
- Maintains all documents including, but is not limited to: email lists, member standing, attendance records, etc.
- Other tasks as assigned by President

Director of Programing

5-10 hours weekly

- Plan out one program a month to go on the semester calendar; programs should be a mix of active and passive programs
- Partner or promote one community service event a semester
- Work with director of Public Relations to create semester calendar
- Plan additional programs/ events as necessary
- Act as a resource to programs within community councils and ensure cross promotion for events and logistics of events
- Coordinate social and traditional events
- Coordinate RHA item checkouts for RHA and Community Council events
- Have novel ideas, great energy, and enthusiasm
- Other tasks as assigned by the President

Director of Public Relations

5-10 hours weekly

- Promote and update events and programs through social media and campus email
- Write, promote, and oversee campus selection process of OTMs (Of the Month)
- Update and upkeep RHA website
- Lead recruitment for executive board and community councils
- Staff preview day tabling and other club fairs
- Plan tabling or marketing for all aspects of RHA to students, staff and faculty
- Promote recognition of community councils on the campus level and assist with community promotion within community councils
- Assist in the planning of RHA and Community Council leadership training, at least one per semester
- Civic engagement with community outreach
- Other tasks as assigned by President

Director of Advocacy

5- 10 hours weekly

- Serve as an RHA liaison to campus partners by acting as the Student Government Association (SGA) Residence Life Ambassador, attend SGA and RHA meetings and share updates from each organization to each other
- Propose potential solutions for campus improvements that affect residents to university administration
- Assist with outreach and partner programs
- Solicit feedback from students on programs and RHA board
- Create open forums from different campus organizations and promote to students

- Other tasks as assigned by President

Article III:

IACURH and NACURH Duties:

- **The RHA President and NCC should commit** to attend the following conferences to learn about the position and actively participate in the boardrooms:
 - NAURH National Leadership Conference: typically the end of May or first part of June
 - IACURH Regional Leadership Conference: typically the end of October or first part of November
 - IACURH Regional Business Conference: typically mid-February

The dates during the 2019-2020 academic year are as follows:

- NAURH National Leadership Conference: May 31st – June 3rd, 2019 at Louisiana State University in Baton Rouge, Louisiana
- IACURH Regional Leadership Conference: November 1st – 3rd, 2019 at University of Colorado at Boulder
- IACURH Regional Business Conference February 20th - 23rd at Arizona State University Polytechnic

- Support the community councils by promote training, leadership development, recognition opportunities, and other aspects as needed.