

WESTERN CAROLINA UNIVERSITY  
**RESIDENTIAL STUDENT ASSOCIATION**  
CONSTITUTION

**Preamble**

The Residential Student Association exists for the benefit of students who reside on the Western Carolina University campus. The Residential Student Association provides opportunities for students through programming and encourages students to suggest changes in the residence halls and utilize resources on the campus, in the community and state in order to implement these changes. Any student who resides on the campus of Western Carolina University is a member of the Residential Student Association regardless of classification, race, color, national origin, religion, sex, age, disability, or sexual orientation.

**Article I – Name**

This organization shall be formally called the Residential Student Association and shall be commonly referred to as RSA.

**Article II – Purpose-**

**Section 1.** To provide support for the Resident Hall Councils (RHC) within the limits of this constitution and the policies of Western Carolina University.

**Section 2.** To exchange ideas, to promote, plan and implement educational, recreational and social programs for fulfilling the needs of the residential living students and to improve the quality of life for students living in Western Carolina University residential communities.

**Section 3.** To promote cooperation and communication among the members of the residential communities, Student Government Association (SGA), Last Minute Productions (LMP), and the faculty, staff and administration of Western Carolina University.

**Article III - Membership**

**Section 1.** Any Student who resides on the Western Carolina University campus is a member of RSA.

**Section 2.** Each RHC shall have one vote.

**Section 3.** The voting member for the RHC shall consist of the RHC president or another representative as designated by the RHC

**Section 4.** The following executive board members have voting rights: VP Administration and Finance, VP of Programming, Director of Marketing, and the National Communications Coordinator..

**Article IV - Quorum**

Section 1. Quorum of the Association is 60% of active RHCs plus other voting members.

Section 2. Active RHCs are defined as hall councils that have meetings at least twice a month to discuss hall initiatives.

**Article V – Parliamentary Procedure**

Robert’s Rules of Order (newly revised) will govern all matters pertaining to RSA not stated in this Constitution or the Bylaws.

**Article VI – Executive Board**

**Section 1.** The Executive Board of the Residential Student Association shall be comprised of the following officers:

- (a) President
- (b) Vice President of Administration and Finance
- (c) Vice President of Programming
- (d) Director of Marketing
- (e) National Communications Coordinator (NCC)
- (f) National Communications Coordinator In Training (NCC-IT) (there may be up to 2 NCC-ITs)
- (g) Webmaster (non-voting member of the Executive Board)

**Section 2.** The Director of Programming and Marketing, The National Communications Coordinator (NCC), The National Communications Coordinator In Training (NCC-IT) (there may be up to 2 NCC-ITs) and Webmaster are

all appointed positions, by the elected members of the board, in consultation with the RSA Advisor(s), by process of application and interview. This shall take place after the elected members of the board have been elected.

**Section 3.** All legislative powers shall be vested in the Executive Board.

**Section 4.** The Executive Board shall reserve the power to recommend priorities for various events, projects, and programs.

**Section 5.** Executive officers must reside in a residence hall during their terms in office.

#### **Article VII – Order of Succession**

**Section 1.** If an officer of the RSA Executive Board shall become vacant for any reason, after the elections have occurred the following Order of Succession shall apply.

- (a) If the office of the President shall become vacant for any reason, the Vice President of Administration and Finance shall become President.
- (b) If the office of Vice President of Administration and Finance or Vice President of Programming becomes vacant for any reason there shall be an election for the vacant position. Election procedures shall be followed.
- (c) In the event of vacancies of either the Director of Marketing, the National Communications Coordinator, the National Communications Coordinator-In Training (s), or the Webmaster, the President may appoint a replacement for the position, in consultation with the Vice President of Administration and Finance and the Vice President of Programming.

**Section 2.** If no one runs for an elected executive position the following occurs:

- (a) The persons running in the next position will be asked to move up, i.e. if no one runs for President, someone running for VP Administration and Finance will be asked to move up.
- (b) The order of succession is President, VP of Administration and Finance, and then VP of Programming. All Directors, NCC and NCC-IT(s) are equal
- (c) If this type of vacancy occurs, the time served in RSA requirement will be waived.

**Section 3.** If an officer of the RHC Executive Board shall become vacant for any reason the following Order of Succession shall apply.

- (a) If the office of the President shall become vacant for any reason, the Vice President shall become President.
- (b) If any position below the President becomes vacant, the President shall appoint the office with the approval of the majority of the RHC members present.

#### **Article VIII – Meetings**

**Section 1.** RSA meetings will be held weekly, with the exception of university breaks or holidays.

**Section 2.** The particulars (i.e. time, place, day, etc.) of meetings shall be set at the beginning of each academic year by the Executive Board of RSA, in consultation with the RSA Advisor(s).

**Section 3.** Committees will meet following the General Body meetings.

**Section 4.** In order to conduct a meeting a simple majority must be present (50% +1).

**Section 5.** Voting members are entitled to two excused absences or 1 unexcused absence from meetings. If a member exceeds this limit, then they may be called for impeachment. Excused and unexcused absences are determined by the RSA Executive Board.

**Section 6.** A voting member may send a proxy in their place in order to not count against absences. The proxy should bring a written notice from the standing member. The proxy has all rights and privileges of the absent member.

#### **Article IX – Non Election Voting Procedure**

**Section 1.** There must be a voting quorum present, which shall be 60% of the voting RSA General Body.

**Section 2.** Each RHC shall receive one vote.

**Section 3.** The following executive board members have voting rights: VP Administration and Finance, VP of Programming, Director of Marketing, and the National Communications Coordinator .

**Section 4.** Any voting member may send a proxy to vote in their absence. The proxy must have written documentation from the voting member.

Section 5. The RSA President shall only vote during a tied situation.

Section 6. Any member of RSA has speaking rights at all General Body meetings.

## **Article X – Amendments**

**Section 1.** Any member of RSA may propose constitutional amendments.

**Section 2.** Amendment proposals must be submitted to the Executive Board two weeks prior to the meeting that the vote will take place on that proposal.

**Section 3.** The Executive Board will read the proposed amendment to RSA General Body one week before the vote will take place.

**Section 4.** Any proposed constitutional amendments must receive a two-thirds majority vote of quorum in order to pass.

## **Article XI– Residence Hall Council Constitution**

**Section 1. The purpose of the constitution shall be:**

- (a) To provide a medium of self government for the residents of the WCU residence halls, within the limits of this constitution and university policy of WCU.
- (b) To promote cooperation and communication among the area’s community and the university administration
- (c) To promote, plan and implement educational, recreational, and social programs for fulfilling the needs of all residents to improve the quality of Residential Living environments.

**Section 2. Membership:**

- (a) Executive Boards of the RHCs shall consist of:
  - i. President
  - ii. Vice President
  - iii. Secretary/Treasurer
  - iv. Public Relations Coordinator
- Each RHC may decide how to determine who will be their voting member. Voting members may be selected by election or appointment.
- No voting member may be on Academic probation, University probation or Residential Living probation.

**Section 3.** RHC Executive Board Officers, and general body members must reside in the hall for which they are members.

**Section 4.** As individual RHCs deem necessary, one member may serve in more than one position.

**Section 5.** RHC meetings will be held at the convenience of the RHC Executive Board, Advisor, and students. There should be no less than 2 meetings a month per RHC.

**Section 6.** Advisors for RHCs shall be Resident Directors or Assistant Resident Directors of the respective areas. Advisors shall be responsible for informing residents of the RHC at the beginning of each academic year and assisting the RSA with elections.

**Section 7.** All RHC Executive Council members are bound to do any other duties deemed necessary by RHC Advisors, Presidents, or RSA.

**Section 8.** All RHCs have the right to create their own by-laws and additional offices. They must submit a copy of their officers and by-laws to the RSA President one week after approval has been give by the RHC voting body and the RHC Advisor(s). All councils must adhere and follow the RSA constitution and by-laws. Their by-laws may not conflict or separate from RSA.

**Section 9. Duties of the RHC Executive Board**

- (a) Maintain direct communication with residents about hall policies and programs.
- (b) Plan and attend RHC meetings, both Executive and General Body meetings.
- (c) Plan programs for their individual area and submit programming forms to the RSA VP of Programming.
- (d) Post RSA correspondence in their area, as provided by the RSA VP of Administration and Finance.
- (e) Discuss residents’ concerns with RSA.
- (f) Attend RSA General Body Meetings and serve on Committees.

**Section 10. The Duties of the RHC Presidents shall be to:**

- (a) Communicate regularly with the Residential Living staff responsible to his/her area.
- (b) Preside over General Body and Executive Board meetings.
- (c) Shall be the liaison between RSA General Body and his/her RHC
- (d) Ensure that all RHC executive board members are fulfilling their respective duties.
- (e) Serve on an RSA committee.

**Section 11. The Duties of the RHC Vice Presidents shall be to:**

- (a) Coordinate all programs for RHC and submit the programming forms to the VP of Programming.
- (b) Assume the duties of the RHC president, in his/her absence.
- (c) Serve on an RSA committee.

**Section 12. The Duties of the RHC Secretary/Treasurers shall be to:**

- (a) Record the minutes of RHC meetings and submit all minutes to the VP of Administration and Finance.
- (b) Keep organized records of RHC minutes to be passed down.
- (c) Submit a secretary report to the VP of Administration and Finance.
- (d) Responsible for all financial matters of their RHC.
- (e) Keep the RHC informed of budget changes.
- (f) Communicate regularly with RHC Advisor(s) about financial matters.

**Section 13. The Duties of the RHC Public Relations Coordinator shall be to:**

- (a) To coordinate publicity for the RHC's events.
- (b) To assist with the planning of programs.
- (c) To assist with recruiting members into the RHC.
- (c) Publicize all RSA events to the area.
  - Serve on a RSA committee.

**Section 14. The Duties of the RHC General Body Representatives shall be to:**

- (a) Represent their respective area
- (b) Advocate for a positive living environment within their area.
- (c) Express the concerns of the residents within their area.
- (d) Attend general body meetings and vote in RHC.
- (e) Inform residents of news and events that RSA and/or RHC is sponsoring.

## BYLAWS

### Article I – Duties of Officers

***Section 1. The duties of the President shall be to:***

- (a) Act as a liaison between WCU student residents, residence hall staffs, the WCU department of Residential Living, and the University Administration.
- (b) Voting only in case of a tie.
- (c) Coordinate the elections of Residence Hall Council and RSA officers.
- (d) Coordinate meetings and overall operations of the RSA and RHCs.
- (e) Appoint an NCC, NCC-IT, Webmaster and Director of Programming, in consultation with the other elected officers.
- (f) Make sure all Executive Board members are fulfilling their job responsibilities.
- (g) Preside over General Assembly and Executive Board meetings.
- (h) Maintain contact with Residential Living staff members as needed.
- (i) Participate in weekly one-on-one meetings with RSA Advisor(s).
- (j) Organize the RSA end of the Year Banquet to be held in April.
- (k) Shall be the representative for RSA at any university functions, as requested, or delegate those responsibilities if unable to attend.
- (l) Plan the RHC Retreat.
- (m) Plan the RSA Officer Retreat with the RSA Advisor(s).
- (n) Assist in the officer transition.
- (o) Attempt to secure the resignation of any Executive Board member who fails to meet their required duties.
- (p) Oversee any committees.
- (q) Maintain a positive working relationship with the Resident Assistant Advisory Council (RAAC) and the National Residence Hall Honorary (NRHH).
- (r) Maintain three office hours per week, except on breaks.
- (s) Fulfill any other duties deemed necessary by the advisors or collective Executive Board.

***Section 2. The Duties of the Vice President of Administration and Finance shall be to:***

- (a) Preside over meetings and events in absence of the President.
- (b) Chair the Operations Committee.
  - Is the SGA liaison.

- Has voting rights.
- Distribute a monthly newsletter to the Department of Residential Living, the Division of Student Affairs and the Residential Living Communities regarding RSA events and News.
- Shall serve as the Administrative Support Officer for all RSA committees.
- Record and distribute the minutes of RSA General Body meetings in a timely manner
- Maintain attendance records and keep any files that the Executive Board deems necessary.
- Email/contact RSA members with updated meeting minutes.
- Maintain a roster of RSA members.
- Keep track of all RHC secretary/treasurer reports.
- Maintain a balance of RSA's accounts and give monthly reports on RSA's revenue and expenditures.
- Work with RSA Advisor(s) for bookkeeping and auditing purposes.
- Train RHC treasures on financial matters and procedures.
- Assist in the development of the RSA budget.
- Reserve any vouchers and/or money requests.
- Conduct all financial business with the financial institution.
- Assist with the appointments.
- Attend weekly one-on-one meetings with President and/or Advisors.
- Maintain three office hours weekly, except during breaks.
- Assist in the officer transition.
- Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Section 3. *The Duties of the Vice President Programming shall be to:***

- (a) Coordinate all campus-wide programs sponsored by RSA, i.e. Spring Welcome Back Week, Beat App Block Party, Residence Hall Week, etc.
- (b) Train RHCs on program development
- (c) Maintain program files for RSA and RHCs
  - Has voting rights.
  - Chair the Programming and Public Relations committee.
  - Serve as a liaison to LMP
  - Attend weekly one-on-one's with the President and/or Advisors.
  - Shall attend meetings in which organizations are requesting RSA participation and sponsorship, i.e. Up All Nite, Spring Fling, MLK Week, etc.
  - Supervise the committee chairs for Hall-O-Ween and Angel Wings
  - Maintain three office hours weekly, except during breaks.
  - Assist in officer transition
  - Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Section 4. *The Duties of the Director of Marketing shall be to:***

- (a) Attend WCU sponsored Open Houses to inform students about RSA.
- (b) Advertise/Market all RSA Sponsored events and programs.
- (c) Recruit new members to be more involved in the organization
- (d) Reserve rooms for any RSA sponsored event or meeting.
- (e) Attend weekly one-on-one's with the President and/or Advisors.
- (f) Design any RSA sponsored giveaways for Welcome Week and any other RSA sponsored events
- (g) Co-Chair the Committee for Programming and Public Relations
  - Maintain three office hours weekly, except during breaks.
  - Assist in the officer transition.
  - Has voting rights.
  - Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Section 5. *The Duties of the Webmaster shall be to:***

- (a) Update website on a regular basis.
- (b) Work with Executive Board to update the website with new information as it becomes available.
- (c) Serve as a non-voting member of the Executive Board.
- (d) Attend bi-weekly one-on-one's with the Vice President of Administration and Finance.
- (e) Attend the Executive Board meetings
- (f) Attend RSA General Body meetings

- (g) Assist in the officer transition.
- (h) Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Section 6. The Duties of the National Communications Coordinator (NCC) shall be to:**

- (h) Share information obtained from external (state, regional, and national) conferences by coordinating post-conference discussions and/or workshops for RSA and RHC officers.
- (i) Communicate regularly with external organizations (NCARH, SAACURH, and NACURH) and directors about campus programs, procedures, and policies.
- (j) Ensure that RSA submits a report to the National Information Center (NIC).
- (k) Coordinate delegations for external conferences.
- (l) Attend all NCC meetings and act as the official voting representative for Western Carolina University's RSA.
- (m) Ensures that the VP of Administration and Finance pays dues to NCARH, SAACURH, and NACURH.
- (n) Submit OTM's monthly to NRHH.
- (o) Serve as liaison to NRHH.
- (p) Participate in weekly one-on-one's with RSA Advisor(s).
- (q) Maintain three office hours weekly, except during breaks.
  - Has voting rights.
  - Serves as the Parliamentarian during General Body meetings.
  - Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Section 6. The Duties of the National Communications Coordinator-In Training(s) (NCC-IT(s)) shall be to:**

- (a) Assist the National Communications Coordinator.
  - Shall train under the NCC and be prepared to be NCC when a vacancy occurs.
  - Handle the fundraising activities of RSA.
  - Attend all NCC meetings and act as a non-voting representative for Western Carolina University's RSA.
  - Fulfill any other duties deemed necessary by the President, advisor, or collective Executive Board.

**Article II – Duties of RSA Advisor(s)**

**The Duties of the RSA Advisor(s) shall be to:**

- (a) Hold weekly Advisor-Executive Board meetings.
- (b) Attend all RSA meetings, functions and programs.
- (c) Travel with or send a “stand-in-advisor” on external RSA conferences or business trips.
- (d) Assist the RSA officers with the selection of a new NCC and NCC-IT when vacancies occur.
- (e) Serve as liaison to the Department of Residential Living.
- (f) Approve the RSA correspondence prior to distribution.
- (g) Monitor and assist the Vice President of Administration and Finance in all revenue matters.
- (h) Participate in weekly 1 on 1's with the President.
- (i) Participate in weekly 1 on 1's with the NCC.
- (j) Ensure that all RSA and RHC elections are carried out in a fair manner.
- (k) Ensure that all programs are carried out in compliance with the rules and regulations of Western Carolina University.

**Article III – Elections & Terms of Office**

**Section 1. RSA Executive Board Election Procedures**

- (a) Filings for executive office consists of being nominated once nomination are called from the floor.
- (b) Each candidate will have three minutes to present a campaign speech before the voting members.
- (c) After their campaign speech is delivered, there will be a question and answer session, lasting no more than 5 minutes.
- (d) After the question and answer session the candidate will leave the room and there will be a pro/con discussion.
- (e) After all candidates for that position have been presented and discussed the election via secret ballot will take place.
  - The candidate must win by 50% +1 of quorum
  - RSA Executive board elections will take place prior to March 1<sup>st</sup>.

- The Executive Board reserves the right to hold elections throughout the year to fill open offices provided that all election procedures are followed.
- The elected members of the Residential Student Association shall be comprised of the following officers:
  - a. President
  - b. Vice President of Administration and Finance
  - c. Vice President of Programming

**Section 2. RSA Executive Board Qualifications for Election**

- (a) Any student who resides in a residence hall and is not on academic or judicial probation may file for /hold for RSA Executive office.
- (b) Persons wishing to run for President, must have been on the RSA Executive Board for at least one semester. Persons wishing to run for Vice President of Administration and Finance or Vice President of Programming, or be appointed to the Director of Marketing, National Communications Coordinator (NCC), National Communications Coordinator In Training (NCC-IT), or Webmaster must have been active in RSA, by attending RSA meetings and events for at least one semester.

**Section 3. The Terms of Office shall be as follows:**

The term of office for President, Vice President of Administration and Finance, Vice President of Programming, Director of Marketing, Webmaster shall be for one academic year, from April 1 until April 1. The National Communications Coordinator and National Communications Coordinator-In Training(s) shall remain in office from the NACURH conference immediately following his/her selection to the next NACURH conference. The National Communications Coordinator may be appointed for more than one term.

**Section 4. RHC Elections**

- (a) RHC elections will take place in each hall, campus wide during the spring semester.
- (b) Candidates running for these offices must be legal residents of that area and not on academic or judicial probation.
- (c) Elections will be held within the area and the voting membership shall be the legal residents of that area
- (d) The candidate must win by 50% +1 of those who voted for the election.
- (e) These elections should be overseen by the current RSA executive council, the RSA Advisor(s) and with assistance from the Resident Directors and Assistant Resident Directors.
- (f) The RHC Executive Body reserves the right to hold elections throughout the year to fill open offices

**Article IV – Impeachment & Appeal**

**Section 1.** Any member of RSA or RHC Executive Board may be removed from office according to the impeachment process for one or more of the following reasons:

- (a) Improper use of authority, including embezzlement
- (b) Violation of University Policy (as defined by the Student Code of Conduct) or Residence Hall Policy (as defined by the Student Code of Conduct and the Guide to Residential Living) resulting in University or Residential Living probation
- (c) Failure to discharge assigned duties
- (d) Violating Conference Policy, while attending any RSA sponsored conference

**Section 2.** In order for the Impeachment Process to take place, a quorum of voting members must be present. The member being impeached shall not be counted for the purpose of determining whether a quorum of voting members is present.

- (a) An emergency meeting may be called to fulfill this requirement.
- (b) The subject of the impeachment may not cast a vote in the impeachment proceedings.

**Section 3.** Impeachment Process.

- (a) All impeachment proceedings must be conducted in the presence of an advisor for appeal proceedings
- (b) The process begins as an issue put to the floor in the form of a motion. The motion must then be seconded and followed by discussion at which time the member subject to impeachment may defend his/herself, if present.
- (c) The impeachment motion must be tabled for re-discussion at the next scheduled meeting.
  - a. If the subject of the impeachment motion was not present for the first discussion, he/she must be notified in writing of the impeachment motion, the date and time of the second impeachment discussion, and be encouraged to attend that meeting to respond to the motion.

- (d) At the subsequent meeting, a motion must be made to remove the impeachment motion from the table, seconded, and approved
- (e) After further discussion of the impeachment motion affirmative vote must receive 2/3 of quorum

**Section 4. Appeal Process**

- (a) An impeached member may appeal based on one or more of the following conditions
  - a. Violation of Impeachment Process as defined by this constitution.
  - b. Decision for impeachment is not supported by the facts presented during the impeachment process.
  - c. Discovery of new information not available at the time of the original impeachment process.
- (b) The appeal must be in writing and identify the ground(s) under which the appeal is occurring, supported by rationale and evidence or other materials, which support the claim for appeal.
- (c) The impeached member has five business days to submit in writing, his/her intent to appeal the impeachment.
  - a. RHC members submit an appeal to the Advisor of their RHC.
  - b. RSA members submit an appeal to the Advisor of RSA.
  - c. The Advisor shall convene an appeal panel of no less than three individuals.
    - 1. The panel must include at least one person in an official RSA position, excluding RSA President, at least one RSA Advisor, and at least one student without an official leadership position in RSA.
    - 2. The appeal body shall request from the impeachment body the minutes of both impeachment sessions and any physical evidence submitted during these sessions.
  - d. The appeal body shall review the record of the impeachment process, the appeal materials, and decide if the appeal should be upheld or denied
  - e. If the appeal body upholds the impeachment then the impeachment stands and the matter is considered "dead". There cannot be a second appeal. If the appeal body overturns the impeachment, that must be returned to his/her office immediately.

**Article V: RSA Committees**

**Section 1:** The Standing Committees shall be as follows:

- (a) Operations Committee
  - i. Chaired by the Vice President of Administration and Finance
  - ii. Oversee the revision of the constitution
  - iii. Oversee the election procedures of RSA
  - iv. Address Facilities concerns in the residence halls
  - v. Membership is made up from RSA general body members, RHC members and any residential student
- (b) Programming and Public Relations Committee
  - i. Chaired by the Vice President of Programming
  - ii. Co-Chaired by the Director of Marketing
  - iii. Design and implement Campus wide programming for the residential student population
  - iv. Publicize the events that RSA is sponsoring
  - v. Represent RSA at campus events, i.e. Open House
  - vi. Membership is made up from RSA general body members, RHC members and any residential student
- (c) Hall-O-Ween
  - i. Chair of this committee will be appointed by the Vice President of Programming
    - If unable to appoint someone, the VP of Programming will act as chair.
    - Responsible for coordinating the annual trick-or-treating event on campus for the Jackson County Community
- (d) Angel Wings
  - i. Chair of this committee will be appointed by the Vice President of Programming
    - If unable to appoint someone, the VP of programming will act as chair.
    - Responsible for coordinating the annual gift-giving event on campus for the Jackson County Community

**Section 2:** Committees will meet after the General Body meetings