

CONSTITUTION

RESIDENCE HALL FEDERATION OF VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

RATIFIED BY THE RESIDENCE HALL FEDERATION EXECUTIVE BOARD THIS TWENTY-FIFTH DAY OF JUNE TWO THOUSAND AND NINE.

RATIFIED BY THE COMMISSION ON STUDENT AFFAIRS THIS 10TH DAY OF OCTOBER TWO THOUSAND AND ELEVEN.

PREAMBLE

Believing it is the responsibility of the students, faculty, and administration of Virginia Polytechnic Institute and State University to create, through the campus residence halls, a positive and diverse living/learning environment; and

Believing that the residence halls living environment can have a significant impact upon a student's academic performance, physical and mental well-being, and individual development;

We, the residential students of Virginia Polytechnic Institute and State University, do hereby enact a Constitution for the Residence Hall Federation with the approval of the Commission on Student Affairs.

Article I. NAME

The name of this organization shall be the Residence Hall Federation of Virginia Polytechnic Institute and State University, hereafter referred to as RHF.

Article II. PURPOSE

The purpose of RHF is to represent the students living in the residence halls and to promote a sense of community between residence halls at Virginia Polytechnic Institute and State University, hereafter referred to as Virginia Tech.

Article III. MISSION

The mission of RHF is to improve residence life in any manner possible. RHF has a threefold aim in fulfilling this mission: programming, legislation, and service.

- A. Programming: coordinate and create educational, social, recreational, cultural, and scholastic opportunities within the residence halls.
- B. Legislation: review and make recommendations on matters proposed by Hall Councils, student government, and other campus bodies.
- C. Service: participate in and provide service opportunities on campus and in the local community.

.Article IV. MEMBERSHIP

- A. All students living in residence halls at Virginia Tech managed by Housing and Residence Life shall be members of RHF.
- B. Active members shall be defined as those who are elected, appointed, employed, or are actively volunteering.

Article V. ORGANIZATION

RHF is centrally governed by the Executive Committee, which is composed of the Executive Officers. The RHF Executive Committee governs the General Assembly, which is composed of the Executive Committee itself, Hall Councils, RHF and Hall Council Advisors, and Residence Life Professional Staff who choose to participate in the organization. The individual residence halls are governed by their respective Hall Councils and Constitutions in conjunction with the RHF Executive Committee.

Section A. Executive Committee

1. Membership

- a. The members of the RHF Executive Committee shall be the Executive Officers who are annually elected by the General Assembly.
- b. All members of the Executive Committee have the right to vote with the exception of the Advisors, any Residence Life staff members, and the President, who only votes in the case of a tie.

2. Duties and Responsibilities of the Executive Committee

- a. To direct and guide the work of RHF in studying, formulating, and recommending to the University general policies and procedures concerning University residence hall students.
- b. To represent RHF before student, faculty, and administrative groups, committees, and commissions as requested.
- c. To act as a liaison between the residence hall students, Housing and Residence Life, and the Division of Student Affairs.
- d. To serve as mentors to all Hall Councils and respective Hall Council officers.
- e. To inform Hall Councils about matters of concern to their populations.
- f. To assist fellow executive committee members with the duties and responsibilities of their committees.
- g. To plan and execute campus wide programs and service opportunities geared toward residential student populations.
- h. To decide on fundraising bids by Executive Decision.
- i. To protect, defend, and uphold the RHF Constitution.

3. Meetings

- a. Regular meetings – The RHF President shall set the date, time, and place of weekly Executive Committee meetings with the consent of the committee.
- b. Call meetings - The President may call meetings as he/she deems necessary, with the consent of the Executive Committee. An Executive Committee member may petition the President to call a meeting.
- c. Quorum - A majority of the voting members of the Executive Committee shall constitute quorum.
- d. Attendance - All members of the Executive Committee must attend Executive Committee meetings. No more than two unexcused absences shall be allowed per semester with the exception of students studying abroad who are still fulfilling the responsibilities of their positions.

Section B. Executive Officers

1. Membership

- a. President
- b. Vice President of Membership and Legislation
- c. Vice President of Finance and Administration
- d. National Communications Coordinator
- e. Student Leadership Advisor
- f. Graduate Advisor(s)

2. Duties and Responsibilities of the Executive Officers

- a. The President shall:
 - i. Serve as the Chief Executive Officer of RHF, overseeing its external affairs, operations, and all activities.
 - ii. Preside over all meetings of the Executive Committee and Executive Officers, voting only in the case of a tie.
 - iii. Participate in all General Assembly meetings, voting only in the case of a tie.
 - iv. Represent RHF to the Commission of Student Affairs, the University, and the outside community including serving on ad-hoc committees as needed by the University.
 - v. Serve as the RHF representative to NRHH.
 - vi. Represent RHF at meetings of the Student Government House of Representatives and report information to the General Assembly.
 - vii. Maintain a positive relationship with other organizations and university administration.
 - viii. Work with the Student Leadership Advisor to plan various training sessions including Fall Leadership conference.
 - ix. Chair any related ad hoc committees.
 - x. Meet bi-weekly with Student Leadership Advisor.
 - xi. Serve four (4) posted weekly office hours in the RHF office.

- b. The Vice President of Membership and Legislation shall:
 - i. Chair all RHF General Assembly meetings.
 - ii. Serve as Parliamentarian, maintaining order at GA meetings.
 - iii. Assume the duties and responsibilities of the RHF President in the absence or incapacity of the President, or if the office of President is vacant, until a special election can be called to fill the position.
 - iv. Handle the internal affairs of RHF, coordinating constitution creation and amendments and all other legislative efforts.
 - v. Publicize, coordinate, and conduct fair and efficient RHF elections.
 - vi. Research and implement on-going leadership development opportunities for all RHF members.
 - vii. Chair any related ad hoc committees.
 - viii. Coordinate attendance incentives.
 - ix. Update the membership list-serve and Scholar subscribers.
 - x. Meet bi-weekly with the Student Leadership Advisor.
 - xi. Serve five (5) posted weekly office hours in the RHF office.

- c. The Vice President of Finance and Administration shall:
 - i. Work with the Student Leadership Advisor to develop a budget for RHF and present it to the Director of Residence Life.
 - ii. Research budgetary issues affecting RHF.
 - iii. Provide a monthly budget report at executive meetings.
 - iv. Coordinate fundraising and the vendor bidding process.
 - v. Be responsible for office management and correspondence concerning RHF activities and functions.
 - vi. Ensure that all state and RHF equipment are inventoried and secured.
 - vii. Record minutes of the Executive Committee, Executive Officer, and the General Assembly meetings and distribute them within 48 hours of said meeting.
 - viii. Coordinate publicity efforts and marketing campaigns including the summer mailing.
 - ix. Research promotional items for the organization.
 - x. Communicate with media relations about upcoming events or efforts.
 - xi. Construct and maintain the RHF web page and all RHF listservs.
 - xii. Make recommendations regarding the needs for technology updates.
 - xiii. Chair any related ad hoc committees.
 - xiv. Meet bi-weekly with the Student Leadership Advisor.
 - xv. Serve five (5) posted weekly office hours in the RHF office.

- d. The National Communications Coordinator shall:
 - i. Be responsible for all activities of RHF that involve the Virginia Association of College and University Residence Halls (VACURH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), and the National Association of College and University Residence Halls (NACURH), with the exception of funds handling.

- ii. Attend and serve as the voting delegate at all state, regional, and national conferences.
 - iii. Submit a yearly National Information Center report.
 - iv. Coordinate bid writing for VACURH, SAACURH, and NACURH.
 - v. Chair any related ad hoc or bid writing committees.
 - vi. Be knowledgeable in the use of Parliamentary Procedure and be able to assist in its implementation when necessary.
 - vii. Meet bi-weekly with the Student Leadership Advisor.
 - viii. Serve five (5) posted weekly office hours in the RHF office.
- e. The Director of Programming shall:
- i. Assist Halls Councils with programming ideas.
 - ii. Plan and implement programs of interest and value for all students.
 - iii. Coordinate one major fall and spring event as well as Homecoming and Family Weekend activities and all other campus wide programming sponsored by RHF.
 - iv. Preside over the Programming Committee consisting of Hall Council Programming Officers.
 - v. Coordinate Battle of the Halls.
 - vi. Serve as Historian for RHF.
 - vii. Meet bi-weekly with the Student Leadership Advisor.
 - viii. Serve four (5) posted weekly office hours in the RHF office.
- f. The Director of Outreach (and Sustainability) shall:
- i. Coordinate major philanthropic events such as Big Event and Relay for Life.
 - ii. Research opportunities for RHF to get involved at the campus and community level.
 - iii. Serve as a liaison to philanthropic organizations.
 - iv. Advise Hall Councils interested in philanthropy projects.
 - v. Recognize outstanding members of the Executive Board and RHF General Assembly.
 - vi. Plan group/leadership development for RHF general membership.
 - vii. Communicate and establish relationships with entities outside of the University.
 - viii. Meet bi-weekly with the Student Leadership Advisor.
 - ix. Serve five (5) posted weekly office hours in the RHF office.
- g. The Student Leadership Advisor shall:
- i. Be appointed by the Director of Housing and Residence Life.
 - ii. Serve on the Executive Committee without a vote.
 - iii. Promote leadership development, event planning guidance, and organizational support for RHF.
 - iv. Assist Hall Council advisors with student leadership training, financial procedures, programming, and concerns.
 - v. Give advice and suggestions on matters of interest to RHF.

- vi. Inform the Executive Committee and/or the General Assembly when RHF may be taking an action that could violate laws and/or policies.
- vii. Refrain from overriding RHF, its actions, and/or its active members, except in the case of possible violations of University Policy, as well as violations of local, state and/or Federal Laws.
- viii. Assist RHF in formulating and meeting its goals.
- ix. Aid in the continuity of the organization by attending meetings and by being available for advice and consultation.
- x. Meet one-on-one with the Executive Committee members to discuss progress, leadership development, and responsibilities.
- xi. Verify and be accountable for the expenditures of RHF.
- xii. Convey the views of RHF to other University officials, in cooperation with any applicable officer(s).
- xiii. Attend conferences with RHF delegations to ensure state, regional, and national representation of the organization.

h. All Executive Officers shall:

- i. Have the authority to collectively make Executive Decisions:
 - i. Executive Officers shall make Executive Decisions when necessary and allowed by this Constitution in order to run an effective and responsive organization. Executive Decisions are reserved for instances when it is not practical to call the General Assembly and/or when the Constitution is vague and does not clearly instruct the Executive Officers as to an appropriate action.
 - j. Executive Officers who make Executive Decisions shall present their decisions at the next scheduled Executive Committee meeting. It is the sole responsibility of the Executive Committee to approve, amend, or veto an Executive Decision. A majority vote is necessary to approve, amend, or veto an Executive Decision. The President shall only vote in the case of a tie.

Section C. Hall Councils

1. Membership

- a. Each hall council shall be represented in the General Assembly by at least one voting member. For every 300 residents, each hall council shall receive one vote.
- b. The Executive Committee may adjust composition of Hall Councils and their votes as needed.
- c. Non-voting members of RHF General Assembly shall be:
 - i. Advisor(s) of RHF.
 - ii. Hall Council Advisor(s).
 - iii. Residential Life Professional Staff and Resident Advisors.
- d. All members of the General Assembly have speaking rights.

- e. All members of the residential student population are welcome to attend the General Assembly meetings.
- f. Visitors to the General Assembly, such as members from outside organizations may obtain the right to speak by a yield from a member of the General Assembly with speaking rights.

2. Duties and responsibilities of RHF General Assembly:

- a. To act on behalf of Hall Councils in the best interest of the residents.
- b. To review, discuss, and take action on all matters forwarded to the General Assembly by Hall Councils.
- c. To recommend to Hall Councils proposals and programs that will meet the needs of the residents.
- d. To refer to RHF Committees' issues of concern for evaluation.
- e. To serve as an open forum where views on matters of concern can be exchanged.

3. Meetings

- a. Regular meetings – The RHF General Assembly shall meet as determined by the Executive Committee during the regular academic year with the exception of examination and vacation weeks. The Vice President of Membership and Legislation shall determine the time, date and place of General Assembly meetings.
- b. Call meetings - The Executive Committee will call special meetings by Executive Decision, as it is deemed necessary. Members of the General Assembly may ask the Executive Committee to call a special meeting.
- c. Quorum will be designated as 51% of the total number of Hall Councils. The Executive Committee will calculate this number by rounding up to the next whole number.
- d. The Vice President of Membership and Legislation shall have the right to remove a member from a meeting of the General Assembly. This decision may be overturned by a two-thirds majority vote of the General Assembly.

Section E. Standing Committees

1. The Standing Committees of RHF's General Assembly are as follows:

- a. Internal Affairs Committee chaired by the RHF Vice President of Membership and Legislation
- b. Programming Committee chaired by the RHF Director of Programming

2. Meetings

- a. Regular Meetings - RHF Standing Committees shall meet as needed, which shall be determined by each Committee Chair.

- b. Duties - The duties of the committees shall be as described in the Bylaws.
- c. Call meetings - The Committee Chair will call meetings as he/she deems necessary. Committee members may petition the Committee Chair to call a special meeting.

Section F. Ad hoc Committees

- a. Ad hoc committees of the General Assembly may be added by Executive Decision.
- b. Membership will be on a voluntary basis.
- c. Meetings will be called as necessary by the designated committee chair.

Article VI. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern RHF in all cases to which they are applicable unless they are inconsistent with the RHF Constitution and Bylaws.

Article VII. HALL CONSTITUTIONS

Following the ratification of this Constitution each residence hall must have a Hall Constitution. Hall Council Constitutions must be constructed in such a way as not to conflict with the RHF Constitution. Hall Council Constitutions must be ratified by the RHF Internal Affairs Committee by the end of the fall semester during each academic year.

Article VIII. AMENDMENTS

A notice of proposed amendments to the Constitution or Bylaws of RHF shall be given in the General Assembly agenda and considered at no fewer than two meetings of RHF General Assembly prior to voting. A copy of the proposed amendments shall be distributed with the agenda. A two-thirds affirmative vote of the voting members present and voting is required. Quorum of the members applies.

Article IX. RATIFICATION

This Constitution shall be considered ratified upon approval by the General Assembly and the Commission on Student Affairs. The associated Bylaws shall be considered amended upon approval of General Assembly.