New Jersey Institute of Technology  
Resident Hall Association Constitution

The following is the Residence Hall Association Constitution. The purpose of the RHA is to represent all resident students in matters and affairs, with the administration and other organizations, concerning or affecting the quality of living on campus. Establishment of the constitution will be based on a simple majority vote of the RHA founding members.

Article I: Name, Location, and Affiliation

Section 1: This organization shall be called the New Jersey Institute of Technology Residence Hall Association, hereinafter referred to as the RHA.

Section 2: This shall be a coeducational organization and the use of “he/she” or “his/hers” in the Constitution and By-Laws is nonspecific and does not refer to gender.

Section 3: The organization shall be located on the campus of the New Jersey Institute of Technology in Newark, New Jersey.

Section 4: The activities of this organization shall be carried out in association with the Office of Residence Life.

Article II: Purpose

Section 1: The purpose of this organization shall be:
   A) To represent the resident students of the New Jersey Institute of Technology in all matters and affairs, with the administration and all organizations, concerning or affecting the quality of living on campus.
   B) To ensure representation for all resident students.
   C) To sponsor programs and activities between and among the various residence areas through the use of each Hall Council.
   D) To take all necessary and appropriate action to improve any and all aspects of residence life on this campus.

Section 2: The motto of this organization shall be, “Welcome Home.”

Article III: Membership

Section 1:
   A) All students living in the residence halls shall be entitled to membership and representation in the RHA
   B) All students, faculty, administrators, and university personnel are invited to participate in the benefit from all RHA sponsored events and programs.

Section 2:
   A) Only those members establishing regular attendance, as described in the By- Laws, will be
granted voting privileges. All members will have voting privileges after attending three consecutive meetings. They will lose their voting privileges after three unexcused absences. All members in attendance during the first three meetings are granted voting rights.

B) Voting privileges will be returned after attending three consecutive meetings.

C) Resident Coordinators are excluded from voting.

D) The RHA Executive Board, excluding the President, is automatically granted the right to vote, regardless of attendance.

**Article IV: Government**

**Section 1:** A designated professional staff member will directly advise this organization.

**Section 2:** There shall be an Executive Board, elected by the General Body. The Executive Board shall consist of a President, Vice-President, National Communications Coordinator (NCC), NCC-in-training, Treasurer, Secretary, and Public Relations Officer. In case of limited candidates, positions and those responsibilities may be combined, with the exception of the positions of the President, Vice President, and the NCC. An elected Executive Board member of RHA shall not hold any member organization, including Hall Council, position, executive or otherwise, during his/her term in office. Once a member is elected, his/her member organization shall be responsible for replacing his/her position.

**Section 3:** Executive Board Eligibility shall be established as follows: In order to be eligible to run for an Executive Board position in RHA, General Body members must possess no less than a 2.2 cumulative Grade Point Average (GPA out of 4.0), and a 2.2 GPA for the semester prior to elections. Executive Board members, who fall below a 2.2 cumulative GPA during his/her term in office, must resign from his/her position. First year students (i.e. freshmen, new transfers) at the New Jersey Institute of Technology are required to attain a 2.2 GPA in their first semester to be eligible to run for an Executive Board position. All Executive Board and General Body members must be in good Academic and Judicial standing with the University in order to be eligible to run for a position, and remain in good Academic and Judicial standing with the University in order to remain on the Executive Board.

**Section 4:** All Executive Board members must attend all meetings and events. If there are more than three unexcused absences at meetings or events, an Ad Hoc committee will be formed to investigate. If the President is to be investigated, the Vice President will chair the Ad Hoc committee.

**Section 5:** Committees and subcommittees, including those mentioned and not mentioned in the By-Laws, may be formed as necessary with the board members acting as, or appointing, chairpersons. These offices are available to interested members and will be elected or appointed according to the stipulations of the By-Laws.

**Article V: Duties and Responsibilities of the Components of the RHA**

**Section 1:** The components of the RHA shall be as follows:

1) Executive Council
2) Member Organizations
3) General Body
4) Various Committees as deemed necessary and appropriate
Section 2: Executive Board: All executive powers of the RHA shall be invested in this board.

1) **Duties of the President:** The President shall be the public representative of the RHA. He/she shall act as chairperson at all meetings, and chair or appoint an individual to chair all standing and Ad Hoc RHA committees as deemed necessary and appropriate. The President shall conduct the call to order at the beginning of each meeting. The President shall exercise veto power on behalf of the Executive Board as prescribed in the By-Laws and assume all other duties as right and necessary to effect a proper functioning of the RHA. Vacancies in office may be filled by appointment from the President with the approval of the Executive Board. The President shall serve as the head of the President’s committee, as described in Section 4.

2) **Duties of the Vice President:** The Vice President shall preside over all meetings in the absence of or with the permission of the President. The Vice President shall cast a deciding vote in tie instances. He/she shall be responsible for organizing and monitoring all programming committees. He/she shall be chairperson of the Recognition Committee. The Vice President shall serve as the head of the Vice President’s committee, as described in Section 4. He/she shall perform other duties as directed by the President.

3) **Duties of the National Communications Coordinator:** The National Communications Coordinators shall serve as official representatives of the New Jersey Institute of Technology at all regional and national conferences, as well as prepare student delegations to attend these conferences. The NCC’s are responsible for maintaining communication with other regional colleges. He/She shall perform other duties as directed by the President.

4) **Duties of the NCC-in-training:** The NCC-in-training shall learn from the current NCC about the duties of said position. Upon the end of the NCC’s term of office, the NCC-in-training shall become the NCC. He/She shall perform other duties as directed by the President.

5) **Duties of the Treasurer:** The Treasurer shall keep a current record of all financial transactions of the organization and report the account balance at every meeting and perform all duties required to properly function as treasurer. The Treasurer shall serve as the head of the Treasurer’s committee, as described in Section 4. He/she shall perform other duties as directed by the President.

6) **Duties of the Secretary:** The Secretary shall take minutes and attendance of all RHA meetings and prepare and distribute them prior to the next meeting. He/she shall fulfill all other secretarial duties as deemed necessary. The Secretary shall maintain and complete an accurate account and file of all RHA activities. He/she shall perform other duties as directed by the President.

7) **Duties of the Public Relations Officer:** The Public Relations Officer is responsible for advertising all RHA events, programs, and meetings. The Public Relations Officer shall maintain and update the website. He/she shall perform other duties as directed by the President.

Section 3: Member Organizations

1) A member organization is any organization that has funds allocated for it from RHA.
2) A minimum membership of 10 people is required to petition to general membership to become a member organization of RHA. Membership will be granted following a proposal on a two-thirds vote by the general membership of RHA. Member organizations are required to present a brief constitution by which they will operate. This must not stand in violation to anything contained in the RHA constitution.

3) Member organizations will govern themselves accordingly with RHA. As such, each will have an Executive Board modeled after the RHA Executive Board as described in Article V, Section II. Also, they will follow the same policies for their proposals from members. This can be modified following a two-thirds vote from the General Membership on the proposed policy revision.

4) Member organizations are required to have at least 1 attendees at two RHA meetings per month to keep their funding and recognition as a member organization.

5) Membership is under review on a semester basis by the Executive Board of RHA.

6) All monies to be used by a member organization must be presented to RHA before they are spent.

Section 4: The general body of RHA shall consist of all resident students who meet the criteria for voting rights, as outlined in Article III, Section 2. Members of the Executive Board are also included in the General Body.

Section 5: The Residence Hall Association will have standing committees to deal with RHA business. These will be:

1) Recognition Committee: The job of the Recognition Committee is to recognize outstanding residents, both inside and outside of the RHA. They shall hold no fewer than two meetings a month to discuss these issues. The Vice President will be the chairperson of the committee.

2) Programming Committee: The job of the Programming Committee is to plan and run programs for RHA. They shall hold no fewer than two meetings a month to discuss these issues. The Vice President will be the chairperson of the committee.

Article VI: Term of Office

Section 1: All members of the RHA, with the exception of the NCC and the NCC-in-training shall hold office for a term of one (1) year, commencing on June 1 and ending on May 31 of the following year.

Section 2: The National Communications Coordinator shall hold office for a term of one (1) year, commencing on January 1 and ending on December 31 of the same year.

Section 3: The NCC-in-training shall hold office for a term of six (6) months, commencing on June 1 and ending on December 31 of the same year. Upon completion of said term, the NCC-in-training shall assume the office of National Communications Coordinator for the term outlined in Section 2.

Section 4: An Executive Board member shall hold their position for a maximum of two (2) years.
Article VII: Allocation of RHA Funds

Section 1: Proposals for funding must be presented in writing at an RHA meeting taking place at least one week in advance of the proposed event. This requirement may be waived by a two-thirds majority vote of the General Body, allowing for the execution of a program that will take place in the week following the date of the approval for allocation. All proposal requests must be made for a program taking place on a future date from the point of allocation of funds.

Section 2: Anyone making a proposition for funds must have voting rights at the time that they propose.

Section 3: Any group or individual receiving any monies for any purpose from the RHA shall, prior to the next meeting, give the Treasurer good account of money and any profits or losses resulting from that event.

Section 4: The RHA shall receive a percentage of the proceeds from any RHA funded or sponsored event directly proportional to the percentage of the RHA investment.

Section 5: Forms for allocations of money should be submitted in writing to either the President or Treasurer at proper times.

Article VIII: Special Investigations Committee

Section 1: Should it become necessary to investigate the action of a member of RHA, a special Ad Hoc investigations committee shall be organized to look into the members’ actions.

Section 2: The Special Investigations Committee shall be made up of RHA members who have voting rights at the time of formation. The Committee shall be an odd number no less than three, but no greater than seven members. These members shall be appointed by the President of the RHA. The President will also appoint, of these members, a chairperson to run the Committee. The President him/herself may serve as chairperson, however, if the Vice President, Secretary or Treasurer is to be investigated, the President must serve as chair. If it is the President being investigated, however, the Vice President must chair the investigations committee, and the committee must consist of at least five members (but no more than seven).

Section 3: The Special Investigations Committee shall have the right to question any member of RHA at the member’s convenience. It shall also have the right to question any other person who wishes to testify, as long as all questions pertain to the investigation at hand.

Section 4: The Committee shall meet at least once to question and investigate the member’s actions. After this meeting, the Committee shall discuss the investigation and recommend a course of action to the full RHA voting body at the next convenient meeting. The RHA will then vote upon this recommendation. A full two-thirds majority vote shall be needed to pass the recommendation and allow it to be a formal action to the member being investigated. Should the vote fail, however, the committee shall meet again to recommend another course of action. Should the committee’s recommendations vote fail twice, the matter will be dropped. The member cannot be brought before the
Special Investigations Committee for an action more than once.

Section 5: The member being investigated by the Committee shall lose their voting privileges and must abstain from their duties for as long as the investigation continues. This may be waived, however, with a two-thirds majority vote from the full RHA voting body. The member, who is being investigated, however, has the right to make a statement before the committee, to amount to any length of time that the member wishes, within reason. This right to speak may not be lost at any time, for any reason.

Section 6: If an Investigations Committee cannot be convened within two weeks of the date the President assigns the Committee members to convene, or the Committee cannot have a quorum present during discussions, or the Committee otherwise delays, the President shall have the sole right to summarily decide on a course of action to be voted upon as described in Section 4. However, if it is the President being investigated, the Vice President shall have the right to summarily decide on a course of action.

Section 7: Any clause of this article may be waived with a two-thirds majority vote from the full RHA voting body, with the exception of the investigated member’s right to speak.

Article IX: Chain of Succession

Section 1: Should it become necessary for the President to resign from his office, the Vice President shall immediately, upon the President’s formal resignation, assume the office of the President, until such time as the term is finished.

Section 2: Should it become necessary for more members than just the President to resign, the Chain of Succession shall be as follows: President, Vice President, National Communications Coordinator, Secretary, Treasurer, and Public Relations Officer.

Article X: Ratification

This constitution will be ratified by a simple majority approval by RHA members.
By-Laws

Article 1: Amendment to the Constitution

Amendments to this Constitution must be proposed, in writing, through the members of the RHA. To be approved, the amendments shall require:
1. A two-thirds majority vote of the General Body, or
2. A simple majority of resident students voting in a referendum conducted in each residential area by the residential governing body.

Article 2: Voting Rights

Each member of the General Body shall cast one vote. The President of the Executive Board shall exercise veto power over all votes. The General Body will exercise a veto override power, which will consist of a two-thirds majority of the full General Body.

Article 3: Parliamentary Procedures

When conducting meetings, the rules contained in “Robert’s Rules of Order, Revised” shall govern the meetings in cases which are not provided for by this Constitution and By-Laws.

Article 4: Residence Hall Council Elections

The elections and operations of each residence hall government will take place according to their constitutions. The positions to be filled will be as follows: President, Vice President, Treasurer, and Secretary.

Article 5: Residence Hall Association Elections

Section 1: Residence Hall Association Executive Board elections shall be held in the last half of the Spring semester, with the elected officials taking their offices on the following June 1.

Section 2: Those who wish to run for an Executive Board position must be an Executive Board member, or a member of the General Body as of March 15, as well as meeting all other eligibility requirements.

Section 3: Should an elected official not return to NJIT’s Residence Life program, or are otherwise rendered ineligible to hold office, the Chain of Succession, as laid out in article IX of the RHA Constitution shall take effect.

Article 6: Constitution Review

Within the first month of each semester, this constitution will be up for review by the general membership. All changes must be ratified pursuant to Article 1 of the by-laws.
Founding Members of the Residence Hall Association Fall 1999/Spring 2000

James Robertson  
Anuj Daftari  
Regine Jean-Baptiste  
Jigar Shah  
Rashaun Booker  
Jerome Cuff  
Nicholas Pankiewicz  
Brian Fish  
Kedar Kulkarni  
Kingsley Nwosu  
Tyesha Handy  
Darpan Shah  
Karen Kleinegris  
Lisa Pierce

Amended March 21, 2000  
Amended June 26, 2000  
Amended August 5, 2000  
Amended April 23, 2001  
Amended March 9, 2005  
Amended August 26, 2005  
Amended December 11, 2006  
Amended January 27, 2007  
Amended April 14, 2008  
Amended October 6, 2008  
Amended April 6, 2009

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