

The Constitution of Residence Housing Association of Western Michigan University

PREAMBLE

We, the residents of the residence halls and on-campus apartments of Western Michigan University (WMU), in order to ensure a democratic organization, representation, and an active voice in University affairs, hereby establish Residence Housing Association (RHA). We recognize it as the legitimate student representative body of Western Michigan University's on-campus housing and the residents therein. We ordain and establish this Constitution as that of Residence Housing Association of Western Michigan University.

PURPOSE

The Purpose of RHA is to promote academic, intellectual, cultural and social understanding, stimulate interest and effort in campus and residence life affairs, develop student leaders on campus, and develop maturity and responsibility in self-government. In accordance with these objectives, this organization shall integrate the ideas and exchange the ideas of its members and provide programs of mutual benefit, through achievement, act as the voice of the students in the residence halls and on campus apartments through information exchanges and retreats.

MISSION STATEMENT

The Mission of RHA is to provide leadership opportunities and programs that help improve the quality of living on campus and to act as a resource to and a representative body for all residents at Western Michigan University.

VISION

The Vision of RHA is to empower on-campus residents to become engaged in the Residence Life experience by supporting Leadership Councils and creating leaders in the Residence Halls and On-Campus Apartments through personal development opportunities.

NONDISCRIMINATION CLAUSE

We the Residence Housing Association, in order to promote equity, inclusion, and brave spaces, accepts all individuals regardless of age, gender, sex, sexual orientation, ethnicity, belief, ability, or relationship status.

ARTICLE I

Name/Identification

The name of this organization shall be Residence Housing Association at Western Michigan University. Throughout this document, this organization shall be referred to as RHA or Residence Housing Association.

ARTICLE II

Membership

Section A. Types of Membership

1. General Assembly

- a. The General Assembly, hereafter referred to as the GA, shall be consist of any residents of the WMU Residence Halls and On-Campus Apartments.
- b. Charges of the GA:

- i. Meet weekly during the fall and spring semesters, except when school is not in session.
 - ii. Approve the RHA operating budget by the third meeting of the fall semester.
 - iii. Table any allocation over or equal to \$500 for at least one week to consider with their leadership council and constituency.
 - iv. Approve allocations under \$500 by a simple majority vote.
 - v. Vote on all business presented before the GA.
 - vi. Approve the establishment of all special committees.
 - vii. With a simple majority vote, fill vacancies in the Executive Board, or RHA Liaison positions, not provided by regular elections.
 - viii. Discuss and distribute, by a simple majority vote, the powers not mentioned in the constitution.
 - ix. Approve, and operate according to, the budget guidelines set forth by the Vice President.
- 2. RHA Liaisons
 - a. RHA's General Assembly may elect or appoint a liaison from the GA to attend another Registered Student Organization (RSO). This may be done for each RSO.
 - i. The following elected liaison positions may be sought, and filled, by any member of the GA:
 - 1. Western Student Association (WSA) Liaisons
 - 2. Campus Activities Board (CAB) Liaisons
 - 3. National Residence Hall Honorary (NRHH) Liaisons
 - a. The NRHH Representative shall be chosen by NRHH.
 - ii. A RHA member elected or appointed to a liaison position may retain their original position within the RHA as well as the liaison position or resign from their original position.
 - 1. If the RHA member holds both positions, the liaison shall be treated as a voting member under guidelines of their original position.
 - 2. A simple majority vote or appointment by president is required to fill vacancies in RHA Liaison positions not provided by regular elections.
 - b. Charges of Liaisons are as follows:
 - i. Attend all meetings of the respective organization and report to the RHA, as well as their respective organization, the happenings of the other organization.
 - ii. Seek the consensus of the GA and vote accordingly on any non-routine matters requiring a vote in the respective organization.
 - iii. Meet all responsibilities required by the respective organization.
- 3. Leadership Council Representatives
 - a. A Leadership Council Representative is any resident, Resident Assistant, or Graduate Assistant who is elected or appointed to represent their hall at each GA meeting.
 - i. Leadership Councils or Hall Councils, are defined as a committee that puts on programs in their respected Residence Hall or Apartment, and act as a governing body for their hall.
 - b. RHA should receive two representatives from each Leadership Council.
 - c. Charges of Representatives are as follows:
 - i. Representatives must make a note of what the leadership council they represent is doing and report back to the GA.
 - ii. Representatives must attend RHA General Assembly Meetings doing and report back to their Leadership Council.

Section B. Selection of Members

1. All residents of Western Michigan University Residence Halls and On-Campus Apartments shall be considered automatic general assembly members of RHA.
2. Initial nominations of RHA Liaison positions to any GA member shall begin no later than the third GA meeting of the fall semester.
3. Representatives shall be selected by their respective Leadership Council.

Section C. Voting Privileges

1. The following members shall have voting rights within RHA:
 - a. Two mandatory representatives from each recognized Leadership Council.
 - i. Failure to send representatives will result in loss of voting privileges and may result in loss of funding requests
 - b. Any resident of a Residence Hall or On-Campus Apartment, after attending three consecutive meetings of RHA.
 - c. All Executive Board members excluding the President.
2. Voting members are responsible for:
 - a. Attending all regular meetings of the GA and all meetings of their assigned committees.
 - b. Voting members who are unable to attend a meeting of the GA should send a nonvoting member to proxy in their place. A proxy must be an on campus resident of Western Michigan University. The voting member must establish the identity of the proxy in writing to the Director of Records. Members of the Executive Board may not appoint a proxy.
3. Poor attendance
 - a. Poor attendance shall be defined as missing any combination of three unexcused absences from GA meetings per semester without sending a proxy. A person may get permission to not attend the meeting by notifying the President and the Director of Records beforehand; however, if there are extenuating circumstances, it should be discussed with the Director of Records or the President, within a week of the previously missed meeting.
 - b. After missing two unexcused absences, the Director of Records shall inform the individual in writing that one more absence will be considered poor attendance and will result in the revoking of voting privileges.
4. Regaining Lost Voting Rights
 - a. Any individual must attend three consecutive General Assembly meetings in order to regain lost voting rights.

Section D. Termination of Membership

1. If a General Assembly Member or representative from a Residence Hall or On-Campus Apartment council moves off campus, their membership shall be terminated.

ARTICLE III Officers

Section A. Elected Officers

1. The Executive Board of the RHA shall consist of the following positions in order of succession:
 - a. President
 - b. Vice President
 - c. National Communications Coordinator (NCC)
 - d. Director of Records
 - e. Director of Programming
 - f. Director of Public Relations
 - g. Director of Philanthropy and Inclusion
2. Members of the Executive Board shall have the following responsibilities:

- a. Attend all regularly scheduled meetings of the Executive Board and General Assembly.
 - b. Maintain at least two regular office hours per regular school week.
 - c. Be knowledgeable and uphold the Constitution of RHA and Robert's Rules of Order.
 - d. Meet with the President or Vice-President at least once per week.
 - e. Maintain regular meetings with respective RHA advisors.
 - f. Act as a Liaison for one or more Leadership Councils functioning on WMU's campus, throughout their term. Attendance should be expected by the Graduate Assistant.
 - g. Create Transitions reports for the newly elect executive board members.
3. The Executive Board shall have the following powers:
- a. The authority to spend up to \$200 every week from the General Budget without approval of the GA as necessary.
 - b. In cases of emergency, during school recesses, summer sessions, the elected Executive Board, by unanimous vote, may act on behalf of the GA at any time. Such action shall be considered by the GA as its first order of new business at its next meeting.
 - c. The authority to make binding interpretations of this Constitution by simple majority vote of 50% +1.
 - d. The Executive Board decides what is placed on the initial agenda.
 - e. Initiate the removal procedures upon those persons who have not fulfilled their job descriptions in conjunction with this Constitution.
4. President of Residence Housing Association shall:
- a. Act as spokesperson and primary representative of the residents of WMU Residence Halls, on-campus apartments, and the RHA.
 - b. Represent the RHA at special functions of the WMU administration, other organizations, or of the community that require representation, or send a RHA member in their place.
 - c. Maintain active communication with the Office of Residence Life, Office of Student Activities and Leadership Programs, and other organizations and departments.
 - d. Secure a weekly meeting location for the GA and Executive Board meetings
 - e. Call and preside over all regular and special meetings of the Executive Board and GA.
 - f. Review documents affiliated with the RHA.
 - g. Review and sign all Assembly-passed legislation.
 - h. Establish special committees with the approval of the GA.
 - i. Have co-signatory power over all RHA accounts.
 - j. Assume temporarily the duties of any vacant Executive Board or RHA Liaison positions, or temporarily delegate these duties.
 - k. Organize and establish the meeting agenda of the GA.
 - l. Serve as a consultant and resource to Leadership Councils.
 - m. Coordinate the RHA Elections.
 - n. Create bi-weekly progress reports of the organization and executive board with the Vice President. These are to be submitted to the advisors.
 - o. Attend financial workshops for financial matters set up by the WMU.
5. Vice President (VP) shall:
- a. Assume the duties of the President in their absence.
 - b. Coordinate RHA fall and spring leadership expositions.
 - c. Coordinate the annual RHA/NRHH Recognition banquet in collaboration with NRHH.
 - d. Collect and distribute transition reports from the outgoing Executive Board to the incoming Executive Board.
 - e. Report weekly to the President on happenings of the position and on the status of RHA as a whole.
 - f. Prepare the operating budget and present it for GA approval by the third meeting of the GA during the fall semester.

- g. Maintain a current RHA budget according to the standard practices of the office of Residence Life.
 - h. Send once a month the current RHA budget made according to the standard practices of the Office of Residence Life to all of the Executive Board members and to Residence Life by the last day of every month.
 - i. Maintain a current RHA budget in line item form to be presented to the GA at the first General Assembly meeting of each month.
 - j. Have co-signatory power over all financial accounts of the RHA.
 - k. Handle all approved transfers of money between university accounts and the RHA.
 - l. Keep and store a copy of all financial documents in the RHA storage room for a minimum of 5 years.
 - m. Prepare and present the Request for Budget Allocation Guidelines (RBA) for the GA.
 - n. Review and verify the accuracy of all receipts from RHA sponsored programs or events before money is transferred.
 - o. Attend financial workshops for financial matters set up by the WMU.
 - p. Create bi-weekly progress reports of the organization and executive board with the President. These are to be submitted to the advisors
 - q. Maintain Swipe Access for the Student Organization Center (SOC) for Executive Board Members.
6. National Communications Coordinator (NCC) shall:
- a. Act as RHA Parliamentarian.
 - b. Abide by all guidelines set forth in the GLACURH, and NACURH governing documents.
 - c. Select and prepare the delegation for the GLACURH and NACURH Conference.
 - d. Attend/send a proxy to all business meetings.
 - e. Re-affiliate RHA with, GLACURH, and NACURH.
 - f. Work with the Director of Philanthropy and Inclusion to develop and implement a philanthropy plan for the GLACURH and NACURH.
 - g. The NCC will transition the NCC-elect in business at No Frills business meeting.
7. Director of Records shall:
- a. Maintain a record of attendance for all GA and Executive Board Meetings.
 - b. Create voting placards to differentiate between the Executive Board, members of the GA, Representatives, and Liaisons.
 - c. Inform all general assembly members of their second absence.
 - d. Record the minutes of all GA and Executive board meetings.
 - e. Send out the GA meeting minutes to the Executive Board, Advisors, and GA members within 24 hours of the meeting and all Executive Board meeting minutes to the Executive Board and Advisors within 24 hours of that meeting.
 - f. Create, and maintain a list of relevant contact information of the Executive Board and GA members.
 - g. Update and maintain all of the RHA's governing documents.
 - h. Ensure that a copy of all of RHA's governing documents are available in the RHA office.
 - i. Make available electronic versions of important RHA documents, such as the RHA Constitution, RHA funding guidelines, RHA minutes, etc.
 - j. Keep and maintain an inventory of office and storage room supplies at the end of the month and report it back to the Executive Board.
 - k. Maintain and post a list of Executive Board office hours in accordance with the SALP rules.
 - l. Send General Assembly reminders on a regular basis to representatives.
 - m. Take, collect, and organize a photo, video, digital photo, etc. and archive RHA actions, activities, achievements and history throughout the existence of the organization.

- n. Prepare a slideshow at the end of the year of the actions, activities, accomplishments, etc. of RHA for that school year.
8. Director of Programming shall:
 - a. Act as Chair of all RHA programming and events such as Winter Break Strikes Back.
 - b. Develop different programs throughout the year.
 - c. Submit at the summer Executive Board retreat, a tentative Programming Schedule for the upcoming academic year.
 - d. Work with Director of Public Relations to publish and update the RHA office calendar and website with program dates, times and locations.
 - e. Work with the Director of Public Relations to create recruitment events
 - f. Develop and implement a promotional plan for programming events.
 - g. Recruit volunteers as needed for major programming efforts.
 9. Director of Public Relations shall:
 - a. Develop and implement a semester long marketing plan.
 - b. Maintain regular communications with Leadership Councils.
 - c. Work with the Director of Programming to create recruitment events.
 - d. Oversee RHA participation in Orientation, Fall Welcome Week, Bronco Bash, and Western Warm-Up events.
 - e. Oversee t-shirts and other promo items
 - f. Work with the Director of Records to take, collect, and organize a photo, video, digital photo, etc. archive of RHA actions, activities, and events throughout the year.
 - g. Develop, implement, and maintain, the RHA website and other social media on upcoming programs, projects and GA meetings.
 - h. Be in contact with other RSO's to spread the word of programs RHA is hosting.
 - i. Work with the executive board members to develop a semester long marketing plan for RHA programs, philanthropy projects, and leadership conferences throughout the school year including all official breaks.
 - j. Be responsible for advertising all RHA programs and events.
 10. Director of Philanthropy and Inclusion shall:
 - a. Develop a fundraising schedule for the year.
 - b. Schedule and plan volunteer efforts on behalf of the organization.
 - c. Oversee RHA's participation for Welcome Week such as Bronco Buddies, Fall Welcome volunteers, etc.
 - d. Recruit volunteers as needed for major philanthropy events.
 - e. Act as principal contact person for all RHA philanthropy events.
 - f. Develop and implement a semester marketing plan for fundraising activities.
 - g. Work with the NCC to develop and implement a philanthropy plan for the GLACURH and NACURH philanthropy.
 - h. Oversee the executive board and general assembly to promote and ensure an environment of inclusion and openness of all ideas and identities.
 - i. Have Access to all social media accounts and website to promote upcoming philanthropy projects and events.
 - j. Develop and implement a diversity and inclusion plan for the school year including, but not limited to, one diversity-themed event per semester.
 11. Elect Positions
 - a. Elect positions are required to attend meetings of the executive board; exceptions may be granted for prior time commitments.

- b. Elect positions may concurrently serve as any position at WMU prior to the beginning of their official term.
- c. All Elect positions shall take full title and responsibility for their elected positions at the close of the annual RHA/NRHH Recognition Banquet excluding the NCC.

Section B. Qualifications for Holding Office

- 1. Must be an on campus resident.
- 2. Officers must resign their Executive Board position in RHA immediately if they move off campus.
- 3. Must be in good academic standing with Western Michigan University.
- 4. Academic Requirements
 - a. Members of the Executive Board must maintain a 2.3 cumulative GPA.
 - b. If a Board Member's GPA drops below the requirement the board member shall be put on probation.
 - i. Probation
 - 1. The student on probation and the advisor(s) shall come to a consensus on an academic plan for the entire semester that will contain, but not be limited to, the following:
 - a. The attendance of business meetings, conferences and RHA sponsored events.
 - b. The actions the individual will take to return to good academic standing with RHA.
 - c. A mid-semester progress report from instructors.
 - d. The definition of "failure to meet the academic plan."
 - 2. The person on probation shall not be allowed to fulfill their constitutional duties until a consensus on the academic plan is reached.
 - 3. The consequences of "failing" to meet the academic plan shall result in the advisors advising the student to resign. If the student does not resign, the advisor(s) will submit a letter recommending the impeachment of the student to the President, or in the case of the President, the Vice President.
 - c. Any person with a cumulative GPA below 2.3 shall not be allowed to run for any Board Position.
- 5. The President and National Communications Coordinator shall be required to have at least one year of experience as a member of the General Assembly of RHA and attend at least one national or regional conference (i.e. GLACURH or NACURH).

Section C. Selection of Officers

- 1. Regular elections for the Executive Board, except NCC-elect and President-Elect, shall start within a week of Resident Assistant applicants being informed of their acceptance, wait-listing, or rejection of the position.
- 2. The NCC and President Elections shall always take place mid to late January so that both elected positions may attend Regional Business Conference.
- 3. In the event that there are less than three GA meetings before the Banquet, elections will start being held three GA meetings before the banquet.
- 4. Any person with 2.3 Cumulative GPA may run for a Board Position; however, if their cumulative GPA is below a 2.3, for 2 consecutive semesters, the person must resign.
- 5. Residents of the WMU Residence Halls and On-Campus Apartments wishing to be placed on the ballot shall be nominated by members of the GA or by themselves with a second by a GA member.

6. The Director of Records shall be responsible for informing nominees of the constitutional duties of a position when nominated.
7. Prior to elections. If found not meeting one or more requirements, that individual will be notified via an Advisor, President, or Vice President.

Section D. Election Process

1. Elections will consist of
 - i. five-minute presentation;
 - ii. followed by a five-minute question and answer, with extensions up to five minutes;
 - iii. followed by a discussion;
 - iv. followed by a vote
2. Voting for elections shall occur via paper ballot during the specified GA meeting and must be a simple majority vote
 - a. A simple majority vote is defined as 50% + 1.
3. For each election the GA may choose to write down
 - i. the name of the candidate who will be best fit for the position.
 - ii. “no” if neither candidate is eligible for the position.
 - iii. or “abstain” if the voter has a bias opinion of the candidates.
4. An individual may not be elected to multiple positions during the general election.
5. Those elected will officially take office at the close of the RHA/NRHH Recognition Banquet excluding NCC.

Section E. Filling Vacancies

1. A simple majority vote is required to fill vacancies in the Executive Board not provided by regular elections.
2. Should any Executive Board position, with the exception of President, become vacant at some point between the first meeting of the fall semester and the first week of April, the position will be filled by simple majority vote of the GA.
3. Should the office of President become vacant, the Vice President, or next in line of order of succession, shall become President and the Vice President position shall be filled by vote of the GA.
4. The President can choose to appoint anyone to the vacant position if the President feels they are qualified for the position.
 - a. The President must receive a verbal acceptance from the appointee, and receive a simple majority for approval from the Executive Board before being brought to the GA.
 - b. A notification of the appointee must be made known to the GA the following week and the voting process will begin.
 - c. The vacancy will be filled by a simple majority vote. If the vote does not pass, normal procedures of filling a vacancy will proceed.
5. If the appointee is not approved by either the Executive Board or the GA,
 - a. Then notice of such position vacancy shall be given at the first GA meeting immediately following said vacancy.
 - b. A period of no more than one week shall be given for Leadership Council representatives to take such notice back to their respective councils.

- c. Nominations for the vacancy shall take place at the next GA meeting, and nominations and election for the position shall take place at the following GA meeting.
- d. Further nominations and the actual election for the position(s) shall take place at the following GA meeting. The vacancy will be filled by a plurality vote.

Section E. Compensation

1. Each Executive Board member will be awarded compensation with a bi-weekly paycheck through Residence Life.
2. The amount of compensation each Executive Board member will receive shall be determined by Residence Life before they are sworn into office at the RHA/NRHH Banquet.
3. The compensation will be given during the Fall and Spring semesters that the Executive Board member is in office with exception to elect officers.
4. If a position is filled after the start of a semester, they will receive a remainder of the amount decided by Residence Life. This remainder will be decided by the bi-weekly payments remaining.
5. If an Executive Board member resigns or is removed from office, payment will stop immediately.
6. As per the Affordable Care Act (2013), Executive Board Members may only work 25 cumulative hours per week at an on-campus job, including RHA.
7. In order for an Executive Board Member to be compensated, they must meet the hiring requirements set by the University.

Section F. Removal from Office

1. Charges for removal may be filed against any Executive Board member of the RHA for either malicious or negligent acts against the organization and/or a failure to fulfill constitutional duties.
 - a. Failure to attend any combination of two unexcused meetings per semester shall be considered as grounds for removal of office.
2. The charges and accompanying evidence must be filed in writing with the President. If the charges are against the President, the evidence shall be filed with the Vice President. Those initiating the proceedings must be identified in the letter.
 - a. The President and Advisors hold the right to issue written warnings for any violation of constitutional duties. After an elected officer has received notice of written warning the written warning will remain on the officer's record for the duration of their term in office.
 - i. If the President is not fulfilling constitutional duties the Vice President and the Advisors can follow the above procedure.
 - b. Written warning procedure can be forgone if the president with the support of the advisors find the offense warrants impeachment.
3. Upon receipt of the removal charges, the President (or Vice President) will discuss the charges with the Advisors and determine whether the accused is in violation of the constitution.
4. If the charges are found legitimate for removal from office, the President (or Vice President) must contact the accused to inform them in writing through the on-campus mail and the University email system of the allegations, and allow the accused to review the evidence.
5. Correspondence shall be sent within 3 business days. The allegation sent will not identify who filed the charges.
6. After correspondence has been sent, the accused shall have no less than 7 business days to prepare a defense.
7. The charges and defense shall be presented to the Executive Board at its next meeting following the defendant's deadline to prepare their defense.
8. A secret ballot vote of the Executive Board resulting in a simple majority is required to remove a member from office.
9. If removed from office, the individual must wait a year before qualifying to run for any E-Board position.

ARTICLE IV

Finances

Section A. On-Campus Accounts

1. RHA will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.
2. All money that is collected throughout the year will be deposited through Western Michigan University's cashiering department and will follow the regulations set up by Residence Life.

Section B. Financial Policy

1. RHA's financial books and records will be audited at least once a year.

Section C. Disposition of Non-University Funds in the Case of Inactivation

1. If RHA were to dissolve or become inactive, all Non-University funds will be given to Residence Life.

ARTICLE V

Statement of Compliance

The Residence Housing Association will comply with all SALP and University policies, procedures, and practices and all local, state, and federal law.

Section A. Reactivation

1. The President of RHA will be designated to complete and follow through on the annual reactivation process as set forth by SALP.

ARTICLE VI

Meetings

Section A. Frequency of Meetings

1. Meetings of the Executive Board
 - a. Members of the Executive Board shall meet no less than once every week during the fall and spring semesters to discuss the affairs of RHA.
 - i. The President shall chair meetings of the Executive Board.
 - ii. Each member of the Executive Board shall have one vote within the Executive Board. The President may vote only in case of a tie.
 - iii. The RHA advisor(s) must attend meetings of the Executive Board and participate in its discussions, but have no voting rights on the Executive Board.
 - iv. Any member of the RHA may attend the meetings of the Executive Board and participate in its discussions, but have no voting rights on the Executive Board. The Executive Board, at its discretion, may elect to close a meeting to non-Executive Board members.
2. Meetings of the General Assembly
 - a. Members of the GA shall meet weekly during the fall and spring semesters, except when school is not in session or specified by the Executive Board members.

Section C. Parliamentary Authority

1. RHA shall operate under Robert's Rules of Order, Newly Revised at President's discretion or if needed.

ARTICLE VII

Advisors

Section A. Advisor Responsibilities

1. Advisors shall work with RHA by attending each Executive Board and General Assembly meeting.
2. Advisors shall check grades and disciplinary standing at the end of every semester and during elections for all candidates.

Section B. Advisor Qualifications

1. All advisors should be faculty or staff members of Western Michigan University.

Section C. Selection of Advisors

1. Residence Life shall be responsible for selecting RHA advisors.

Section D. Request for Removal

1. If an advisor is not fulfilling their advisory duties or seems unfit for the position as agreed upon by the Executive Board, a letter of request for removal shall be sent to Residence Life.

ARTICLE VIII

Amendments

Section A. Constitution

1. Presentation to the Executive Board
 - a. All amendments to the constitution must be brought to the Executive Board meeting prior to presenting to the GA. The Executive Board must vote on a majority for the amendment to be brought to the GA. It must be written in proper legislative format, else, the legislation will not be considered.
2. Presentation to the General Assembly
 - a. With approval of the Executive Board, the legislation may be presented in written form to the entire GA. To present the legislation it must be brought to the floor by majority vote of the GA. The presentation format will be as follows:
 - i. Five (5) minutes presentation
 - ii. Five (5) minutes question and answer
 - iii. Five (5) minutes discussion (all times are not extendable)
3. Postpone
 - a. The legislation must be postponed until the next GA meeting.
4. Second meeting presentation
 - a. The legislation can be presented to the GA again with a valid motion, as it can be left postponed for more than one week, with any modifications made. The presentation format will be as follows:
 - i. Five (5) minutes presentation. Presentation is only a read-through of the legislation.
 - ii. Five (5) minutes question and answer
 - iii. Ten (10) minutes discussion
 - iv. Question and answer, and discussion, are time extendable.
5. Voting
 - a. Only registered voting members of the GA are allowed to vote. A two-thirds (2/3) majority is required for legislation to pass. Consent may not be called.
 - b. Voting may be in either a hand vote or a written vote. If there is a hand vote the GA member has the choice of “Yay”, “Nay”, or “Abstain”. If there is a written vote the GA member may write “Yes”, “No”, or “Abstain”.
 - c. Voting can also be done by ballot with check marked ballots of “Yes”, “No”, or “Abstain” with the ballots sheets being that are printed out prior to the meeting.
6. Updating
 - a. The Director of Records is responsible for updating the constitution, making copies available for the public, and to pass it to the Director of Public Relations for posting on the RHA website.

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