

RHA Constitution

CSU Channel Islands Residence Hall Association Constitution

Preamble

In order to provide the Residents living in the Residence Halls of California State University Channel Islands with a voice in determining activities, procedures, and programs of student housing, build community, and to inform consistent and constructive procedures in all matters relating to Housing & Residential Education, hereinafter referred to as HRE, and the Residence Hall Association, is hereby established.

Article I: Name

Section I: This organization shall be known as the Residence Hall Association of California State University Channel Islands, hereafter referred to as the RHA.

Article II: Purpose

- Section I: RHA shall provide a representative body of residents with authority to recommend standards and procedures on behalf of resident students and act as a liaison between HRE administration and the residents for the betterment of the CSU Channel Islands residents.
- Section II: RHA shall initiate, implement, and coordinate programs designed to enhance the educational, social, cultural, and recreational experience of the Residence Hall students.
- Section III: RHA shall organize and promote participation in events and activities of California State University Channel Islands and affiliated organizations.
- Section IV: RHA shall keep all residents in Housing up to date on all campus events.

Article III: Affiliation

Section I: RHA shall operate according to the regulations and policies of California State University Channel Islands, the Constitution of the Associated Students of California State University Channel Islands and in compliance with all local, state, and federal laws.

Article IV: Nondiscrimination

Section I: RHA shall not discriminate on the basis of age, race, color, religion, gender, sexual orientation, national origin, ancestry, disability, veteran status, political affiliation, or any other category in which discrimination might be possible.

Article V: Anti-Hazing Standard

Section I: RHA does not permit any form of hazing. Hazing can be defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, or other controlled substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Article VI: Members

- Section I: All licensed Student residents of Housing & Residential Education have the opportunity to become floor representatives for RHA.
- Section II: There shall be no floor representative of RHA that is not a licensed Student resident of Housing & Residential Education
- Section III: The voting members of RHA shall be the elected representatives of each floor in the Residence Halls (floor representatives).
- (a) Each floor representative must be determined at the beginning of each academic year through a floor election on the floor in which they reside.
 - (b) The names of the floor-elected RHA representatives must be submitted by the Resident Advisor of each floor to the RHA Director of Administrative Services prior to the first general meeting of the semester.
 - (c) An RHA floor representative may not hold a position on the RHA Executive Board.
 - (d) A Resident Advisor or RHA Executive Board member may not be an RHA floor representative.
 - (e) All RHA floor representatives should attend the RHA meetings or send a proxy in his or her place if possible.
 - (f) All RHA floor representatives are required to serve on at least one year round committee and a one-time event committee for the academic year.

Article VII: Executive Board Members & Their Respective Responsibilities

- Section I: The Executive Board of RHA shall consist of the President, Vice President, Director of Administrative Services, Director of Finance, Director of Public Relations, Diversity Chair, Health and Wellness Chair, Programming Chair, and the Advisor(s).
- a) The Executive Board must reside in the residence halls.
 - b) The Executive Board must be in good judicial, financial, and academic standing as determined by Housing and Residential Education and the university.
 - c) The Executive Board is required to work a number of hours that is predetermined by the RHA President and Advisor(s).
- Section II: The President shall:
- (a) Uphold the RHA Constitution.
 - (b) Preside at all regular and special meetings.
 - (c) Seek the aid of the Advisor(s) in matters of policy, standards, procedures, or any other areas as needed.
 - (d) Endeavor to unify the membership.
 - (e) Be the official representative and spokesperson of RHA.
 - (f) Determine the agenda for each meeting.
 - (g) Be responsible for the proposed agenda.
 - (h) Appoint RHA members to outside committees as needed.
 - (i) Serve as the tiebreaker of any ties in executive board votes.
 - (j) Be in charge of coordinating the RHA Retreats.
 - (k) Attend all conferences.
- Section III: The Vice President shall:
- (a) Assume the duties of the President in time of absence or disability.
 - (b) Serve as ex-officio chairperson of all committees.
 - (c) Uphold and keep the Constitution up to date.
 - (d) Appoint chairpersons and members of all committees with the assistance of the Executive Board.
 - (e) Keep an accurate file of all committee reports.
 - (f) Appoint Assistant Vice President in times of need to:
 - i. Perform and assist duties of committee chairpersons and the current Vice President to fulfill committee obligations.
 - (g) Oversee the election process
 - (h) Represent the best interests of CSU Channel Islands, RHA, NRHH, and HRE for all national, regional, and local organizations and conferences.
 - (i) Serve as the liaison between RHA and NRHH.
 - (j) Provide final interpretation of the constitution.
 - (k) Complete the annual affiliation process for NACURH in coordination with the CI RHA president, CI

NRHH director, and advisor(s).

- (l) Request Resource File Index as needed.
- (m) Recruit, select, and train delegates for conferences as needed.
- (n) Required to sit on at least one divisional and RHA committee, as determined and needed by the advisor(s).
- (o) Coordinate and manage the care package program facilitated with RHA.

Section V: The Director of Finance shall:

- (a) Assume the duties of the Vice President in time of absence or disability.
- (b) Keep an accurate file of RHA's transactions.
- (c) Report to each regular meeting the financial situation of RHA.
- (d) Make financial transactions for RHA with the floor representative's approval.
- (e) Will handle the organization and dispersion of dolphin dollars.

Section VI: The Director of Administrative Services shall:

- (a) Notify all members of all regular and special meetings.
- (b) Keep accurate files of all correspondence.
- (c) Call the roll and keep accurate record of the attendance at all regular and special meetings.
- (d) Take minutes at all regular and special meetings.
- (e) Keep an accurate file of all submitted legislation.

Section VII: The Public Relations Chair shall:

- (a) Promote and market programs initiated by RHA.
- (b) Promote and market any programs that are co-sponsored by RHA.
- (d) Update and manage all social networking sites owned by RHA (Facebook, website, and the blog).
- (e) Create and aid in the recruitment of new members to RHA.
- (f) Keep accurate virtual records of RHA events.
- (g) Organize and distribute the care packages to residents.
- (h) Be appointed to the position through an interview process by the advisor and RHA President serving at time of application.

Section VIII: The Programming Chair shall:

- (a) Serve as a co-chair for all programming by RHA, including but not limited to: Bridge the Gap, Thanksgiving Dinner, Collide, Bigs and Little's Weekend, and Spring Gala.
- (b) Lead the coordination and facilitation of Housing Hoedown.
- (c) Be responsible for any additional small scale programming to promote community within the residence halls and Housing & Residential Education.
- (d) Serve as a programming consultant for other Housing & Residential Education initiatives.
- (e) Be appointed to the position through an interview process by the advisor and RHA President serving at time of application.

Section IX: The Diversity Chair shall:

- (a) Be responsible for the coordination of any and all diversity education in Residential Education within the scope of RHA.
- (b) Lead the coordination and facilitation of Bridge the Gap in conjunction with the Coordinator of Community Programs.
- (c) Be responsible for recruiting a diverse representative general board.
- (d) Be appointed to the position through an interview process by the advisor and RHA President serving at time of application.

Section X: The Health and Wellness Chair shall:

- (a) Be responsible for coordination of any and all promotion and education for health and wellness.
- (b) Lead the coordination and facilitation of Late Night Dodgeball.
- (c) Be appointed to the position through an interview process by the advisor and RHA President serving at time of application.
- (d) Will always lead by example in promoting good health practices on campus.

Section XI: The Advisor(s) shall:

- (a) Oversee all RHA activities.
- (b) Ensure that RHA adheres to University policy and HRE standards and procedures.

Section X: Each Executive Board member must be a full time student earning 12 units per semester at CSU Channel Islands and shall maintain a minimum 2.50 cumulative and semester grade point average. GPAs will be checked by the Advisor(s) each semester in office. If, at the end of a semester, an Executive Board member does not maintain a cumulative and semester GPA of 2.50, or they do not maintain 12 units per semester at CSU Channel Islands, they will be immediately removed from office.

Article VIII: Elections

Section I: The election process is roughly six weeks long.

- (a) Advertising for the positions will begin towards the last week of February.
- (b) Nominations will occur during the last general board meeting of March.
- (c) In order for an individual to run for a position, they must apply for the position.
- (d) Campaigning will begin two weeks after nominations.
- (e) Elections will occur during the second General Board Meeting of the campaign.
- (f) Results will be announced two weeks prior to the last meeting.
- (g) Shadowing will occur throughout the last two meetings of the semester.
- (h) Elections will be facilitated by the Vice President as stated in the position description.

Section II: The applicants of the election shall:

- (a) Create a bid describing their goals and qualifications for the office.

Section III: Each Executive shall have a one-year term and elections shall occur at the end of that term each Spring. Terms begin at the start of training before the academic school year.

- (a) If an Executive Board position is unfilled at the start of an academic year a person shall be chosen to finish the term by the voting members of the general board through a special election.
- (b) A special election must occur within the timeframe of two general board meetings. Interested candidates will ask the RHA advisor for the application and platform for the vacant position and complete before the subsequent executive board meeting. Interested parties will be notified of their candidacy and the election process within 48 hours after the executive board review. At the next general board meeting, the election will take place after all business has been covered. If multiple positions are open, the election will go in order of succession. Candidates for each position will read their platform and exit the room if there are multiple candidates. Voting will take place via secret ballot after each position has been completed. There must be a five-minute-long MINIMUM Question and answer segment for each candidate unless the general board has no questions. Votes will be tallied by the election facilitator and advisor after each position. Candidates will be notified of the results with 24 hours, and pending acceptance, the general board will be notified within 48 hours of the vote. In the case of a tie, another will be conducted at the general board election meeting. In the case that no winner is determined within three re-votes, the remaining executive board members will vote via secret ballot on the candidates.

Section IV: If the office of the President becomes vacant without advance notice:

- (a) The Vice President will become acting President for the remainder of the term.
- (b) If the Vice President does not wish to fill the role, special elections may be held to fill the role.

Section V: If the office of the President is vacated with advance notice, a special election will be held two weeks before the President resigns.

Section VI: During elections, the highest Executive Board member as determined by their constitutional order who is not running for another position will preside over the meeting.

Article IX: Midterm Appointments

Section I: If a previously filled elected position (e.g. President, Vice-President, Director of Administrative Services or Director of Finance) becomes vacant for any reason during the Academic Term, the RHA Executive Board shall be empowered to fill said vacant position.

Section II: The vacancy shall be announced at the next available General Board meeting and interested candidates should give their names to the Vice-President.

- (a) All applicants in good standing will be considered at the next available Executive Board meeting.

Section III: Following review the Executive Board shall vote during the Executive Board meeting via secret ballot to appoint a candidate to fill the vacant position.

- (a) Candidates will be notified of the results within 24 hours and the General Board shall be notified

within 48 hours of the vote.

Article X: Meetings

- Section I: Regular meetings of RHA shall be held in accordance with Robert's Rules of Order, Newly Revised.
- Section II: Quorum shall be defined as a simple majority of the total voting membership.
- Section III: Special meetings may be called by the President. Each member will receive a written notice of the meeting at the address on file with the Director of Administrative Service or be informed directly by an Executive Board member at least one day prior to the meeting.
- Section IV: All General meetings shall be open and visitors shall be welcome unless two-thirds (2/3) of the members in good standing present vote to close the meeting.
- Section V: The members of RHA shall not vote on nor propose any legislation during a closed meeting.
- Section VI: Executive Board members shall be allowed to present proposals when they are named on the agenda, but shall be allowed to vote.
- Section VII: Any RHA Executive Board member missing two consecutive meetings, or four meetings total, is grounds for automatic removal from office. The removal will be determined through a meeting with the RHA Advisor and President.
- Section VIII: Motions dealing with amendments and the removal of Executive Board members or floor representatives will require a two-thirds majority vote of two thirds of the total voting membership. Other motions not listed above will require a simple majority vote of the quorum to pass.
- Section IX: RHA General meetings shall occur bi-weekly at a time, day, and location convenient to its floor representatives, except during the week prior to and of final examinations unless otherwise specified by the President of RHA. Meeting time, place, and location will be specified by the President in conjunction with the Executive Board and RHA floor representatives.
- Section X: RHA Executive Board meetings will occur weekly on the opposite weeks where the General Meetings do not occur or as decided on by a majority vote of the executive board. All meetings are held at the same time and day, but alternate between Executive Board and General meetings.

Article XI: Impeachment

- Section I: Proposals of impeachment against floor representatives or Executive Board members may be brought forth by any member at any time, provided that the Executive Board member or floor representative is notified of the impeachment in writing twenty-four hours before any public action is taken.
- Section II: Proposals must be submitted to the RHA Advisor, who will then form an ad hoc committee of no less than three RHA general or executive members, excluding the author of the proposal and the member in question.
- Section III: Causes for impeachment include failure to fulfill the duties of office, abuse of powers of office, misrepresentation of RHA, improper use of RHA budget, or any other actions not in keeping with the expectations of an RHA floor representative or Executive. The committee is charged with determining if there is cause for impeachment and basing their recommendation to RHA on these criteria.
- Section IV: After investigation, the committee must make its report at a regularly scheduled executive or general board meeting.
- Section V: The impeachment hearing shall be the first order of business on the meeting's agenda and the meeting will be run as determined by the highest ranking Executive Board member not under impeachment and not on the ad hoc committee.
- Section VI: A two-thirds (2/3) majority vote of voting members is necessary to remove the Executive. The result is immediate.
- Section VII: Impeachment is not necessary to remove a member who cancels their license agreement or whose license agreement is revoked by HRE.

Article XII: Amendments

- Section I: In order for an amendment to be proposed, it must first be submitted for review to the Executive Board. Upon approval of the Executive Board, the amendment may be proposed at the next general board meeting.
- Section II: A submitted amendment must be tabled by RHA for a period of no less than seven days, at which time members are expected to seek the opinion of their Executive/RHA floor Representatives. Amendments

must be ratified by a two-thirds (2/3) vote of the voting members.

Section III: Amendments to the Constitution become effective immediately upon adoption.

Article XIII: Financial Records

Section I: All of the financial records of this organization shall be kept in the RHA office and shall remain there unless removed from that office by the Director of Finance or by one of the Advisors.

Section II: No one shall be denied access to these records as long as at least one member of the RHA Executive Board is present to ensure security and understanding of these records.

Section III: The RHA Fiscal Year shall run from August 1st to May 30th.

Section IV: The Advisor(s) shall keep accurate financial records of all transactions and submit them to the Director of Finance no later than one week after each transaction.

Article XIV: Committees

Section I: Committee duties are given below. Subcommittees may be formed at the chairperson's discretion.

- (a) Committee chairs shall be responsible for holding meetings at least twice a month and designating a time and location with the consultation of the RHA Vice President.
- (b) Committee Chairs shall submit Expenditure Requests to the Director of Finance to be reviewed and voted on by the General body for approval.

Section II: The Executive Board will chair one committee from each of the following sections and committee members will consist of RHA floor representatives:

- (a) Campus Collaborations – Serve as the working group for any programmatic collaborations with outside organizations, including, but not limited to Student Programming Board, the Program Assistants, and Block Party.
- (b) Finance – To help the organization collect monetary funds for future RHA events, scholarships, donations, and other charitable events. Part of the responsibilities of the Finance committee is Dolphin Dollars--a program designed to encourage quality academic performance, allowing students to purchase essential school items using Dolphin Dollars that they have earned during the semester.
- (c) Advocacy: Serve as a working group and the voice of the residents. Responsibilities of the advocacy committee include, but are not limited to: working with Hospitality Services and University Glen to address food concerns, research the issues that arise during New Business, and serve as an outlet to address the needs of off-campus or non-residential students.
- (d) Community Service - Designed to offer students the opportunity to give back to the community through organizations such as Relay for Life, Penny Wars, Casa Pacifica, etc.

Section III Solo Events

- (a) Spring Gala - A formal dance held each year usually in April to celebrate the success of the academic school year. A theme is picked each year by the housing body with music and food provided by the committee.
- (b) Bigs & Little's - A day and a half long event usually held in March where students can bring a younger friend or relative to participate in a variety of activities that happen throughout the weekend. The littles are allowed to stay in the residence halls the first evening to build their relationship with their big.
- (c) Thanksgiving Dinner – A traditional Thanksgiving dinner designed to raise awareness about food shortages while collecting canned goods for the local community.
- (d) Collide – A dance event combining mystical lighting with sound music variation to provide an evening of safe and fun dancing.

Section IV: Ad Hoc Committees shall:

- (a) Have a specific mission.
- (b) Exist for a designated period of time as designated by the RHA Executive board with a majority vote.
- (c) Not infringe on the duties of another committee.