

Residence Hall Association Constitution

California State University, Chico

Article I – Name

- A. The name of this organization is the California State University, Chico Residence Hall Association. We will be referred to as RHA, an affiliate of the Pacific Association of College and University Residence Halls, Inc., hereinafter referred to as PACURH, an affiliate of the National Association of College and University Residence Halls, Inc., hereinafter referred to as NACURH.

Article II – Purpose

- A. Consistent with the governing documents of PACURH and the Articles of Incorporation of NACURH, the purpose of RHA is to promote student intellect, emotional, social, physical, vocational, and spiritual welfare; to develop and facilitate educational, social, and philanthropic programs designed to promote the quality of life for students in residence halls.
- B. RHA will serve as a community-wide voice for all students residing in residence halls, in affiliation with California State University, Chico University Housing and Food Services.
- C. Community Councils will serve their individual communities and represent their interests to RHA.

Article III – Membership

- A. Any student living within University Housing and Food Service Residence Halls is a member of RHA. All members will receive equal representation.
- B. Only members who have paid the RHA fee may serve in the following positions; -Executive board members, Ex-Officio members, Community Council Executive Officers, -Community Representatives, or members of the Peer Conduct Review Board. Any of these members who have not paid the RHA fee will not be allowed to serve in any of the above positions until the fee is paid. During the time period in which the fee isn't paid all rights and duties as an officer or representative will be suspended.

Article IV – RHA Executive Board

- A. The RHA Executive Board consists of eight (8) Executive Board Members: President, Vice President (VP), National Communications Coordinator (NCC), Diversity Director, Marketing Director, Recognition Director, Spirit Director, and Sustainability Director.
- a. All Officers will:
- i. Live in University Housing Residence Halls during their term of service
 - ii. The President and Vice President will begin service in an “in-waiting” capacity after the spring election and will take over full responsibility at the conclusion of the spring semester in which they were elected. Their term will end at the end of the following spring semester.
 - iii. The National Communications Coordinator will serve in an “in-training” capacity after they are appointed and will take over full responsibility at the conclusion of the NACURH following their appointment and will end at the conclusion of the next NACURH.
 - iv. The Directors’ service will begin after they are appointed in the Fall and will continue until the conclusion of the spring semester.
 - v. Have the right to vote on any motion or action item during both Executive Board and General Meetings.
 - vi. Attend all required RHA General and Executive Board meetings, activities, events, and programs.
 - vii. Not be able to serve as a member of any Community Council Executive or General Board or as a representative for their community.
 - viii. Have to attend meetings with at least 1 Advisor as defined in their position description.
 - ix. Undergraduate Officers must be enrolled in 9 units or more at California State University, Chico and maintain a cumulative GPA of 2.3 or higher. Graduate and credential incumbents must earn 3 semester units per term while holding office and maintain a cumulative GPA of 3.0 or higher.
 - x. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students

holding more than this number of units will no longer be eligible for a RHA office position.

- xi. Be eligible to receive 1 unit of credit under the HCSV department when available.
- xii. Be eligible for priority registration for the spring semester.
- xiii. Prepare newly elected Executive Board Officers for their upcoming term.
- xiv. Additional duties as assigned.

B. The President's Duties

a. The President will:

- i. Attend Resident Leadership Council.
- ii. Preside over all Executive and General Board meetings.
- iii. Vote only in case of a tie.
- iv. Prepare agendas for Executive and General Board meetings.
- v. Attend RHA related activities.
- vi. Assist in the facilitation of LeaderShop and RHA retreats.
- vii. Represent the California State University, Chico residence life community to campus student organizations, community groups, local businesses, and other organizations or affiliated groups.
- viii. Appoint a temporary officer if any position is vacated. The appointed individual will only serve until a new officer is selected to fill the position by the RHA Executive Board.
- ix. Work with Advisor(s) to develop goals for the Executive Board.
- x. Submit an End of the Semester Report at the end of the fall and spring semester. The report should include a description of the past semester's events and programs, any Constitutional changes, any changes to the Executive Board, and the number of residents in attendance of all RHA events throughout the past semester. The report must be submitted to an Advisor by the end of the Friday after finals week.
- xi. Assist in the preparation of fall training for all Executive Board Members.
- xii. Meet with the Advisor every week.

C. The Vice President's Duties

a. The Vice President will:

- i. Attend Resident Leadership Council.
- ii. Fulfill the duties of the President when necessary.
- iii. Record and disperse all minutes from RHA Executive and General Board meetings.

- iv. Attend RHA related activities.
- v. Maintain and distribute minutes for RHA Executive and General Board meetings.
- vi. Work with the Advisor(s) to maintain the RHA budget.
- vii. Responsible for recruitment of RHA Executive Board members. The Vice President will organize spring elections as well as oversee the recruitment of an Officer in the case of a vacancy.
- viii. Keep a roster of all RHA Executive Board Officers, Community Council Executive Officers, and Peer Conduct Review Board members.
- ix. Meet with the Advisor every week.

D. The National Communications Coordinator's Duties

- a. The National Communications Coordinator will:
 - i. Attend Resident Leadership Council.
 - ii. Serve as the liaison between PACURH and/or NACURH and our organization.
 - iii. Attend all RHA Executive and General Board Meetings.
 - iv. Will serve as the parliamentarian during General Board Meetings.
 - v. Attend RHA related activities.
 - vi. Prepare all delegations for any PACURH and NACURH Conference RHA attends.
 - vii. Handle all communication between our University and other Universities.
 - viii. Inform other RHA members of bid, award, and recognition opportunities from PACURH and NACURH.
 - ix. Meet with the Advisor every other week.

E. The Diversity Director's Duties

- a. The Diversity Director will:
 - i. Attend Resident Leadership Council.
 - ii. Attend all RHA Executive and General Board Meetings as well as their assigned Community Council meetings.
 - iii. Attend RHA related activities such as trainings, All Community Council meetings and programs.
 - iv. Represent RHA in supporting on-campus diversity initiatives, organizations, and events.
 - v. Seek acceptance and safety in residence halls for underrepresented students through programming, initiatives, advocacy, and whatever means necessary.

- vi. Chair the Diversity Committee.
- vii. Meet with the Advisor every other week.
- viii. Attend UHFS Diversity Collateral Meetings.

F. The Marketing Director's Duties

- a. The Marketing Director will:
 - i. Attend Resident Leadership Council.
 - ii. Attend all RHA Executive and General Board Meetings as well as their assigned Community Council meetings.
 - iii. Attend RHA related activities such as trainings, All Community Council meetings, and programs.
 - iv. Represent RHA on the Student Advisory Panel.
 - v. Manage the RHA OrgSync portal and all social media accounts.
 - vi. Lead in promotion of RHA events and recruitment by developing marketing campaigns.
 - vii. Chair the Marketing Committee.
 - viii. Meet with the Advisor every other week.

G. The Recognition Director's Duties

- a. The Recognition Director will:
 - i. Attend Resident Leadership Council.
 - ii. Attend all RHA Executive and General Board Meetings as well as their assigned Community Council meetings.
 - iii. Attend RHA related activities such as trainings, All Community Council, meetings and programs.
 - iv. Community Council Coordinate with NRHH to support the OTM system and coordinate submissions from RHA members. If NRHH is inactive, coordinate submission of OTMs on the regional level.
 - v. Work with the Spirit Director to maintain morale within RHA membership through recognition initiatives.
 - vi. Chair the Recognition Committee.
 - vii. Meet with the advisor every other week.

H. The Spirit Director's Duties

- a. The Spirit Director will:
 - i. Attend Resident Leadership Council.
 - ii. Attend all RHA Executive and General Board Meetings as well as their assigned Community Council meetings.
 - iii. Attend RHA related activities such as trainings, All Community Council meetings, and programs.

- iv. Work with the Recognition Director to maintain morale within RHA membership through relationship building and pride building activities.
 - v. Organize Spirit week festivities.
 - vi. Chair the Spirit Committee.
 - vii. Meet with the advisor every other week.
- I. The Sustainability Director's Duties
- a. The Sustainability Director will:
 - i. Attend Resident Leadership Council.
 - ii. Attend all RHA Executive and General Board Meetings as well as their assigned Community Council meetings.
 - iii. Attend RHA related activities such as trainings, All Community Council meetings, and programs.
 - iv. Chair the Sustainability Committee.
 - v. Act as a liaison between University Housing and Food Services and Institute for Sustainable Development for all Sustainability related concerns, projects and initiatives.
 - vi. Support Sustainability Showdown and other Sustainability initiatives on campus.
 - vii. Through creative means, educate residents on sustainable practices and continually encourage sustainable living.
 - viii. Meet with the advisor every other week.
- J. The Advisor's Role
- a. The Advisor will:
 - i. Be a member of University Housing and Food Service staff.
 - ii. Attend RHA related activities.
 - iii. Oversee the budget along with the Vice President.
 - iv. Meet with each Executive Board Officer as determined by position descriptions.
 - v. Be responsible for ensuring that all Executive Board Officers meet all GPA requirements.
 - vi. Check to ensure all RHA Executive Board Officers, General Board Ex-Officio Officers, Community Council Executive Officers, Peer Conduct Review board members, Community Representatives, have paid the RHA fee.
 - vii. Assist and advise with the planning and development of programs and RHA events.
 - viii. Work with the President to facilitate and develop Leadership, RHA retreats, and develop goals for the RHA Executive Board.

- ix. Be responsible for any other duties deemed necessary.

K. Election Procedures

- a. The RHA Executive Board President and Vice president will be elected in the spring prior to their academic year of service during the last Community wide meeting of the month of April.
- b. The National Communications Coordinator will be appointed in the spring prior to their academic year of service by the incoming and outgoing President and Vice Presidents.
- c. Each Community Council will select 10 delegates to represent their community with full voting rights at the Community wide election meeting in April. Each RHA Executive Board Officer will also have voting rights.
- d. Elections will be conducted by secret ballot.
- e. All campaigning guidelines will be outlined in the RHA Executive Board Officer Application.
- f. The 5 Directors will be appointed in September of each year by the President, Vice President, and NCC after meeting all requirements for an RHA officer.

L. Appointment Procedures

- a. If any Executive Board position is vacated the Vice President will oversee the recruitment of new Officer(s).
- b. Any appointed Executive Board Officer must be approved with a majority vote of the current Executive Board.

M. Removal Of Officers

- a. Removal for failure to carry out the duties of office may occur by a 2/3 vote of the remaining Executive Board Members.
- b. If there is a concern that an officer is not fulfilling their duties, the following will occur:
 - i. The officer will be asked to meet with the remaining officers and advisor to discuss the areas of deficiency. If the officer does not attend this meeting, it will be considered the member wants to vacate the position.
 - ii. If the officer is able to continue in their position, the officer will be placed on probation and a contract will be created with additional expectations for the officer to complete in order to regain good standing.

- c. If an officer violates campus or University Housing Policy this will be removed from their position. The position will be handled as a vacancy and no letter of resignation, nor a vote to remove will be required.

Article V – Committees

A. Standing Committees

- a. The Standing Committees of RHA are:
 - i. Diversity Committee
 - ii. Marketing Committee
 - iii. Spirit Committee
 - iv. Sustainability Committee
 - v. Recognition Committee
- b. Each standing committee will be chaired by the corresponding Director and will work throughout the year to aid the committee in completing relevant projects, advocating in appropriate areas, and maintaining a dialogue between Community Councils on the committee's topic.
- c. All students living in UHFS housing can serve on any standing committees.
- d. Each community should be represented on the standing committees by council members.

B. Chair Responsibilities

- a. Committee Chairs shall:
 - i. Recruit and retain members for their committee.
 - ii. Chair all meetings of the committee.
 - iii. Set the agenda for committee meetings.
 - iv. Connect the committee to on-campus resources and representatives.

C. Ad Hoc Committees

- a. Throughout the year, additional committees can be commissioned in order to address concerns, aid with projects, and head initiatives.
- b. These committees must be chaired by an Executive Board member as determined by the President.

Article VI – RHA General Board

- A. The RHA General Board will consist of all RHA Executive Board Members and two representatives per Community Council, the Chair and RHA Liaison. Each individual has one vote.

- B. The NRHH Chapter President and a representative from PTP will serve as ex-officio members.
- C. The RHA Advisor will serve in an advisory role and allowed speaking privileges but no voting rights
- D. The RHA General Board will be responsible for voting on all Special Request Funds.

Article VII – Resident Leadership Council

- A. The Resident Leadership Council, otherwise known as the RLC, shall be composed of all RHA, NRHH, and Community Council Members.
- B. The RLC will be held twice a month on the off week of the Community Council meetings
- C. The RLC will aim to train, develop, and better educate the Resident Community Leadership that is in place for that academic year.
- D. The RLC will be funded in part by the RHA and the Community Councils

Article VIII – Community Councils

- A. There are five Community Councils connected to RHA. The North Campus Community Council will include Esken, Mechoopda, and Konkow Residence Halls. The Shasta and Lassen Community Council will include Shasta and Lassen Residence Halls. The Sutter Community Council will include Sutter Residence Hall. The University Village Community Council will include all apartment complexes at University Village. The Whitney Community Council will include Whitney Residence Hall.
- B. Each Community Council will have an Executive Board which includes, but is not limited to: a Chair, an RHA Liaison, an Administrative Coordinator, a Coordinator of Recognition and Team Development, and a Public Relations Coordinator.
- C. Community Councils will send their Chair and RHA Liaison to all General Board meetings. If a community misses a meeting a fine, agreed upon each fall, will be levied against their Community Council Budget.

Article IX – Peer Conduct Review Board

- A. The Peer Conduct Review Board (PCRB) will be responsible for handling all minor judicial incidents delegated to them from the Central Housing Office.
- B. PCRB funding will come from the RHA budget.

- C. PCRB is a sanctioned entity under RHA. They will work as an independent group and report to RHA as needed.
- D. The current presiding chairman of PCRB, as deemed by the Central Housing Office, and will select the PCRB members.
- E. PCRB members must be RHA members.

Article X – PACURH and NACURH Affiliations

- A. The NCC will affiliate RHA with NACURH and PACURH to keep our organization in good standing.
- B. RHA will attend three conferences throughout the year: PACURH, No Frills, and NACURH. At the PACURH Conference the President, NCC, NRHH President, Advisor, and any other permitted delegates will be in attendance. At the No Frills Conference the President, NCC, NRHH President, Advisor, and any other permitted delegates will be in attendance. At the NACURH Conference the incoming President, outgoing NCC, incoming NCC, incoming NRHH President, Advisor, and any other permitted delegates will be in attendance.

Article XI – Amendments and Proceedings

- A. The constitution may be amended by a 2/3 vote of the RHA General Board.
- B. All proceedings will be governed by the most current edition of *Robert's Rules of Order Newly Revised*.

This constitution was adopted: March 8, 2011

Revised: June 11, 2014