ARTICLE I: Name and Affiliation

The Residence Hall Association (hereinafter referred to as “RHA”) is a governing body made up of residential student leaders that help foster leadership skills within all its members while developing opportunities for community development among the residential colleges at California State University, Long Beach (hereinafter referred to as “CSULB”).

ARTICLE II: Purpose

Section 1: Vision Statement
RHA seeks to create a unique, memorable, and lively residential experience.

Section 2: Mission Statement
RHA strives to create an inclusive and diverse environment by advocating for the needs of residents as well as provide them with opportunity for community engagement.

Section 3: Objectives
- Aid in developing new leadership skills.
- Give all CSULB residents a formal avenue through which to raise concerns about the administration and advocate behalf of the residential colleges.
- Develop programming that reaches the diverse needs of CSULB’s residential population.
- These goals are accomplished through the weekly meetings and planned events organized by the RHA and its various factions. Students are encouraged to be the impetus for change and community development within this model while working with the Housing and Residential Life staff.

RHA is subject to the rules, regulations, and policies of CSULB and the laws of the State of California. The rules, regulations, and policies of CSULB shall hold precedence over any and all rules, regulations, and policies applying to RHA including those of national organizations with which RHA is associated.
ARTICLE III: Membership

- All residents living in the CSULB Housing and Residential Life communities shall be members.
- All residents must have an active license agreement with the Department of Housing, Residential Life, and Auxiliaries (hereinafter referred to as “HRL”).
- All members must pay the Student Activity Fee as part of the License Agreement.
- Professional staff, Area Coordinators, Residential Coordinators, Resident Assistant, and anyone who doesn’t pay the Student Activity Fee are ineligible for membership in the RHA.

ARTICLE IV: Officers

- The Residence Hall Association Executive Board (hereinafter referred to as the “RHA EB”) shall act as the head governing body for the RHA. The officers shall consist of a President, Vice President, Treasurer, Secretary, Logistics Director, Resource Director, Involvement Director, and Marketing Director.
- The officers shall be responsible for all administrative and programming duties of RHA.
- Aid in execution of RHA’s programs and initiatives.
- Be able to plan and communicate over the summer.
- Must be enrolled in at least six units.
- All elected officers should be in good academic standing at above a 2.7 G.P.A.
  - If an officer has a GPA in the range of 2.5 - 2.69, they will automatically fall under probation where they must meet with their academic advisor and the RHA advisor once during the semester. If they fail to reach a 2.7 by the end of the next semester, they will be discharged from their position.
  - If an officer reaches below 2.5 GPA, they will automatically be discharged from their position.

Section 1: President

- Provide leadership, motivation, and direction to the RHA.
- Serve as the official spokesperson and representative for the RHA.
- Statements representing entire factions of the RHA must be discussed with the RHA EB prior to their release.
- May appoint anyone from the RHA EB to fulfill their duties as necessary.
- Assist with budget development and fund allocation for the RHA.
- Assist with the elections of the RCC.
- Maintain social media along with Marketing Director.

Section 2: Vice-President

- Perform the duties of the President in their absence.
- Plan leadership training for the RHA.
- Develop proposals for major community development.
- Chair the RHA EB’s Hiring Committee during the spring semester or as necessary.
- Act as CSULB’s National Communication Coordinator, henceforth referred to as the NCC, for all National Association of College and University Residence Halls (hereinafter referred to as NACURH) business.
- Communicate any necessary business regarding NACURH to the RHA EB in a timely manner.
• Attend all conferences pertaining to NACURH or the Pacific Association of College and University Residence Halls (hereinafter referred to as “PACURH”).
  o If unable to attend any NACURH or PACURH conferences, the Vice-President must inform the Director of PACURH.
  o Will train the new representative from the RHA EB to act as the NCC for any NACURH affiliated conference if unable to attend.

Section 3: Treasurer
• Develop and manage the budget for the RHA.
• Work alongside advisor for accurate development of budget.
• Report the financial condition of the RHA EB at every RHA EB meeting.
• Lead the coordination of sponsorship (will vary depending on year and RHA EB).
• Present updated RHA budget to General Body on a monthly basis.

Section 4: Secretary
• Organize the agenda for all of the RHA EB’s meetings.
• Record and organize the minutes of all of the RHA EB’s meetings.
• Secure facilities for all of the RHA EB’s meetings.
• Keep and organize the RHA shared folder on the OneDrive.
• Assist with the maintenance of the RHA’s social media.
• The calendar shall be accessible to all the RHA’s members and HRL staff.
• Act as the historian and multimedia keeper.

Section 5: Logistics Director
• Ensure that all the RHA EB’s programs and initiatives respect and accommodate, if necessary, to the various identities (e.g. race, gender, ability, etc.) of all members in the RHA.
• Ensure that all of the RHA EB’s programs are properly staffed with volunteers as needed.
• Oversee the organization and maintenance of RHA’s Inventory.
• Inventory shall include all items purchased by RHA including SWAG.
• All items should be documented with their locations and quantities.
• Shall develop means for HRL to checkout any of RHA’s inventory.

Section 6: Involvement Director
• Create the means of which members of the RHA can give input to the RHA EB about their residential experience.
• Lead the coordination of the RCC election and RCC training alongside the RCC advisors.
• Assist with the maintenance of RHA’s social media.
• Create and maintain means for all factions of RHA to communicate and hold open forums in all residential colleges to gather input from the members of the RHA about their residential experience.
• All input must be reported to the RHA EB in the RHA EB meeting that follows the open forum.
• At least one open forum per residential college shall occur per semester.
• Shall document all entities contracted by RHA.
• Documentation must be assessable to all faction of RHA.

Section 7: Resource Director
• Communicate and establish relationships with community partners to provide resources and benefits to the members of the RHA.
• Create opportunities for the RHA to give back to the community.

Section 8: Marketing Director
• Coordinate publicity and create marketing for the RHA EB’s programs and initiatives.
• Create and manage all of the RHA’s branded clothing and products.
• Proposals must be voted on by the RHA EB prior to the purchasing of the RHA-branded clothing or products.
• In compliance with HRL policies, the proposals must list multiple vendors and prices for each of the RHA-branded clothing or products.
• Lead the maintenance of the RHA’s website.
• Oversee all marketing initiatives for the RHA.
• Will work alongside HRL Marketing Manager.

ARTICLE V: Elections

Section 1: The EB officers shall be appointed by the outgoing EB to serve a term of one year. The election timeline is listed as the following:
1. EB declare intent to return and begin the bidding process towards the end of Fall semester.
2. EB candidates follow the bidding process of PACURH for re-appointment.
3. EB and advisor review candidate’s bid and appoint new EB members for next academic year.
4. EB start recruit candidates for vacating seats in the beginning of Spring semester.
5. Candidate interested in applying for EB submit intent to run form to advisor for approval. They must also have a GPA of 2.7 or higher.
6. Approved candidates sign up for presentation (open to the public) and interview (EB and advisors only).
7. The combination of presentation feedback (public evaluation, 20%) and interview feedback (internal evaluation, 80%) will determine the new EB member.

Section 2. The term of office for all officers shall begin August of the election year and end on June of the following year.

Section 3: All hiring processes shall be managed by the RHA EB, led by the RHA EB Vice-President with assistance from the RHA EB Advisor and another RHA EB Officer.

Section 4: The order of succession shall be: (1) President (2) Vice President, (3) Secretary, (4) Treasurer.

Section 5: Vacancies occurring in any of the elected offices shall be officially filled by the appointment of EB and advisor. The appointment procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for appointment.

ARTICLE VII: Impeachment

Section 1: Impeachment shall be defined as the formal process of removing any student leaders of the RHA, including the officers of the RHA EB.
• Impeachment of any of the student leaders of the RHA is possible and outlined in the RHA By-laws.
• All impeachments shall be handled by the RHA EB regardless of those involved.
• The RHA EB reserves the right to impeach members of any of the Residential College Council (hereinafter referred to as “RCC”) with proper cause.

Section 2: RHA EB Officers and RCC members may be impeached for failing to:
• Being an active member of the RHA.
• Uphold the RHA Constitution.
• Properly representing the RHA and its members.

ARTICLE IX: Funding

Section 1: The funding for RHA comes from a portion of the social fee that every resident pays to HRL when applying. Allocation amounts will be determined by occupancy numbers and departmental need, but approximately 15% of the social fee will be allocated to RHA annually for the purpose of residential social programming and community improvement efforts. RHA must adhere to departmental and university purchasing and vendor regulations. All purchases may only be made by an advisor or HRL professional.

Section 2: The Treasurer and RHA Advisor shall reconcile RHA spending records with HRL on a monthly basis, or when deemed necessary by the President, RHA EB, or HRL.

Section 3: The updated RHA Budget shall be presented to the General Body at least on a monthly basis.

Section 4: The budget shall follow the fiscal year beginning July 1 and ending June 30.

ARTICLE X: Amendments

Section 1: The RHA Constitution and Bylaws shall be reviewed and revised as needed a minimum of once per academic year. A Constitution and Bylaws Revisions Committee shall be established by the RHA EB President

Section 2: Amendments may be proposed in writing by any voting member of the organization as well as any Executive Board member and must be submitted to the President and the NCC before the Executive Board meeting prior to its’ presentation at the General Assembly meeting by the author(s) of that piece. The amendment will be presented at the next General Assembly meeting.

Section 3: Amendments to this constitution shall only be adopted if voted and agreed upon by a two-thirds vote of voting members present at two consecutive meetings at which the amendment has been read.

ARTICLE XI: Residential College Councils (RCCs)

Section 1: RCCs shall derive their authority from the RHA EB.
RCCs shall adhere to the policies stated in the RHA constitution. Failure to adhere to any polices stated in the RHA constitution may result in penalization at the digression of the RHA EB.
Section 2: RCCs shall act as the governing body for all fee-paying residents of their residential college: Parkside, Hillside, or Beachside. Every resident in a community can be a member of the residential council affiliated with that residential college.

Section 3: RCCs shall create their own set of bylaws that dictate how each RCC runs within their college.

Section 4: RCCs shall be responsible for using their allocated funds to create a better sense of community in their residential college through programs and initiatives.

Section 5: RCCs shall gather input about the residential experience of the General Members living in their respective residential college. All input shall be communicated to the RHA EB in a timely manner.

Section 6: Meetings shall be held weekly at a time set by the council executive board. Meeting times and location should be communicated to residential students in that college.

DATE OF CREATION: 

LATEST REVISION DATE: 

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