Residence Hall Association Constitution and Bylaws
California State University, Sacramento

Article I – Name

A. The name of this organization is the California State University, Sacramento 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, Sacramento Housing and Residential Life.

Article III – Authority

A. This organization is a recognized student organization at California State University, Sacramento and adheres to all campus policies as set forth in the Student Organization Handbook.

B. This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at a RHA General Board meeting where a quorum is present (advance notice is not required).

C. The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV – Membership

A. Any student living within Housing and Residential Life Residence Halls is a member of RHA. There shall be no other requirements for admission in membership. All members will receive equal representation.

B. All members can attend RHA events for free, serve as an RHA Executive Board Officer, serve as an RHA General Board Ex-Officio Officer, or serve as a Hall Representative.
C. Membership must be comprised of only residence hall students. This includes the Upper Eastside Lofts in participation in RHA events, meetings, and committees; but excludes them from holding Executive Board Officer Positions and voting on policies that impact on-campus housing.

D. Eligibility for membership, or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

E. This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

F. This organization shall comply with Title 5, Section 41301, and Standards for Student Conduct.

G. Members shall not be required to pay dues.

Article V – RHA Executive Board Officers

A. The RHA Executive Board’s Duties
   a. The RHA Executive Board is made of six (6) Executive Board Officers: President, Vice President (VP), Director of Financial Affairs, Director of Communication, Director of Programming, and Director of Marketing and Outreach.
   b. All Officers will:
      i. Represent and advocate for the needs of the entire residence hall population to faculty, staff, administration, community groups, local businesses, and other organizations or affiliated groups;
      ii. Live in Housing and Residential Life Residence Halls during their term of service. Each term of service lasts from the beginning of the fall semester through the end of the spring semester;
      iii. Not hold a Residential Life Para-professional staff position during their term of office in the organization;
      iv. Have the ability to create, add, and remove Executive Board Officers if necessary;
      v. Have the right to vote on any motion or action item during meetings;
      vi. Attend all RHA meetings, retreats, activities, events, and programs. An officer can be excused from any meeting, activity, event, or program with the consent of the President and the Advisor(s);
      vii. Regularly communicate with the President on organizational matters. Engage in at least one (1) meeting or email a week with the President, outside of the Executive Board and General Board meetings, to discuss RHA updates;
      viii. Check their university email and respond to emails within 48 hours;
      ix. Assist in the “set-up” and “clean-up” process at all RHA events until all work is completed, unless excused by the Advisor(s) and President, or Director of Programming;
      x. Not be able to serve on the General Board as a representative for their community;
xi. Have to attend meetings with the Advisor(s) at least every other week;

xii. Undergraduate Officers must be enrolled in 9 units or more at California State University, Sacramento and maintain a cumulative GPA of 2.25 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. If any Officer fails to fulfill these requirements, they will be relieved of their RHA position;

xiii. 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;

xiv. Prepare newly elected Executive Board Officers for their upcoming term. Must establish regular meetings with newly elected successor to promote a smooth transition and effective training;

xv. Represent RHA in a positive and professional manner at all times, both on and off campus;

xvi. Uphold and honor the California State University, Sacramento, Student Affairs, Housing and Residential Life, and RHA mission statements; and

xvii. May be responsible for additional duties.

c. If any officer does not comply with any of the above duties, they can be suspended or ask to resign at the discretion of the President and Advisor(s).

d. All RHA Executive Officers must remain in good standing as prescribed in the Housing and Residential Life Officer Agreement and the Student Organization and Leadership Officer Agreement. Any RHA Executive Board Officer found in violation of any part of either of the agreements can be placed on probation or relieved from their duties at the discretion of the President and Advisor(s).

B. The President’s Duties

The President will:

i. Serve as the chief executive officer of RHA;

ii. Prepare agendas for RHA Executive and General Board meetings;

iii. Help facilitate RHA retreats, and serve as the presiding officer of all Executive and General Board meetings;

iv. Be the official spokesperson of RHA, representing the policies, views, and opinions of the organization in its relations with the campus and community at large;

v. Appoint all committees and committee chairs;

vi. Work with Advisor(s) to develop goals and retreat for the Executive Board;

vii. Chair the Constitution and Bylaws Committee;

viii. 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 support has to be submitted to the Advisor by the end of the Friday after finals week;

ix. Prepare summer training for all Officers;

x. Receive compensation to live in a double room space in the American River Courtyard;

xi. Work at least ten (8) office hours per week;

xii. Meet with at the Advisor(s) every week; and

xiii. Meet with the Director of Housing and Residential Life at least once a month.

C. The Vice President’s Duties

The Vice President will:

i. Fulfill the duties of the President if they are not able to fulfill them;

ii. Be in charge of all recruitment of RHA Executive Board members with the advisement of the RHA Advisor(s). The Vice President will organize the election event and also oversee recruitment of an Officer if any position is vacant;

iii. Serve as the liaison between PACURH and/or NACURH and RHA;

iv. Prepare all delegations for any PACURH and NACURH Conference;

v. Handle all communication between our University and other Universities;

vi. Inform other RHA members of bid, award, and recognition opportunities from PACURH and NACURH;

vii. Receive compensation of $350 per semester as a room credit towards Housing fees;

viii. Work at least eight (5) office hours per week;

ix. Meet with at least one Advisor every other week; and

x. Perform all legal duties assigned by the President.

D. The Director of Financial Affairs’ Duties

a. The Director of Financial Affairs will:

i. Handle all financial affairs and budgeting of RHA;

ii. Prepare monthly financial reports for the membership;

iii. Maintain all necessary accounting records. These records shall be maintained in accordance with generally accepted accounting principles;

iv. Maintain an ASI Trust account in RHA’s name, requiring signatures of the Director of Financial Affairs, President, and Advisor(s) for authorized disbursements;

v. Serve as the Finance and Fundraising Chair and a liaison to any financial sponsors or partners;

vi. Submit paperwork for any financial opportunities;
vii. Monitor and maintain Special Request Funds form and appropriate usage;  
viii. Work with the Advisor(s) to order supplies needed for RHA and the RHA office;  
ix. Receive compensation of $350 per semester as a room credit towards Housing fees;  
x. Work at least five (5) office hours per week; and  
xi. Meet with the Advisor(s) every other week.

E. The Director of Communication’s Duties

The Director of Communication will:

i. Take minutes at all meetings of the RHA Executive and General Board meetings, keep these on file, and submit required copies to all RHA Executive Board, Hall Representative members, Advisor(s), Residence Life Coordinators, and Housing designees within 48 hours of the conclusion of the meeting;  
ii. Be responsible for all organization correspondence and shall keep copies thereof on file;  
iii. Maintain membership records for RHA, including a roster of all RHA Executive Board Officers and Hall Representatives;  
iv. Receive compensation of $350 per semester as a room credit towards Housing fees;  
v. Work at least five (5) office hours per week; and  
vi. Meet with the Advisor(s) every other week.

F. The Director of Marketing and Outreach’s Duties

The Director of Marketing and Outreach will:

i. Prepare publicity and media advertising campaigns for RHA events;  
ii. Oversee all social media and networking services;  
iii. Oversee the use of the RHA logo and make sure it is used to advertise all events put on or sponsored by RHA;  
iv. Coordinate all RHA swag and giveaways throughout the year;  
v. Maintain visual records of events, though photographing and video recording RHA events;  
vi. Receive compensation of $350 per semester as a room credit towards Housing fees;  
vii. Work at least five (5) office hours per week; and  
viii. Meet with the Advisor(s) every other week.

G. The Director of Programming’s Duties

The Director of Programming will:
i. Oversee and plan RHA programs and events;
ii. Oversee all programming committees, and request support when needed;
iii. Oversee and plan a community engagement service activity once during the academic year;
iv. Develop and maintain an active Programming File, detailing events, processes, and results;
v. Update and maintain the official programming calendar in the RHA office with RHA events and RHA sponsored events;
vi. Receive compensation of $350 per semester as a room credit towards Housing fees;
vii. Work at least five (5) office hours per week; and
viii. Meet with the Advisor(s) every other week.

H. The Advisors’ Role

The Advisor(s) will:

i. Have to be a member of the Housing and Residential Life staff;
ii. Oversee the budget along with the Director of Financial Affairs;
iii. Meet with each Executive Board Officer at least every other week;
iv. Check to ensure that all Executive Board Officers meet all eligibility requirements;
v. Assist and advise with the planning and development of programs and RHA events;
vi. Work with the President to facilitate and develop RHA retreats and develop goals for the RHA Executive Board;
vii. Overturn any decision that endangers or violates RHA with departmental and/or university policies, procedures, or missions; and
viii. Be responsible for any other duties deemed necessary.

Article VI – Hall Representatives

A. There are fourteen Hall Representatives under RHA. Each Hall shall have two representatives that will attend all General Board meetings. These Halls include Desmond Hall, Jenkins Hall, Draper Hall, Sierra Hall, Sutter Hall, the American River Courtyard, and the Upper Eastside Lofts.

B. Hall Representatives are elected in the fall semester by their respective hall peers and shall serve until the conclusion of that academic year. This election process is overseen by that hall’s respective Residence Life Coordinator.

C. Shall not hold a Residential Life Para-professional staff position during their term of office in the organization;

D. Must sign up for at least one (1) committee per semester and attend all respective committee meetings;

E. Shall report on the activities or programs of their community during the General Board meeting. The Hall Representatives shall also report to their Residence Life Coordinator, Resident Advisors, and the residents of their respective hall as to the happenings, issues, and programs of RHA;
F. Assist with publicity of all RHA sponsored events, which includes poster making and posting for their respective hall;

G. Attend a minimum of three (3) RHA programs a semester;

H. Meet with their respective Residence Life Coordinator at least two (2) times per month in person.

I. All Hall Representatives must remain in good standing as prescribed in the Housing and Residential Life Officer Agreement and the Student Organization and Leadership Officer Agreement. Any Hall Representative found in violation of any part of either of the agreements can be placed on probation or relieved from their duties at the discretion of their respective Residential Life Coordinators.

Article VII – Selection of Officers

A. The Vice President oversees the election process and the RHA Advisor(s) are the official person(s) who ensure the Vice President adheres to the election process accurately.

B. The RHA Advisor(s) and the Vice President are the only persons allowed to verify the election results, unless the Vice President is running for the position being elected then the President will serve in the verifier capacity with the RHA Advisor(s).

C. All candidates must fill out an RHA Executive Board Officer Application completely and be approved to run for office by the RHA Vice President and Advisor(s). This approval process will include an individual informational session with the RHA Vice President and Advisor(s). All campaigning guidelines will be outlined in the RHA Executive Board Officer Application.

D. Candidates running for any office must be in the process of completing at least 30 units by the end of their second academic semester. If the Officer fails to meet this requirement either before running for election or after the second academic semester than that student will no longer be eligible for a RHA office position.

E. The President, Vice President, Director of Communication, and Director of Financial Affairs are elected in the spring prior to their academic year of service. Elections shall take place at a regularly scheduled General Board meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.

F. The officers shall be elected in this order: President, Vice President, Director of Communication, and Director of Financial Affairs.

G. Each Hall will select 10 delegates to represent their community with full voting rights. Each RHA Executive Board Officer will also have voting rights.

H. Elections will be conducted with the single-transferable vote method.

I. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the revote results in a tie a coin will be flipped.

J. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
K. The following officers shall be appointed by the out-going Executive Board and the incoming President, Vice President, Director of Communication, and Director of Financial Affairs: Director of Programming and Director of Marketing and Outreach. Ratification by a majority vote of the voting General Board membership and approval by the Advisor(s) is required.

L. Officers shall assume office on the first day of the semester following the election and shall serve for one academic year.

M. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular General Board meeting and a recall vote shall be taken at the next regular General Board meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the General Board meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

N. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by the above election methods. The President may appoint an interim officer to fill the vacancy until the election is held with the approval of the Advisor(s).

Article VIII – Discipline or Dismissal of Voting Members

A. All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

B. Complaints may also be brought to the attention of the RHA Advisor(s). A written charge may be filed with the RHA Advisor(s). The RHA Advisor(s) shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the RHA Advisor(s) shall conduct a hearing on the matter with the gathering and corporation of a Peer Conduct Review Board made up of residence hall students and student leaders. The member alleged to have engaged in the misconduct shall be given at least 72 hours’ notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Peer Conduct Review Board shall determine whether misconduct occurred. If it determines that misconduct did occur, the Peer Conduct Review Board shall prepare a report to the Executive Board of its findings and recommended sanctions, which may include expulsion.
from RHA, suspension from RHA, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, or corrective remedies.

C. The Executive Board shall review the hearing report, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the Executive Board, the member accused of misconduct shall leave the room for the remainder of the deliberations.

D. The Executive Board shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the Executive Board determines that misconduct has occurred, the Executive Board shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Article IX – Impeachment Procedures

A. Any member of the RHA Executive Board is subject to impeachment by a 2/3 vote of the RHA General Board. An Officer may only be impeached if they have failed to fulfill a minimum of five duties in 1 academic semester.

B. A petition to impeach can be drafted and presented to the RHA Advisor(s) for review. The RHA Advisor(s) will then review the petition with the President. In the event that the petition is directed towards the President then the Vice President shall review the petition with the RHA Advisor(s).

C. After review of the petition, should there be relevance, then the petition will be forward to the Executive Board for review.

D. Once reviewed by the Executive Board, then the petition will be presented at the next General Board meeting. The Officer to whom the petition is against shall be given at least 72 hours’ notice of the hearing and be given an opportunity to present a defense. The petition against the person shall be announced to the General Board with an opportunity for that Officer to defend themselves. Comments of positive and negative nature shall be made by both the President and the RHA Advisor(s) from the petition presented.

E. Votes shall be cast by secret ballot.

Article X – RHA Executive Board Meetings

A. The Executive Board shall consist of the elected and appointed officers, with the RHA Advisor(s) serving as non-voting member(s).

B. The Executive Board shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Board. All members must be given 24 hours’ notice of the meeting. A quorum shall consist of a majority of the Executive Board Officers.

C. When necessary, Executive Board business can be conducted via email or via online meetings.
D. The Executive Board shall have general supervision of the affairs of RHA between meetings and is authorized to take action when action must be taken prior to the next meeting.

E. The Executive Board shall report to the General Board all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board may be rescinded or modified by the General Board by a majority vote.

F. All Executive Board meetings where motions, actions, and all voting matters need to occur must have an Advisor present.

Article XI – RHA General Board Meetings

A. The RHA General Board will consist of all RHA Executive Board Officers and two representatives per Hall. The RHA Executive Board and Hall Representatives each have one vote.

B. The RHA Executive Board Advisor(s) will serve as ex-officio members.

C. Regular meetings shall be scheduled weekly during the academic year.

D. Special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 24 hours’ notice prior to the meeting time.

E. Business cannot be conducted unless a quorum of the voting membership is present. A quorum for this organization is defined as a majority of the voting membership.

F. Members must be present to vote. Absentee or proxy voting is not permitted.

G. The RHA General Board will be responsible for voting on all Special Request Funds after approval of the Executive Board.

H. All General Board meetings where motions, actions, and all voting matters need to occur must have an Advisor present.

Article XII – Standing and Ad Hoc Committees

A. The organization shall have the following standing committees: Fundraising, Programs, Constitution and Bylaws, Elections, Finance, and Public Relations.

B. The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of RHA.

C. The President shall appoint the chairpersons and members of all committees. These appointments are subject to ratification of the General Board.

Article XIII – Finances

A. The Executive Board shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the General Board. When financial decisions must be made between meetings, the Executive Board is authorized to approve expenditures not exceeding $500.

B. RHA funds shall not be used to purchase or reimburse members for alcoholic beverages.
C. All funds of RHA will be banked with the Associated Students Incorporated and/or Housing and Residential Life.

D. All requirements and directions around Special Request Funds can be found on the Special Request Funds form.

Article XIV – PACURH and NACURH Affiliations

A. The Vice President 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, Vice President, Advisor, and any other permitted delegates will be in attendance. At the No Frills Conference the President, Vice President, Advisor, and any other permitted delegates will be in attendance. At the NACURH Conference the incoming President, outgoing Vice President, incoming Vice President, Advisor, and any other permitted delegates will be in attendance.

Article XV – Amendments

A. Proposed amendments to these bylaws shall be presented to the membership, in writing, one General Board meeting prior to the General Board meeting where the amendment will be voted upon. The Executive Board and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the General Board.

B. Bylaw amendments require approval by two-thirds of the voting members present at a regular General Board meeting. If approved, it will be sent to the Director of Housing and Residential Life or designee for approval. Once approved by all parties, the amendment shall be effective immediately unless otherwise stipulated in the amendment.

C. A copy of any amendments to these bylaws must be submitted to the Student Organizations and Leadership Office at California State University, Sacramento within two weeks after adoption.

This constitution was adopted on:

Revised: