Youngstown State University

Residence Hall Association

Constitution 2018-2019

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Constitution of the Residence Hall Association

Article I. Name

The name of this organization shall be the Youngstown State University Residence Hall Association, hereafter referred to as RHA.

Article II. Purpose

The purpose of RHA shall be to develop a better community and environment in which to live and to learn by acting as a board of people representing the government of each house. RHA will act as a liaison to Housing & Residence Life and campus residents, to promote cooperation between houses, and promote discussion and offer recommendations on the policies of Housing & Residence Life and Youngstown State University.

Article III. Membership

Section 1
RHA shall consist of RHA Board of Directors and executive boards of each house Advisory Council of Youngstown State University, namely:

A. Cafaro House
B. Kilcawley House
C. Lyden House

Section 2: Member Selection

1. All members of RHA, excluding advisors, shall be residents and full-time students in good standing with the university. Special circumstances may be exempt from this statement.

2. Organizations/groups shall not restrict membership or eligibility to hold appointed or elected student officer positions in the organization/group on the basis of race, sex, color, age, religion, national origin, disability, sexual orientation, or identification as a disabled and/or military veteran, except as specifically exempted under federal law.

Section 3: Duties of each Advisory Council

1. Be in good standing with the Residence Hall Association and Housing and Residence Life by
   1.1. Submitting an updated constitution for fall semester (August) and spring semester (April)
   1.2. Have a full executive board and 80% of floor representatives selected and active
   1.3. Implement one program a month

2. Participate in the following signature programs
   2.1. Welcome Week
   2.2. Family Day
2.3. Homecoming Decoration Contest

3. Have one open forum for resident feedback per semester
   3.1. Mentor
   3.2. Team Builder
   3.3. Conflict Mediator
   3.4. Reflective Agent
   3.5. Educator
   3.6. Motivator

**Article IV. Board of Directors**

The members of the Board of Directors shall consist of: Executive Director, National Communications Coordinator (NCC), Vice President, Director of Operations, Director of Business Administrations, Director of Public Relations and Marketing and Advisor.

**Section 1: Overall Duties of Board of Directors**

1. Hold and attend the all hall meeting once a month.
2. Hold one closed session meeting per week, in addition to the all hall.
3. Audit the Business Administrator’s records at the end of every fall and spring semester.
4. All executive officers and committee chairs will write a year-end review and report.
5. Return to the campus the week before move-in, as indicated by Housing & Residence Life.
6. To conduct elections during the Spring Semester in a fair and objective manner.
7. Attend fall and spring semester advisory council retreats.
8. Attend all meetings with advisors.

**Article V. Duties of Officers**

*Active Officers: Section 2 - 5 are paid positions that are required to be filled at all times.*
*Volunteer Positions: Section 6 - 9 are unpaid positions that are filled when need be.*

**Section 1: Advisors**

1. There shall be at least one Housing & Residence Life full-time professional staff member who serves as an advisor to RHA, in addition to any professional staff member who serves as advisor.
2. Only the advisor(s) can sign documents when dealing with business or legal matters. (This includes fundraising.)
3. Advisors shall attend all Executive meetings and assist the Executive Board in any manner deemed necessary.
4. Advisors shall attend all All Hall meetings and assist RHA All Hall Body in any manner deemed necessary.
5. Appoint member to act as president should the position become vacated, until an election can be held.
6. At least one advisor shall commit to attend all conferences with delegations.
7. Providing the officers with the elements of good organization and administrative practice, including records of the past three years of the organization’s minutes and financial accounts;
8. Assisting in the development of procedures and plans for action;
9. Keeping the group focused on its goal;
10. Fostering self-discipline and responsibility in the group; and
11. Stimulating programming (e.g., speakers, workshops, etc.).

12. Advisors should be available to the officers and members in order to share ideas about the organization affairs. Meet with the officers as a group monthly to discuss the progress and direction of the group. Attend meetings and functions of the group.

13. Advisors should advise and consult with the organization and its officers in its financial affairs to see that proper budgets are formulated and that proper distribution of and accounting for funds of the organization are maintained. Co-signatures on all organization checking and savings transactions is recommended. Appropriate forms for all financial institution accounts should be updated whenever a new president/treasurer is elected or appointed.

Section 2: Executive Director
1. Oversees the operations of the Residence Hall Association
2. Facilitates all RHA meetings using Robert’s Rules of Order and prepares agendas for such meetings along with meeting weekly with the RHA Advisor(s)
3. Serves as the official spokesperson for RHA
4. Assists the Director of Operations – Programming with organizing and planning campus-wide events
5. Coordinates with the Director of Operations of Assessment Housing & Residence Life with assessing with residents needs and communicating concerns appropriately
6. Demonstrate understanding of the RHA Constitution
7. In conjunction with the Director of Policy and Procedures, executes and upholds all provisions of the RHA Constitution and oversees elections for Executive and Full Board membership every spring semester or as vacant positions should occur
8. In conjunction with the Director of Business Administration create the annual RHA budget
9. Attends all NACURH and CAACURH meetings
10. Promotes teamwork and positivity among the RHA Board of Directors
11. Serves on the Resident Advisory Committee
12. To maintain at least six office hours in the RHA office every week
13. Serves as the committee chair for the Residential Advisory Council
14. Train newly elected officers
Section 3: National Communications Coordinator (NCC)
1. Communicates with NACURH and CAACURH, and any other organizations as deemed necessary
2. Approves and coordinate all conference delegations
3. Brings the spirit to RHA
4. Collects and submit Of the Months (OTMs) to CAACURH BEFORE EACH DEADLINE
5. Creates and distributes a newsletter as seen fit with the help of the Director of PR and Marketing
6. Presides over Executive and All Hall meetings in the absence of the Executive Director and Director of Policy
7. Chairs the RHA – NACURH Recognitions and Communication Committee
8. To maintain at least six office hours in the RHA office every week
9. Demonstrate understanding of the RHA Constitution
10. To maintain a copy of RHA Constitution and Advisory Councils’ Bylaws each year.
11. Train newly elected officers
12. Has one-one-one regularly with advisor

Section 4: Director of Policy and Procedures
1. The Director for Policy and Procedures serves as the executive editor for the RHA Constitution and Advisory Council Bylaws
2. Serves as parliamentarian, able to answer any questions regarding Robert’s Rules of Order
3. Serves as second in command in the absence of the Executive Director
4. Demonstrate understanding of the RHA Constitution
5. To maintain at least six office hours in the RHA office every week
6. To serve as the appointed representative to external committees in the Executive Director’s absence, where appropriate.
7. Serves as the liaison between the RHA and the Student Government Association by attending their open meetings.
8. Chairs the RHA Advisory Committee
9. Attends RHA Exec and All Hall Meetings and Buddy Hall Meetings
10. Has one-one-one regularly with advisor

Section 5: Director of Operations
1. Director of Campus Programming shall be responsible for overseeing the planning and execution of all of the Residence Hall Association social programs including the House Cup
2. The Director of Campus Programming shall serve as the liaison between the Residence Hall Association and other campus or student organizations for social programming.

3. Assists the Director of Public Relations and Marketing with promoting and advertising all RHA sponsored events.

4. To coordinate the campus-wide programming by RHA.

5. To assist communities in planning programs and encourage collaboration between community Advisory Councils.

6. Chairs the RHA Public Relations and Marketing Committee.

7. Demonstrate understanding of the RHA Constitution.

8. To maintain at least six office hours in the RHA office every week.

9. Train newly elected officers.

10. Attends RHA Exec and All Hall Meetings and Buddy Hall Meetings.

11. Has one-one-one regularly with advisor.

Section 6: Director of Public Relations and Marketing

1. To appropriately document RHA work using visual and text oriented modes on social media platforms.

2. The Director of Public Relations oversees the planning and execution of all electronic public relations activities the Executive Board undertakes.
   2.1. Oversees marketing and communication strategies for RHA.
   2.2. Manages all RHA social media accounts.

3. Manages RHA website with the help of the Director of Business Administration.

4. To oversee the RHA marketing strategy, including the design and purchase of all merchandise and print promotional materials.

5. Represents RHA to all outside vendors and companies.

6. To actively pursue new fundraising opportunities for RHA, and to serve as the primary point of contact for potential partners.

7. Chair the Advertising and Public Relations (AD/PR) Committee.

8. Coordinate special publicity efforts for summer activities and opening in the fall.

9. Provides support and guidance Hall Council when advertising events.

10. Provides support to the Office of Housing & Residence Life and the Division of Student Experience with advertising timely to students.

11. Demonstrate understanding of the RHA Constitution.

12. To maintain at least two office hours in the RHA office every week.

13. Train newly elected officers.


15. Has one-one-one regularly with advisor.
Section 7: Director of Business Administrations
1. To maintain copies of all significant documents such as RHA Constitution and Advisory Councils Bylaws, meeting Minutes, all legislation approved by the Board of Directors, inventory and location of supplies
2. To provide guidance and resources for distributing information to Executive Officers and RHA advisors.
3. Assist the Director of Public Relations with updating the RHA website and social media sites
4. In conjunction with the President, create the annual RHA budget for approval by the Board of Governors.
5. Coordinates the administrative branch of RHA to support social and policy committees and makes room reservations for RHA needs.
6. To administer the distribution of External Programming Grants and Traditional Programming Grants in a manner to be prescribed by law.
   6.1. To contact Advisory Council Business Administrators and Presidents to ensure accountability of community government expenditures
   6.2. Chairs the RHA Treasury
   6.3. To maintain at least six office hours in the RHA office every week
   6.4. Demonstrate understanding of the RHA Constitution
   6.5. Train newly elected officers
   6.6. Attends RHA Exec and All Hall Meetings and Buddy Hall Meetings
   6.7. Has one-one-one regularly with advisor

Section 8: Chief LLC Representative
1. Works closely with the Program Coordinator and Associate Director of Housing & Residence Life to ensure student’s voices are being heard
2. Collects information from each LLC representative on a weekly basis
3. Attend all RHA Exec and All Hall and Buddy Hall meetings
4. Facilitate Living Learning Communities
5. Meets weekly with the RHA Advisor
6. To maintain 6 office hours a week
7. Demonstrates an understanding of RHA Constitution
8. Attends regular one-on-one meetings with advisor

Section 9: House Chairs (Cafaro, Kilcawley, Lyden)
1. Hold at least 2 House Meetings each month
2. Attend all Executive Board Meetings
3. Act as a voice for assigned House
4. Serve as publicity chair for his/her House
5. Recruit members of their House to attend meetings/programs
6. Serve on committees as necessary
7. Works Collaboratively with the Executive Board
Article VI. Voting

A quorum, which consists of two-thirds of the members on roll, must be present in order to vote on any amendment.

Section 2: Voting Members
1. Must attend at least 4 or more meetings for vote to be valid.
2. The voting members shall consist of all RHA members on roll except Executive Director.
3. The President shall vote only in case of a true tie vote.
4. All abstentions shall count as “no vote or non-vote”.

Article VII. Meetings

Section 1:
1. Shall be held once per week at a regular day and time specified by the Executive Board at the beginning of each year.
   1.1. Executive Board meetings occur once per week for RHA and all Advisory Council for a specified time determined by the Advisory Council President or RHA Executive Director and Advisor
   1.2. On the last week of each month, RHA All Hall Meeting will occur. Weeks prior to the RHA All Hall Meeting, Advisory Council General Body will take place.

Section 2: Executive Board Meeting
1. Shall meet once per week at a regular date and time to be specified at the beginning of each semester.
2. Transition Meeting
   2.1. Following the Spring General Election, all newly elected Officers shall attend the regularly scheduled Executive Board Meetings. These meetings shall be known as Transitional Meetings, during which all relevant information and material shall be passed on to the new Officers

Section 3: Committee Meetings
1. Each standing committee shall meet as deemed necessary by the executive board. Each committee must meet no less than once a month within the academic year. Also, meet as RHA All Hall Body or whenever necessary.
   1.1. On the last week of each month, RHA All Hall Meeting will occur during this time, a committee meeting will occur.
Article VIII. Officer Elections

Section 1: Candidates
A candidate is anyone who turns in their petitions by the Thursday before Spring Break and meets the following requirements:
1. Full-time student
2. Resident in one of the Residence Halls for the upcoming year
3. In good standing and a clear student conduct record within Housing & Residence Life and Youngstown State University

Section 2: Installation
1. Installation shall be no later than the last meeting in April.
2. All time between the election and selection processes shall be used as training and serve as the Transitional Period.
3. Newly elected Officers must attend all meetings, All Hall Body, Executive Board, and Committee, during the Transitional Period.
4. All newly elected RHA Officers from the Spring General Elections shall be installed at the second to last All Hall Meeting and shall preside over the last All Hall Meeting.
5. The newly elected Officers shall be sworn in by the outgoing Officers.

Section 3: Election Invalidity
1. A majority is required for Executive Director and Director of Policy Candidates to be elected.
2. In the case of a tie vote, the next All Hall meeting shall be advertised as a tie breaker and a silent ballot will take place during the meeting to determine contested position.

Section 4: Officer Replacement
1. An officer who wishes to resign must present the RHA Executive Board with his/her letter of resignation no less than two weeks before it is to take effect.
2. Upon receiving an Officer’s letter of resignation or removing an Officer, the RHA Body shall take all necessary actions to replace the Officer, including accepting nominations, choosing a member to run elections, and installing the newly elected Officer.

Section 5: Dual Positions
1. At no point can a person be elected to more than one position.
2. In an Elected Position remain vacant, post elections, elected Executive Members may take on or share duties of that position, and RHA will continue to advertise in search for a new member for that Elected Position.
3. A person cannot hold more than one Standing Committee Chair or more than two Ad Hoc Committee Chairs.

Article IX. Committees

Section 1: The Standing Committees
1. Standing Committees include, Programming, Committees Residency Advisory Council, Treasury, NACURH Communications and Recognitions, Signature and Traditional Events, and Living Learning Community.
2. Each Committee is required to have a chair.
3. All Committee Chairs are required to write a year in review, which is due the Friday before finals.

Section 2: Programming
1. Shall be responsible for overseeing/supervising all RHA programs and events.
2. Will work with Public Relations Committee on publicity for all events.
3. Will be responsible for writing a Resource File Index report for each program the committee presents to be submitted to the NCC no more than two weeks after the program has been completed:
4. The Chair may delegate the report to a member of the Programming Committee, but the Chair will ultimately be held responsible for the report.
5. In the event of vacancy, the Public Relations Chair will fill the position until one is appointed.

Section 3: Fundraising
1. Shall be responsible for all RHA fundraising.
2. Will work with the Business Admin in any other manner deemed necessary.

Section 4: Public Relations Committee
1. Responsible for ensuring all events are made known to the residents.
2. Will handle communication with the media.
3. Will handle communication with other organizations
4. Consult Graphics or University Public Relations department for publicity.
5. Responsible for Recruitment.

Section 5: Conference Delegation
1. Any of those interested must submit a delegate application one month before the registration date.
   1.1. All delegates must be in good standing with RHA, Housing & Residence Life, and Youngstown State University.
2. All delegates must attend all designated delegate meetings.
   2.1. In unable to attend a meeting, the delegate must inform the NCC twenty-four hours before the meeting.
3. All delegates must complete the individual registration, learn the necessary cheers, and participate in the creation of the roll call video and banner.
4. All delegates must complete the necessary paperwork. (i.e. waivers, wrap-up reports and agreements)

Section 6: Program Committee Chairs
1. Are responsible for the communication within that committee.
2. Must present the Business Admin with a program budget a week before the next Executive Board meeting.
   2.1. This budget must be ratified by the Business Admin.
3. Must present the Executive Board with a timeline a month before the program date.
   3.1. This timeline must be presented to the All Hall Body for approval and amendments.
4. Are responsible for writing a post-program event report.
   4.1. This report must include the purpose, planning, budget, and outcome.
   4.2. The report must be submitted to the Programming Chair no later than two weeks after the
       program event.
5. In the event of vacancy, the Executive Board will appoint a member from the All Hall Body to fill
   the position.
6. Must meet with the Executive Board weekly to discuss the program/event progression.

Section 7: Committees Residency Advisory Council
1. The Residence Advisory Committee is chaired by the Executive Director and Director of Policy
   of RHA. The committee meets during the RHA All Hall Meeting and as needed. The members of
   this committee consist of the Presidents of the Advisory Councils. Agenda items include but are
   not limited to:
   1.1. Chartwells
   1.2. General Concerns regarding residents
   1.3. University policies
   1.4. RHA and Advisory Council Constitution and Bylaws

Section 8: Treasury
1. The Treasury Committee is chaired by the Director of Business Administration.
2. The committee meets during the RHA All Hall Body Meeting and as needed. The members of
   this committee consist of Business Administrators. Agenda items include, but are not limited to:
   2.1. Advisory Council Meeting Notes
   2.2. Advisory Council Ledger Updates
   2.3. Facilities Purchasing

Section 9: NACURH Communication and Recognition
1. The NACURH Communication and Recognitions is chaired by the Director of NACURH
   Communication and Recognitions. The committee meets during the RHA All Hall Body meeting
   and as needed. The members of this communication are the RHA Representatives of each
   Advisory Council. The meeting agenda includes:
   1.1. End of Year Banquet
   1.2. Recognition of RAs, Desk Assistants, residents, and Staff
   1.3. Recognition of Advisory Council student leaders
   1.4. NACURH and CACCURH conference registrations

Section 10: Signature and Traditional Events
1. The Signature and Traditional Events Committee will be chaired by the Chief LLC
   Representative. The committee meets during the RHA All Hall Body meeting and as needed. The
   members of this communication are the Programming chairs of Advisory Councils. The meeting
   agenda includes:
1.1. Signature Programs: Friendsgiving, Ignite, Fun Run, Welcome Week, Homecoming, Halloween Trick or Treat
1.2. Adaptation of a House Cup

Section 11: Living Learning Community
1. The Living Learning Community committee will be chaired by the Chief LLC Representative. The committee meets during the RHA All Hall Body meeting and as needed. The members of this communication are the LLC Representatives of all LLCs. The meeting agenda includes:
   1.1. Living Learning Community Events
   1.2. Recruitment
   1.3. Focus Group
   1.4. LLC Socials and Trips

Article X. Reprimand of Members

Section 1: Complaints
1. If a complaint about a member is brought to attention, the Executive Director shall handle the issue with consultation of the advisor.
2. In the event the complaint is with the Executive Director, the NCC shall handle the issue with the consultation of the advisor.

Section 2: Executive Member Removal from Office
1. An Executive Board member may be removed by both advisors at their discretion.
2. Attendance policy will be enforced - members will have three strikes, if the member does not choose to email the president saying that they are late they will get one point, if the member is late and does not notify the president ahead of time it will be a half of a point. when the member reaches three points they will be removed from the board and placed into the all hall body. then a vote will be taken to elect a new member.

Section 3: Removal of a Representative by the Executive Board
1. The grounds on which a representative may be removed by the Executive Board:
   1.1. When a representative has accumulated three or more unexcused absences in one semester without notifying the secretary
   1.2. All excuses must be approved by the Director of Policy in advance.
   1.3. Has come into Poor Standing.
2. The Secretary must submit to the All Hall Body a report of the member’s absences.
3. The Executive Board may then vote to remove the representative by a two-thirds vote.
4. The representative has the right to appeal the decision of the Executive Board at a time before the Executive Board meeting that follows his/her removal. At this time the member must present his/her case.
Section 4: Removal of Committee Chairs
1. A complaint signed by two-thirds of a committee shall suffice to require the Executive Board to consider impeachment of the Committee’s Chair.
2. A committee chair may be impeached by a two-thirds vote of the Executive Board, not including the committee chairs.

Article XI: Amending the Bylaws
The Bylaws may be amended at any All Hall Meeting of RHA by a two-thirds vote, providing that the amendment has been submitted in writing at the previous All Hall Meeting. The same amendment must then pass at the next consecutive meeting by a two-thirds vote.