

RESIDENTIAL HOUSING ASSOCIATION
CONSTITUTION



CALIFORNIA STATE UNIVERSITY,
MONTEREY BAY

RHA – Constitution

PREAMBLE

The California State University, Monterey Bay Residential Housing Association is dedicated to serving as a voice for the residents of all campus housing and guiding them in a positive living experience. The Residential Housing Association addresses issues relevant to community life, offers a safe environment through programs and on-campus activities, and provides leadership opportunities to all residents. The Residential Housing Association establishes this constitution as its governing document, pledges to uphold its principles, and to pursue its goals.

STATEMENT OF PURPOSE

The Residential Housing Association (RHA) of California State University, Monterey Bay (CSUMB) shall be recognized by the campus community as “Residential Housing Association” or “RHA” which will encompass the General Assembly, Executive Board and Area Councils.

The purpose of RHA shall be to promote and represent the general welfare of residents of all campus housing. RHA is a resident-run organization whose purpose is to provide communication, education, leadership, and community development opportunities for all CSUMB students who reside in all campus housing.

Students who comprise RHA are of different abilities, races, ethnicities, sexual orientations, religions, ages, genders, political affiliations, as well as other identity groups. We strive for an appreciation, understanding and celebration of the diversity within our community. RHA will discuss issues, concerns, and/or changes residents of all campus housing would like to see implemented departmentally or campus wide.

PILLARS OF RHA

The three pillars exemplified by RHA are Leadership Development, Advocacy, and Programming.

ARTICLES

ARTICLE I. ORGANIZATION OF THE RESIDENTIAL HOUSING ASSOCIATION

SECTION 100 **Membership**

- 100.1 General Assembly Membership
The membership of the General Assembly for RHA shall consist of all students that reside in campus housing at CSUMB.
- 100.2 Executive Board Membership
The membership of the Executive Board of RHA shall consist of the Executive Officers of RHA, who have been elected by the students at CSUMB.

SECTION 110 **Membership Requirements & Recommendations**

- 110.1 Term of Office

RHA – Constitution

- 110.1.1 Each Executive Officer shall hold their position for the length of one (1) academic year. Officers shall assume their duties when they are sworn-in at the last General Assembly meeting of the spring semester prior to their term.
- 110.1.2 If an officer vacancy occurs and is filled, then that officer shall hold their position for the remainder of the current academic year.
- 110.2 **Eligibility**
 - 110.2.1 Officers must satisfy all eligibility requirements established by the Chancellor of the CSU.
 - 110.2.2 Officers must maintain good judicial standing with the University and Student Housing & Residential Life throughout their term as an officer.
 - 110.2.3 To be eligible for office, one must be currently enrolled as a full time student at CSUMB and reside within on-campus housing.
 - 110.2.4 To be eligible for office, one must not be a Resident Advisor through Student Housing & Residential Life or any other major student leadership office holder as defined by the CSU Chancellor's Office (A.S. elected officers, OSU, ICC/SCC Chair, MGC Chair) at CSUMB.
 - 110.2.5 Officers must be in good standing with the University and maintain at least a 2.5 cumulative GPA.
 - 110.2.5 (a) If an officer's cumulative GPA falls between 2.0 and 2.49 while in office, the officer will be placed in probation for 1 semester.
 - 110.2.5 (b) After the 1 semester probation, if the officer remains under a 2.5 cumulative GPA, they must resign from office.
 - 110.2.6 To meet eligibility for President and Vice President of Leadership Development one year of Executive Board or Area Council Officer experience is required.
 - 110.2.7 A special petition may be filed with the Advisor to request an eligibility exception.
- 110.3 **Recommendations**
 - 110.3.1 At least one semester experience with RHA or an Area Council when applying for election of an Executive Office
 - 110.3.2 Have regularly attended General Assembly meetings for at least one semester
 - 110.3.3 Have a basic understanding and knowledge of all of the Constitution and Bylaws.

SECTION 120 Officer Accountability and Conduct



“You Otter Love Where You Live”

California State University, Monterey Bay

5103 Fourth Avenue, Seaside, CA 93955-8001 831 – 582 – 5742 rha@csumb.edu

RHA – Constitution

- 120.1 While representing the RHA and/or CSUMB, officers will conduct themselves in a professional manner and will be vigilant of their outward appearance and the possible implications of their actions as a reflection of the organization and themselves.
- 120.2 RHA officers shall abide by community standards of Student Housing & Residential Life and the University’s Code of Conduct.
- 120.3 The Advisor has the ability to hold all officers accountable to their positional requirements.
- 120.4 The Accountability Contract serves as a guide for the expectations of officers while in office.

SECTION 130 **Code of Ethics**

- 130.1 RHA does not condone hazing under any circumstance. No members of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b) (8). Individual students may be disciplined for hazing under Section 41301(b) (8)).

ARTICLE II. AFFILIATION

SECTION 200 RHA strives to maintain open and collaborative relationships with various campus organizations and departments at CSUMB (including but not limited to Area Councils, NRHH, AS, OSU, ICC/SCC, MGC, and SH&RL) in order to establish a strong and healthy sense of community. Our affiliation with these campus organizations helps us to better serve the diverse population of residents and allows for a wide range of student involvement.

SECTION 210 **RHA will provide representation at regional and national conferences.**

- 210.1 PACURH Regional Leadership Conference
- 210.2 PACURH Regional Business Conference
- 210.3 NACURH Conference
- 210.4 The RHA Vice President of Residential Affairs is in charge of registration, coordination of the delegations, transportation, and any preparation as outlined in the positional binder.
- 210.5 All members attending conferences must participate in delegation meetings and work days to prepare for the conferences.

ARTICLE III. RHA GENERAL ASSEMBLY

SECTION 300 **The Legislative Authority of the RHA shall be vested in the General Assembly.**

- 300.1 The General Assembly of RHA consists of all students residing in campus housing and will be the voice of those students represented at CSUMB. All



“You Otter Love Where You Live”

California State University, Monterey Bay
5103 Fourth Avenue, Seaside, CA 93955-8001 831 – 582 – 5742 rha@csumb.edu

RHA – Constitution

members have the right to voice their opinions at any open RHA meeting, in due process with RHA meeting procedures.

- SECTION 310 **Voting members of the General Assembly shall be comprised of the following officers:**
- 310.1 Vice president of Leadership Development
 - 310.2 Vice President of Residential Affairs
 - 310.3 Vice President of Programming
 - 310.4 Vice President of Internal Affairs
 - 310.5 Vice President of Marketing
 - 310.6 Area Council Presidents or Proxy
 - 310.7 National Residence Hall Honorary Representative
- SECTION 320 **Ex-Officio Members of the General Assembly shall be comprised of the following:**
- 320.1 President (Shall hold no voting power on the General Assembly unless a vote is needed in matters to break a tie (50% pro, 50% con))
 - 320.2 Advisor
 - 320.3 Area Council Representative
 - 320.4 Associated Students Vice President of University Affairs
- SECTION 330 **The voting members of the General Assembly shall have the power to:**
- 330.1 Set RHA membership privileges
 - 330.2 Establish and regulate all RHA expenditures and financial operations.
 - 330.3 Override any veto of the President by two-thirds (2/3)
 - 330.4 Initiate, by a majority vote, any financial action within the operating budget.
 - 330.5 Revise the RHA Constitution by a two-thirds (2/3) majority, after Internal Affairs approval.

ARTICLE IV. RHA EXECUTIVE BOARD

- SECTION 400 **The Executive Authority of the RHA shall be vested in the Executive Board**
- 400.1 The Executive Board of RHA shall guide the organization to ensure efficient and effective governance for the organization and the students represented at CSUMB.
 - 400.2 Area Councils are subsidiary organizations of Residential Housing Association and will have their own governing policies and procedures that in no way should conflict with this constitution.
- SECTION 410 **The President shall serve as the Chief Executive Officer for the RHA.**
- SECTION 420 **Executive Officers**
- 420.1 President
 - 420.2 Vice President of Leadership Development

RHA – Constitution

- 420.3 Vice President of Residential Affairs
- 420.4 Vice President of Programming
- 420.5 Vice President of Internal Affairs
- 420.6 Vice President of Marketing

SECTION 430

Executive Officers

- 430.1 General Officer Responsibilities
 - 430.1.1 Participate in all RHA sponsored programs/activities when availability permits attendance, including but not limited to trainings, retreats, programs, and meetings.
 - 430.1.2 Meet with Advisor one-on-one weekly.
 - 430.1.3 Hold at least 2 set office hours weekly.
 - 430.1.3 (a) Check RHA email, voicemail, and distribute received information as needed. Email care package recipients about delivery. Keep door open for care package distribution.
 - 430.1.4 Hold Monday evenings from 7:00-8:00pm open for General Assembly meetings
 - 430.1.5 Be responsible for transitioning Executive Officers-elect.
 - 430.1.5 (a) Outgoing officers are required to actively participate in Executive Officer transition training. Officers elected for next term are expected to volunteer at programs for the remainder of the academic year.
 - 430.1.6 Must maintain open communication with all Executive Board officers during university breaks and entire academic year.
 - 430.1.7 There shall be at least one RHA Executive at the first floor community meeting of each fall semester, in each area, to discuss and describe RHA to residents and promote Area Councils.
 - 430.1.7 (a) Provide RAs with flyers including presentation information if RHA member cannot be present at floor meeting.
 - 430.1.8 Must educate Resident Advisors, Student Housing & Residential Life Student Assistants, and Professional Staff about RHA.
 - 430.1.9 Actively participate in writing at least one bid for either PACURH Conference.
 - 430.1.10 Submit Officer Goals to the Vice President of Internal Affairs and the Advisor by fourth General Assembly meeting at the beginning of each semester.
 - 430.1.11 Must actively participate in Area Council Interviews.
 - 430.1.12 Must participate and advertise RHA Fundraisers.



RHA – Constitution

- 430.1.13 Must assist with the distribution of Care Packages during Office Hours and door-to-door as needed.
- 430.1.14 Must be responsible for SH&RL sound equipment process.
- 430.1.15 Begin the recruitment process for the next academic year in the fall semester.
- 430.1.16 Update position folder in team drive at the end of each year with details of past term’s work.
- 430.1.17 Receive an Officer Review from the President and Advisor, if needed.

SECTION 440 **Compensation**

- 440.1 Executive Officers will be compensated with a scholarship per semester if they complete the proper scholarship form and choose to receive the scholarship.
- 440.2 Executive Officers that have resigned or are removed from office will need to reimburse the organization a prorated amount of their scholarship.
- 440.3 The scholarship can be withheld or reduced if removed from office.

SECTION 450 **RHA Executive Officer Elections**

- 450.1 **Elections Process**
 - 450.1.1 Executive Officers are elected by a simple majority vote of the General Assembly. General elections shall occur in the spring semester of every academic year. Any interested member(s) may retrieve an elections packet as prepared by the Advisor(s) and Vice President of Leadership Development. Elections packets will be available for four (4) weeks prior to elections and must be turned into the Vice President of Leadership Development and Advisor for review. Candidates who meet the eligibility requirements of RHA, as expressed in Article I, Section 110, will be allowed to campaign beginning one week prior to elections.
- 450.2 **Application**
 - 450.1.2 All students interested in running for an Executive Officer position must submit an application. Applications will be reviewed by the Executive Board, after eligibility review, who will determine the pool for nominations. Applications will become available at least four weeks prior to the elections process.
- 450.3 **Candidate Open Forum**
 - 450.3.1 All Candidates running for an Executive Officer position must address the General Assembly. This time will be designated as an opportunity for the student residential population to ask questions of the candidate, and as a time for the candidate to showcase themselves. Presentation time shall

RHA – Constitution

include a speech of no more than five minutes and a five (5) minutes for question and answer section.

450.4 **Campaign Guidelines**

450.4.1 Candidates will refrain from negative advertising and RHA will not allow any slandering of other candidates.

450.4.2 Advertising may not contain discriminating slogans and/or pictures.

450.4.3 Candidates must adhere to all University and Student Housing & Residential Life policies in regard to advertising and posting on campus.

450.4.4 All campaigning materials must be removed within forty-eight (48) hours of the end of the elections process.

450.5 **Timeline**

450.5.1 The application process for students wishing to declare candidacy for an RHA Executive Office will begin no later than March 1st.

450.5.2 Applications will be reviewed by the advisor and eligible candidates will be able to campaign for their desired positions, according to the set elections timeline.

460.5.3 Candidates will have until elections to campaign.

450.6 **Quorum**

450.6.1 Quorum for elections shall consist of at least 5% of the General Assembly. No candidate can be elected without meeting quorum.

450.7 **Special Elections: When a majority is not met**

450.7.1 Should there fail to be a majority for a candidate on the first ballot, a second ballot shall be made available. The two candidates with the most votes will engage in a run-off. All the other candidates for that position will be removed from the ballot.

450.7.2 Should the second ballot fail to produce a majority vote for either candidate, subsequent ballots shall be called until a majority vote is secured.

450.7.3 Should a tie occur between candidates who receive fewer votes than the top candidate (but the top candidate doesn't have a majority of the votes), neither candidate shall be dropped from the subsequent ballot. Should a tie remain on the next ballot, both names shall be dropped in subsequent balloting.

450.7.4 If an Executive Office is left vacant, the President (or Executive Board if president position is vacant) and Advisor will agree upon a current Executive Board member who will assume the responsibilities of the vacant position until a replacement can be found. A replacement should be found within one month.

RHA – Constitution

450.8 **Officer Transition**

- 450.8.1 The RHA President shall be responsible for transitioning all elected positions before the end of the spring semester. This transition may be reflected in a gradual shift of responsibilities from the outgoing officer to the incoming officer.
- 450.8.2 Each outgoing officer is required to participate in a transitioning process to familiarize the new officer with their position, which will be during the transition retreat during the month of May.
- 450.8.3 Each outgoing officer shall turn over all records, notebooks, and materials pertinent to the position to the incoming officer during transitioning.

450.9 **Officer Vacancies**

- 450.9.1 Should a member of the Executive Board resign and thus vacate their position, or Executive Board position remain vacant after the elections process has been completed, any member of the General Assembly may petition for that position by:
 - 450.9.1 (a) Receiving no less than ten write-in nominations on the official elections ballot.
 - 450.9.1 (b) Nominating themselves at the first meeting following the general elections.
- 450.9.2 Any candidate seeking to fill a vacant Executive Board position will be subject to Advisor review to assure that they meet the position requirements as set forth by this constitution.
- 450.9.3 Should the office of the President remain vacant following the elections process and no member of the General Assembly bids to fill the position by the above processes, the Executive Board will fill the President office according to the following order of succession.
 - 450.9.3 (a) Vice President of Leadership Development, Vice President of Residential Affairs, Vice President of Programming, Vice President of Internal Affairs, Vice President of Marketing.

SECTION 460 **Officer Resignation and Removal**

460.1 **Resignation**

- 460.1.1 An RHA Executive Officer may resign by submitting a letter of resignation in writing to the RHA President and the Advisor. In the event that the President wishes to resign, the letter of resignation will be submitted to the Vice President of Leadership Development and the Advisor. All resignations

RHA – Constitution

- will be announced at the first General Assembly meeting after the Executive Board has been notified.
- 460.1.2 Should an executive officer resign, any General Assembly member in good standing can communicate interest in the position to the General Assembly.
- 460.2 **Removal**
- 460.2.1 Any RHA Executive Officer may be removed for failure to fulfill their duties and responsibilities or for infringing upon the rights of others through abuse of office.
- 460.2.2 Formal concerns can be submitted by any member to the Advisor for review and discussion.
- 460.2.3 The Advisor will determine the appropriate course of action. If disciplinary action needs to be taken the Advisor may choose from the following procedures:
- 460.2.3 (a) Verbal Warning
 - 460.2.3 (b) Written Warning
 - 460.2.3 (c) Probation
 - 460.2.3 (d) Removal of Office

ARTICLE V. COMMITTEES

- SECTION 500 **RHA Committees are designed to bring leadership together to better serve the residents of CSUMB.**
- SECTION 510 **Presidents Council**
- 510.1 The Presidents Council shall meet on a regular basis.
- 510.2 The Presidents Council serves as a roundtable meeting for all Area Council Presidents to collaborate with each other as well as RHA.
- SECTION 520 **Internal Affairs**
- 520.1 The purpose of the Internal Affairs Committee is to oversee and evaluate all legislative documents and decisions of RHA and Area Councils.
- 520.2 These decisions will be considered once members of the committee gather input from their councils.
- 520.3 The Internal Affairs Committee shall monitor the governing procedures of RHA, including the regular review and possible changes of the constitution.
- 520.4 The Internal Affairs Committee shall serve as the first level of official RHA documentation approval, followed by the Executive Board, and the General Assembly for final approval.
- SECTION 520 **Programming**
- 520.1 The Programming committee shall meet on a weekly basis.

RHA – Constitution

- 520.2 The Vice President of Programming will chair this committee with the members consisting of all area council Events and Affairs Officers.
520.2.1 Members of the residential community can attend and help plan with programming committee.
- 520.3 The Programming Committee serves as the point of contact for all upcoming and future programming plans for RHA, Area Councils and collaborations with RHA.
- 520.4 The Programming Committee will schedule, plan, organize shopping lists, and work all RHA programming events.
- 520.5 Little Sibs Weekend and Diversity Days can have separate committees formed, separate from the Programming Committee, with the supervision of the Vice President of Programming.

Section 530 **Elections Committee**

- 530.1 The elections committee shall be formed on an as needed basis, and shall be chaired by the Vice President of Residential Affairs.
- 530.2 The election committee shall meet on a regular basis to discuss timeline planning, election packet creation, and marketing strategies.

Section 540 **Bid Writing Committee**

- 540.1 The Bid Writing Committee shall be chaired by the interested Executive Board member appointed by the President of RHA.
- 540.2 Bid Writing Committee shall select which bid to submit for starting in August and or July
- 540.3 Committee can consist of Area Council Members, RAs, NRHH members, Executive Board members, and advisement from professional housing staff.

ARTICLE VI. FINANCES

SECTION 600 **General Finance Guidelines**

- 600.1 All RHA Funding/Finance proposals must be submitted and signed by the Vice President of Internal Affairs
- 600.2 The Vice President of Internal Affairs has signature authorization of up to \$50.
- 600.3 Funding/Finance proposals from \$50 to \$499 must be approved through Executive Board. A 2/3 vote will be needed in order to approve the supply purchase.
- 600.4 Funding/Finance proposals \$500 and up must be approved with a two-thirds (2/3) majority vote in General Assembly.
- 600.5 RHA organizational Budget must be approved during the second regularly scheduled General Assembly meeting of the fall semester.
- 600.6 A detailed shopping list must be given to Advisor for supplies with one (1) week notice to date needed.

RHA – Constitution

SECTION 610

Programming Funding

- 610.1 RHA Programming Committee must submit a detailed budget proposal of how RHA funds will be used for program. This budget proposal must be submitted to the Vice President of Internal Affairs fourteen (14) days prior to the program in order for funds to be disbursed.
- 610.2 A budget proposal form can be attained through the Vice President of Internal Affairs.
- 610.3 All receipts from purchases made for an event must be saved and turned into the RHA Advisor. Purchases not made with a Student Housing & Residential Life procurement card are not reimbursable without a receipt.

SECTION 620

External Organization Request for Funds

- 620.1 Outside organizations may request financial assistance from RHA for programs that are in line with RHA’s Mission and Purpose.
- 620.2 Organizations, or outside groups, requesting financial assistance from RHA, must submit a funding request application. After the application is submitted, the organization, or outside group, must present at a General Assembly meeting detailing what the funds are for and how they intend to use them.
 - 620.2.1 To receive funds from RHA, an allocation form must be filled out in its entirety. This form will be due at a given time and day determined by the current Vice President of Internal Affairs. The organization that has requested money has thirty (30) days to use the allocated amount of money. However, if this money is not used within thirty (30) days, the allocation becomes void with the money staying in RHA.
- 620.3 Organizations that utilize RHA funding must attend a General Assembly meeting and present about their program and how the money was spent. This should fall within one (1) week of the organization’s program at the next scheduled General Assembly meeting.
- 620.4 If funding is received from RHA, RHA must be given proper recognition on all forms of publicity.
- 620.5 RHA will not fund more than fifty percent (50%) of the total cost of an outside organization’s program for which an allocation is requested.

ARTICLE VII. AMENDMENTS TO RHA CONSTITUTION/BY-LAWS

SECTION 700

Amendment Procedure

- 700.1 If at any point a change or amendment to the constitution needs to be made, any member of the RHA general assembly may propose a change with the following procedure:

RHA – Constitution

- 700.1.1 The proposer raises the proposed amendment to the Vice President of Internal Affairs. The Vice President of Internal Affairs will bring the proposal to the Executive Board for discussion and to schedule the proposer into the next General Assembly Agenda.
 - 700.1.2 The proposer will be allotted time in the General Assembly Meeting. The proposer will provide details and an explanation on how the proposed amendment will improve the mission of RHA.
 - 700.1.3 The meeting in which the proposal is made will be strictly a discussion meeting with the chance for questions to be made, as well as any recommended changes in the wording of the proposed amendment. The next scheduled General Assembly meeting will be the time to vote on the amendment, with a minimum two-third vote from the General Assembly to be passed.
 - 700.1.4 Any amendment changed must follow the proper numbering format: Article. Section. Subsection.
- 700.2 During the revision period, any active RHA General Assembly member may suggest changes or additions to the Constitution and the By-Laws by following these procedures:
- 700.2.1 The proposer raises the proposed amendment to the Executive Vice President forty-eight (48) hours prior to that week’s Internal Affairs Committee. The proposer must attend the Internal Affairs Committee meeting and present the proposed amendment with details and supporting reasons as to why this is necessary and will improve the mission of RHA. The Internal Affairs Committee must approve the proposed amendment with a three-quarter (3/4) vote.
 - 700.2.2 Following the Internal Affairs Committee approval the proposer must present and promote the proposed amendment in front of the General Assembly. The voting members of the General Assembly must approve with a two-thirds (2/3) vote.
 - 700.2.3 If approved the amendment must be documented for organizational records through the Internal Affairs form.
 - 700.2.4 Any amendment change must follow the proper numbering format: article. section. subsection.

ARTICLE VIII. MEETING PROCEDURES

SECTION 800

Procedures

- 800.1 All RHA meetings shall comply with the Open Meeting Law- Gloria Romero Act, AB1857; §89305 California Education Code.



“You Otter Love Where You Live”

California State University, Monterey Bay

5103 Fourth Avenue, Seaside, CA 93955-8001 831 – 582 – 5742 rha@csumb.edu

RHA – Constitution

- 800.2 All RHA meetings will follow the organizations order of business that fall within the limits of Robert’s Rules of Order.
- 800.3 All meetings will follow all RHA policies outlined in the Agenda and Minute guidelines listed below.
 - 800.3.1 RHA Executive shall meet weekly when classes are in session during the fall and spring semesters. The first RHA meeting shall occur by the second week of the fall semester.
 - 800.3.1 (a) The RHA meetings shall be called to order and chaired by the President.
 - 800.3.2 (b) Participants at General Assembly meetings shall model cooperative behavior at all times. Disruptive or disorderly conduct will not be tolerated. Any member of the RHA Executive Council shall issue anyone exhibiting such behavior a verbal warning. If the disruptive behavior persists, the Executive Vice President will remove the individual(s) causing disruption from the meeting.
 - 800.3.2 Emergency meetings may be called by the RHA President providing twenty-four (24) hour notice to members.
 - 800.3.3 RHA meetings shall not last more than one to one and a half hours.
 - 800.3.4 All votes not requiring otherwise shall be majority votes (50% plus 1 vote) of voting members in attendance.
- 800.4 The President shall produce the agenda twenty-four (24) hours before a meeting and email it to the Executive Board and General Assembly depending on meeting type.
 - 800.4.1 A member raises an agenda item to President by email forty-eight (48) hours prior to the next scheduled meeting.
- 800.5 Minutes are taken by the Vice President of Internal Affairs and distributed immediately following the meeting to the General Assembly or Executive Board for review.
 - 800.5.1 The Vice President of Residential Affairs will write and send a summary of each General Assembly meeting to all Area Council Members, Area Council Advisors, NRHH members, and Community Director Advisors.
- 800.6 Meeting agendas and minutes must be added to the google drive folder for Agendas and Minutes for public viewing on the RHA website after approval.
- 800.7 An agenda for any sub-committee meetings within RHA will be established by the chairperson of the committee.
 - 800.7.1 The chairperson of the committee must designate a committee member to take minutes of the meeting.

RHA – Constitution

800.7.2 Agendas and minutes for these sub-committee meetings will be submitted to the Vice President of Internal Affairs following the meeting to be added to the RHA team drive.

SECTION 810 **Quorum**

810.1 The quorum of all RHA General Assemblies shall be 50% +1 of the RHA General Assembly Voting Members. No official business may be conducted without the said quorum.

SECTION 820 **Retreats/Training**

820.1 These meetings are for the purposes of training, teaching, team-building, or discussing internal matters of RHA. Discussion of group dynamics and working relationships may occur during these meetings.

820.2 The President and Advisor have the power to call RHA retreats and trainings and attendance will be mandatory within thirty (30) days notice.

820.3 RHA Executive Officers must return to campus early for RHA fall and spring training up to two (2) weeks before the new semester begins.

820.4 RHA and Area Council Officers must participate in fall training following Area Council Representative selection.

820.5 RHA and Area Council Officers must participate in Spring Area Council Training

820.6 No decisions relating to official business may be discussed or made during these meetings, unless a meeting is called under procedure.

820.7 Retreats and trainings are not open to the public.

SECTION 830 **Order of Business**

830.1 Call meeting to order

830.2 Approval of minutes and attendance

830.3 Public Forum

830.4 Special presentations

830.5 Officer Reports

830.6 Discussion Business

830.7 Action Business

830.8 Introduction and Referral

830.9 Announcements

830.10 Adjournment

SECTION 840 **Absences**

840.1 An excused absence includes class, illness, a prior planned event, or a family emergency. All other reasons can be discussed with the Advisor.

RHA – Constitution

- 840.2 In consult with the Advisor and President, the Vice President of Internal Affairs will determine if the absence is considered “excused” or “unexcused”.
- 840.3 If an executive board member has three unexcused absences in one semester, they will be asked to resign from their position.
- 840.4 An officer must notify the Vice President of Internal Affairs or chair of the meeting at least twenty-four (24) hours before the meeting for an excused absence. The request must contain the title of the meeting or workshop, as well as the reason for an excused absence. Then the officer will receive a notification within twenty-four (24) hours of the Excused Absence Request prior to the meeting, if the absence will be excused or not, with a reason accompanying it.
- 840.5 If an emergency occurs the Vice President of Internal Affairs must be notified within twenty-four (24) hours of the emergency. Exceptions may be given upon the discretion of the Advisor.
- 840.6 An officer must notify the Vice President of Internal Affairs at least one (1) week in advance before a retreat for an excused absence. The request must contain the reason for an excused absence. The President or Vice President of Internal Affairs will notify the officer within seventy-two (72) hours of receiving the Excused Absence Request if the absence will be excused or not, with a reason accompanying it.
- 840.7 If a request for an Excused Absence is submitted thirty (30) days in advance and is denied, the officer may appeal the decision through the RHA Advisor, who shall decide on the appeal within twenty (20) days of the appeal.

We, the undersigned members of the Residential Housing Association at California State University, Monterey Bay do approve this constitution to provide a basis for promoting self-government in the residential communities and improve the quality of life for all who reside therein

Founding of RHA (Approved): 1998-1999

Amended: September 19, 2011; March 26, 2012; April 30, 2013; December 2, 2013; February 24, 2014; April 28, 2014; August 7, 2015; May 10, 2016; May 1, 2017; February 19, 2018



“You Otter Love Where You Live”

California State University, Monterey Bay

5103 Fourth Avenue, Seaside, CA 93955-8001 831 – 582 – 5742 rha@csumb.edu