

RHA BY-LAWS

ARTICLE I ORGANIZATION OF THE RESIDENTIAL HOUSING ASSOCIATION

SECTION 100

Materials and Identity

- 100.1 Materials and promotional items shall be purchased at the end of each spring semester and/or summer break. The Executive Board will work with the Advisor on the ordering process.
- 100.2 Identity
- 100.2.1 RHA Logo
- 100.2.1 (a) The RHA logo shall have “RHA” imprinted within. At the discretion of the Executive Board, the logo may also contain the organization’s slogan below the standard logo.
- 100.2.1 (b) The RHA logo can only be altered by a majority vote from all Executive Officers and then taken to the General Assembly for approval.
- 100.2.2 The RHA slogan shall be “You Otter Love Where You Live!”
- 100.2.3 The RHA colors shall be Teal, Black, and White.
- 100.2.5 Residential Hall/Court Logos
- 100.2.5 (a) The Main Campus/North Quad Residential Hall Logos were designed by a student, voted on by the then current RHA Executive Board, and approved through the CSUMB President.
- 100.2.5 (b) The East Campus Court Logos were designed by a student and approved through the then current RHA Executive Board.
- 100.2.5 (c) The Residential Halls/Court logos can only be altered by a majority vote from all Executive Officers, taken to the General Assembly for approval and then taken to the CSUMB President for final approval.
- 100.3 Service Stoles
- 100.3.1 RHA members who serve on the Executive Board will be eligible to receive an RHA Service Stole upon graduation, provided that the following requirements are met:
- 100.3.1 (a) During their term(s) as a RHA Executive Officer, they must fulfill all responsibilities of their position.
- 100.3.1 (b) During their term(s) as a RHA Executive Officer, they must actively contribute and make a meaningful impact on the organization.
- 100.3.1 (c) If a RHA Executive Officer is not graduating while they are in office, they must volunteer for at least 10 hours at RHA events per academic year until their graduation.
- 100.3.1 (d) A completed RHA Service Stole application is completed and submitted by the deadline, which

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shall be the 4th Friday of the semester in which the individual is graduating. The Internal Affairs Committee, Vice President of Internal Affairs, and RHA advisor will review applications and determine eligibility to receive a RHA Service Stole.

- 100.3.1 (e) Individuals must pay RHA for the RHA Service Stole prior to receiving it. The RHA Executive Board and Advisor will determine the cost each year.

SECTION 110 **Dress**

110.1 All officers, while representing the Residential Housing Association and/or the university shall dress in proper attire, unless the President calls for business casual manner.

- 110.1.1 The RHA Executive Officers' appropriate uniform will be a polo with the organization's logo.

ARTICLE II RHA EXECUTIVE OFFICERS

SECTION 200 **Executive Officer Duties**

- 200.1 President
- 200.1.1 Serve as a spokesperson for the organization and residents of CSUMB to campus community, PACURH, and NACURH.
- 200.1.2 Chair of General Assembly and Executive Board meetings.
- 200.1.3 Chair Presidents Council meetings.
- 200.1.4 Create and distribute agendas for General Assembly and Executive Board meetings.
- 200.1.5 Maintain open communication with all General Assembly members, Executive Board and Advisor.
- 200.1.6 Consult with the Advisor to facilitate the development and implementation of leadership training for Executive Board and Area Council Representatives during summer, winter and spring (transition) break.
- 200.1.7 Oversee annual organizational/strategic goals process & implementation throughout their term
- 200.1.8 Attend the Student Organization Unification Plenary (SOUP) chaired by the president of Associated Students.
- 200.1.9 Maintain relationships with the main student organizations on campus.
- 200.1.10 Meet regularly with the Director of Student Housing & Residential Life.
- 200.1.11 Hold no voting power on General Assembly matters unless a vote is needed to break a tie (50% pro, 50% con).
- 200.1.12 Holds Presidential veto power pertaining to all organizational matters.



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- 200.1.13 Communicate regularly with PACURH President Regional Coordinator.
- 200.1.14 Attend PACURH webinars and meetings for RHA presidents.
- 200.1.15 Assist other Executive Board members as needed

- 200.1.16 Appoint interested Executive Board members to the Bid Writing Committee at the beginning of the fall semester.

- 200.2 Vice President of Leadership Development
 - 200.2.1 Focus on leadership development of Area councils.
 - 200.2.2 Have an active role in interviewing Area Council Applicants.
 - 200.2.2 (a) Assist Vice President of Residential Affairs with Area Council timeline, applications, and marketing strategies.
 - 200.2.3 Help organize Fall and Spring Area Council trainings alongside the Advisor.
 - 200.2.4 Organize two RHA executive bonding events per semester. (At the beginning and the end of each semester).
 - 200.2.5 Attend each Area Council meeting at least once a month.
 - 200.2.6 Meet with RA Area Council advisor at least once a month.
 - 200.2.7 Organize one training/ bonding event for General Assembly once a month.
 - 200.2.8 Assume the duties and responsibilities of the President in their absence.
 - 200.2.9 Assume any duties delegated by the RHA President
 - 200.2.10 Maintain and update Area Council roster

- 200.3 Vice President of Residential Affairs
 - 200.3.1 Attend meetings with campus organizations to represent Residential Housing Association or delegate an interested Executive Board member if unable to attend.
 - 200.3.1 (a) Associated Students Elections Committee
 - 200.3.1 (b) Otter Student Union Board of Directors
 - 200.3.1 (c) Ad Hoc Committees
 - 200.3.1 (d) Associated Students Senate
 - 200.3.2 Have an active role in Area Council recruitment. This includes creating recruitment timeline, creation of applications, work on marketing strategies with the help of the Vice President of Marketing and Vice President of Leadership Development, as well as screen and interview applicants alongside Area Councils



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- Presidents, Area Council RA advisors and Community Director Advisors, and the President.
- 200.3.2 (a) Work with Vice President of Leadership Development and Vice President of Marketing to fill vacant positions.
- 200.3.3 Meet with Dining Services on an as needed basis.
- 200.3.4 Chair the Elections Committee, as needed, comprised of Area Council Presidents and Administration Officers.
- 200.3.5 Must write and send a summary of each General Assembly meeting to all Area Council members, Area Council RA Advisors, NRHH members, and Community Director Advisors.
- 200.3.6 Regularly collect opinions and feedback from residents.
- 200.3.7 Conduct the duties of the National Communications Coordinator as outlined by PACURH and NACURCH, including but not limited to the following:
- 200.3.7 (a) Be responsible for coordinating the delegation selection process for the PACURH Regional Leadership Conference, PACURH Regional Business Conference, and NACURH conferences.
- 200.3.7 (b) Be responsible for registration, travel arrangements, and payments for the PACURH Regional Leadership Conference, PACURH Regional Business Conference, and NACURH conferences.
- 200.3.7 (c) Maintain active participation and communication with the region and the national association via listservs and NACURH.org.
- 200.3.7 (d) Represent CSUMB in NCC boardroom at PACURH Regional Leadership Conference, PACURH Regional Business Conference, and NACURH conference committees following delegation selection.
- 200.3.8 Communicate regularly with PACURH Regional Board of Directors.
- 200.3.9 Attend NACURH and PACURH webinars and meetings.
- 200.3.10 Attend Bid Writing Committee.
- 200.4 Vice President of Programming
- 200.4.1 Chairs Programming Committee.
- 200.4.2 Attend National Collegiate Alcohol Awareness Week Committee meetings in the fall semester.
- 200.4.3 Network with other departments, and organizations to enhance programming at Cal State Monterey Bay (OSU, AS, Area Councils, OC3).



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- 200.4.4 Be ultimately responsible for all logistics related to programming.
- 200.4.5 Oversee all RHA programming with assistance from the Area Council Events and Affairs Coordinators.
- 200.4.6 Be responsible for updating, collecting, and processing programming forms as they relate to the Programming Committee event proposals.
- 200.4.7 Be responsible for handling all requests for external programming collaboration and/or co-sponsorship.
- 200.4.8 Event evaluations due one week after every event.
- 200.4.9 Attend Homecoming Committee meetings in the fall semester.

- 200.5 Vice President of Internal Affairs
 - 200.5.1 Organizes all RHA records such as budgets, agenda, minutes, proposals/allocation requests and RHA Team Drive.
 - 200.5.2 Establish the RHA budget and submit it to the President and Advisor for review, followed by General Assembly approval within two weeks of the Fall Semester.
 - 200.5.3 Provide a monthly general budget update of expenditures and deposits to the Executive Board.
 - 200.5.4 Meet with the RHA Advisor regularly to discuss expenditures and balance the budget.
 - 200.5.5 Maintain communication with On-Campus Marketing (OCM).
 - 200.5.6 Have signature authorization up to \$50.
 - 200.5.7 Keep minutes of all General Assembly and Executive Board meetings.
 - 200.5.8 Post minutes to RHA website immediately following each meeting.
 - 200.5.9 Check RHA email and voicemail on a regular basis, distribute received information as needed.
 - 200.5.10 Take attendance at all meetings
 - 200.5.10 (a) Monitor and follow up on member attendance issues.
 - 200.5.10 (b) Serve as the point of contact for executive board members when they are/plan to be absent from RHA meetings.
 - 200.5.10 (c) Determine if absence is “excused” or “unexcused” with the President and Advisor.
 - 200.5.11 Oversee the “Request for Funding” Process.
 - 200.5.12 Maintain inventory and order supplies monthly that are needed for the RHA office.
 - 200.5.13 Fundraiser Duties



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- 200.5.13 (a) Be responsible for sound equipment lending process.
- 200.5.13 (b) Be responsible for bike rental process.
- 200.5.13 (c) Be responsible for Care Package distribution process.
- 200.5.13 (d) Be responsible for micro fridge installation, service requests, and pick up process.
- 200.5.13 (e) Organize additional fundraisers.
- 200.5.14 Attend Student Fee Advisory Committee.
- 200.5.15 Meet with Administration Officers on an as needed basis for training on budget.
- 200.5.16 Chair the Internal Affairs committee.

- 200.6 Vice President of Marketing
 - 200.6.1 Maintain an ongoing record of the actions, activities, and accomplishments of RHA for that school year.
 - 200.6.2 Will produce and distribute all RHA communications and advertisements to campus community.
 - 200.6.3 Maintain and update RHA and Area Council websites.
 - 200.6.4 Assist Vice President of Residential Affairs with Area Council recruitment timeline, applications, and marketing strategies.
 - 200.6.5 Maintain and update social networking sites: Facebook, Snapchat, Instagram.
 - 200.6.6 Attend student organization marketing committee.
 - 200.6.7 Promote Area Council and NRHH events on RHA social media and through the RHA email.
 - 200.6.8 Shall meet with Area Council Marketing Officers separately to train them on an as needed basis.
 - 200.6.9 Meeting with Student Housing and Residential Life Marketing and Outreach Coordinator on an as needed basis for training.
 - 200.6.10 Maintain and update Canva account.

SECTION 210 **Programming Model**

- 210.1 The RHA Programming Model strives to create a positive living environment for all students residing in campus housing based upon the five pillars focusing on building community, upholding our principles, promoting student life, educational awareness and advocacy.
- 210.2 Program Process and Procedures
 - 210.2.1 All RHA programs must be submitted through the Student Housing & Residential Life four (4) weeks prior to program.



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- 210.2.2 RHA event proposals need to be sent through the Programming Chair and reviewed. Upon review, Advisor will check on the process, procedures, and program details.
- 210.2.3 All programming budgets need to first go through the Vice President of Programming and then to the Vice President of Internal Affairs for review and approval.

SECTION 220 Traditions

- 220.1 Otter Days Ice Cream Social
 - 220.1.1 The purpose of this program is to bring students together to welcome them to CSUMB, as well as Otter Days and allow them the space to ask any questions, get involved and learn more about RHA and what we do as an organization for first time, transfer, or returning students.
- 220.2 Otter Days Pool Party
 - 220.2.1 The purpose of this program is to bring students together to welcome them to CSUMB, and to offer entertainment concluding the first week of the fall semester.
- 220.3 Open Mic Nights (Monthly)
 - 220.3.1 The purpose of this program is to allow students to showcase their talents to the campus community and allow them to openly speak their voice. The program offers an alternative option to Friday night entertainment to de-stress from the school week.
- 220.4 National Collegiate Alcohol Awareness Week Program(s)
 - 220.4.1 The purposes of the programs hosted this week are to follow through and collaborate on the mission of NCAAW. RHA will collaborate with the NCAAW committee.
- 220.5 Diversity Days
 - 220.5.1 The purpose of Diversity Days is to raise awareness about the different cultures within our communities and to gain knowledge around the circumstances that different cultures are faced with on a daily basis.
 - 220.5.2 Successful programs are: Tunnel of Oppression and Night of Noise Dance
 - 220.5.3 Possible programming collaboration with culturally focused student organizations on campus such as: Otter Cross Cultural Center, Associated Students Cultural Enrichment committee, BSU, MECHA, APIA, Out & About.
- 220.6 Eggs After Dark (Fall/Spring)
 - 220.6.1 The purpose of this program is to offer a night of de-stressing during the finals week of each semester by offering free breakfast and entertainment. Eggs After Dark will be held the Tuesday of finals week every semester.
- 220.7 Harvest Dinner



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- 220.7.1 The purpose of this program is to build community by offering students an on campus “Thanksgiving” meal. Harvest Dinner will be hosted the Wednesday prior to Fall break, in collaboration with Campus Dining Services.
- 220.9 Little Sibs Weekend
- 220.9.1 The purpose of Little Sibs Weekend is to introduce the college experience to siblings of CSUMB Students.

ARTICLE III COMMITTEES

SECTION 300 Creation of New Committee

- 300.1 A new committee may be created to fill the demonstrated needs of RHA and/or serve the demonstrated needs of the residents.
- 300.2 A title and committee description and goals must be created and sent to the Internal Affairs Committee and RHA Advisor for approval and passed onto the General Assembly.
- 300.3 Creation of the committee will be voted on in General Assembly and must pass with a two-thirds (2/3) majority vote. If passed, the committee can begin at the discretion of the chair and will be added to the By-Laws.

ARTICLE IV FINANCES

ARTICLE V AMENDMENTS TO THE RHA CONSTITUTION

ARTICLE VI MEETING PROCEDURES

Created: April 30, 2013

Amended: December 2, 2013, February 24, 2014, April 28, 2014; August 7, 2015; April 25, 2016; May 10, 2016; May 1, 2017; February 19, 2018



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