

# Residence Hall Association Constitution Saint Mary's College of California

## Article I: Name of Association

This body will be named the Saint Mary's College of California Residence Hall Association, abbreviated as RHA.

## Article II: Mission Statement

The Saint Mary's College of California Residence Hall Association exists primarily to:

- provide students with activities and opportunities inside the residence halls,
- encourage a welcoming community within the halls,
- serve as a liaison between students and Residence Life in addressing hall issues,
- collaborate with onsite clubs and programs in order to reach out to residents,
- foster student involvement through association leadership positions,
- and, promote the College's values and traditions.

## Article III: Membership

### Section A: Executive Board Membership

1. Membership for the RHA Executive Board is open to any student residing in campus housing.
2. Resident Advisors may not hold Executive Board positions.
3. The Executive Board shall consist of the following: Chair, Programming Coordinator, Advocacy Coordinator and Finance/Outreach Coordinator.

### Section B: General Council Membership

1. Students living in the Residence Halls will have the opportunity to join RHA as a General Council Member.
2. At least one (maximum of three) off-campus student(s) can hold a position as a General Council Member.
3. RHA will consist of the following: Executive Board, General Council Members, and an RHA Advisor(s).

### Section C: Voting Members

1. Voting members will consist of the RHA Executive Board and the General Council.

### Section D: Non-Voting Members

1. Non-Voting members will consist of the following: RHA Advisor(s).

## Article IV: Duties and Responsibilities

### Section A: The powers and duties of the Executive Board

#### RHA Chair

1. Leads the organization by presiding over the Executive Council.
2. Sets forth policies and goals of the organization.
3. Appoints RHA Representatives and Committees as needed.
4. Serves as the chief executive officer of the organization.

#### Programming Coordinator

1. Creates and implements campus-wide events.
2. Encourages area-wide Resident Hall programs.
3. Serves as a resource for hall members by providing programming training, resources, and additional assistance for individual hall/floor events.

#### Advocacy Coordinator

1. Identifies and addresses specific hall and college wide resident issues.
2. Collaborates with the Director of Residential Experience and the Associated Students of Saint Mary's College to gain an understanding of what current student concerns are.
3. Explores and coordinates opportunities for town hall meetings.

#### Finance and Outreach Coordinator

1. Handles all financial transactions for RHA.
2. Manages all general correspondence for RHA.
3. Coordinates all promotions and public relations campaigns.
4. Oversees the appropriation process, which allows students to gain monetary support for programs.

### Section B: The powers and duties of the Advisor[s]

1. Represents Student Life and the office of Residential Experience.
2. Attends Executive Board and General Council Meetings when needed.
3. Hold meetings with individual Executive Board members.
4. Organizes training with Finance and Outreach Coordinator.
5. As a staff member, the official advisor shall be a non-voting member of RHA.

### Section C: The powers and duties of the General Council Members

1. Shall represent the needs, thoughts, and concerns of the students living in the residence halls.
2. Assist the Director and Coordinators in reaching out to the general student body.
3. Serve as a volunteer support team member to the Coordinator positions.

## Article V: Constitutions

### Section A: Constitutional Revisions

1. The RHA Constitution must be revised a minimum of every two (2) academic years. A revised constitution must be presented to the General Council, the Advisor, and the Director of Residential Experience during approval.
2. Approval of the RHA Constitution requires a two-thirds (2/3) vote of the Executive Board.

### Section B: Amendments

1. Any voting member may propose an amendment to this constitution.
2. Amendments must be ratified by a two-thirds (2/3) vote by the General Assembly.
3. The Advisor(s) and the Director of Residence Life must approve all amendments.

## Article VI: By-Laws

### Section A: Amendments to By-Laws

1. Any voting member may propose a by-law to be added to the Constitution.
2. The by-law must be submitted in writing to the General Assembly one week before voting.
3. The by-law must receive a two-thirds (2/3) vote by the General Assembly in order to pass, and a simple majority in order to be revoked.

## By-Laws of the RHA Constitution

### Section I: Attendance, Vacancies, and Dismissals

#### A. Attendance Requirements

- i. The Executive Board must attend all RHA meetings
- ii. If a member will not be in attendance, the Chair must be notified 24 hours in advance.
- iii. Two unexcused absences will warrant a warning letter (may be in electronic format). A third unexcused absence will warrant further actions by the RHA Executive Board, including the possibility of dismissal.

#### B. Vacancies within the Executive Board

- i. Vacancies shall be filled within two meetings of the executive board after position becomes available.
- ii. In the event that an executive board member is absent, an executive board member shall assume the responsibilities of the vacant member, until which time the absent member resumes duties or a newly elected member acquires the position.

#### C. Dismissal

- i. A vote open to the General Body shall take place. A three-fourths (3/4) majority shall be grounds for removal of said Executive Board member.
- ii. The aforementioned procedure shall be used to dismiss members of the General Assembly. They may also be removed based on the requirements and criteria outlined in their respective duties and powers.

## Section II: Appropriations

### A. General

- i. Groups failing to abide by these by-laws will be placed under review and may be susceptible to a loss of future funding.

### B. Basic Funding Requirements

- i. Groups seeking RHA funds must demonstrate to RHA that they have made an effort to find the lowest cost.
- ii. A representative of the group requesting funds must attend the funding board meeting.

### C. Funding Restrictions

- i. RHA encourages fundraising by individual groups, as RHA is not meant to be a sole source of financial support for all groups. Money earned through fundraised or other outside sources should be noted as such in the group's record keeping.
- ii. RHA will not fund any group that does not benefit students of the residential community.
- iii. No groups may award RHA funds as a cash prize.
- iv. Residence hall equipment purchased with RHA funds must remain in the residence halls for future residents.
- v. RHA funds may not be used to purchase alcoholic beverages.
- vi. RHA may not appropriate funds to groups for the purpose of gifts or donations.
- vii. RHA reserves the right to donate funds in the name of RHA and the Residents of Saint Mary's College of California.

### D. Records

- i. All groups funded by RHA are responsible for maintaining accurate financial records.
- ii. Accurate financial records include all receipts and invoices associated with the RHA funds.
- iii. Groups receiving RHA funds must file a financial report with RHA including: a detailed list of RHA funds spent, copies of receipts and invoices, remaining RHA funds, amount of money earned through fundraising in account.
- iv. An inventory of all equipment owned by the group.
- v. RHA reserves the right to examine all records for any RHA funded organization. If discrepancies are found, RHA also reserves the right to turn the matter over to the Office of Residence Life.