



Resident Student Association

California State University, Fullerton

California State University, Fullerton RESIDENT STUDENT ASSOCIATION CONSTITUTION

Revised by the RSA Executive Board 2010-2011

Latest revision: October, 2011

Article I: Name and Purpose

Section 1: The name of this organization shall be the California State University, Fullerton Resident Student Association, hereinafter called RSA.

Section 2: The purpose of RSA is to be the student housing community government. RSA acts as a liaison with the full-time management staff of the Housing Office to voice student concerns and resolve problems. In addition, RSA plans community-wide recreational and educational activities for the residents.

Article II: Membership

Section 1: Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, creed, religion, gender, political affiliation, sexual orientation, or physical handicap.

Section 2: Any person living as an official resident in CSUF student housing shall be eligible for membership in the Resident Student Association.

Section 3: Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

Section 4: Any member may be suspended or expelled from the organization for conduct obviously contrary to the constitution or conduct which impairs membership rights

Clause 1: The offense must be submitted to the Executive Board in writing by a member of the organization.

Clause 2: The offending member has the right to a hearing before the General Council.

Clause 3: The offending member has the right to 24 hours notice before the hearing.

Clause 4: The offending member may be suspended or expelled by a $\frac{3}{4}$ vote of the General Council.

Section 5: There shall be fourteen voting members of RSA, which consist of thirteen Building Chairs, one from each building, and the President; however, the President shall only vote to make or break a tie.

Section 6: All elected officers, building councils officers and floor representatives are required to sign a contract affirming that they have read and fully understood the constitution.

Section 7: Powers and Duties of the Building Chairs

Clause 1: The building chairs shall represent their community in regards to programs, policies, and concerns.

Clause 2: The building chairs of RSA shall report back to their own areas and shall be responsible for facilitating involvement and communication between their areas and the RSA Board.

Clause 3: The building chairs must serve on one committee as initiated/ formed by the Vice President.

Clause 4: The building chairs shall attend all RSA general council meetings.

Article III: Officers

Section 1: The RSA Executive Board, excepting the President, may make motions but do not hold voting rights at general council meetings.

Section 2: Each officer's term shall be one year (two semesters) beginning July 1st and ending on June 30th.

Section 3: All officers are required to attend all meetings. **Section 4:** RSA Officers are required to present a paper copy of the constitution to all building chairs at the first meeting of the year. The RSA Contract, as previously mentioned in Article II, Section 5, will then be signed.

Section 5: RSA executive board members cannot sit on another executive board where not representing RSA without a two-thirds vote from the RSA executive board. **Section 6: Powers and Duties of the RSA President**

Clause 1: The President shall act as the chief executive officer and official spokesperson for RSA.

Clause 2: The President will facilitate all functions and meetings of RSA.

Clause 3: The President and the RSA Advisor shall meet weekly.

Clause 4: The President shall maintain close communications with RSA Officers and building chairs.

Clause 5: The President shall be responsible for the functions and actions of the RSA Executive Board.

Clause 6: The President shall have the power to appoint members to committees and fill all positions, with majority approval from the RSA Executive Board, unless otherwise stipulated by the constitution.

Clause 7: The President shall represent and act on behalf of RSA at any applicable event, meeting, etc., unless otherwise stipulated by the constitution.

Clause 8: The President or designated representative shall serve as an ex-officio member of all committees and organizations of the RSA, excepting individual community building councils.

Clause 9: The President shall act as a liaison between the RSA and the Housing and Residence Life Office, and shall provide organization for and assistance to all RSA Officers and building chairs, ensuring open communication between all aforementioned personnel.

Clause 10: The President may, with majority approval from the Executive Board appoint a parliamentarian who will advise the President on Parliamentary procedure.

Clause 11: The President shall be empowered to make all decisions concerning the efficient day-to-day operations of RSA. In occurrence with the RSA Advisor, the President may make emergency expenditures of up to \$100.00 but must report said expenditures to the Executive Board and general council at the next meeting.

Section 7: Powers and Duties of the RSA Vice President

Clause 1: The Vice President shall perform all duties of the President in the case of vacancy or absence and will assume the office of the President if the President's vacancy becomes permanent, until a present council member is elected by a majority vote of the Executive Board.

Clause 2: The Vice President shall be given projects as deemed appropriate by the President or Executive Board.

Clause 3: The Vice President shall meet with the President weekly.

Clause 4: The Vice President shall assist and work with the building chairs.

Clause 5: The Vice President shall help identify and assist in establishing committees to perform the various functions of the RSA. The Vice President will oversee all committee chairs (Events, Publicity, Good Works & Fundraising)

Section 8: Powers and Duties of the National Communications Coordinator (NCC)

Clause 1: The NCC shall keep in correspondence with NCC's at other Pacific Affiliate of College and University Residence Halls (PACURH) member schools.

Clause 2: The NCC shall be responsible for the NCC handbook and its files of correspondence of regional and national business and any other NCC material.

Clause 3: The NCC shall be responsible for all information regarding PACURH and National Affiliate of College and University Residence Halls (NACURH) and will be held accountable to the President and RSA Board.

Clause 4: The NCC is the only voting member and representative of CSUF at the board meetings held at the National and Regional conferences.

Clause 5: The NCC shall perform the duties of the President in the case of absence of the President and Vice President.

Section 9: Powers and Duties of the Secretary

Clause 1: The Secretary shall keep written records of all meetings and roll call of the RSA Board meetings open to all residents. He/she shall, unless otherwise stipulated, handle all written correspondence of the RSA Board (including: proposals, amendments to the Constitution, etc.)

Clause 2: The Secretary shall type and prepare minutes to be posted for all residents and distributed to all RSA Officers and the RSA Advisor no later than three days following the RSA Board meeting. Minutes should include an in depth description of what took place at the previous RSA meeting, as well as a "members present report."

Clause 3: The Secretary shall work with the President to prepare the RSA weekly agenda, and post said agenda at least 72 hours prior to the meeting.

Clause 4: The Secretary shall ensure that he/she and all other RSA officers keep accurate continuity files, and ensure that all officers prepare a continuity letter at the end of their term of office, to explain to the respective incoming officers what occurred during the previous term (how the job was done, any advice to the new officers, etc.).

Section 10: Powers and Duties of the RSA Treasurer

Clause 1: The Treasurer shall, with the President, be responsible for all RSA monies and shall keep itemized accounts.

Clause 2: The Treasurer shall have basic accounting skills.

Clause 3: The Treasurer shall, with the consultation of the RSA President and the RSA Advisor, be responsible for the annual budget. The budget must receive majority approval from the RSA Board.

Clause 4: The Treasurer shall meet weekly with the RSA Advisor to sign check requests and review budget issues.

Clause 5: The Treasurer shall submit all necessary paperwork for reimbursements by 12pm each Friday and pick up the checks on the following Friday at 12pm.

Section 11: Powers and Duties of the Campus Liaison

Clause 1: The Campus Liaison shall act as a designee for the RSA President.

Clause 2: The Campus Liaison shall be the RSA representative of residence life to the Titan Student Centers Governing Board, and shall adhere to all of its bylaws (including meeting and committee attendance).

Clause 3: The Campus Liaison shall be the RSA representative for Associated Students Incorporated (ASI) Executive Senate. If the Campus Liaison is unable to attend, the President or a designee shall attend the meeting instead.

Clause 4: The Campus Liaison shall be the representative for RSA in front of the ASI Board of Directors. If the Campus Liaison is unable to attend, the President or a designee shall attend the meeting instead.

Clause 5: The Campus Liaison shall keep in contact with the RSA President to discuss campus wide news that could benefit RSA.

Clause 6: The Campus Liaison shall keep in contact with the RSA Treasurer and keep up-to-date reports with the budget to report back to the TSU Governing Board and ASI.

Clause 7: The Campus Liaison is responsible for the promotion and advertisement on the general campus for upcoming RSA events.(e.g. in the TSU, classrooms, through the portal etc.)

Section 12: Powers and Duties of the RSA Program Director

Clause 1: The Program Director shall work with their committee to assist in the planning of programs sponsored by RSA.

Clause 2: The Program Director shall see that events are being planned which address the holistic needs of students.

Clause 3: The Program Director shall keep a master calendar of the events and activities planned or coordinated through the RSA with other campus-wide activities in mind (RA's, Housing, TSU, ASI, etc.).

Clause 4: The Program Director is required to promote and advertise throughout the housing community for upcoming events with the assistance of the Technical Director and the Program Chairs..

Section 13: Powers and Duties of the RSA Technical Director

Clause 1: The Technical Director shall be responsible to set-up the sound system.

Clause 2: The Technical Director shall keep the RSA website and Facebook group up to date.

Clause 3: The Technical Director shall assist the Program Director in making flyers for RSA events.

Clause 4: The Technical Director shall be responsible for taking photos during RSA events and posting to the website.

Section 14: Officer Qualifications

Clause 1: Must be a regularly enrolled (non-extended education) student in good standing at CSUF.

Clause 2: All members of the Executive Board shall have a minimum cumulative GPA of 2.5 upon election not including first year freshmen.

Clause 3: All members of the Executive Board shall maintain a minimum CSUF semester GPA of 2.0 and a cumulative CSUF GPA of a 2.5 throughout their term of office.

Section 15: Recall, Initiative, and Referendum

Clause 1: Recall of the President

1. Within one week of the RSA Executive Board receiving a petition containing the signatures of 30% of the total membership, a recall vote shall be called. The motion must be passed with an approval of $\frac{3}{4}$. If the recall is successful the RSA Vice President shall hold the Presidency for the remainder of the term.

OR

2. A $\frac{3}{4}$ vote of all RSA Executive Board voting members.

Clause 2: A $\frac{3}{4}$ vote of the RSA Board voting members is needed for the recall of any Executive Board Officer.

Clause 3: If there is a vote to remove an Executive Board member because of 3 unexcused absences there will be a $\frac{3}{4}$ vote required to remove that officer.

Section 16: Vacancies

In the event that an elected officer is unable to fulfill his/her term of office, the council shall have the power to fill the vacant position with a current RSA member by majority approval.

Article IV: Meetings

Section 1: General Council meetings are scheduled at least once every week for transaction of business, with the first meeting in each semester being no later than the fourth week of classes.

Section 2: Executive Board meetings are scheduled at least once every week for transaction of business; the first meeting in each semester will be no later than the fourth week of classes.

Section 3: If circumstances exist where a special meeting needs to be called to order, the President may do so. However, at least 4 Executive Board members must be present at that meeting.

Section 4: Business cannot be conducted unless a quorum of the membership is present. A quorum for any general council meeting shall consist of 50% + 1 of the existing voting RSA general council members and the RSA President or designee. (Thus meaning, 7 voting members must be present in a general meeting in order for quorum to be met).

Section 5: A quorum for any Executive Board Meeting shall consist of any three voting Executive Council Members and the RSA President or designee.

Section 6: All meetings of the RSA Board shall be open to any and all RSA general council members who shall have the right to participate fully in the meeting, except that they shall not have the right to make motions or vote.

Section 7: If a building chair or officer is absent from a regularly scheduled meeting without notifying the President, that member will be required to give a verbal excuse at the next meeting. The general council will vote on the acceptability of the absence with a majority required to accept the excuse. After the second unexcused absence, a vote of removal will take place.

Section 8: If a building chair is going to be absent, he/she must inform the RSA President, and send a designee in his/her place. If building chair fails to comply, actions in Article 4, Section 7 will be enacted. The RSA Advisor will then be notified, and the building chair's Resident

Advisor will choose his/her replacement. Upon removal from the general council, the building chair's replacement will be required to sign the contract previously mentioned in Article 2, Section 5.

Section 9: All regularly scheduled RSA general council meetings shall comply with the Gloria Romero Act, which states that all meeting minutes and agendas be publicly posted.

Article VI: Building Councils:

Section 1: Powers & Duties of RSA Building Council Chairs

Clause 1: The Chair represents their building at all RSA general meetings.

Clause 2: The Chair shall facilitate the Building Council meetings.

Clause 3: The Chair is to report back to their building council.

Clause 4: The Chair will ensure that all Building Council members meet their responsibilities.

Section 2: Powers & Duties of the RSA Building Council Secretary

Clause 1: The Secretary will perform the duties of the Chair in the Chair's absence.

Clause 2: The Secretary will take minutes and maintain written records of all the meetings.

Clause 3: The Secretary will work with the Chair to prepare the weekly agenda. The agenda should be posted 72 hours prior to the meeting.

Section 3: Powers & Duties of the RSA Building Council Programs Chair

Clause 1: The Programs Chair will work with their Building Council to plan events for their residents.

Clause 2: The Programs Chair helps to promote the events in the Residence Halls.

Section 4: Powers & Duties of the RSA Building Council Floor Representative

Clause 1: The Floor Representative shall represent their floor at all of the Building Council meetings.

Clause 2: The Floor Representative shall report to their floor at every RA's monthly mandatory meeting.

Clause 3: The Floor Representative shall report any concerns from their floor's residence to the Building Council meetings.

Section 5: Building Council Election Procedures & Campaign Materials

Clause 1: All candidates for office may campaign with posters, banners, flyers, literature, etc., for six days prior to the election.

Clause 2: All posters, flyers, banners, and/or literature shall be removed no later than one hour after the polls close.

Clause 3: No one may display literature, flyers, posters, banners, or campaign in any way within the polling area on election day, up to and including three yards outside of all doors which access the polling area. Violations of any of these stipulations will result in candidate disqualification.

Article VII: Selection Procedures

Section 1:

Clause 1: The beginning of the selection process for President, Vice President, Secretary, Treasurer, NCC, Campus Liaison, Program Director, and Technical Director shall take place no later than 7 calendar days after RA selection of the semester proceeding the term of office. Building Chair selection shall take place no sooner than five days after move-in at the start of the term and no later than 21 days after move-in day.

Clause 2: The positions of President, Vice President, Secretary, Treasurer, NCC, Campus Liaison, Program Director, and Technical Director shall be applied for by paper application. These applications will then be reviewed by the Selections Committee. Applicants will then be narrowed down and selected to be interviewed by the Selections Committee. No more than three residents may attend these open-interviews to input their opinions or ask questions of the candidates, but they will not have a vote in the matter.

Clause 3: The RSA President shall initiate election procedures in coordination with the RSA Advisor unless the RSA President is running for re-election or another RSA office, or if the RSA Advisor or RSA Board decides involvement would be inappropriate. In such a case, the RSA Board shall appoint an Election Chairperson to govern the elections. The Election Chair shall ensure fairness throughout the election proceedings.

Clause 4: At least one week's notice will be provided for any meeting at which an election is held.

Clause 5: A candidate must receive the highest number of votes to win the election. A run-off will be necessary if there is a tie between two candidates.

Clause 6: If there is no candidate running for any of the positions, the Executive Board has the power to appoint, and the appointed person shall assume all privileges and responsibilities of said position.

Clause 7: A copy of the last revised constitution shall be given to all candidates prior to elections.

Clause 8: RSA Officers are required to train their elected or chosen replacement for the following academic year starting in April of their term.

Section 2: Vacancies

Should a building chair position become vacated during term of office or at the end of Fall Semester (due to graduation, desire to leave, etc.), the former delegate's building shall have the power to fill the vacant position with another building resident within seven days. After which the Executive Council shall have the power to fill the vacant position.

Article VIII: Advisors

Section 1: An individual employed on a more than half time basis by CSUF will serve as an advisor to this organization.

Section 2: The advisor shall be the Program Coordinator within student housing.

Clause 1: In the event the Program Coordinator cannot be present, a Complex Coordinator may act in their place.

Section 3: The advisor may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.

Section 4: A staff member from the Dean of Students Office or a school based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.

Article IX: Powers of the RSA Executive Board

Section 1: The RSA Executive Board shall be empowered to act upon policies and legislation, which each residential building must enact.

Section 2: The RSA Executive Board shall be empowered to make all rules and regulations necessary to carry out all duties forth written in this Constitution.

Section 3: The RSA Executive Board shall be empowered to act as the only representative body on behalf of all housing residents when dealing with other groups or organizations (on and off campus).

Section 4: Any person or group wishing political endorsement from RSA must present a written request to the RSA Board President in keeping with current constitution and must be approved by the RSA Board. A 2/3 majority vote is needed for endorsement.

Section 5: Monetary Requests

Clause 1: All requests for monetary allocations from the RSA General Council must be presented to the Executive Staff 8 business days prior to the date of the event or need. If it is not done at least 8 business days prior, the request will not be placed on the agenda.

Clause 2: Requests for donations from RSA funds by any group are subject to approval only by $\frac{3}{4}$ votes of the RSA Executive Board. If passed, $\frac{3}{4}$ of the general council must approve the request.

Clause 3: Requests granted to outside groups, require that the ASI logo be visible on all advertisements if monies are being taken out of the RSA-ASI Account.

Clause 4: Outside groups requesting funds are required to promote their event as RSA sponsored if monies are taken from the RSA Agency Account.

Section 6: The RSA Board shall have the power to create or dissolve any committee, sub-committee, or organization under the auspices of RSA other than individual hall councils or the individual hall committees.

Article X: Committees

Section 1: Committees may be established at the discretion of the Executive Board.

Section 2: The RSA Vice President shall be the advisor to all committee chairs, and will report back to the Executive Board as to events and progress made by each committee.

Amendment 1: Green Team's name will change to the Good Works Committee. The Good Works Committee shall be responsible for promoting recycling, organizing philanthropic events, and helping to stock and maintain the Housing and Residence Life Food Pantry. The Good Works Committee may work with the RA's or RSA to support these missions and goals.

Amendment 2: Publicity Committee is responsible for making posters, dispersing fliers, inviting residents and students to the events using social media, (such as a Facebook event), and for removing expired or old RSA advertisements.

Amendment 3: The Event Committee is responsible for working with the Program Director to plan out the fine details of an event or program. The committee members shall attend each Event Committee meeting as well as each event RSA hosts or co-hosts.

Amendment 4: There shall be a Fundraising Committee that shall put on fundraising events to raise funds for the RSA agency account and may be assisted by the other committees and RSA officers.

Amendment 5: Each committee chair shall need to ask permission from a present RSA officer to conclude or cancel a committee meeting.

Section 3: Ad-Hoc committees are chaired by the RSA Vice President or a volunteer from RSA. Members are appointed by the RSA President on the basis of interest or necessity. These committees are established temporarily based on short-term issues and projects.

Section 4: Any RSA member is eligible to be a member of any RSA committee.

Section 5: Each committee chairperson will be required to give an oral report on committee meetings and actions taken at each meeting.

Section 6: Interim committee chairs will be appointed by the incoming Executive Board seven days before spring move-out to serve until permanent committee chairs are in place in the Fall Semester.

Section 7: Permanent committee chairs shall be approved using a pluralistic vote by the General Council by a majority vote. The only exception applies to the Program Director, in which it is his/her duties to chair the Programs Committee. (Refer to Article III, Section 12, Clause 1). If a chairperson is not appointed by the committee members, the RSA Vice President will appoint a chairperson into office.

Section 8: If a committee member is unable to attend a regularly scheduled committee meeting, he/she must inform the committee chair prior to the time the meeting is held, and give the status of their work in progress (projects, special assignments, events, etc.).

Article XI: Legislation and Procedure

Section 1: Any legislation voted by the RSA Board requires a majority vote to be passed except in amending the Constitution, other votes included in this constitution, and what is defined in Robert's Rules of Order, Revised.

Section 2: At the beginning of Fall Semester, all Executive Board members should be informed of the procedures of Robert's Rules of Order by the RSA Advisor. In turn, the Executive Board members shall present it to the rest of the RSA Board.

Article XII: Method to Amend the Constitution

Section 1: Proposed constitutional amendments or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2: This constitution may be amended by a 2/3 approving vote of those RSA general council members present and voting.

Section 3: Amendments to this Constitution become effective immediately upon adoption.

Section 4: A copy of this constitution and/or amendments to this constitution must be filed in the Dean of Student's office at CSUF.

Section 5: Amendments to this constitution must be proposed and approved by a "Constitution Revision Committee" before presentation to the full RSA general council for approval.

Article XIII: Disbursal of Organization Assets

Section 1: In the event the Resident Student Association should become defunct, all assets will be turned over to Housing and Residence Life.

Article XIV: Statement of Affiliation

Section 1: This organization shall be affiliated with PACURH (Pacific Affiliate of College and University Residence Halls) and NACURH (National Association of College and University Residence Halls).

Section 2: A copy of any constitution/bylaws of PACURH and NACURH must be filed in the Dean of Student's Office at CSUF.

Article XV: Rules of Order

Section 1: The RSA accepts parliamentary law set forth in the Robert's Rules of Order, Revised.

Section 2: Any issue not directly written in this document will refer to the Robert's Rules of Order.

Article XVI: Regulations

Section 1: RSA and the Housing and Residence Life Office shall be responsible to one another in all matters concerning the student housing community.

Section 2: In all matters, RSA is to act in accordance with the board policy guidelines set forth by the Housing and Residence Life staff.

Section 3: RSA will annually apply for on-campus status and will abide by the regulations thereof.