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 Study 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 and students of California State University, Fullerton [CSUF].

Article II: Requirements for Membership and Selection of Members

Section 1: Membership in the organization shall be open to all those regularly-enrolled CSUF students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular membership has equal rights and privileges.

Section 2: Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3: There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 4: Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

There shall be three types of membership in the organization: voting, executive, and general public.

No executive member shall have voting rights in the General Council.

Section 5: There shall be fourteen voting members of RSA. Each residential building in the Housing and Residence Life community shall have one vote. If a vote results in a tie, the President shall vote to break the tie after consulting with the Executive Board.

Section 6: All elected and appointed officers are required to sign a contract affirming that they have read and fully understood the Constitution within two weeks of accepting their position.
Section 7: Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be in writing and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

All files will be kept by the RSA Secretary in the RSA Office.

Article III: Executive Board Officers

The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary, National Communications Coordinator [NCC], Campus Liaison, Programs Director, National Residence Hall Honorary Director (NRHH Director), and Marketing Coordinator. The term of office will be for one year beginning June 1st.

Section 1: Officer Qualifications:

Must be a regularly enrolled (non-extended education) as a full time student living on campus prior to and while assuming their office.

Officers shall be in good academic, disciplinary, and financial standing with the University.

All members of the Executive Board shall have a minimum cumulative GPA of 2.25 upon election.

All members of the Executive Board shall maintain a minimum CSUF semester GPA of 2.5 and a cumulative CSUF GPA of 2.25 throughout their term of office.

Section 2: Officer qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor’s Office.

a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.

b. Officers must maintain a minimum cumulative 2.0 grade point average each term.

c. Officers must be in good standing and must not be on probation of any kind.

d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.

e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

Section 3: Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of 2/3 of the total voting membership.
Section 4: In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election." Any eligible member, including those already holding office, can be nominated for or appointed to a vacated officer position.

Section 5: Duties and Responsibilities of the RSA President

The President shall act as the chief executive officer and official spokesperson for RSA at any applicable event or meeting. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large.

The President shall have the full administrative powers needed to implement the proper function of RSA.

The President will facilitate all functions and meetings of RSA.

The President and the RSA Advisor shall meet weekly.

The President shall maintain close communications with Executive Board members.

The President shall be responsible for regularly ensuring that RSA Executive Board members perform their duties as required.

The President shall have the power to form committees and fill all positions, unless otherwise stipulated by the Constitution.

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 Executive Board members and Building Representatives, ensuring open communications between all aforementioned personnel.

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

The President shall be empowered to make all decisions concerning the efficient day-to-day operations of RSA. In consultation with the RSA Advisor, the President may make emergency expenditures of up to $100.00 but must report said expenditure to the Executive Board and General Council at the next meeting.

The President shall be knowledgeable about ASI and Housing and Residence Life policies and procedures and administrative functions related to RSA and event or program planning. The President shall be available to answer questions related to these topics in their administrative Office Hours.

The President shall have the power to create or dissolve any committee, sub-committee, or organization under the auspices of RSA.

The President shall be responsible for choosing a designee to attend ASI meetings on their behalf as needed.

The President is required to complete 10 administrative hours per week, 5 of which must be completed within the RSA Office.

Section 6: The RSA Executive Board, excepting the President, may make motions but do not hold voting rights at General Council meetings.

Section 7: Duties and Responsibilities of the RSA Vice President
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.

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

The Vice President shall plan and coordinate one community service program per semester.

The Vice President shall be required to represent RSA and the Executive Board at all General National Residence Hall Honorary (NRHH) meetings.

The Vice President shall oversee the meeting attendance of Building Representatives and shall monitor their membership in RSA Committees.

The Vice President shall be responsible for organizing volunteers for set-up, operation, and take-down of RSA events.

The Vice President is required to complete 10 Administrative Hours per week, 5 of which must be completed within the RSA Office.

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

The NCC shall keep in correspondence with NCC’s of other Pacific Affiliate of College and University Residence Halls [PACURH] member schools.

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

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

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

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

The previous NCC must take on the duties of submitting the PACURH RFI report for the following year. (Typically due in October)

The NCC is responsible for the organization of delegation activities for national and regional conferences.

The NCC is required to complete 5 Administrative Hours per week, 2 of which must be completed within the RSA Office.

Section 9: Duties and Responsibilities of the Secretary

The Secretary shall keep typed records of all meetings and roll call of the RSA General Council meetings. They shall, unless otherwise stipulated, handle all written correspondence of the RSA Board (including: proposals, amendments to the Constitution, and other needed documents). These documents should be kept in RSA’s Google Drive.

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.

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.”
The Secretary shall ensure that they and all other RSA Executive Board members 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, and any other tips for success).

The Secretary shall be responsible for training and assisting the Committee Secretaries in their responsibilities.

The Secretary is required to complete 5 Administrative Hours per week, 2 of which must be completed within the RSA Office.

Section 10: Duties and Responsibilities of the RSA Treasurer

The Treasurer handles all financial affairs and budgeting of the organization. They will maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. They shall also maintain an accurate excel spreadsheet detailing the budget and expenditures of RSA’s Agency and ASI Accounts.

The Treasurer shall have basic accounting skills.

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

The Treasurer shall submit all necessary paperwork for reimbursements and shall pick up checks at the required times set by ASI Accounting.

The Treasurer shall prepare and submit the annual ASI Budget Proposal for the following academic year. This proposal must be presented to the General Council two weeks prior to the ASI deadline by the Campus Liaison.

The Treasurer shall plan and coordinate one fundraiser per semester that will focus on branding for RSA.

The Treasurer is required to give updated account status reports at General Meetings of RSA’s Agency and ASI Accounts.

The Treasurer shall be responsible for attending ASI Financial Caucus meetings.

The Treasurer is required to complete 10 Administrative Hours per week, 5 of which must be completed within the RSA Office.

Section 11: Duties and Responsibilities of the RSA Program Director

The Program Director shall be the Chair for the Committee on Programs and shall assume all responsibilities of that position.

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

The Program Director shall be required to collaborate with the Marketing Coordinator to promote and advertise upcoming events throughout the Housing Community.

The Program Director shall be familiar with ASI and Housing and Residence Life policies and procedures regarding event planning. The Programs Director shall meet with the RSA Advisor regularly during event planning.

The Programs Director shall communicate with the Vice President regarding General Council volunteers to assist in execution of events.

The Program Director shall have the ability to approve program proposals of less than $100 with approval from the RSA President and Advisor.

The Program Director is required to complete 5 Administrative Hours per week, 2 of which must be completed within the RSA Office.
Section 12: Duties and Responsibilities of the RSA Marketing Coordinator

The Marketing Coordinator shall be the Chair of the Committee on Marketing and shall assume all responsibilities of that position.

The Marketing Coordinator is responsible for all RSA social media including but not limited to the RSA website, Instagram, Twitter, and Facebook group.

The Marketing Coordinator shall collaborate with the Program Director to make all necessary marketing materials for RSA events.

The Marketing Coordinator shall be responsible for taking photos during RSA events and posting to the website and social media sites.

The RSA Marketing Coordinator shall be responsible for ensuring that any and all RSA-related publications meet the requirements established in the RSA Style Use Guide.

The Marketing Coordinator is required to complete 5 Administrative Hours per week, 2 of which must be completed within the RSA Office.

Section 13: Duties and Responsibilities of the Campus Liaison

The Campus Liaison shall represent RSA and the President to ASI and shall attend ASI meetings as the President’s designee if needed.

The Campus Liaison is responsible for RSA’s promotion on the general campus, and to promote campus events to RSA’s General Council.

The Campus Liaison serves on the ASI Food Committee and gives two Board of Directors reports per semester.

The Campus Liaison shall be responsible for updating General Council members on involvement opportunities in the community or on main campus.

The Campus Liaison is responsible for communicating with main campus organizations who wish to collaborate with RSA.

The Campus Liaison is required to complete 7 Administrative Hours per week, 2 of which must be completed within the RSA Office.

Section 14: Duties and Responsibilities of the Director of the National Residence Hall Honorary (NRHH)

The NRHH Director shall represent NRHH and its interests at General Council and Executive Board Meetings.

The NRHH Director shall be required to follow and uphold the NRHH Bylaws, along with the requirements set forth in this Constitution.

The NRHH Director shall be considered a voting member of the RSA Executive Board and shall be expected to follow the same rules and regulations of the other Officers.

The NRHH Director shall assist the RSA Vice President in planning and coordinating one community service program per semester.

The NRHH Director shall have the ability to make expenditures of up to $100 from the RSA ASI Budget with approval from the NRHH Executive Board.

The NRHH Director is required to complete 10 Administrative Hours per week, 2 of which must be completed within the RSA Office.
Section 15: Recall, Initiative, and Referendum

Recall of the President

Within one week of the RSA Executive Board receiving a petition containing the signatures of 30% of the General Council, a recall vote shall be called. The motion must be passed with an approval of ¾. If the recall is successful, the RSA Vice President shall hold the Presidency until a present council member is elected by a majority vote of the General Council.

OR, a ¾ vote of all RSA Executive Board members will result in the RSA Vice President holding the Presidency until a present council member is elected by a majority vote of the General Council.

A ¾ vote of the RSA Executive Board voting members is needed for recall of any Executive Board Officer.

Section 16: Vacancies in the event that an elected officer is unable to fulfill their term shall be filled by Presidential Appointment. The appointment is subject to approval by the majority of the Executive Board members.

Article IV: Meetings

Section 1: General Council meetings shall be held bi-weekly at a regular date and time set by the RSA Executive Board and Advisor for the transaction of business; the first meeting in each semester being no later than the second week of classes.

Section 2: Regular Committee meetings are scheduled on other alternating weeks at a date and time set by the RSA Executive Board and Advisor for the transaction of business; the first meeting in each semester occurring the week after the first General Council meeting.

Section 3: 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 second week of classes.

Section 4: If the circumstances exist, special meetings may be called by the RSA President. However, at least 4 Executive Board members must be present at that meeting.

Section 5: 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 buildings must be represented in a General Council meeting in order for quorum to be met).

Section 6: A quorum for any Executive Board meeting shall consist of any three voting Executive Board Members and the RSA President or designee.

Section 7: All meetings of the RSA Executive 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 8: If a Building Representative is going to be absent, they must inform the RSA Vice President, and send a designee in their place.

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 V: **Elections**

Officers are elected once an academic year. The beginning of the selection process for President, Vice President, Secretary, Treasurer, NCC, Campus Liaison, Program Director, and Marketing Coordinator shall take place after RA selection. Building Representative 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.

The positions of President, Vice President, Secretary, Treasurer, NCC, Campus Liaison, Program Director, and Marketing Coordinator shall be applied for by paper application. These applications will then be reviewed by the current RSA Executive Board, barring any officers that may be re-applying for positions. Applicants will then be selected to campaign. 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 Executive Board decides involvement would be inappropriate. In such a case, the RSA Executive Board shall appoint an Election Chairperson to govern the elections. The Election Chair shall ensure fairness throughout the election proceedings.

At least one week’s notice will be provided for any meeting at which an election is held. All residents are eligible to vote at RSA elections through a paper ballot process.

Votes will be cast by secret ballot and counted by the RSA President.

A candidate must receive the highest number of votes in a simple majority (at least 50% of votes). If no simple majority is achieved, a second ballot shall be called with the top two candidates.

If there is no candidate running for a position, the President has the power to appoint, and the appointment person shall assume all privileges and responsibilities of said position.

A copy of the last revised Constitution shall be given to all candidates prior to elections.

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

Article VI: **Building Representatives**

Section 1: **Duties and Responsibilities of RSA Building Representatives**

Building Representatives shall regularly communicate with their fellow residents regarding upcoming events and programs.

Building Representatives shall listen to concerns from their fellow residents and share them at General Council Meetings or with the RSA Executive Board.

Building Representatives shall regularly attend General Council Meetings.

Building Representatives shall work with the other Representatives from their building in order to decide their building’s stance at a General Council vote.

If a Building Representative shall become unable to represent their building and participate in RSA, it shall be the responsibility of the Resident Advisor for that floor to find a replacement and to keep in contact with the RSA Vice President until a replacement is found.

Article VII: **Procedures**

Section 1: **Monetary Requests**
All requests for monetary allocations from the RSA General Council must be presented to the Executive Board 3 weeks prior to the date of the event.

Requests for donations from RSA funds by any group are subject to approval only by a majority of the votes of the RSA Executive Board. If passed, a majority of the votes from the General Council are needed in order to approve the request.

Outside groups granted funds are required to promote their event as RSA sponsored.

Article VIII: Advisors

Section 1: Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization. The Advisor shall be the professional Residence Life staff member named by Housing and Residence Life.

In the event that the Advisor cannot be present, a Graduate Assistant or other Community Coordinator may act in their place.

Section 2: 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 advisor and the organization.

Section 3: The University Advisor shall be an Ex Officio member without voting privileges.

Article IX: Dues

Section 1: This organization does not collect membership fees.

Article X: 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 written in this Constitution.

Section 3: The RSA Executive Board shall be empowered to act as the only representative body on behalf of all resident students when dealing with other groups or organization (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 Executive Board. A 2/3 majority vote is needed for endorsement.

Article XI: Committees

Section 1: RSA will have two permanent, standing committees: the Committee on Programs, and the Committee on Marketing.

The Committee on Programs will be chaired by the RSA Program Director.

The Committee on Marketing will be chaired by the RSA Marketing Coordinator.

Section 2: The RSA President will have the power to establish or dissolve temporary committees as needed.
The RSA President will appoint the Chair to any temporary committees.

Section 3: Duties and Responsibilities of Committee Chairs

The Chair of each RSA Committee shall facilitate meetings of their committee.

The Chair of each RSA Committee shall be required to appoint a Secretary to record minutes and send agendas for Committees meetings.

The Chair of each RSA Committee shall give a report of their committee’s activities at each General Council meeting.

The Chair of each RSA Committee shall be responsible for working with the RSA Secretary to establish an Agenda for each committee meeting and have it publicly posted at least 72 hours prior to a meeting.

The Chair of each RSA Committee shall be responsible for overseeing progress on committee projects and assignments.

The Chair of each RSA Committee shall have the ability to create and dissolve unique positions within their committee as needed.

Section 4: Membership in Committees

Membership in RSA Committees is open to any regular General Council Member.

Membership in at least one of the two standing committees is required for each voting General Council member.

Section 5: RSA Committee on Programs

The Committee on Programs shall assist the Program Director in performing their duties as required by the Constitution.

The Committee on Programs shall be responsible for planning events and programs.

The Committee on Programs shall be responsible for submitting a Program Proposal to the General Council at least one month before an event is set to occur, if it will require total spending above $100. This Proposal must be approved by a majority vote of the General Council.

Members in the Committee on Programs shall be required to participate

Section 6: RSA Committee on Marketing

The Committee on Marketing shall assist the Marketing Coordinator in performing their duties as required by the Constitution.

The Committee on Marketing shall be responsible for coordinating advertising, outreach, branding, and retention efforts for RSA.

Members of the Committee on Marketing shall be required to ensure any publications or marketing adhere to the requirements set in the RSA Style Use Guide.

Section 7: RSA Committee Expenditures

The Chair of each RSA Committee shall have the ability, with approval from the RSA President and Advisor, to authorize expenditures of $100 or less for equipment or supplies, unless otherwise stipulated in this Constitution, but will be required to report these expenditures in the next General Council meeting.

The Chair of each RSA Committee shall have the power to request expenditures greater than $100 on equipment or supplies. These requests must be approved by a majority vote of the General Council.
Article XII: Legislation and Procedure

Section 1: Any legislation voted by the RSA Executive 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 the Fall Semester, all Executive Board members should be informed 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 General Council at the first meeting.

Section 3: Any Executive Board members shall be able to present Robert’s Rules of Order to new general members at any time during the year during their Administrative Office Hours. Time shall not be taken during meetings after the first to explain Rules of Order.

Article XIII: 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.

While the RSA General Council is not in session (either during Intersession or Summer), the President shall have the ability to amend the Constitution with approval from the RSA Advisor and 3/4 of the Executive Board.

Section 2: This constitution may be amended by a 2/3 approving vote of those RSA General Council members present and voting and by 2/3 approving vote of the Executive Board.

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

Section 4: A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

Article XIV: Disbursal of Organization Assets

Section 1: In the event the Resident Student Association should become defunct, all Agency-purchased assets will be turned over to Housing and Residence Life. Any funds in RSA’s Agency Account shall be turned over to Housing and Residence Life. All ASI funded assets shall be turned over to the Associated Students, CSUF, Inc.

Article XV: 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 Students Office at CSU Fullerton.

Article XVI: Rules of Order


Section 2: Any issue not directly written in this document will refer to the Robert’s Rules of Order.
Article XVII:  **Regulations**

**Section 1:** In all matters, RSA is to act in accordance with policy guidelines set forth by the University Housing and Residence Life.

**Section 2:** RSA will annually apply for on-campus status and will abide by the regulations thereof.

**Section 3:** All advertisements from or related to RSA, or receiving funding from RSA, must feature both the RSA and ASI Logos unless specifically decided by the Executive Board.

**ARTICLE XVI. APPROVAL**

**Section 1.** This constitution was approved on 8/4/15.