



## CALIFORNIA STATE UNIVERSITY, FULLERTON CONSTITUTION & BYLAWS

### **ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION**

- Section 1.** The name of this organization shall be “The Resident Student Association at California State University, Fullerton” hereinafter called RSA.
- Section 2.** The purpose of this organization is to enhance the overall living and college experience within Housing and Residential Engagement. RSA serves as the voice in advocacy of the community, while providing leadership opportunity and engaging programs. RSA encourages all students to get involved by attending weekly General Council and Committee meetings to voice their concerns, get informed, and get connected to the greater CSUF community.

### **ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

- Section 1.** Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member 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.** 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.** Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.
- Section 6.** Any eligible CSU Fullerton student who joins the organization roster on TitanLink shall be a voting member upon acceptance of membership by the organization. Any eligible non- CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the organization.
- Section 7.** Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization, for conduct that impairs the rights of the members to enjoy the benefits of the organization, or any violations of the Student Code of Conduct. The offense must be in writing and

submitted by an organization member. **After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before their 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.

**Section 8.** There shall be twenty-six voting members with thirteen votes in RSA. Each building in the Housing and Residential Engagement 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.

### **ARTICLE III. OFFICERS**

**Section 1.** The elected officers of the organization shall be the President, Vice President, Treasurer, Historian and other officers as necessary. **The term of office will be one year beginning July 1st.** 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 2. Powers and Duties of Officers:**

**Clause 1.** The President shall preside at all meetings of the organization. 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. They have further powers and duties as prescribed by the organization.

Clause 2. The Vice President presides at the organization meetings in the absence of the President. They perform all duties assigned by the President. They notify all members of organization meetings.

**Clause 3.** The Treasurer handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. All disbursements for more than \$50 require a majority vote approval of the organization.

Clause 4. The Historian takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. They are responsible for all organization correspondence and keep copies of all correspondence on file. They maintain all records of the organization.

Clause 5. The National Communications Coordinator ensures that the organization is represented and present at national and regional conferences and that the organization is affiliated with national and regional affiliations.

Clause 6. The Program Director is responsible for planning events, presenting proposals to the general counsel, and facilitating events.

Clause 7. The Marketing Director creates all marketing materials for the organization and all of its events as well as prints and posts the materials and ensures that the materials follow all guidelines.

Clause 8. The National Residence Hall Honorary Director serves as a representative of NRHH within RSA.

#### **Section 3. 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 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 4. In the event an elected officer is unable to fulfill their term of office, there will be a "Special Election."**  
Any eligible member, including those already holding office, can be nominated for a vacated officer position.

## **Section 5. Powers of the Executive Board**

**Clause 1. A.** The RSA Executive Board shall be empowered to act upon policies and legislation; which each residential building must enact.

**B.** The RSA Executive Board shall be empowered to make all rules and regulations necessary to carry out all duties written in this Constitution.

**C.** 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 6.** Any person or group wishing political endorsement from RSA must present a written request to the RSA President in keeping with current constitution and must be approved by the RSA Executive Board. A 2/3 majority vote is needed for endorsement.

**Section 7.** Petition of 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 8.** The RSA Executive Board, excepting the President, may make motions but do not hold voting rights at General Council meetings.

## **Section 9. Duties and Responsibilities of the 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 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 Residential Engagement 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 Residential Engagement 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 such as ASI Board of Trustees on their behalf as needed.

The President shall remain active in PACURH/NACURH representation by attending monthly positional chats.

Other tasks as assigned.

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

## **Section 10. Duties and Responsibilities of the 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 responsible for RSA's promotion on the general campus, and to promote campus events to RSA's General Council.

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

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

The Vice President shall be responsible for General Council recruitment, retention, and leadership development, which is not limited to, but including socials, tabling, Housing Orientation Week/Town Hall meeting, and Welcome to Cal State

Fullerton day.

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 Advocacy Night.

The Vice President shall be responsible for any presentations to the ASI Board of Directors and will work with the Board of Directors' representative to RSA.

The Vice President shall maintain communication with main campus organizations interested in collaborating with RSA and shall present their proposals to the General Council if a representative is not present.

The Vice President shall be responsible for running RSA elections.

The Vice President shall be responsible for maintaining and overseeing the Constitution.

The Vice President shall meet with an advisor once a week.

Other tasks as assigned.

The Vice President is required to complete 10 Administrative Hours per week, 3 of which must be completed within the RSA Office.

## **Section 11. 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 remain active in PACURH/NACURH representation by attending monthly positional chats.

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

The NCC must take on the duties of completing the NACURH affiliation process.

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

The NCC shall meet with an advisor once a week.

Other tasks as assigned.

The NCC 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 Historian**

The Historian shall work with the President to prepare the RSA General Council agenda, and post said agenda at least 24 hours prior to the meeting.

The Historian 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 and uploaded 24 hours prior to the meeting.

The Historian shall maintain the RSA Titanlink page by uploading agenda, minutes, and pictures.

The Historian shall be in charge of all sign ins for RSA. They will keep track of attendance for meetings and events.

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

The Historian shall be responsible for completing the ASI Event Evaluation form and archiving professional photographic evidence of all RSA programs that align with HRE standards.

The Historian shall meet with an advisor once a week.

Other tasks as assigned.

The Historian 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 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 present an updated budget any time a voting action is presented which is requesting funding.

The Treasurer shall have basic math and excel skills.

The Treasurer shall meet, when necessary, 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 Vice President.

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 or ensuring consistent RSA representation at ASI Financial Caucus and Executive Senate meetings.

The Treasurer shall be required to collaborate with the Programs Director to ensure appropriate expenditures.

The Treasurer shall meet with an advisor once a week.

Other tasks as assigned.

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

#### **Section 14. Duties and Responsibilities of the 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 Director to promote and advertise upcoming events throughout the Housing Community.

The Program Director shall be required to collaborate with the Treasurer to ensure appropriate expenditures.

The Program Director shall be familiar with ASI and Housing and Residential Engagement policies and procedures regarding event planning.

The Programs Director shall meet with the RSA Advisor regularly during event planning.

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

The Programs Director shall maintain the RSA office and Inventory.

Any program requiring funds over \$100 must present a budget proposal that is approved by the General Council.

The Programs Director shall meet with an advisor once a week.

Other tasks as assigned.

The Program Director is required to complete 10 Administrative Hours per week, 3 of which must be completed within the RSA Office, 1 of which must be at the same time as 1 of the Marketing Director's office hours.

#### **Section 15. Duties and Responsibilities of the Marketing Director**

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

The Marketing Director is responsible for the overall visual face of the RSA Brand, through advertisement and promotional designs, and regulation of all RSA social media platforms.

The Marketing Director shall be familiar with ASI and Housing and Residential Engagement policies and procedures regarding marketing. The Marketing Director shall meet with the RSA Advisor regularly during event marketing.

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

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

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

The Marketing Director shall meet with an advisor once a week.

Other tasks as assigned.

The Marketing Director is required to complete 10 Administrative Hours per week, 3 of which must be completed within the RSA Office, 1 of which must be at the same time as 1 of the Program Director's office hours.

## **Section 16. 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.

Other tasks as assigned.

The NRHH Director shall assist RSA in planning and coordinating a community service program if RSA holds such an event.

## **Section 17. Duties and Responsibilities of RSA Building Representatives**

Each Building in Housing and Residential Engagement shall have 2 Building Representatives

Building Representatives shall regularly communicate with their fellow residents during floor meetings 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 and serve an active role in the Programs and Marketing Committee Meetings.

Building Representatives are given three unexcused absences per semester, all other absences must be approved by the Vice President.

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

Building Representatives shall maintain communication with the Vice President.

Building Representatives shall meet with their building's RAs, at minimum once a month

Building Representatives shall shadow the Executive Board to gain insight on their positions throughout the academic year.

Once a year, each group of three/four building's representatives shall, using RSA funding, host a social with a \$75 budget.

## **Section 18. 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  $\frac{3}{4}$ . 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  $\frac{3}{4}$  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  $\frac{3}{4}$  vote of the RSA Executive Board voting members is needed for recall of any Executive Board Officer.

**Section 19.** 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. COMMITTEES**

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 Director.

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.

### **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 Historian 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 Historian 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.

### **Membership in Committees**

Membership in the two standing committees are required for all RSA members.

General Council members will be assigned to one of the two committees in the Fall Semester and will serve in the other the following Spring Semester.

### **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

## RSA Committee on Marketing

The Committee on Marketing shall assist the Marketing Director 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.

## 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 V. MEETINGS**

- Section 1. Regular meetings are scheduled at** 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. Special meetings are called by** any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.
- Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as** 51% of the voting membership.
- Section 4.** The first half of the meeting being a General Council meeting and the second half being a Committee meeting. In special cases, an elected officer or 5% of the voting members of the organization may propose to adjust the meeting time ratio.
- Section 5.** 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 6.** 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 7.** 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 8.** A quorum for any Executive Board meeting shall consist of any three voting Executive Board Members and the RSA President or designee.
- Section 9.** 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 10.** If a Building Representative is going to be absent, they must inform the RSA Vice President, and send a designee in their place.

**Section 11.** 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. ELECTIONS**

**Section 1.** **Officers are elected** once an academic year. **Elections are held** at the end of each academic year for the following year's term.

**Section 2.** **At least one week's notice will be provided for any meeting at which an election is held.**

**Section 3.** **The voting period will be open for at least** one meeting.

**Section 4.** **Votes will be cast** by secret ballot or via the TitanLink elections feature **and counted** by an unbiased committee.

**Section 5.** **Results of elections must be noted in the minutes and made available to the student organization members no later than** 1 week post-election.

**Section 6.** **A candidate must receive** a majority of the votes or if necessary runoff elections will be held.

**Section 7.** The beginning of the selection process for President, Vice President, Historian, Treasurer, NCC, Program Director, and Marketing Director 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.

**Section 8.** The positions of President, Vice President, Historian, Treasurer, NCC, Program Director, and Marketing Director 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.

**Section 9.** All residents are eligible to vote at RSA elections.

**Section 10.** A candidate must receive the highest number of votes in a simple majority (at least 51% of votes). If no simple majority is achieved, a second ballot shall be called with the top two candidates.

**Section 11.** 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.

**Section 12.** 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.

**Section 13.** Candidates shall have the option to bid down in the case that they are not selected for the original position they ran for.

**Section 14.** In the case that there is no Treasurer or NCC elected for the following year, the President for the following year must appoint one by the end of the academic year.

## **ARTICLE VII. ADVISORS**

**Section 1.** Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office which includes trainings assigned by the Office of Student Life & Leadership

**Section 2.** Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.

**Section 3.** The advisor(s) will serve a term of one academic year minimum and is selected during registration of the organization **pending approval by the Office of Student Life & Leadership.**

**Section 4.** The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting **or at the discretion of the University.**

**Section 5.** A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) and the organization.

**Section 6.** The Advisor shall be the professional Residence Engagement staff member named by Housing and Residential Engagement.

**Section 7.** In the event that the Advisor cannot be present, a Graduate Assistant or other Community Coordinator may act in their place.

**Section 8.** 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.

## **ARTICLE VIII. DUES**

**Section 1.** This organization does not collect membership fees.

**Section 2.** All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account.

## **ARTICLE IX. METHOD TO AMEND THE CONSTITUTION**

- Section 1.** Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.
- Section 2.** Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.
- Section 3.** A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.
- Section 4.** The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.
- Section 5.** 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.

## **ARTICLE X. DISBURSAL OF ORGANIZATION ASSETS**

- Section 1.** In the event the Resident Student Association should become defunct for a period of more than 2 years, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.
- Section 2.** In the event the Resident Student Association should become defunct, all Agency-purchased assets will be turned over to Housing and Residential Engagement. Any funds in RSA's Agency Account shall be turned over to Housing and Residential Engagement. All ASI funded assets shall be turned over to the Associated Students, CSUF, Inc.

## **ARTICLE XI. STATEMENT OF AFFILIATION *(required if a chapter of a national/international group)***

- Section 1.** This organization is 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/by-laws/agreements with PACURH/NACURH must be filed in the Office of Student Life & Leadership at CSU Fullerton.

## **ARTICLE XII. RULES OF ORDER**

- Section 1.** The "Resident Student Association" accepts "Robert's Rules of Order" *(newly revised)* as its Rules of Order.
- Section 2.** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

- Section 3.** 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 4.** 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 5.** 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. REGULATIONS**

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