

Cleveland State University Residence Hall Association -Constitution-

ARTICLE I: NAME

The name of this organization shall be the Cleveland State University Residence Hall Association (hereinafter referred to as the “organization”).

ARTICLE II: PURPOSE

The mission of the Residence Hall Association shall be to educate and enhance the residence hall experience through programming, advocacy, and leadership development.

ARTICLE III: MEMBERSHIP

Section 1: Membership in this organization shall be open to all registered students, faculty, and staff at Cleveland State University. Active (i.e. voting) members shall be currently enrolled Cleveland State University students who meet the following criteria:

- a.) Residence within a residence hall at Cleveland State University
- b.) GPA of 2.0 or above

Section 2: It shall be stated as part of the policy of this organization that there shall be no form or type of discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam-era veteran, or other protected veteran status.

Section 3: With active membership shall come full speaking and voting privileges on all items of organization business, including resolutions, items of legislation, bylaws, and elections.

Section 4: RHA Board members must be in good academic standing and meet all requirements for holding said position as indicated in the CSU Student Handbook. Any student assuming such a role must be enrolled for eight term credits or more and maintain a cumulative grade point average of 2.0 at Cleveland State University. An exception to this policy shall be law students who must be enrolled for six semester credits.

ARTICLE IV: OFFICERS

Section 1: The officers shall consist of a President, a Vice-President for Euclid Commons, a Vice-President for Fenn Tower, a Secretary, a Treasurer, a National Communications Coordinator, one Euclid Commons student representative, one Fenn Tower student representative, and one Heritage Hall student representative. The officers shall be responsible for all administrative duties of the organization while maintaining all rights associations with membership. The elected officers shall form the Executive Committee.

Section 2: The President shall establish and maintain operation of the organizations, call and preside over organization meetings, and answer for all actions of the other officers/members. The President shall have power to request, upon three days notice, an audit of the Treasurer's books. The President shall also meet with the organization Advisor at least twice per month.

Section 3: The Vice-President shall assist the President with all administrative duties and assume those duties in the absence of the President. The Vice-President shall also serve as the official liaison between the Department of Residence Life and the organization; in this role the Vice-President shall meet with the Director and/or Associate Director of Residence Life once per month. In addition, the Vice-President shall meet with the organization Advisor at least once per month.

Section 4: The Secretary shall keep accurate and detailed records of all meetings and affairs, transmit all official organization correspondence, and coordinate preparation and distribution of information/materials. The Secretary shall post notice of all open meetings at least three days in advance. The Secretary is responsible for posting the minutes from each meeting at least 24 hours after a regularly scheduled meeting.

Section 5: The Treasurer shall administer the financial affairs of the organization. The Treasurer, under the guidance of the organization Advisor, shall receive and distribute organizational funds, make financial reports at all meetings, and maintain an accurate record of organizational funding. The Treasurer shall also coordinate all fund raising events. The Treasurer shall meet with the organization Advisor at least twice per month.

Section 6: The National Communications Coordinator shall be responsible for maintaining affiliation and serving as the organization liaison with the National Association of College and University Residence Halls Inc (NACURH). The NCC shall meet with the organization Advisor at least once per month. The NCC is also responsible for Of-The-Months recognition awards that are presented on a monthly basis to students and people in the community. Printing and designing the certificates is the sole responsibility of the NCC representative.

Section 7: The Student Representative shall be responsible for presenting their respective buildings on all matters brought before the organization. The student representatives shall be responsible for sharing resident concerns with the organization. The student representatives will meet with the organization Advisor when appropriate. They are also responsible for advertising in their particular building when events/programs are approaching. Regular maintenance and updating of the bulletin boards is also the responsibility of the student representative.

Section 8: The elected officers must meet all requirements for holding office as stated in the CSU “Student Organization: Policies, Procedures, and Guidelines” document.

ARTICLE V: ELECTIONS

Section 1: The residents of Fenn Tower, Euclid Commons, and Heritage Hall shall elect the officers to serve a term of one year. Annual elections shall be held during the beginning of the fall semester. The term of office will begin immediately following the conclusion of the election through the start of the next academic year.

Section 2: Elections shall begin with applications for positions being distributed during the first week of the election period. Applications will be due at the conclusion of the first week of the election period and must be completed to be considered a part of the ballot. Campaigning for positions will occur during the second week of the period. Elections will be held by means of a secret ballot at the end of the second week of the election period. Officers will be elected by a majority vote, with ties to be determined during a run-off election during the third week of the election period.

Section 3: The order of succession shall be 1.) President, 2.) Vice-President for Fenn Tower, 3.) Vice-President for Euclid Commons, 3.) Secretary, 4.) Treasurer, 5.) National Communications Coordinator 6.) Student Representative Fenn Tower 7.) Student Representative Euclid Commons 8.) Student Representative Heritage Hall

Section 4: Vacancies in any of the elected offices shall be filled within one month. The order of succession shall be followed in filling any vacant office, with the acknowledgement that an officer may decline the option to succeed. Subsequent to pursuing the order of succession, any vacancy shall be filled for the remainder of the unexpired term following the procedures outlined in ARTICLE V, Section 2.

Section 5: Notice of an election must be provided to all active members within one week of the position vacancy.

ARTICLE VI: APPOINTMENTS

The President shall appoint, with a majority vote from active membership, such positions (e.g. Committee Chairpersons) as may contribute to the successful operation of the organization. The establishment of new officer positions shall require constitutional revision per Article X.

ARTICLE VII: REMOVAL FROM OFFICE AND/OR MEMBERSHIP

Removal from office may occur by a 2/3 vote of the executive committee. Removal can transpire for failure to carry out the prescribed duties of an office or for actions which violate the purposes or policies of the organization. Written charges must be submitted to the Executive Committee who will notify the officer within five working days. All officers must be notified of a pending removal vote at least one week prior to the meeting during which the decision will be made. Prior to the removal vote, the officer in question shall be given an opportunity to respond

to charges at a specified Executive Committee meeting. Voting for removal from office is to be done by secret ballot at the conclusion of the meeting. The officer in question must be notified of the outcome within three working days after the meeting during which the vote took place. Removal from office and/or membership can also conclude after a total of 3 unexcused absences from meetings and or scheduled events.

ARTICLE VII: MEETINGS

Section 1: General membership meetings shall be held bi-weekly, with additional meetings called by the President or Advisor as needed. At least three working days of notice regarding additional meetings must be given to all organization members. The official means of notifying members shall be agreed upon at the first meeting of each semester.

Section 2: Executive committee meetings shall be bi-weekly, held opposite of the general membership meetings. Additional meetings may be called by the President or Advisor as needed.

Section 3: No formal/official business may be conducted at a meeting without a quorum of executive committee members. A quorum shall be defined as 50% plus one of the occupied executive committee positions.

ARTICLE IX: FUNDING

Section 1: The organization shall undertake fund raisers for purposes that support the mission of the organization. All fund raising shall be conducted in accordance with University policies.

Section 2: All funds shall be deposited in the Cleveland State University agency account provided for the organization. The Treasurer shall maintain an accurate accounting of all funds available for organizational use.

ARTICLE X: CONSTITUTIONAL REVISION

Section 1: Any revision of this constitution – including amendments and bylaws – shall be approved by a 2/3 vote of active members present at an official meeting.

Section 2: Once approved by the membership, any constitution revision – amendment or bylaw – shall be submitted to the CSU Faculty Senate Student Life Committee for final approval.

ARTICLE XI: JURISDICTION

This organization is subject, as a recognized student organization, to the rules, regulations, and policies of Cleveland State University and the laws of the state of Ohio. The rules, regulations, and policies of Cleveland State University shall hold precedence over all rules, regulations, and policies applying to the organization, including those of national associations with which the Cleveland State University Residence Hall Association is affiliated.