



Residence Hall Association

CONSTITUTION

Last Revised: March 2013

Article I: Name

Section A: This organization shall be named and herein known as the Residence Hall Association of Bay State College (RHA).

Section B: The RHA is affiliated with the Office of Student Affairs, namely the Department of Residence Life.

Article II: Purpose

The principle purposes of the RHA are:

- Promote a safe and healthy living environment in all Bay State College Residence Halls
- Improve overall on-campus experience of all residents, accomplished by:
 - Solicit resident feedback about current issues, concerns and needs
 - Collaborate with the Office of Student Affairs to find appropriate solutions/ improvements for the Bay State College residents and Residence Halls

Article III: Membership and Organizational Structure

Section A: The membership of RHA is composed of:

1. The Executive Officers;
2. The Hall Council representatives; and
3. The advisor(s) appointed by the Residence Life Office.

Section B: The Executive Officers are composed of:

1. President
2. Vice President
3. Secretary
4. Finance Chair
5. Marketing Chair
6. Program Chair

Section C: Eligibility and Participation

- All students currently residing in Bay State College owned property are eligible to be members and/or executive officers of RHA. All members must remain residents for the duration of their elected term. Any changes

in resident status will exclude the student from eligibility for future involvement in RHA.

- All resident students who attend three or more RHA meetings in one semester are eligible to vote in RHA matters brought up during meetings.
- The President and Vice President must maintain a 3.0 GPA to hold positions as officers in RHA. General members must maintain a 2.5 GPA. Grades will be checked at the end of each semester. Additionally, all officers must reside in campus housing.

Section D: Rights of Membership:

1. Leadership development opportunities,
2. Support from Student Affairs staff,
3. The use of one campus rooms for meetings and functions as scheduled through Kristin Staine, Assistant Director of Student Activities.
4. Ability to fundraise in accordance with Bay State College and Massachusetts guidelines,
5. Ability to sponsor or present an event on College property,
6. Participation in the annual organization carnival,
7. Opportunity to take part in a yearly organization retreat with a budget not exceeding \$500
8. And access to marketing via the programming calendar.

Article IV: Responsibilities and Authorities

1. The responsibilities and authorities of the President include:
 - a. Organizes and oversees weekly meetings
 - i. Sets the agenda topics for meetings
 - ii. Moderates discussion
 - b. Review and edit the constitution by the second Friday in April for the upcoming academic year
 - c. Attend all RHA meetings and events
 - d. Representative of RHA and resident students to the college on external matters
 - e. Attends weekly Student Government Association meetings and represents RHA in Student Association voting
 - f. Encourages involvement of all resident students in RHA and its events
2. The responsibilities and authorities of the Vice President include:
 - a. Attends all meetings and RHA events
 - b. Handles all internal operations of the organization, including the updates and management of executive roles
 - c. Coordinates booking of campus space for meetings and activities/events as needed
 - d. Head all events, activities and fundraising initiatives

- e. Delegates responsibilities/tasks of events and activities to members of RHA
 - f. Assumes the role of the president in his/her absence
 - g. Encourages the involvement of all resident students in RHA and its events
3. Secretary
- a. Attends all meetings and RHA events
 - b. Records topics discussed at meetings and keeps all members up to date by emailing a summary of the minutes to all members of RHA within 48 hours
 - c. Responsible for the promotion of the organization through publicity and management of the RHA email account
 - d. Encourages the involvement of all resident students in RHA and its events
4. Finance Chair
- a. Attends all meetings and RHA events
 - b. Keeps meticulous records of all RHA expenditures and ensures the RHA budget is used only for the items it has been allocated for
 - c. Maintains receipts, invoices and other records that prove how money has been spent, and is able to account for the entire academic year budget
 - d. Collaborates with all members of RHA to create the semester long RHA budget proposal to be submitted to the Student Government Treasurer every spring
 - e. Encourages the involvement of all resident students in RHA and its events
5. Program Chair
- a. Attend all meetings and RHA events
 - b. Coordinates all aspects of RHA programming initiatives
 - c. Maintain and coordinate traditional events determined by the President
 - d. Coordinate with Marketing Chair to publicize all events
 - e. Coordinate with Finance Chair to organize budgeting and funding requests
6. Marketing Chair
- a. Attend all meetings and RHA events
 - b. Publicize all meeting times and event times
 - c. Develop marketing initiative for events

- d. Coordinate with the Student Activities and Residence Life Departments to send publicity via the Bay State Beat and Residence Life Facebook page
7. Hall Representatives
- a. Attend all meetings and RHA events
 - b. Solicit feedback from residents of their hall by regularly going door to door to ask for ideas and concerns, creating and distributing surveys, word of mouth, etc.
 - c. Provide updates from their hall at each RHA meeting in accordance with the weekly update sheet
 - d. Encourages the involvement of all resident students in RHA and its events
8. Community / Resident Member
- a. Any resident member who attends three or more meetings in a semester will be considered a resident member of RHA and will be able to vote in RHA matters
 - b. Must be in good judicial standing to be able to vote in meetings
9. Advisor
- a. Attend all RHA meetings
 - b. Attends all RHA events and activities whenever possible
 - c. Reviews any and all edits made to the constitution on a yearly basis
 - d. Ensures members are following guidelines of the charter
 - e. Ensures members are aware of Bay State policies and guidelines
 - f. Works to promote the organization both internally and externally in a positive manner
 - g. Serves as a resource to RHA members
 - h. Carries no vote in RHA matters

Article V: Election and Removal of Officers

Section A: Elections

- a. Preliminary elections will be held at the end of each Spring semester

Section B: Voting

1. Students will vote for candidates on ballots
2. The candidates who receive majority vote will become officers
3. Candidates may not run for more than one position during an election
4. If an officer position is not filled, the elected e-board members will hold a vote to appoint these positions

Section C: Officers may be removed from their positions for the following reasons:

1. Did not maintain the required 2.5 GPA
2. Miss two RHA meetings without a valid excuse
3. Change in housing status
4. The officer is not in good judicial standing with the college
5. Failed to complete portion of job description
6. 2/3 vote by the executive board to remove person from office

Section D: Discrimination Policy

1. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race, or disability is inconsistent with the purposes of the College and will not be tolerated. Any officer who exhibits these behaviors will be immediately removed from his or her position.

Article VI: Meetings

Section 1: Executive Meetings: A meeting can be called by the president or advisor at any time within a window of 48 hours.

Section 2: General/Open Meetings: Meetings will be held weekly in an on-campus space which will be publicized in advance. All resident students may attend and participate in open meetings.