The Charter for: Residence Hall Association

Last Revised: April 2009

Article I: Name, Purpose, and Affiliation

Section 1: This organization shall be named and herein known as the Residence hall Association of Bay State College, abbreviated by the acronym RHA

Section 2: The purpose of this organization is to promote a safe and healthy living environment in all Bay State College residence halls as well as to improve the overall on-campus experience of Bay State College residents. This is accomplished through soliciting resident feedback about current issues, concerns and needs, as well as through working with the Office of Student Affairs to find appropriate solutions/improvements for Bay State residents and residence halls.

Section 3: The RHA is affiliated with the Office of Student Affairs, namely the Department of Residence Life.

Article II: Membership

Section 1: All students currently residing in Bay State College owned property are eligible to be members 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.

Section 2: All members will have access to leadership development opportunities, support from Student Affairs staff, the use of on campus rooms for meetings and functions as scheduled through Brad Felver, ability to fundraise in accordance with Bay State College and Massachusetts guidelines, ability to sponsor or present an event on College property, participation in the annual organization carnival, and access to marketing via the programming calendar.

Section 3: All resident students who attend three or more RHA meeting in one semester are eligible to vote in RHA matters brought up during meetings.

Section 4: 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.

Article III: Officers

Section 1: President:

- Oversees meetings
Sets the agenda for meetings
- Keeps discussion on topic, moderates discussion in a timely manner
- Attend all RHA meetings and events
- Representative to the college on external matters
- Attends weekly Student Government Association meetings on Thursdays at 4:50pm in the student lounge and represents RHA in Student Association voting.
- Serves as the voice of the organization in public settings
- In the event of a vacancy, President and e-board will appoint resident students to any vacant positions
- Encourages involvement of all resident students in RHA and its events

**Vice President**

- Attends all meetings and RHA events
- Handles all internal operations of the organization, including updates and management of executive roles
- Coordinates booking of campus space for meetings and activities/events as needed.
- Head all events, activities and fundraising initiatives
- Delegates responsibilities/tasks of events and activities to members of RHA
- Assumes the role of the president in his/her absence
- Encourages the involvement of all resident students in RHA and its events

**Secretary**

- Attends all meetings and RHA events
- 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
- Responsible for the promotion of the organization through publicity and management of the RHA email account
- Encourages the involvement of all resident students in RHA and its events

**Treasurer**

- Attends all meetings and RHA events
- Keeps meticulous record of all RHA expenditures and ensures the RHA budget is used only for the items it has been allocated for
- Maintains receipts, invoices and other records that prove how money has been spent, and is able to account for the entire 2009-2010 budget
- Collaborates with all members of RHA to create the 2010-2011 RHA budget proposal to be submitted to the Student Government Treasurer in April 2010
- Encourages the involvement of all resident students in RHA and its events

**Hall Representatives:**

- Attend all meetings and RHA events
- 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.
- Provide updates from their hall at each RHA meeting in accordance with the weekly update sheet
- Encourages the involvement of all resident students in RHA and its events

**Community / Resident Member**

- 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.
- Must be in good judicial standing to be able to vote in meetings.

**Advisor:**

- Attend all RHA meetings
- Attends all RHA events and activities whenever possible
- Ensures members are following guidelines of the charter
- Ensures members are aware of Bay State policies and guidelines
- Works to promote the organization both internally and externally in a positive manner
- Serves as a resource to RHA members
- Carries no vote in RHA matters

**Section 2:** The President and Vice President must maintain a 2.0 GPA to hold positions as officers in RHA. Grades will be checked at the end of each semester. Additionally, all officers must reside in campus housing.

**Article IV: Election and Removal of Officers**

**Section 1:** Elections will be held each fall
Section 2: Students will vote for candidates on ballots. The candidates who receive the most votes will become officers. Candidates may not run for more than one position during an election. If an officer position is not filled, the elected e-board members will hold a vote to appoint these positions.

Section 3: Officers may be removed from their positions for the following reasons:

- Did not maintain the required 2.0 GPA
- Miss two RHA meetings without a valid excuse
- Change in housing status
- The officer is not in good judicial standing with the college
- 2/3 vote by the executive board to remove person from office
- Failed to complete portion of job description

Article V: Meetings

Section 1: Executive meetings - a meeting can be called by the president of advisor at any time with reasonable advance notice.

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.