

CONSTITUTION AND BYLAWS

Subject to Change

2024-2025 Resident Student Association

at California State University, Dominguez Hills

ARTICLE I NAME

Section 1 The name of this organization shall be the **Residential Student Association at California State University Dominguez Hills** hereafter referred to as RSA.

ARTICLE II MISSION STATEMENT

Section 1 The Resident Student Association provides leadership to the resident student population, promotes community, and acts as a student government by providing opportunities to enhance the collegiate experience. It provides a regular meeting place for a representative body of residents to create, organize, and promote a living-learning community.

ARTICLE III OBJECTIVES

Section 1 RSA will provide the residential community with a platform to voice their concerns and search for the tools/resources to resolve them.

Section 2 RSA will enhance resident's independent living experience by facilitating social, cultural, and educational activities to develop personal, academic, and professional growth.

Section 3 RSA will intentionally collaborate with campus partners and organizations to promote the utilization of resources and support programs.

ARTICLE IV AUTHORITY

Section 1 RSA is a recognized student organization at California State University Dominguez Hills and adheres to all campus policies as outlined in the **Standards for Student Conduct** and the **University Housing Services Policies and Regulations**.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE V MEMBERSHIP

Section 1 Membership in the organization shall be open to all enrolled resident students of California State University, Dominguez Hills. All residents are officially recognized as members of the association, however active membership in the RSA (included, but not limited to, elected positions) is voluntary. Each regular member has equal rights and privileges.

Section 2 **All RSA members must uphold this Constitution at all times. Failure to do so will result in disciplinary action as outlined in Article XII of this Constitution.**

Section 3 Eligibility for membership or appointed or elected student officer positions shall not be limited based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades, or disgraces any fellow student.

Section 5 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct that is found at: <https://www.csudh.edu/studentconduct/student-conduct-procedures/student-code-of-conduct>, along with the Housing License Agreement and Housing Policies and Procedures.

Section 6 To maintain voting rights, members shall be required to attend all meetings during the academic year. Members are expected to stay for the duration of the biweekly meeting. Each member is allowed 1 excused absence in each month.

Section 7 RSA members with active membership, thus voting rights, will be able to vote on all official RSA business and action items, including the election of officers. The RSA member must be present at the election to cast the vote.

ARTICLE VI OFFICERS

Section 1 The officers of the organization shall be the President, Vice President, Treasurer, Secretary, Social Media Coordinator, and Programs Manager.

Section 2 **The Executive Board members will be compensated a stipend based on the yearlong fulfillment of their roles and responsibilities. If an Executive Board member is unable to complete their academic year-long term, they will forfeit their stipend.**

SECTION 3: POWERS AND DUTIES OF INDIVIDUAL OFFICERS:

A. **The President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings and will host Town Hall Meetings, attend ASI Board Meetings regularly to serve as the Housing Liaison, approve all tasks, and co-manage te Community Representatives with the Vice-President. *The President* 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 appoint all committees and committee chairs. *The President* shall be an ex-official member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

B. **The Vice President** shall preside at organization meetings in the absence of the President. *The Vice President* shall perform all legal duties assigned by the President. *The Vice President* shall assume the office of President if the office becomes vacant. *The Vice President* shall lead recognition efforts to acknowledge residential community accomplishments. *The Vice President* shall seek professional development opportunities such as conferences with the support of *The Treasurer* to allocate the necessary funding. *The Vice President* will host Executive Board Meetings, facilitate incoming Elective Board electives, and co-manage Community Representatives with *The President*.

C. **The Treasurer** shall be in charge of handling all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the entire team. These records shall be maintained by generally accepted accounting principles. *The Treasurer* shall maintain bank accounts in the organization's name, requiring signatures of both *The Vice-President* and *The President* for authorized disbursements by scheduling a collective meeting. *The Treasurer* will maintain the RSA budget under a strict and organized manner by regularly checking in with the RSA Advisors on a 1-on-1 basis on anything finance related. *The Treasurer* will be in charge of all important document uploads related to finance, fundraisers, ASI Org meetings & be in charge of submitting hospitality forms before the deadline. *The Treasurer* shall collect and deposit all dues and fees and keep track of them in an organized manner (Excel, Google Docs etc.) as well as any other necessary finance records.

D. **The Secretary** shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. *The Secretary* shall be responsible for all organization correspondence and shall keep copies thereof on file. *The Secretary* shall maintain membership records for the organization and will lead elections for the proceeding academic year. *The Secretary* shall coordinate reservations, well in advance to allow processing time, for on-campus facilities to host programmed events for the organization.

E. **The Program Manager** shall create all Torolinks for all official RSA events, complete program proposals in advance and promptly before each deadline, coordinate communications and participation with RAs and volunteers, and be in charge of collaborating and following up regularly with on-campus partners directly on a 1-on-1 basis to allow efficiency and organization in the entirety of the event planning process.

F. **Social Media Coordinator** will be responsible for everything related to online presence including, but not limited to RSA's official website, Instagram, Tiktok, etc. *Social media* will be responsible for creating flyers for events, and updating social media platforms regularly in a timely and organized manner to help increase engagement through social media in relation to the housing community at large.

Section 4 Qualifications necessary to hold office in this organization are as follows:

- a. To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrvc.shtml>.
- b. Additionally, all officers shall hold their position for the entire academic year. Each officer is required to maintain at least a 2.0 GPA, be in good academic and judicial standing with both the University and Housing Services.

ARTICLE VII COMMUNITY REPRESENTATIVES

Section 1 The community representatives of the organization shall be the Apartment **Representative 1**, Apartment **Representative 2**, Apartment Representative 3, Apartment Representative 4, Residence Hall Representative 1, Residence Hall Representative 2, Residence Hall Representative 3, and Residence Hall Representative 4.

Section 2 Powers and Duties of Community Representatives:

- a. Community representatives serve as a system of checks and balances for the Executive Board. They are liaison between their respective service area and the Executive Board.
- b. Community representatives must reside in their service area. Each community representative is responsible for engaging with residents of their respective service area. The goal of the engagement is to actively listen to student concerns that will be expressed during biweekly Town Hall meetings. Community representatives are accountable for communicating pertinent updates and solutions that were discussed in Town Hall meetings to their service area residents.
- c. Community representatives are required to attend biweekly Town Hall meetings. Members are expected to stay for the duration of the meeting. Each community representative is allowed 3 excused absences in each semester. Reasons for absence must be communicated with the President and RSA Advisor 72 hours prior to the biweekly meeting, at minimum. Approved absences will be documented by the Secretary.
- d. Community representatives are encouraged to collaborate with respective Resident Assistants to gather resident concerns and announce RSA updates. Suggestions for areas of collaboration include, but are not limited to, RSA announcements during monthly floor meetings or scheduled programs.

Section 3 Community Representative Service Areas:

- a. Phase I Representative 1 will represent Buildings B-G.
- b. Phase I Representative 2 will represent Buildings H-O, excluding Building I and Building K.
- c. Phase II Representative 1 will represent Buildings P-S.
- d. Phase III Representative 2 will represent Buildings T-W.
- e. Residence Hall Representative 1 will represent the First Floor East and West wings.
- f. Residence Hall Representative 2 will represent the Second Floor East and West wings.
- g. Residence Hall Representative 3 will represent the Third Floor East and West wings.
- h. Residence Hall Representative 4 will represent the Fourth Floor East and West wings.

ARTICLE VIII SELECTION OF OFFICERS AND COMMUNITY REPRESENTATIVES

Section 1 The President, Vice-President, Treasurer, Secretary, Program Manager, Social Media Coordinator and Community Representatives are elected every **spring** semester. Elections are held at the end of each spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 Nominations for officers and community representatives shall be made during the Spring semester prior to the start of the upcoming academic year. Nominations for community representatives are made from each phase of the housing community members reside in during the Fall semester of the following academic year after the election for each office board. Members may nominate themselves for a position.

Section 3 The officers and community representatives shall be elected in this order:

President, Vice-President, Treasurer, Secretary, Program Manager, and Social Media Coordinator.

Phase I Representative 1, Phase I Representative 2, Phase II Representative 1, Phase III Representative 2, Residence Hall Representative 1, Residence Hall Representative 2, Residence Hall Representative 3, and Residence Hall Representative 4.

Section 4 Officers and community representatives shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 The following officer shall be appointed by the President or Executive Board; Treasurer. Ratification by a majority vote of the membership is required.

Section 7 Officers and community representatives shall assume office on the day following the election shall serve for the fall semester, and must be reelected at the end of the fall semester to resume the position in the spring semester.

Section 8 Officers and community representatives may be recalled from elected positions for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be allowed to provide a defense. A two thirds vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office and community representatives shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer and community representatives to fill the vacancy until the election is held.

ARTICLE IX TOWN HALL MEETINGS

Section 1 Regular meetings shall be scheduled biweekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Board. All members must be given a minimum of 24-hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing with the association [no unexcused absences from meetings, events or programs].

ARTICLE X ADVISOR(S)

Section 1 The organization shall appoint an individual employed as a faculty or staff member by Housing Services of California State University Dominguez Hills to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Standards of Student Conduct. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE XI EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2 The Executive Board shall meet biweekly during the academic year. Special meetings may be called by the President or a majority of the Executive Board. All members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Board members.

Section 3 When necessary, Executive Board business can be conducted via email or via online meetings.

Section 4 The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5 The Executive Board shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote.

ARTICLE XII FINANCES

Section 1 Membership annual dues of \$25 are charged to the resident's balance beginning of the academic year.

Section 2 Members are required to attend all organization fundraisers per semester to retain active membership status.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum membership at a regularly scheduled meeting.

Section 4 The Executive Board shall propose an annual zero-base budget to be voted upon no later than the second regular meeting of the academic year. Each academic year will generate a new budget. Thus, any funds that were not justified during the respective academic year will be relocated to Housing reserves.

Section 5 Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Board is required to discuss and review expenditure before final authorization to approve expenditures not exceeding [\$300]. Upon vote, the Executive Board needed to provide General Body rationale about expenditure approval, or lack thereof, and why it could not wait until the following official meeting.

Section 6 The Executive Board members will be compensated a stipend based on their yearlong fulfillment of their role and responsibilities. The funding allocation will be generated from the annual RSA budget. The cumulative stipend for all Executive Board members should not be the largest line item on the RSA budget.

Section 7 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICE XIII DISCIPLINE OF MEMBERS

Section 1 All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2 Complaints may also be brought to the attention of the Executive Board or a campus review board [identify the title of the campus review board, i.e., Judicial Affairs Board]. A written charge may be filed with the [Executive Board or [name of campus review board]]. That [Committee/Board] shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the [Executive Board or [name of campus review board]] shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the [Executive Board or [name of campus review board]] shall determine whether misconduct occurred. If it determines that misconduct did occur, the [Executive Board or [name of campus review board]] shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIV AMENDMENTS

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting before the meeting where the amendment will be voted upon. [Optional: The Executive Board and/or Bylaws Committee shall review and make recommendations on all bylaw revisions before consideration by the membership.]

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Organization of Student Life at California State University Dominguez Hills within two weeks after adoption.

These bylaws were drafted on 7/21/14.

Saidah Isoke, Chair

Briana Anderson, Vice-Chair

Anna Jimenez, Treasurer

Jillian De Magno, Secretary

The bylaws were updated on 3/17/2023 at 4 pm by

Amber Olmos, CSUDH Housing Assistant Residential Life Coordinator

The bylaws were updated on 3/29/2024 at 3 pm by

Celeste Williams, President

Ahmed Hasan, Vice President

Dennis Murga, Secretary/Social Media