RANEY ACTIVITIES & PROGRAMS CONSTITUTION

Article I. Name
The name of the residence hall is Raney House in memory of Alice Raney. The name of this governing body shall be Raney Activities & Programs (RAP).

Article II. Purpose
The purpose of RAP is to enhance the social, recreational, informational, educational, diversity, wellness experiences of students by planning building-wide activities and programs for Raney House residents.

Article III. Membership & Non-Discrimination Policy
The general membership of RAP will consist of all students of The Ohio State University who are registered and recognized as residents of Raney House. This organization and its members shall not discriminate and no student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, gender identity/expression, disability, political views, class rank and veteran status, et al.

Article IV. Election of Officers/ Selection Process
A. Date of Application Availability. Executive Board applications will be available at the Raney House Front Desk beginning Sunday, August 23rd. The application will consist of short answer questions, history of leadership experiences, and petition sheet with 25 resident signatures.

B. Application Due Date. Completed applications will be due to the front desk shortly after they are made available on Wednesday, September 2nd.

C. Selection Procedure. Senior Staff will review application materials and with the student advisors interview and select the candidate that best fits the roles and responsibilities of RAP and each specific position.

D. Term. The term for the new Executive Board will commence immediately following acceptance of the position and will run through the end of the academic year in May.

Article V. The Executive Board
A. Members. RAP Executive Board will consist of at least seven officers including: (1) President, (2) Financial Manager, (3) Media, Marketing & Communications Director, (4) Sustainability Chair, (5) Engagement Chair, (6) RHAC Senator and (7) Black Student Association Hall Representative. The Advisor can also choose to have co-committee chairs for any/all of the committees. The Executive Board may formally vote on matters being considered by the Executive Board, except for the President who will vote only to break a tie vote.
B. **Purpose.** The officers of RAP, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing the social programs in conjunction with the general body of RAP.

C. **Meetings.** The Executive Board will meet regularly during the weekly scheduled time of Tuesday at 7:00pm. In order to conduct business, the majority of the Executive Board members and the Advisors must be in attendance.

D. **Duties of the Executive Board.**
   1. **Duties of the President:**
      - Create the agenda and preside over the RAP & Executive Board meetings.
      - Assist with program development, planning and funding.
      - Attend weekly Executive Board meetings and General Body Meetings.
      - Attend Fall Executive Board Retreat.
      - Meet weekly in a one-on-one setting with RAP Advisor(s).
      - Participate in the planning and execution of all RAP events.
      - Create ways to assess the effectiveness of RAP events and evaluate the members of the group with the help of the senior staff Advisor.
      - Attend the mandatory president’s training in the Ohio Union.
   2. **Duties of the Financial Manager:**
      - The Financial Manager will meet weekly with the Advisor(s) to complete necessary tasks related to the management of our hall council funds.
      - Keep an accurate total of the RAP budget.
      - Complete a money form for programs that require additional funding.
      - Input expenditures/deposits into the ledger with the senior staff Advisor.
      - Review RAP and external organization funding requests prior to discussion at Executive Board and general body meetings.
      - Maintain an accurate list of RAP general body members.
      - Attend weekly Executive Board and general body meetings.
      - Attend Fall Executive Board Retreat.
      - Attend the mandatory treasurer’s training in the Ohio Union.
      - Actively participate in all RAP events.
   3. **Duties of the Communications Director:**
      - Maintain the Raney Facebook, Twitter, and Instagram page by inviting new members, posting updates, and sending out program invites.
      - Send email updates regarding RAP meeting times & upcoming programs.
      - Attend weekly Executive Board meetings and general body meetings.
      - Attend Fall Executive Board Retreat.
      - Assist with the creation of advertisements, general marketing strategies, and special events for all RAP events.
      - Meet regularly one on one with RAP Advisor(s).
      - Actively participate in RAP events.
4. **Duties of the Sustainability Chair:**
   - Plan and implement events to promote the concept of green energy and generate awareness of sustainability within Raney House.
   - Attend meetings with other Sustainability Chairs (twice/semester) to be trained, make suggestions for efforts and compare best practices.
   - Attend designated Sustainability meetings outside of RAP.
   - Meet each semester one on one with RAP Advisor(s).
   - Attend weekly Executive Board meetings and general body meetings.
   - Attend Fall Executive Board Retreat

5. **Duties of the Engagement Chair:**
   - Put together, present and maintain the social calendar for RAP.
   - Keep the group informed of large programs through OUAB and other student group, athletic events, and so forth during RAP meetings.
   - Initiate programs that uphold diversity and inclusion for Raney residents.
   - Organize at least one Executive Board social get-together each semester.
   - Lead activities to help foster genuine relationships with Raney residents.
   - Meet each semester one on one with RAP Advisor(s).
   - Record minutes/meetings notes and share with all attendees.
   - Attend weekly Executive Board meetings and general body meetings.
   - Attend Fall Executive Board Retreat.

6. **Duties of the Residence Hall Advisory Council (RHAC) Senator:**
   - Serve as the RHAC Senator for Raney House and regularly attend and actively participate in all designated RHAC meetings in the school year.
   - Nominate programs and members for OTM awards regularly.
   - Communicate RHAC programming opportunities with RAP.
   - Attend weekly Executive Board meetings and general body meetings.
   - Participate actively in RAP events.

7. **Black Student Association (BSA) Representative:**
   - Market events hosted and sponsored by BSA within Raney by posting advertisements as well as tabling within Raney House on behalf of BSA.
   - Meet with their BSA Campus Ambassador once a month.
   - Attend BSA general body meetings on Thursdays at 7:00pm in Hale Hall.
   - Support programs put on by their Campus Ambassador once a semester.
   - Attend the BSA Hall Representative Meet and Greet. *(TIME TBA)*
   - Lead the RAP group in planning events around Black History Month and sharing United World Month events by the Multicultural Center.
E. Minimum Qualifications of an Executive Board Member. Each RAP E-Board member must meet the following qualifications to remain in their position:
- Currently live in Raney House.
- Currently is not on any form of judicial or behavioral probation.
- Currently meet the requirements established for the participation in campus organizations including a cumulative GPA of no less than a 2.5.

F. Executive Board Members fall below Qualifications. RAP E-Board members who fall below a GPA of 2.5 and/or are involved in a judicial situation will:
- Meet individually with the senior staff Advisor.
- Be placed on probation if they fall below a GPA of 2.5 or are found in violation of the Residence Hall Handbook or Code of Student Conduct.
- If the Executive Board member is involved in a subsequent policy violation or fall below a GPA of 2.5 it will be determined that they have breached their duties and removal procedures will be followed.
- The Advisor will keep this information confidential and reserves the right to modify these guidelines on a case by case basis.

G. Removal of an Executive Board Member. A RAP E-Board member may be removed from their position by:
- An Advisor or by a three-fourth vote of the RAP members in attendance, when determined to be in breach of their duties outlined in their position or when they are no longer able to carry out their duties.
- Resigning their position by submitting a written statement to the advisor.

H. Replacement of an Executive Board Member. If a RAP E-Board member is removed or resigns the E-Board, in conjunction with the General Body, will:
- Nominate a new E-Board member from involved general body members.
- Require that nominated members present information on why they would be a qualified Executive Board member.
- Conduct a group vote to elect the new Executive Board member.
- If a new Executive Board member cannot be identified from the general body, the senior staff Advisor will determine an appropriate solution…
  - Choosing not to replace an Executive Board member.
  - Conducting a new application process.
  - Asking a current Executive Board member to change positions.

I. Suspension of Constitution. The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period of time if they deem it is in the best interest of RAP with the approval of the Advisor.

J. Voting. RAP will ratify all decisions by a majority vote. The officers may veto any decision ratified by RAP with a unanimous vote. However, RAP may then choose to overturn the vote of the officers by a vote of at least two-thirds vote of the general body. Each resident during a voting session will have one (1) vote.
Article VI. Allocation of Funds
A. Responsibility. All money given/received to RAP shall be in the presence of the Advisor, with the assistance of the President or the Financial Manager.

1. Quarterly Budget.
   - In conjunction with the Financial Manager, the Executive Board will allocate funding for the semester.
   - The budget can vary from semester to semester to maximize the effectiveness of programs with a set amount of funding.

2. Expenditure of Funds
   - Raney House Senior Staff in conjunction with the Financial Manager will be responsible for allocating funds.
   - For each semester funding allocation will remain the same (as possible):
     a) RHHC Funds/Programming: 40%
     b) Reserve: 15%
     c) Bank Fees: 2%
     d) Recognition: 8%
     e) External Organizations: 5%
     f) RA Floor Funds: 30%
   - The RAP general body will be responsible for voting on proposals for allocation of RAP Funds/Programming and External Organization Funds.
   - Any person associated with Ohio State may initiate request for funds.
   - All requests for money must be filled out using eRezLife in advance.

3. Floor Funds. Because programming is a requirement of the Resident Advisor position, each RA will receive floor funds that they may use to plan programs each semester totaling $3/resident.

4. Reserves. A minimum of 15% of the budget will be kept in the Reserves at all times. Reserves money can only be used with the approval of Senior Staff.

5. Money Forms.
   - External organizations requesting RAP funding must submit the required Money Form to the Executive Board one week prior to the meeting.
   - If the Money Form is not submitted in a timely fashion, the proposal will be held off until a more appropriate meeting time that will be shared.

Article VII. Advisors
A. Appointment. The Assistant Hall Director of Raney House will serve as the principal Advisor to RAP and may appoint Raney House RAs to co-advice.

B. Duties of the Advisor.
   1. The Advisor(s) will serve as the principal representative of the University and consultant to Raney Activities & Programs.
   2. The Advisor(s) will coordinate the selection and training of the Executive Board.
3. The Advisor(s) will participate in all functions that directly foster the success of RAP Executive Board and General Body members.

4. The Advisor(s) will serve as a financial consultant and will:
   - Pay close attention to the RAP Ledger to assure appropriate financial status.
   - Call for an audit of the ledger in case of concern.
   - Serve as an additional signature on all checks written by RAP.
   - Serve as the primary contact for RA funding requests.

**Article VIII. Not-for-Profit Statement**

The Raney House Hall Council is a not-for-profit organization.