Table of Contents

Vision Statement
Mission Statement
Article I. Name
Article II. Members—Qualifications and Categories of Membership
Article III. Executive Board—Position Descriptions and Responsibilities and Vacancy Situation
Article IV. Committees—Committee Descriptions and Responsibilities
Article V. Bylaws
Article VI. Amendments
Article VII. Initiative
Article VIII. Referendum
Article IX. Funding
Article X. Ratification

Bylaws
Section I. Executive Board—Qualification For and Retention of Positions
Section II. Executive Board Elections and Vacancies
Section III. Executive Board Impeachment Process
Section IV. Funding Distribution
Section V. Meetings
Section VI. Initiative Procedures
Section VII. Amendments to Bylaws
Section VIII. Conferences
Vision Statement
The vision of the Residence Halls Advisory Council is to create a premier residence hall experience and environment for all on campus students at The Ohio State University.

Mission Statement
The mission of the Residence Halls Advisory Council is to serve The Ohio State University residence hall student population. This goal will be achieved through:

1. Advocating for the interests of all residence hall governments and associations equally.
2. Creating and supporting campus-wide residence hall activities that are supported by one of the five RHAC pillars:
   a. Creating and Developing Community
   b. Student Advocacy
   c. Student Development and Wellness
   d. Diversity
   e. Recognition and Leadership
3. Encouraging student involvement in improving residence hall facilities and programs.
4. Facilitation of communication between student leaders, University Housing, Dining Services, and Physical Facilities and Development through the review of policies, procedures, and practices as requested by staff or residence hall students.
5. Serving as the coordinating body for residence halls governments and student associations, thereby encouraging communication among the membership.
6. Representing residence hall students on University-wide committees and student groups.
7. Serving as an advocacy body as well as an informative and funding partner to other residence hall student organizations.
Article I Name:

1. The name of the organization shall be “Residence Halls Advisory Council,” hereafter referred to as RHAC.

Article II Members:

1. The RHAC general body shall consist of four types of members: General Members, Senators, Ex-Officio Members, and Executive Members. Membership shall be restricted to the following:
   a. General Members: All Ohio State University undergraduate residence halls students
      i. Active General Body Member status is granted upon consistent attendance to RHAC meetings and functions and full participation within said events.
   b. Removal procedures may be suggested by any active or voting member of RHAC or a member of the Executive Board.
      i. Removal procedures may be sought if behavior during and/or participation in RHAC events is not consistent with expectations outlined upon granting of Active General Body Member status by an Executive Board member.
      ii. The decision to officially remove a General Body member will rest with a majority vote among the Executive Board.

2. Senators: Duly elected ambassadors of any registered undergraduate residence hall organization that is recognized by University Housing, is advised by an appointed University Housing staff member, and whose membership consists of undergraduate residence hall students.
   a. The responsibilities of Senators consist of the following:
      i. To attend or send a designee to all RHAC meetings.
      ii. To attend at least one on campus event per semester.
      iii. To attend an annual Hall Council Gathering, or other event that unites all hall governing bodies.
      iv. To vote on all matters submitted to a vote by the membership.
      v. To serve on a committee lead by a member of the RHAC Executive Board.
      vi. To represent the constituency, using appropriate means to actively solicit student input on decisions.
      vii. To attend all meetings of the hall council that they represent and serve as the liaison between the RHAC and their Hall Council.

3. Ex-Officio Members: The following non-voting University Housing and University Dining representatives will serve as ex-officio members, but not limited to:
   a. The Assistant Vice President of Student Life
   b. Directors of Housing
c. Directors of Dining

d. The Appointed RHAC Advisor(s)
e. Executive Members: Duly elected officers as specified by Article III, Section A.

4. RHAC recognizes one formal governing body within each residence hall or complex.

5. No residence hall student shall be denied membership in RHAC on the basis of race, gender, ethnicity, national origin, religion, age, veteran status, sexual orientation, ability, or personal beliefs.

6. Voting rights will be determined as follows:
   a. If any governing body with a recognized senator fails to send a representative for more than two meetings in one semester, that organization will lose its voting and all funding rights at that point forward for that semester.

7. A quorum shall consist of at least two-thirds of the voting membership (or designees).

Article III Executive Board:

The Executive Board shall consist of the following members who shall have the responsibilities specified herein and as provided by the By-laws.

President

1. Executive Board Responsibilities:
   a. The President shall oversee all business of the Executive Board:
      i. Organize and preside over meetings of the Executive Board.
      ii. Work with Advisors to plan Executive Board early arrival, retreats, and trainings.
      iii. Oversee the annual transition process for the entire Executive Board.
      iv. The President shall oversee and manage all RHAC committees, both internal and external.

2. University Responsibilities
   a. The President shall represent RHAC to The Ohio State University.
   b. The President shall actively sit on committees determined on an annual and ad-hoc basis by the President, Advisors, and Executive Board.

3. Annual committee appointments that are pertinent to the position:
   i. The President shall communicate and meet with relevant University Administration including, but not limited to:
      1. Director of Residence Life, Director of Dining Services, Directors of University Housing and University Dining/CHO/AVP for Student Life, Director of Facility Management and Logistics/AVP for Student Life, Vice President for Student Life, and President.
   ii. The President shall represent RHAC at relevant conferences and University events.

4. Additional Responsibilities:
   a. The President shall delegate responsibilities and appoint proxies as deemed necessary.
   b. The President shall vote only in the case of a tie within the Executive Board or
General Council.
5. The President reserves the right to veto unconstitutional acts of the Executive Board and General Council.

2. Director of Operations
   1. Executive Board Responsibilities:
      a. The Director of Operations will oversee the business and agendas of the General Assembly Senate in partnership with the President and other Executive Board members.
      b. The Director of Operations shall oversee general publicity and marketing for RHAC within the university community.
      c. The Director of Operations will maintain and update the RHAC listserv, and Hall Council.
   2. Officers the following each semester:
      a. The Director of Operations shall be responsible for securing rooms and meeting locations for RHAC activities and functions.
      b. The Director of Operations shall serve as the main contact to the Ohio Union in order to maintain the RHAC office space and fulfilling the requirements necessary to keep it.
      c. The Director of Operations shall be responsible for maintain the RHAC offices (ordering supplies, maintaining the computer equipment, etc).
      d. The Director of Operations will establish the office hour schedule to ensure that all executive board members are completing their office hours along with the duties assigned while serving office hours.
      e. The Director of Operations shall be responsible for RHAC’s social media including but not limited to Facebook, Twitter, Email and the Website.
      f. The Director of Operations shall be responsible for working with the E-Board and Advisors to order promotional items throughout the year.
      g. The Director of Operations shall assign senators to standing committees based on senator preference or committee need.
      h. The Director of Operations shall record minutes at Executive Board and publish them within 48 hours.
      i. The Director of Operations will maintain attendance records for the General Senate Council meetings and enforce the attendance policies.
      j. The Director of Operations shall work with the Advisors to send out weekly updates.
      k. The Director of Operations shall plan and execute at least one Town Hall program per semester to occur during a Senate meeting.

Director of Finance
   1. Executive Board Responsibilities:
      a. The Director of Finance shall work with Executive Board members to create programmatic and positional budgets.
b. The Director of Finance shall plan to budget a starting amount for the incoming RHAC Executive Board to use for the following year’s startup costs.
   i. The outgoing Director of Finance shall meet with the incoming Director of Finance as soon as possible in order to explain the upcoming year’s funds and budget.

2. General Council Responsibilities:
   a. The Director of Finance shall present at least one budget report to the general body per semester.
   b. The Director of Finance shall establish the RHAC funding process at the beginning of the Academic Semester.
   c. The Director of Finance shall communicate the RHAC funding process guidelines to all qualified parties.
   d. The Director of Finance shall coordinate and manage the funding process.

3. Additional Responsibilities:
   a. The Director of Finance shall coordinate fundraising efforts and manage contracts.
   b. The Director of Finance shall manage purchase, reimbursement, and funding documents.
   c. The Director of Finance shall manage financial transactions and accounts.
   d. The Director of Finance shall manage electronic ledger and public financial information.
   e. The Director of Finance shall serve as the point-of-contact for funding requests.

Directors of Programming

1. Composition of the Programming Director’s Board:
   a. There shall be 3 RHAC Executive Board members whose focus is to develop programs, both on and off campus, that further RHAC’s core pillars in the aforementioned Mission Statement.
   b. These 3 Executives shall meet as a leadership team to discuss a common vision and programming objective.

2. General Council Responsibilities:
   a. Directors of Programming shall advise the Programming Committee(s).
   b. The Directors of Programming shall hold a programming training program at the beginning of the academic year.

3. Hall Council Responsibilities:
   a. The Directors of Programming shall serve as point-of-contact for Hall Council Programming Chairs.
   b. The Directors of Programming shall work with the hall councils to bring RHAC program into the halls.
   c. The Directors of Programming shall coordinate all Hall Council outreach initiatives.
   d. The Directors of Programming shall visit each hall council at least once.

4. Additional Responsibilities:
a. The Directors of Programming shall facilitate the planning, collaboration, and execution of all programming, including an end of the year recognition event.
b. The Directors of Programming each shall execute at least three programs per semester
c. The Directors of Programming shall author program funding submissions to outside organizations and Student Life.
d. The Directors of Programming shall serve as point-of-contact for all collaboration requests that they deem necessary.

5. Wellness Development:
   a. The Directors of Programming shall work with the Rec Sports or other University entity to plan programs that focus on the physical, social, and mental wellbeing of on campus residents.

National Communications Coordinator (NCC)

1. Executive Board Responsibilities:
   a. The National Communications Coordinator shall provide research and recommended practices from other RHAs.

2. General Council Responsibilities:
   a. The National Communications Coordinator shall present wrap-up report after conferences.
   b. The National Communications Coordinator shall be the official vote counter during the grant voting process.

3. University Responsibilities:
   a. The National Communications Coordinator shall serve as the Involved Living representative from RHAC.

4. Additional Responsibilities:
   a. The National Communications Coordinator shall manage the RHAC Scholarship and manage the application process for the scholarship.
   b. The National Communications Coordinator shall manage the Executive Board elections process unless he or she is running for office again. In this event, he or she must appoint a proxy.
   c. The National Communications Coordinator shall serve as the affiliation manager and liaison to regional and national organizations, specifically CAACURH and NACURH.
   d. The National Communications Coordinator shall manage all things pertaining to the CAACURH, No Frills, & NACURH conference. This includes, but is not limited to attendance, delegation selection & management, and spirit activities.
   e. The National Communications Coordinator shall coordinate bid and award proposals and submissions.

Article IV Committees:
1. Programming Committee
   a. Headed by the Directors of Programming, who may create sub-committees (On Campus, Senate, Marketing) for this category as necessary.
   b. Shall promote resident involvement in campus life through the creation and execution of programs consistent with RHAC’s pillars, as well as collaborate with outside organizations to support such programs as deemed necessary by its membership.
   c. Shall promote leadership development, especially through programming and legislative initiatives, and actively recognize excellence observed within the residence hall community.
   d. Shall promote student advocacy and wellness, especially through programming and legislative initiatives, and actively recognize excellences observed within the residence hall community.
   e. Membership shall consist of body members interested in organizing programs, inter-organizational collaboration, and providing opportunities for residents to participate in activities within Housing and throughout campus.

2. Finance Committee
   a. Shall oversee Grant funds.
   b. Shall assist Director of Finance in managing the funding process.
   c. Membership shall consist of body members interested in the funding process and funding distribution.
   d. The chairmen of the Finance Committee, the Director of Finance, will preside over the committee.

3. Marketing
   a. Manage the RHAC social media accounts (i.e. Facebook, Twitter, Instagram, etc.)
   b. An executive member can grant access to members of the Marketing committee using their discretion.
   c. Must provide posts that reflect the values of RHAC and the Department of Housing.
   d. Create promotional items for the members of the general body and for RHAC events.

4. Recognition & Community Service
   a. Responsible for the End of the Banquet.
   b. Responsible for RHAC scholarship.
   c. Must provide at least a monthly community service opportunity for RHAC members and must be open to all on-campus residents.
   d. May provide one or more Buck-i-Serve trips for RHAC members.
   e. Collaborate with NRHH on promoting the Of The Month application.

5. Collaboration & Student Advocacy
   a. Provide programs that collaborate with other student organizations that embody at least of the five RHAC pillars
   b. Work with Dining Services or other Ohio State University-affiliated departments to
create forums or town hall meetings and it must be open to all on-campus students.

c. Represent the voice of on-campus students by collecting comments, questions, and concerns on issues that students want to discuss.

Article V. By-laws:

1. Any member may propose changes to the By-Laws. Proposed changes will be approved by a majority vote of all members of the executive board through a secret ballot in a regular meeting or a special meeting called for that purpose.

2. Any member of the executive board may alter the constitution, but only before or during the beginning of the academic year and the term of their respective position with the approval from the rest of the executive board.

3. Committees can be decided, altered, or changed on a yearly basis by the executive board.