

Constitution



Of The Residence Halls Advisory Council

at The Ohio State University

Est. 1981

Last Updated: June 15, 2023

I. Name and Purpose

A. Name

1. The name of the organization shall be "The Residence Halls Advisory Council".
2. The organization will hereafter be referred to as "RHAC".

B. Purpose Statements

3. Vision Statement

- a. 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.

4. Mission Statement

- b. 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:
 - a. Advocating for the interests of all residence hall governments and associations equally.
 - b. Creating and supporting campus-wide residence hall activities and initiatives that are supported by one of the five RHAC pillars:
 - i. Creating and Developing Community
 - ii. Student Advocacy
 - iii. Student Development and Wellness
 - iv. Diversity, Equity, and Inclusion
 - v. Recognition and Leadership
 - c. Encouraging student involvement in improving residence hall facilities and programs.
 - d. 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.
 - e. Serving as the coordinating body for residence halls governments and student associations, thereby encouraging communication among the membership.
 - f. Representing residence hall students on University-wide committees and student groups.
 - g. Serving as an advocacy body as well as an informative and funding partner to other residence hall student organizations.

II. Membership

- C. The RHAC general body shall consist of three types of members: General Members, Senators, and Executive Members.
- D. Membership shall be restricted to the following:

5. General Members: All Ohio State University undergraduate residence halls students.
6. Senators: Duly chosen ambassadors of any registered undergraduate residence hall governing organization that is recognized by University Housing and RHAC. The responsibilities of the Representatives include:
 - c. To attend or send a designated proxy to all RHAC meetings.
 - d. A governing body with recognized RHAC Representatives allows a number of excused absences per semester equal to 1 + the number of representatives they are allotted.
 - a. If a residence hall has more than one Senator from that hall all of them are required to attend for full attendance.
 - e. An unexcused absence is the absence of any of the body's RHAC Senators from a RHAC meeting, regardless of other Senators in attendance, without proxy or express permission from the RHAC Executive Board.
 - f. A proxy may be any person actively serving on a RHAC Senators same governing body, who attends a RHAC meeting in place of that Senator and announces that they are a proxy for them, Proxies may count for attendance and cast a vote on behalf of the Senator from who they proxy. Other restrictions on who may serve as a Senator do not apply to proxies
 - g. If a proxy exceeds its number of allowed unexcused absences, then its RHAC funding and voting privileges may be restricted, until they are reinstated by a vote of the RHAC Executive Board.
 - h. To attend all meetings of the governing body they represent and to serve as the liaison between RHAC and their governing body.
 - i. To attend an annual Community Council Gathering, or other event that unites all hall governing bodies.
 - j. To vote on all matters submitted to a vote by the membership or the Executive Board, and in Presidential and Vice-Presidential Elections.
 - k. To represent their constituencies, using appropriate means to actively solicit student input on decisions.
 - l. To voluntarily serve on any committee overseen by a member of the Executive Board.
7. Executive Members: Any member of the Executive Board as designated by Article III of this constitution.

III. The Executive Board

- E. The Executive Board shall consist of the seven officials elected by the Senate. Each member shall serve for one year from the time of inauguration to the time of the inauguration of the succeeding Executive Board, except in the case of resignation or removal. Required to attend at least 1 community council meeting

per semester their delegated community council will be decided by the President. Attend all signature events including Late-Night Breakfasts, Community Council Craze, Residential Leadership Awards, Homecoming, Student Involvement, any needs of the organization or any events at the Director of Programming's or Student Advocacy's discretion. A minimum of 4 events per semester excluding signature events. If you cannot make these events, you may attend these developmental events: Any conference or any event directed by SILC or any awards ceremony that RHAC is honored at. Attend 1 meeting per semester with Advisor(s) in-addition 1 meeting per month with President, or Vice-President to update them on current tasks, monthly, and weekly goals. Required to do 3 OTMs per semester. The seven members shall consist of:

1. President

m. Description

- a. The President shall represent RHAC at a university level.
- b. They shall be the Residence Hall Association (RHA) representative at all regional and national conferences.
- c. The President oversees all executive board members in their responsibilities.
- d. They shall act as an advisor and a liaison for all Community Council Presidents.
- e. They shall create any Executive Board position they deem necessary. Creating new positions must consult with executive board before instituting the positions, if this changes a certain position the President must meet with that exec member, Advisor, and Vice-President prior to presenting to the rest of Exec. If this is a compensated position, you must obtain approval from the Director of Housing and Residence Education and the Leadership and Evolvment specialist.
- f. They shall be the main contact for all campus partners, who are determined by the Executive Board each year.
- g. Act as Primary representative for all students living in residential halls.
- h. Must maintain a relationship and heavy communication with the NRHH President.

n. Responsibilities

- i. The President shall be responsible for organizing and presiding over Executive Board and General Body/Senator meetings. They may vote on any matter in the case of a tie.
- j. The President is responsible for attending all RHA President roundtables
- k. The President shall complete all student-org registration tasks during the Fall semester and shall update the Student Org page.

- l. The President shall be responsible for obtaining and maintaining office and meeting spaces access and enforcing rules of cleanliness in these spaces.
- m. The President shall work closely with Advisors to update Community Councils and Hall Directors.
- n. The President shall communicate with relevant University administration such as the Director of Residence Life, Director of Dining Services, Director of Facilities Operation and Development, Director of Housing, Director of Energy Management and Sustainability, and Campus Chief of Police.
- o. Attend check-ins with NRHH President around conference season
- p. Attend regular meetings with Housing and Residence Education administration (Director of Housing and Residence Education, The Leadership and Evolvment Specialist, Associate Vice-President for the Residential Experience) to update them with what RHAC Executive Board are working on.
- q. Meet with Community Council Presidents once per semester
- r. Create the meetings' theme list

2. Vice President

- o. Description
 - s. The VP shall update the Executive Board, General Body, and Senators with all RHAC information.
 - t. The VP shall assist the President and any other executive board member with their duties.
- p. Responsibilities
 - u. The VP shall perform all duties of the President if they are absent.
 - v. They shall immediately assume the position of the President should a vacancy occur.
 - w. The VP is responsible for updating the RHAC website.
 - x. The VP will maintain attendance records of the Senate and uphold the attendance policies with the Advisors as decided by the Executive Board.
 - y. The VP shall take minutes in executive board meetings or designate someone else for this task.
 - z. Must attend monthly meetings with the Director of Housing and Residence Education and optional meetings with the HRE Administration with the President

3. Director of Finance (DOF)

- q. Description
 - aa. The Director of Finance manages all RHAC funds.
 - bb. The Director of Finance shall be the main contact for all fundraising activities.

r. Responsibilities

- cc. The Director of Finance shall be responsible for the allocation of grants and may appoint a Finance Committee with the advice of the Executive Board to determine grant allocations.
- dd. The Director of Finance shall write all checks and is responsible for the payment of all RHAC activities.
- ee. The Director of Finance shall manage all things pertaining to the RHAC Scholarship.

4. National Communication Coordinator (NCC)

s. Description

- ff. The National Communications Coordinator shall represent The Ohio State University regionally and nationally through the National Association of College and University Residence Halls (NACURH).
- gg. The National Communications Coordinator shall be the primary contact for other RHAs around the nation and for the Buckeye Chapter of NRHH.

t. Responsibilities

- hh. The National Communications Coordinator shall manage all things pertaining to the CAACURH & NACURH.
 - i. This includes, but is not limited to conference attendance, delegation selection & management, spirit activities, and voting.
 - ii. This also includes serving as the affiliation manager and liaison to regional and national organizations.
 - iii. Must do a minimum of 3 bids per year for the region to have presented at conferences.
- ii. The National Communications Coordinator shall coordinate bid and award proposals and submissions.
 - iv. The National Communications Coordinator shall manage the bidding committee as a joint effort with NRHH.
 - v. The National Communications Coordinator shall produce at least one bid per year within the bidding committee.

5. Director of Student Advocacy (DOSA)

u. Description

- jj. The Director of Student Advocacy shall be the main contact for all students wishing to improve the residence hall experience.
- kk. The DOSA shall promote diversity, equity, and inclusion on campus by creating and administering large-scale advocacy initiatives, as well as programming RHAC events that promote student engagement in subjects requiring attention and advocacy and may appoint an Advocacy

Committee with the advice of the Executive Board to help plan and execute these events.

v. Responsibilities

ll. The Director shall be responsible for the planning and execution of advocacy events throughout the year, in addition to committing to a main advocacy initiative. These cannot overlap with events planned by the Director of Programming or Programming Committee.

i. The programming events they are responsible for are as follows: 3 wellness events per semester, 1 large scale DEI event, and 1 collaboration event per semester.

6. Director of Programming (DOP)

w. Description

mm. The Director of Programming shall be responsible for planning programs and events on behalf of RHAC and may appoint a Programming Committee with the advice of the Executive Board to help plan and execute events.

nn. The Director shall strive to support RHAC's five pillars through programming.

x. Responsibilities

oo. Plan at least one event per month during the Autumn and Spring semesters utilizing both on and off-campus spaces.

pp. Organize three Late Night Breakfast Events throughout the academic year.

qq. Plan the annual End of the Year Banquet.

7. Director of Marketing (DOM)

y. Description

rr. The Director of Marketing shall have the main responsibility of marketing RHAC's meetings, events, and activities.

ss. The Director shall strive to make all of our marketing materials as inclusive as possible.

z. Responsibilities

tt. Create and send out the monthly and weekly RHAC newsletters and inform the creator of the Involved Living Newsletter of their content well in advance.

uu. Create and post marketing materials online through RHAC's social media outlets, with the advice and assistance of those Executive Board members whose events/programs/initiatives are being marketed.

vv. Order RHAC's merchandise, including RHAC Shirts at least once per semester, and inform the Director of Finance of all purchases and receipts.

8. Advisors

a. Description

- a. Shall act as a support system for the Executive Board and help them with issues if problems arise.
- b. Responsibilities
 - a. They will meet with each executive board member at least once per semester and the President & Vice-President will do a check-in mid month and an hour long meeting once per month. In these 1 on 1 meetings the advisor should work on developmental things with the executive board, for example: resume review, help writing OTMs, bids, scholarship essays, etc. (this is ultimately left up to the Advisor). The head advisor will be responsible for holding the organization pay card and working on the ledger with the Director of Finance. Serve as the liaison between RHAC and professional staff, they will also navigate issues should they arise.

IV. Election Procedures and Transitions

F. Elections of the Executive Board

- 9. Elections and ratifications of new executive board members shall be held in the spring semester.
- 10. The elections process shall be administrated by one or a number of outgoing Executive Board members who are not eligible to run for another Executive Board position, if there is at least one such member. Otherwise, the process shall be administrated by one or a number of Executive Board members agreed upon by the rest of the Executive Board. This process shall follow the rules enumerated in this Article, and any additional matters necessary for the administration of the election (such as the creation of evaluator's rubrics for applicants) shall be decided by the Executive Board members chosen.
 - a. They shall be responsible for creating all forms, reviewing all bids, counting all votes, and announcing all results, as well as for sharing the particulars of their entire process transparently with the Senate.
- 11. Serve as an executive board member for a year before running for President
- 12. Shall a vacancy occur in Vice-President the new VP from exec will be selected by majority vote if nobody is wanting the position to do a general election.
- 13. Shall the VP not want the role of President it goes to DOF

- G. The elections process shall consist of two direct elections and then five ratifications; the President and Vice president shall be elected directly by the Senate, and then the rest of the Executive Board shall be chosen from the pool of all applicants by a committee consisting of the new President and Vice President, and all outgoing Executive Board members ineligible to run for new

Executive Board positions, if there are any. The Senate shall vote to accept or reject each person put forth by this committee, and upon rejection, the committee will select a new person to put forth for that position.

- i. A direct election or ratification may only take place with a quorum present
- ii. A direct election shall consist of a single round of voting by secret ballot in person at a RHAC General Body meeting. These ballots will be electronic (via form) and will offer students the ability to rank all candidates in the order of their preference.
- iii. The winning candidate shall be the candidate who receives the most first choice votes, if they receive a majority of the first-choice votes cast. If no candidate receives such a majority, then the least-favored candidate shall be eliminated, and the ballots cast for that candidate re-apportioned to each of their first-choice ballot's second-choice options.

H. A selection process may be used to replace a vacancy on the executive board, in which applications will be opened and advertised for the vacant position(s) and applicants reviewed and selected for their new position(s) by the remaining Executive Board.

- i. If this process takes place while there is a RHAC General Body with voting representatives, then at the next meeting of this body after a new Executive Board member is selected, that member must be approved by the Senate.
- ii. The NCC-IT shall be selected as if through this process, before the end of the Fall Semester, if appointed by the Executive Board. If so approved, they shall not later be required to stand for approval but shall succeed to the NCC position upon the resignation, removal, or transition-out of the last NCC. If so approved, then the NCC position shall not be advertised to applicants alongside other Executive Board positions at the end of the Spring semester.

I. Executive Board Transitions

14. Each member of the Executive Board shall prepare a transition report to educate the succeeding Executive Board members on the duties and responsibilities of each of their respective offices and shall meet with and train their successor.

15. National Communications Coordinator in Training (NCC-IT)

a. Should interest be present and should the current NCC not be planning to re-run their position, the current NCC may elect to select an NCC In-Training.

i. Applications and interviews shall be evaluated by a panel of executive board members between RHAC and NRHH.

ii. The selection process shall occur in the late fall semester.

aa. The NCC-IT shall work with the current NCC following their election.

b. The NCC-IT shall attend RBC.

c. The NCC-IT shall attend regional chats with the current NCC.

- d. The NCC-IT shall aid the current NCC in any other tasks as deemed necessary by the current NCC in order to learn about the position.
- bb. The NCC-IT shall be inducted with the rest of the incoming executive board in the spring.
 - e. The NCC-IT will be exempt from general executive board elections, as they have already been selected.
 - i. Should the elected NCC-IT no longer wish to hold their position, they must notify the current executive board at least one week before general executive board elections.
 - ii. Should the NCC-IT no longer wish to hold their position, the position of NCC will be open on the general executive board application.
- f. The NCC-IT will become fully involved with their RHAC duties on the same timeline as the remainder of the newly elected executive board at the end of spring semester.
- g. After being inducted with the rest of the newly elected executive board, the NCC-IT will have gained status as the NCC.

J. Executive Board Removal

- i. An Executive Board member can be removed for the following reasons:
 - cc. Failure to complete one's responsibilities.
 - dd. Inadequately completing one's responsibilities.
 - ee. Contributing to or creating a negative work environment.
- ii. An Executive Board member can be removed through the following process:
 - a. The President/Advisors have a record of multiple warnings to the Executive Board member who is being removed.
 - b. A vote is called during an Executive Board meeting.
 - c. The Executive Board members, excluding the Executive Board member(s) being removed, take a vote.
 - d. There must be at least a five-sevenths vote in order to remove this member.
- iii. Following Executive Board Member Removal or Resignation:
 - a. They will be barred from running in our future elections if removed. If they had resigned, they must apply for an appeal depending on circumstances, after that the current Executive Board may vote on approval or denial of the candidate being able to run or not.
 - i. System that leads to removal: All issues should be brought to an advisor where the advisor keeps documentation of said issues. An executive board member may be removed if they violate university policies, RHAC policies, and regional policies.
 - 1. 1st warning is informal by an Advisor
 - 2. 2nd warning a formal warning by an Advisor
 - a. an arranged meeting

3. 3rd and final warning a letter of removal will be written and presented to the Executive Board member(s).
4. During an Executive Board meeting Advisors will bring the issues to the rest of the Executive Board.
5. That executive board member will be given 3 options:
 - a. Resign
 - b. Film a video message responding to the issues in the letter, executive board along with Advisors will carry out a vote after they watch the video.
 - c. The Executive Board member who the offenses are against will not be present for the meeting.

V. Voting

- K. Voting Members shall consist of all Senators, Executive Board Members and the President of the Buckeye Chapter of the National Residence Hall Honorary.
- L. A quorum shall consist of a simple majority of the voting membership or proxies.
- M. If any governing body with a recognized senator fails to send a representative for more than two meetings in one semester, that organization shall lose its voting and funding rights for the remainder of the semester. These rights may be restored with a simple majority vote from the Executive Board.

VI. Non-Discrimination Policy

- N. RHAC will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status.

VII. Amending the Constitution

- O. All proposed amendments to the constitution must originate with the Executive Board.
- P. Amendments can be adopted in one of the two following ways:
 - i. A simple majority vote of the Executive Board and a simple majority vote of the Senate
 - ii. A five-sevenths vote of the Executive Board. Any amendments added using this procedure may be vetoed by a two-thirds vote of the Senate at

any time after passage. The Senate must be informed of all amendments passed in this fashion.

VIII. Funding Approval

- A. All approvals for funding must go through either the head advisor or at least 1/2 executive board members (4 since there are 7 of us) via the Discord Funding Approval. Once funding is approved you must send all receipts to the head advisor and Director of Finance.

IX. Advertising Approval

- B. Prior to advertising or announcing an event the DOOM shall have all marketing approved by ½ of the executive board. All events should follow accessibility guidelines, and must have the appropriate event name, date, time, and location. General Body meeting posts must be approved by the President and Vice-President to make sure the meeting location and theme is correct.