RHA Constitution
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Constitution

Preamble

To foster bonds amongst ourselves through events and through policy, to act as our liaison with the University community, to administer the dispersal of funds for our betterment, and to provide educational and representational benefits for ourselves: We, the Members of the University of California, Santa Barbara, Residential Housing Association - acting through our elected representatives and hired officials - do authorize this constitution, to guide them in their service to the community.

Article I
Section 1: The Residential Housing Association (RHA)

The name of this organization shall be the University of California, Santa Barbara, Residential Housing Association, hereinafter referred to as the RHA.

Section 2: Mission Statement

The mission statement of this organization shall be “Put the Unity in Community!”

Section 3: Equity Statement

The RHA is the student government of UCSB’s Residence Halls and Undergraduate Residential Villages. Its members vary in demographic makeup, structure, size, ability, characteristics, identity, belief, and affiliations. The RHA is committed to equal representation and equitable decision-making in all practices. This includes, but is not limited to, social, educational, cultural, and recreational programming for the benefit of its members, as well as advocating for its members in the larger campus community. To this aim, the RHA and its representatives will protect individuals and institutions from undue bias and influence stemming from circumstances that are removed from the direct control of our student members.

Article II
Section 1: Members of the RHA
All residents of the University of California, Santa Barbara who pay, or have paid for them, the RHA Activity fee shall be members of RHA.

1. The Specialty Council of the RHA may receive honorary status with 2/3 approval of RHA Coordinating board if they meet the following guidelines:
   a. Individual has/will have completed one full academic year living in University-owned Residence Halls or two full academic years living in UCSB-operated housing at the time of entering office.
   b. Individual will live in University-owned housing during their time in office.

Section 2: RHA Activity Fee

The RHA Activity Fee will be distributed as follows:

- 30% shall be designated as Floor/House/Village funds
- 30% shall be designated as Hall Council funds
- 40% shall be designated as RHA Coordinating Board funds

For each consecutive academic year, the RHA Activity Fee shall be tied to the percentage increase or decrease in housing cost, using a baseline of $34.50 in the 2019-2020 academic year.

Article III

Section 1: RHA Coordinating Board Members and Voting Rights

1. The Residential Housing Association Coordinating Board shall be comprised of one (1) President, one (1) Administrative Vice President, one (1) Programming Vice President, one (1) Vice President of Finance, one (1) National Communications Coordinator, one (1) Media Coordinator, one (1) Equipment Supervisor, one (1) RHA Community Service Chair Coordinator (CSCC), one (1) RHA Environmental Awareness Chair (EAC) Coordinator, one (1) Health and Wellness Liaison, each Representative-at-Large, each Hall Council President, Associated Students On-Campus Senator(s), one (1) Queer and Trans Student Engagement Chair (QTSEC) Coordinator, and one (1) National Residence Hall Honorary President or two (2) Co-Presidents.

2. The Specialty Council of the RHA Coordinating Board shall include one (1) Media Coordinator, one (1) Equipment Supervisor, one (1) CSC Coordinator, one (1) EAC
Coordinator, one (1) HAWC Coordinator, each Representative-at-Large, one (1) National Residence Hall Honorary President or two (2) Co-Presidents.

3. The Executive Board of the RHA shall include the RHA President, Administrative Vice President, Programming Vice President, Vice President of Finance, and National Communications Coordinator. All Executive Board members shall serve as elected voting members of the Executive Council. In the event of the President’s absence, the presiding officer of the Council shall be the Administrative Vice President, then the Programming Vice President, National Communications Coordinator, and Vice President of Finance respectively.

4. The Student Leadership Programs Manager, Student Leadership Programs Advisor, and/or a representative designated by Residential and Community Living or the Office of Housing and Residential Services, shall act as the advisors to the RHA.

5. No person shall hold more than one (1) office in the RHA simultaneously without the approval of two-thirds (2/3) of the RHA Coordinating Board. Upon receiving approval of two-thirds (2/3) of the RHA Coordinating Board, any member holding more than one position in the RHA shall:
   a. Be required to fulfill all duties of both positions.
   b. Be eligible to receive honoraria for both positions.
   c. Only be allowed one (1) vote and quorum will be adjusted accordingly.
      i. If both positions hold financial votes, that member shall only retain one (1) financial vote for financial matters and one (1) non-financial vote for non-financial matters.
      ii. If both positions hold non-financial votes, that member shall only retain one (1) non-financial vote.
      iii. If one position holds a financial vote and the other holds a non-financial vote, that member shall only retain one (1) financial vote for financial matters and one (1) non-financial vote for non-financial matters.

6. The RHA Coordinating Board shall have the power to:
   a. Develop, review, and institute all policies pertaining to the RHA.
   b. Adopt the RHA Budget and to appropriate funds from the RHA Treasury according to the parameters stated in the By-Laws.
   c. Approve or disapprove all appointments.
   d. Take any action necessary and proper for the execution of the above duties.
7. All members of the RHA Coordinating Board shall retain one (1) vote in non-financial matters excluding the chair of the meeting.

8. All members of the RHA Coordinating Board shall consist of the RHA Representatives-at-Large, Council Presidents, and AS On-Campus Senator(s). These members shall retain one (1) vote each in financial matters on the RHA Coordinating Board.

9. A minimum of two-thirds (2/3) of the RHA Coordinating Board must be present to conduct a meeting.

10. A minimum of two-thirds (2/3) of the fully voting members must be present in order to vote on any financial proposal brought to an RHA Coordinating Board meeting.

11. In the event that an RHA Coordinating Board member loses one’s financial vote, the individual shall not be counted in quorum.

Section 2: RHA Election and Appointment Processes

1. Only members of the RHA may hold an office, with the exception of the NRHH President(s).

2. The RHA President, Administrative Vice President, Programming Vice President, Vice President of Finance, and the Representatives-at-Large are elected by the members of the RHA excluding professional staff in the spring of the previous academic year.

3. The National Communications Coordinator is an appointed position, and the appointment process is described in Article IV, Section 3, Subsection 6.

4. The Council Presidents are elected within the first three (3) weeks of the academic year by the residents of the individual’s particular building.

5. The Media Coordinator, Equipment Supervisor, EAC Coordinator, and CSC Coordinator are appointed by the RHA President or President-Elect with the advisement of the current holder(s) then installed by a two-thirds (2/3) vote of the RHA Coordinating Board.

6. The NRHH President(s) are elected by the NRHH chapter by Spring of the previous academic year in accordance with the NRHH Constitution.
7. The On-Campus Senator(s) are elected by the general student body in the AS elections in the spring of the previous academic year and must live in one of the university-owned housing during their term.

8. The HAWC Coordinator shall be selected by the Health and Wellness selection committee with the assistance of the RHA President or RHA President-Elect.

9. The QTSEC Coordinator shall be selected and appointed by the Director of the RCSGD, the current QTSEC Coordinator, and the RHA President.

10. Be appointed by the UCSB Sustainability Selection Committee with the assistance of the RHA President or RHA President-Elect and the current RHA EACC, then approved by two-thirds (2/3) or the RHA Coordinating Board.

Section 3: Minutes

The RHA Coordinating Board shall keep a record of its proceedings, to be under the care of the RHA Administrative Vice President.

Article IV

Section 1: Office Term Lengths

1. The Specialty Council and Executive Board of the RHA shall hold office for one (1) year, from the end of Spring Quarter until the end of the following Spring Quarter.

Section 2: RHA Coordinating Board Duties and Responsibilities

All members of the RHA Coordinating Board shall:
1. Attend all RHA Coordinating Board meetings for the duration of the whole term.
2. Shall attend all office hours in order to complete RHA-related tasks including, but not limited to the following:
   a. Equipment rentals
   b. Tabling requests
   c. Funding requests
   d. Costco card requests
   e. RHA-related correspondences via email or telephone
   f. One-on-one meetings with advisors
   g. Program planning, implementation, clean up, and evaluation
h. Answering resident questions, comments, or concerns
i. Receiving conference or position applications
j. Submitting OTM nominations
k. Assisting fellow RHA members, or other duties as assigned by the Advisor(s).

3. Attend all RHA Coordinating Board retreats and workshops.

4. Attend a minimum of one (1) one-on-one meeting with their designated advisor per quarter

5. Attend all RHA Coordinating Board “all hands on deck” programs and events as designated by the RHA Advisors.
   a. These events include and are not limited to:
      i. Major Week-of-Welcome Events.
         A. End of the Year Major Events
      ii. All-Hall Programs
      iii. RHA Fundraisers Quarterly Training Retreats

6. Write a transition report at the end of the term.

7. Shall write a minimum of one (1) Of the Month Awards per quarter.

8. Act as a student leader.
   a. Enter the leadership position with and maintain a cumulative Grade Point Average (GPA) equal to or higher than a 2.0.
      i. If a RHA Coordinating Board Member has lower than a 2.0, that member must meet with the RHA advisor and will be put on probation.
      ii. If that member has a cumulative GPA lower than a 2.0 for two (2) consecutive quarters, that member will be up for recall. At the end of each quarter, the advisor(s) receive grades for all the RHA Coordinating Board members from the Office of Residential Life to follow up with anyone that might fall under the GPA requirement.
   
   b. Maintain a conduct record free of documentations.
      i. If an RHA Coordinating Board member is documented, that member must meet with the RHA advisor and can be put on probation at the discretion of the Judicial Review Board.
      ii. If a member’s conduct is severe as determined by the advisor(s) and Judicial Affairs department of Residential and Community Living, the member may be removed from their position by Judicial Review Board.
   
   c. Act as a representative of RHA in all matters, particularly when holding programs, interacting with residents, parents, administrators, and other invested parties, and holding office hours. This includes maintaining an appropriate level of professionalism and workplace ethics.

9. Must live in the Residence Halls throughout the duration of their term of office, with the exception of the NRHH President(s) and HAW Liaison.
a. If specialty positions cannot be filled by members of the RHA in accordance with the appointment processes for each position, the Coordinating Board can vote to create a sunset clause for the duration of that year to allow for the exception.

Section 3: Executive Council Duties & Responsibilities

1. The executive power of the RHA shall be vested in the RHA President. The President shall:
   a. Be the official representative of the RHA.
   b. Be an ex-officio member of all committees.
   c. Have the power to call and administer all RHA elections.
   d. Chair the Constitution and By-Laws Committee.
   e. Be responsible for Residential Dining Services tabling.
   f. Contact companies/organizations who flyer illegally in Residential Housing.
   g. Chair the RHA Leadership Forum.
   h. Chair the weekly RHA meetings (except Dead and Finals week) and have the power to recognize motions made by RHA members, call members out of order, and be able to remove extremely disruptive members or audience from the meeting, according to “Meeting Procedures” found in Article X Section 3.
   i. Serve as the liaison at the conferences listed under Section 3 article 1 of the PACURH governing documents.
      i. The RHA President will serve as the voting representative of the University of California, Santa Barbara in the Presidential Boardrooms.
   j. Serve as the liaison at the conferences listed under the NACURH governing documents.
      i. The RHA President will serve as the voting representative of the University of California, Santa Barbara in the Presidential Boardrooms.
   k. Hold seven (7) office hours per week in the RHA offices.
      i. Two (2) in De Anza, three (3) in San Nicolas and two (2) in Santa Catalina.
   l. Serve on one (1) internal committee per quarter other than the above mentioned

2. The RHA Administrative Vice President shall:
   a. Keep accurate records of all meetings of the RHA Coordinating and Executive Boards.
   b. Plan and publish the RHA agendas and minutes.
   c. Act as the office manager of the San Nicolas RHA office.
   d. Act as the director of office supplies.
   e. Be an ex-officio member on all non-programming committees.
   f. Serve on the Judicial Review Board.
   g. Serve on the Constitution and By-Laws Committee.
   h. Write any proposed changes of the RHA Constitution and By-Laws Committee.
   i. Keep an up-to-date copy of the Constitution and By-Laws.
j. Chair the RHA Elections Committee.
k. Work with the Media Coordinator to keep all media outlets up to date.
l. Assign and post an office hour schedule for those required to hold office hours each quarter in all the RHA offices.
m. Notify individuals and groups to present at RHA Coordinating Board meetings.
n. Notify individuals and groups upon decisions made by RHA Coordinating Board including but not limited to flyering and support.
o. Register RHA with the Office of Student Life during or before Fall Quarter.
p. Share the responsibilities of maintaining RHA’s OrgSync account in consultation with the Advisor(s).
q. Hold four (4) office hours per week in the RHA offices.
   i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
r. Serve on two (2) internal committees, which shall be:
   i. Serve on the Judicial Review Board
   ii. Serve on the Constitution and By-Laws Committee.

3. The Programming Vice President shall:
   a. Be the primary executive contact for all RHA Coordinating Board programming.
   b. Be an ex-officio member of all programming committees.
   c. Actively participate in all the RHA Coordinating Board major programs as outlined in Section 2 Article 5 of the RHA Constitution.
   d. Work with the Media Coordinator to keep all media outlets up to date.
   e. Chair the Judicial Review Board.
   f. Chair the Residence Hall Programming Team (RHPT).
   g. Have a one-on-one meeting with each Representative-at-Large and organize a quarterly meeting of all Representative-at-Larges.
   h. Be responsible for training and establishing expectations of the Activities Chairs and their requirements.
   i. Serve on the Constitution and By-Laws Committee.
   j. Act as the office manager of the Santa Catalina RHA Office.
   k. Keep record of the RHA members’ participation in internal committees.
   l. Chair at least one (1) program per quarter.
   m. Hold four (4) office hours per week in the RHA offices.
      i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
   n. Serve on two (2) internal committees per quarter, which shall be:
      i. Serve on the Judicial Review Board.
      ii. Serve on the Constitutional and By-Laws Committee.

4. The Vice President of Finance shall:
a. Maintain the financial records of the RHA.
b. Prepare and present an annual budget to the RHA Coordinating Board for its approval within four (4) weeks of the beginning of fall quarter.
   i. The RHA executive council and the AS on-campus representatives may approve a temporary budget prior to the election of the Hall Council Presidents.
c. Present the budget to the RHA Coordinating Board in a weekly financial report.
d. Supervise the collection and distribution of the RHA funds in accordance with the RHA Constitution and By-Laws.
e. Serve on the Judicial Review Board.
f. Serve on the Constitution and By-Laws Committee.
g. Chair the Finance Committee.
h. Hold four (4) office hours per week in the RHA offices.
   i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
i. Serve on three (3) internal committees per quarter, which shall be:
   i. Serve on the Judicial Review Board
   ii. Serve on the Constitution and By-Laws Committee
   iii. Serve on Finance Committee

5. The National Communications Coordinator (NCC) shall:
   a. Serve as the liaison between the National Association of College and University Residence Halls, Inc. (NACURH), the Pacific Affiliate of College and University Residence Halls (PACURH), and the UCSB RHA.
   b. Adhere to the external duties explained in Article VII of the PACURH By-Laws.
      i. Upon becoming a member of NACURH, each participating representative governing unit shall select a NCC who shall serve as liaison between the national organization, its regional affiliate, and the local institution.
      ii. The NCC, or his/her designee, shall serve as delegation chairperson of a school during the Regional and National Conference.
      iii. The NCC, or his/her designee, shall represent their respective school delegations in all business meetings or elections.
      iv. The NCC, or his/her designee, shall be required to organize and submit an annual research resource contribution, otherwise known as the NIC Report to the NACURH Information Center annually. Failure to comply will result in the loss of voting privileges.
      v. The NCC, or his/her designee, shall be responsible for completing the policy and activity questionnaires sent to him/her by the national and regional officers and returning them to the proper person by the particular date requested.
      vi. The NCC, or his/her designee, shall be responsible for nominating their school, when appropriate, for the national and regional awards.
c. Be responsible for the organization of all NACURH-related conference delegations, their trips, and any other related preparations
d. Co-Chair the Bid Committee for NACURH affiliated conferences with the NRHH President(s).
e. Shall work with the Vice President of Finance to plan and implement fundraisers.
f. Establish a bid committee with the NRHH president, or two Co-Presidents, and submit at least one (1) recognition bid per year.
g. Begin the appointment process of the National Communications Coordinator in Training (NCCIT) during the winter quarter.
h. Train the NCCIT from the time of appointment in all NCC and Parliamentarian duties.
i. Present a Parliamentary Procedure workshop to the RHA Coordinating Board once per year.
k. Act as the office manager of the De Anza RHA office.
l. Serve on the Judicial Review Board.
m. Serve on the Constitution and By-Laws Committee.
n. Hold four (4) office hours per week in the RHA offices.
   i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
o. Shall represent the university at all PACURH related webinars.
p. Serve on two (2) internal committees:
   i. Serve on the Judicial Review Board
   ii. Serve on the Constitution and By-Laws Committee

6. The National Communications Coordinator In Training, referred to as the NCCIT, shall:
a. Be appointed by the RHA President with the advisement of the current year’s National Communications Coordinator and then approved by two-thirds (2/3) of the RHA Coordinating Board.
b. Aid in all tasks relating to the NACURH conference.
c. Must attend the NACURH conference.
d. Be trained by the NCC in all NCC and Parliamentarian duties.
e. Hold two (2) office hours per week directly with the NCC.
f. Succeed the current NCC at the end of Spring quarter with two-thirds (2/3) approval of the RHA Coordinating Board.
g. In the case that an NCC wishes to hold a subsequent term, the RHA President shall have the option of foregoing the application process and reappointing the NCC, subject to approval by two-thirds (2/3) of the RHA Coordinating Board.
   i. In this case, a NCCIT will not be appointed.
7. The Media Coordinator shall:
   a. Be responsible for all advertising and publicity of the RHA to the campus community.
   b. Update and otherwise maintain the RHA web page.
   c. Coordinate with the Administrative Vice President and Programming Vice President to keep information on the web page current.
   d. Work with the RHA Coordinating Board members in producing flyers, posters, Digiknow ads, and other forms of publicity.
   e. Be responsible for creating resident awareness of RHA through *The Flush* and all other mediums.
      i. Prior to the distribution of *The Flush*, the Media Coordinator will receive approval from the RHA President.
   f. Act as the official RHA Historian, responsible for documenting all RHA events, retreats, and activities with the help of a committee, and be responsible for placing images and other content on social media
   g. Hold four (4) office hours a week in the RHA offices.
      i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
   h. Serve on two (2) internal committees per quarter.

8. The Equipment Supervisor shall:
   a. Be responsible for the operation and all processes concerning the RHA equipment.
   b. The term “equipment” pertains to larger equipment used during programs, not office supplies, which are under the responsibility of the Administrative Vice President.
   c. Maintain, store, and rent RHA equipment in all RHA storage spaces in an orderly manner.
   d. Create an inventory list of equipment at the beginning of every quarter and at the end of the term. This list must be made available in all RHA offices as well as on the RHA website.
      i. Repair broken equipment.
      ii. Purchase new equipment.
   e. Explain equipment and procedures to the RHA Coordinating Board at the Presidents’ Retreat during Fall quarter.
   f. Train all RHA Coordinating Board members regarding proper use of the equipment.
   g. Inform the Residential Life staff about the equipment processes.
   h. Create an organized system to check out equipment to campus organizations.
   i. Determine the appropriateness of rentable equipment to organizations with the wellbeing of residents and interests of the RHA collectively in mind.
   j. Chair the Equipment Committee, which must be established by week 4 of fall quarter.
   k. Hold four (4) office hours per week in the RHA offices.
      i. One (1) in De Anza, two (2) in San Nicolas, and one (1) in Santa Catalina.
1. Serve on two (2) internal committees per quarter.

9. The RHA Health and Wellness Liaison shall:
   a. The RHA Health and Wellness Liaison may also be known as the HAWC Coordinator.
   b. Be selected by the Health and Wellness selection committee with the assistance of the RHA President or RHA President-Elect.
   c. Responsible for conducting the training at the RHA Leadership Forum of the Hall Council Health and Wellness Chairs (HAWC) and other HAWC Trainings
   d. Responsible for establishing expectations of the HAWCs and their programming and training requirements.
   e. Implement the joint RHA and Health and Wellness Safer Sex Peers program for the residential community.
   f. Hold one Health and Wellness themed program per quarter.
   g. Strive to educate residents and RHA about Health and Wellness issues and programs.
   h. Complete the training activities and requirements from the Health and Wellness Intern Committee.
   i. Attend at least 50% of RHA Coordinating Board Meetings.
   j. Serve as a liaison between RHA and Health and Wellness updating the respective organizations on each other’s activities.
   k. Write a transition report after every program.
   l. Hold three (3) office hours per week in the RHA offices
      i. One (1) in San Nicolas, one (1) in De Anza, one (1) in Santa Catalina.

10. The RHA Environmental Awareness Chair Coordinator (EACC) shall:
    a. Work towards creating a culture of environmentalism and sustainability within the RHA and the residential community through programming, education, and awareness.
    b. Ensure that the RHA remains a leader in terms of environmentalism and sustainability through the evaluation of its processes, practices, purchases, and attitudes.
    c. Be responsible for establishing the expectations for the Environmental Awareness Chair (EAC) position.
    d. Conduct the training of the EAC’s, beginning at the RHA Leadership Forum and continuing throughout the year.
    e. Serve as a liaison between RHA and other environmental organizations, and, when possible, collaborate with them on relevant programs and projects.
    f. Work with UCSB Sustainability on their outreach programs and general efforts.
    g. Collaborate with the Chancellor’s Sustainability Committee, and serve on one of the subcommittees for the duration of their term.
h. Assist the environmental efforts of the University, if and when these are in line with the general precepts and values of environmentalism and sustainability.

i. Uphold the RHA Green Bill. This entails:
   i. Quarterly revision and, if necessary, updating of the Green Bill.
   ii. Presentation of the Green Bill to the Coordinating Board during Student Leadership Development and the Fall Retreat.
   iii. Presentation of the Green Bill to the EAC’s during the RHA Leadership Forum and the first meeting of Winter Quarter.
   iv. Direct enforcement of the Green Bill within the Coordinating Board and proxy enforcement in the building’s under RHA purview through their respective EAC.

j. Host or co-host a large-scale event to promote environmental awareness and other environmental organizations during Week of Welcome or early in Fall Quarter.

k. Host or co-host an Earth Day event.

l. Plan and execute the yearly environmental competition in concert with Housing & Residential Services and UCSB Sustainability.

m. Host or co-host at least one (1) environmentally-themed program per quarter.

n. Preside over at least three (3) Team Meetings per quarter with the EAC’s to strengthen the team dynamic, establish goals, and plan environmental programs or projects.
   i. Have at least one (1) 1-on-1 meeting per quarter with each EAC.
   ii. Attend RHA Coordinating Board meetings.
   iii. Attend RHA Student Leadership Development.

o. Write a Transition Report after every program, and compile a yearlong Positional Transition Report to be delivered to the incoming EACC.

p. Serve on two (2) Internal Committees per quarter.

q. Hold three (3) office hours per week in the RHA offices.
   i. One (1) in San Nicolas. One (1) in De Anza, and one (1) in Santa Catalina.

11. The RHA Community Service Chair Coordinator shall:

   a. The RHA Community Service Chair Coordinator may also be known as the CSC Coordinator, or CSCC.

   b. Be appointed by the incoming RHA President with the advisement of the current year’s CSC Coordinator and the current RHA President then approved by two-thirds (2/3) of the RHA Coordinating Board.

   c. Responsible for conducting the training at the RHA Leadership Forum of the Hall Council Community Service Chairs and other CSC Trainings throughout the year.

   d. Responsible for establishing expectations of the CSCs and their programming and training requirements.
e. Provide at least one community service opportunity to residents per quarter and host one
   community-awareness related workshop per year.
f. Work to educate residents and RHA about community issues and volunteer
   opportunities.
g. Collaborate with Community Affairs Board, Community Volunteer Foundation, and
   other on-campus organizations that provide opportunities for Community Service.
h. Serve as manager of RHA philanthropic efforts, including donations of food, clothing,
   etc.
i. Attend RHA Coordinating Board Meetings.
j. Attend RHA Student Leadership Development.
k. Write a transition report after every program.
l. Serve on two (2) internal committees per quarter.
m. Hold three (3) office hours per week in the RHA offices
n. One (1) in San Nicolas, one (1) in De Anza, one (1) in Santa Catalina

12. The RHA Queer and Trans Student Engagement Chair Coordinator shall:
a. Hold one Queer awareness/visibility program in collaboration with QTSEC’s in the area
   for fall and winter quarter. Over the course of the year there will be a total of two (2)
   programs; one (1) will be held in ChI-5 & Farside and one (1) in West Campus.
b. Strive to educate about issues of social justice and diversity in order to provide a support
   system for all communities in Residential Housing by bringing visibility to and engaging
   with the LGBTQIP2SAA+ Community in Residential Housing.
c. Participate in the planning of training activities (Fall Retreat, Winter Retreat, Spring
   Retreat, and bi-monthly meetings).
d. Be an available resource to the QTSEC’s, which may include formal and informal
   gatherings including optional social events, 1-on-1 meetings each quarter, etc.
e. Attend RHA Coordinating Board Meetings.
f. Attend Student Leadership Development.
g. Act as a liaison between the RCSGD and RHA Coordinating Board and Council
   QTSEC’s.
h. Be responsible for conducting the training at the RHA Leadership Forum of the Council
   QTSEC’s and other QTSEC Trainings.
i. Be responsible for establishing expectations of the QTSEC’s and their programming and
   training requirements.
j. Write a transition report after every program.
k. Serve on two (2) internal committees per quarter.
l. Help in planning and facilitating at least one queer seminar during the academic year.
m. Hold three (3) office hours per week in the RHA offices.
   i. One (1) in San Nicolas, one (1) in De Anza, one (1) in Santa Catalina.
n. Create the end of the year transition report for the position.

13. Each RHA Representatives-at-Large (one (1) representative for each Councils and shall:
   a. Officially residents as a whole in addition to the following emphases reflected in the theme and purpose of their major program and other duties. The emphases are as follows:
      i. One Representative at Large shall have an emphasis in Athletics.
      ii. One Representative at Large shall have an emphasis in Mental Health.
      iii. One Representative at Large shall have an emphasis in Transfer Student Engagement.
      iv. One Representative at Large shall have an emphasis in International Student Engagement.
      v. One Representative at Large shall have an emphasis in First Generation Student Engagement.
      vi. Emphases shall be assigned during SLD by interview with the Advisor(s) and the PVP.
   b. Be primarily responsible for the functions, tasks, and duties of the RHA Coordinating Board.
   c. Play an active role at all meetings.
      i. Serve as liaison between the RHA Coordinating Board and respective Council by bringing specific program information or updates pertaining to the Residential Housing or the UCSB Community that the RHA Coordinating Board may have discussed.
   d. Meet with the ARD of their assigned building at the start of the term to coordinate Council Elections.
   e. Compose a transition report at the end of each of their programs due within three (3) weeks of the event or when honoraria letters are due, whichever date is later.
   f. Assist the Council President(s) in their hall events.
   g. Coordinate the distribution of The Flush with their Hall Council President(s) or ARD.
   h. Assist with RHPT (see By-Laws: Article IV, Section 2).
   i. As a building Representative-at-Large:
      i. Attend nine (9) meetings at their designated residence hall with at least two (2) being Council Executive Board meetings and three (3) being Council meetings.
      ii. Chair at least one (1) program.
      iii. Chair at least one (1) educational program in the Representative’s building each quarter in which the representative is not chairing a Major or Area Program for a total of at least two (2) educational programs.
      iv. Every building can collaborate with their Hall Council on one (1) program per term.
   j. Hold three (3) office hours per week in the RHA offices.
      i. One (1) in the representative’s designated area, one (1) in the San Nicolas RHA office, and one (1) in the main common area of their respective building.
k. Serve on two (2) internal committees per quarter.

14. Each Council shall have one (1) representative—the Council President—with the exception of Manzanita Village, Santa Catalina North, and Santa Catalina South, which shall have two (2) Co-Presidents for each Council. Each Council President must live in and represent the residence hall. Each President shall:
   a. Be an official representative of one’s Council to the RHA Coordinating Board.
   b. Serve as liaison between the RHA Coordinating Board and respective Council by bringing specific program information or updates pertaining to Residential Housing or the UCSB Community that the RHA Coordinating Board may have discussed.
   c. Attend one (1) meeting each quarter with the RHA President and other Council Presidents.
   d. Chair the respective Executive Board and Council meetings.
   e. Work with the respective Executive Board in meetings, retreats, hall activities, and programs.
   f. Be an ex-officio member of all the respective Council committees.
   g. Help their respective Council hold a minimum of three (3) programs per quarter.
   h. Present the RHA Coordinating Board reports to the respective Council.
   i. Hold two (2) office hours per week in the RHA offices.
      i. One (1) in the respective area office and one (1) in the San Nicolas office.
   j. Serve on two (2) internal committees per quarter.

15. The NRHH President shall:
   a. Be responsible for fulfilling the responsibilities set forth for this position in the Constitution of the UCSB Margaret Getman Chapter of the National Residence Hall Honorary.
   b. Serve as a liaison between the RHA Coordinating Board and the NRHH.
   c. Present one (1) Of-The-Month (OTM) Award Workshop per year.
   d. Chair the RHA Coordinating Board recognition committee.
   e. Co-chair the RHA End-of-the-Year Awards Ceremony Banquet with the Programming Vice President and RHA President.
   f. In the event of two (2) NRHH Co-Presidents, responsibilities shall be split evenly.
   g. Hold three (3) office hours per week in the RHA offices.
      i. One (1) in De Anza, one (1) in San Nicolas, and one (1) in Santa Catalina.
   h. Serve on two (2) internal committees, which shall be:
      i. The Constitution and By-Laws Committee.
      ii. The Recognition Committee.

Section 4: Vacancies in the RHA Coordinating Board
1. Any vacancy in an above-mentioned office that occurs after the first meeting of the RHA Coordinating Board, except for Hall Council President, shall be filled within three (3) weeks by presidential appointment with the advisement of an Ad Hoc committee consisting of three (3) RHA Coordinating Board members and with a two-thirds (2/3) approval of the RHA Coordinating Board. In the case of a RHA Presidential vacancy, the Administrative Vice President will assume the responsibilities of President until a new President is appointed. An Ad Hoc Committee consisting of three (3) RHA Coordinating Board members appointed by the advisor will appoint the new President with approval of two-thirds (2/3) of the RHA Coordinating Board. The Ad Hoc Committee will consist of members from the RHA Coordinating Board who are not running for the vacant position. In the case of a NRHH Presidential vacancy, a new President shall be selected in accordance to the NRHH Constitution and approved by the RHA Coordinating Board.

2. In the case of a Council Presidential vacancy, the Administrative Vice President of that Council will assume the duties of the Council President until a new President is appointed. The ARD or advisor to that building will create an Ad Hoc Committee to appoint a replacement. The Ad Hoc Committee will consist of three (3) members: the Representative-at-Large for that building, one Council Executive Board member who is not running for the vacant position, and one Council Floor/House/Village Representative who is not running for the position. The Ad Hoc Committee will then appoint a replacement with the approval of two-thirds (2/3) of the Hall Council voting membership.

3. The three (3) Representative-at-Large positions reserved for incoming residents (Article VII, Section 2), as well as any vacancies that occur before the first meeting of the RHA Coordinating Board, shall be filled by Presidential appointment with the advisement of an Ad Hoc Committee consisting of three (3) RHA Executive Council members, and approved by two-thirds (2/3) of the RHA Executive Council, no later than the second week of Fall Quarter.

4. In the event of a mid-year Representative-at-Large vacancy (any vacancy that occurs after the first meeting of the RHA Coordinating Board), the current RHA president shall appoint a new Representative-at-Large with the advisement of an Ad Hoc Committee consisting of the Programming Vice President, one Hall council President of the building, and a general member of the RHA Coordinating Board. The new Representative-at-Large must be approved by two-thirds (2/3) of the RHA Coordinating Board. Any Resident of the nine Residence Halls may apply for the vacated Representative-at-Large position, including residents of the hall for which there is an opening.
Article V
Section 1: Appointment of Judicial Review Board

The Programming Vice President shall appoint a RHA Judicial Review Board composed of no more than ten (10) members. The RHA President, Administrative Vice President, Programming Vice President, Vice President of Finance and National Communications Coordinator must serve on the Judicial Review Board, and the remaining six (6) members shall be chosen from the RHA Coordinating Board. No more than two (2) shall reside in the same Hall Council.

Section 2: Judicial Review Board’s Power

1. The Judicial Review Board's power shall encompass:
   a. Interpreting any question(s) concerning the RHA Constitution or By-Laws.
   b. Reviewing cases of inappropriate actions taken by members of the RHA Coordinating Board and make appropriate recommendations to the RHA Coordinating Board.
   c. Reviewing all honoraria requests submitted by the RHA Coordinating Board on a quarterly basis and awarding stipends based on its discretion.
   d. Provide a report to the appropriate AS entities regarding the fulfilment of duties within RHA by the AS On-Campus Senators.

2. The Judicial Review Board shall meet as needed and shall be chaired by the Programming Vice President. The RHA President shall serve as a non-voting, ex-officio member of this committee. The RHA President shall only have a voting right in the case of a tie. The chair(s) of the Judicial Review Board, to insure that all of the proceedings of the board are kept confidential, shall create a contract. The breaking of the confidentiality contract is grounds for dismissal from the Judicial Review Board and further disciplinary action within RHA.

3. In all cases involving individuals or halls from two (2) or more Councils, or RHA Coordinating Board, in cases referred directly to it by Residential and Community Living, the RHA Judicial Review Board shall have the original jurisdiction. The Judicial Review Board shall hear all appeals.

4. Cases of inappropriate behavior must be submitted to the Chair of the Judicial Review Board at least 24 hours prior to the Judicial Review Board meeting. Inappropriate behavior includes, but is not limited to:
a. Any behavior which endangers, breeds hostility, or is disrespectful towards others, including but not limited to: RHA members, advisors, residents, Residential & Community Living staff members, and external organizations.

b. Any behavior that is not conducive to acting as a professional and responsible student leader and representative of RHA as determined by the Judicial Review Board.

c. Behaviors that constitute a breach of the Student Conduct Code or Residential & Community Living’s policies.

d. Any action that violates local, state, or federal law.

**Article VI**

**Section 1: Floors, Houses, and Villages**

The individual Floors/Houses/Village of the RHA, their officers, and duties shall be those as laid out in the RHA By-Laws. The Floors/Houses/Village have the power to control their own actions in accordance with the regulations established by the RHA Coordinating Board, and the University Administration. The Resident Assistant shall act as advisor to the Floor/House/Village government.

**Article VII**

**Section 1: General Elections**

1. The candidate receiving a simple majority (50% +1) of the votes cast in a general election shall be declared the winner.

2. In order for a write-in candidate to be a valid candidate, they must receive two (2) percent of all votes cast in accordance with Article VII Section 4 of the RHA By-Laws.

**Section 2: Reserved RHA Coordinating Board Positions**

All of the Representative-at-Large positions, with the exception of three that will be reserved for incoming residents to be appointed in the fall, will be up for general election in the spring.

**Article VIII**

**Section 1: Proposed Legislation**

Members of the RHA shall have the power to initiate legislation by means of a petition signed by ten (10) percent of its members. Upon receipt of such a petition, the RHA Coordinating Board
shall vote to enact the proposed legislation with two-thirds (2/3) approval. If not approved, the RHA President shall call a special election within fifteen (15) days of the Coordinating Board’s vote. A simple majority (50% +1) of all votes cast shall be sufficient to adopt legislation.

Section 2: Repeal Legislation

Any policies developed by the RHA Coordinating Board, except financial commitment, which cannot be undone, may be subject to the referendum vote of the members of RHA. Upon receipt of a petition signed by ten (10) percent of the members of the RHA, the RHA Coordinating Board shall vote to repeal such legislation with two-thirds (2/3) approval. If not approved, the RHA President shall call a special election within fifteen (15) days. A simple majority (50% +1) of all votes cast shall be sufficient to repeal legislation.

Section 3: Elected Officer Recall

1. Any elected officer except a Council President within the RHA may be subject to recall by presentation to the RHA Coordinating Board of a petition signed by ten (10) percent of the members of the group from which the individual was elected. Within fifteen (15) days after the receipt of the petition, the RHA President shall hold a recall election to be held in the same manner prescribed for regular elections except in the case of the RHA President being recalled, in which case the RHA Administrative Vice President shall run the recall election. A simple majority (50% +1) of all votes shall constitute a recall. Individual Floor/House representatives may be recalled by a simple majority vote (50% +1) of the hall members. Such recall elections shall be conducted by one (1) of the Council Presidents.

2. The process to recall a Council President from office will begin with a simple majority vote (50% + 1) by the Executive Members of the Council. A petition must then be signed by one-tenth (1/10) of the members of the group from which the individual was elected and be presented to the RHA President. Within fifteen (15) days after the receipt of the petition, the RHA President shall hold an open forum with Council Quorum. The Council President shall be recalled from office with a two-thirds (2/3) vote from all Council Representatives and Executive Board members.

Section 4: Appointed Officer Recall

Any appointed officer within the RHA may be subject to removal by a two-thirds (2/3) vote of the RHA Coordinating Board. In order to remove an appointed officer, a voting member must make a motion to consider the removal of an appointed officer, and have it seconded. The
presiding officer will then table the motion and place it on the next meeting’s agenda for discussion and voting.

**Section 5: Non-Attendance by a Member and Proxy**

Proxies may be sent to the RHA Coordinating Board meetings with prior approval from the Administrative Vice President. Proxies must be representatives from the same residence hall that the absent member represents. For those positions not representing a specific residence hall, proxies may come from any residence hall. Resident Assistants (RAs) cannot proxy. Proxies shall have full voting rights while exercising her/his proxy. The RHA Coordinating Board members cannot proxy for other RHA Coordinating Board members. Non-attendance by a member and failure to procure an excused absence from the Administrative Vice President, or procure a proxy, to the RHA Coordinating Board meeting for more than one (1) meeting per quarter will result in an automatic vote dismissal and forfeiture of the remainder of that member’s honorarium. Reinstatement can occur through a two-thirds (2/3) vote of the RHA Coordinating Board.

**Article IX**

**Section 1: Amendments to the Constitution**

Amendments to this Constitution shall be proposed by two-thirds (2/3) vote of the RHA Coordinating Board or by a petition signed by at least five (5) percent of the members of the RHA.

**Section 2: Election for Amendments**

The RHA President shall arrange for an election within ten (10) RHA business days after the amendments have been proposed. The RHA Coordinating Board must post copies of the proposed amendments. The RHA Coordinating Board is responsible for actively publicizing the election and informing Hall Councils of said election.

**Section 3: Voting on Amendments**

Voting on amendments by all residents shall be by secret ballot. A majority (50% + 1) of all the votes cast for that amendment shall be necessary for its adoption.

**Article X**

**Section 1: Open Meetings**
All meetings of the RHA Coordinating Board, Hall Council meetings, and all meetings of the Floors/Houses/Village shall be open and adequately publicized, except in matters of personnel. All meetings of the RHA Judicial Review Board shall be closed unless a majority of the members decide otherwise with the consent of the defendant(s).

Section 3: Meeting Procedures

The RHA will uphold a loose interpretation of Robert’s Rules of Order when conducting board meetings. The rules that, undoubtedly, must be adhered to at all times include the following:

A. Announcing the Vote: In announcing the vote on a motion, the chair should:
   a. Report on the voting itself, stating which side has prevailed;
   b. Declare that the motion is adopted or lost; and
   c. State the effect of the vote or order its execution.

For a voice or rising vote in which no exact count is taken, the chair might say, for example, “There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester.”

B. Quorum:

A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted.

For quorum to be met in RHA coordinating board meetings, a minimum of 2/3 of the voting members must be present.

C. Obtaining the Floor:

Before a member in an assembly can make a motion or speak in debate, the individual must obtain the floor; that is, the member must be recognized by the chair as having exclusive right to be heard at that time.

D. Introducing Business (Making Motions):

Business may be introduced by an individual member or by a committee. Business is always introduced in the form of a motion.

E. Seconding a Motion:
   a. After a motion has been made, another member, without rising and obtaining the floor, may second the motion.
b. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.
c. A motion made by a committee requires no second, since its introduction into the assembly has been approved by a majority of the committee.
d. The purpose of a second is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced.

F. Placing a Motion Before the Assembly:
   a. After a motion has been made and seconded, the chair repeats the motion verbatim, thus placing it before the assembly for debate and action.
   b. After the motion has been restated by the chair, it is officially before the assembly and must be dealt with appropriately (i.e. adopted, rejected, postponed).

G. Debate:
   a. Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon; this right cannot be interfered with except by the chair.
   b. All discussion must be confined to the immediately pending question and to whether or not it should be adopted.
   c. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly.
   d. During debate, no member can attack or question the motives of another member.

H. Amendments:
   a. Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution.
   b. An amendment must be germane to the question under consideration.

I. Voting:
   a. Unless special rules apply, a majority decides. A majority is more than half of the votes cast by persons cast by persons legally entitled to vote, excluding blank ballots or abstentions.
   b. If the presiding officer is a member of the assembly, that individual, can vote to break a tie.
   c. A member has no right to explain that individual’s vote during voting since that would be the same as debate at such time.

J. Announcing a Vote:
   a. In announcing the vote on a motion, the chair should:
i. Report on the voting itself, stating which side has prevailed
ii. Declare that the motion is adopted or lost
iii. State the effect of the vote or its execution

K. Adjournment:
   a. Only the chair is responsible for adjournment.
   b. When it appears that there is no further business to be brought before the assembly, the chair, instead of waiting for a motion, may simply adjourn the meeting.

L. Acceptable Types of Motions:
   a. Table the motion: Lays a pending question aside temporarily when something more urgent has arisen. “I move to lay the question on the table” or “I move that the motion be laid on the table.”
   b. Limit or extend debate: Modifies debate by limiting or extending the number or length of speeches. Only acceptable if made by the chair.
   c. Amend: Modifies a main motion by inserting, adding, striking, striking and inserting, striking and adding, or substituting some specific language. “I move to amend by adding the words…” or “by striking…” or “I move to substitute for the pending motion the following…”
   d. Postpone to a certain time: Defers consideration to a definite date, meeting, or hour, or until after some particular event. “I move that the question be postponed until the next meeting” or “I move to postpone the motion until after the address by our guest speaker.”
   e. Point of information: Inquires as to the facts affecting the business at hand and is directed to the chair, or through the chair, to a member. “I rise to a point of information” or “A point of information, please.”
   f. Point of clarification: Provide information about the current motion
   g. Parliamentary inquiry: Requests the parliamentarian’s opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand. “I rise to a parliamentary inquiry” or “A parliamentary inquiry, please.”

M. Withdrawal a motion: Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. “Mr. Chairman, I move that I be allowed to withdraw the motion.”

N. Appeal from ruling of the chair: Challenges a ruling of the chair. A 2/3 vote is required to overrule the Chair. “I appeal from the decision of the chair.”

O. Point of order: Challenges an error in procedure and requires a ruling by the chair. “I rise to a point of order” or “Point of order!”
Article XI
Section 1: RHA Green Bill

1. Sustainable Practices
   a. Utilize natural lighting or task lights (i.e. desk and floor lamps) rather than turning on overhead lights whenever possible.
   b. Unplug appliances and turn off lights when not in use, and turn off power strips at the end of each work day.
   c. When feasible, paperless practices such as the following should be used:
      i. Web-based catalogs, directories, reports, applications, and programs should be utilized over printed paper.
      ii. Double-sided printing should be utilized at all times unless single-sided is specifically required.
      iii. Flyers should be printed on available scratch paper before using new paper.
      iv. Meeting agendas and notes should not be printed unless specifically requested; laptops and tablets should be used to view documentation whenever possible.
   d. Retain old flyers and printouts and reuse them as scratch paper.
   e. Utilize recycling bins for all possible waste in all RHA offices; landfill waste should be minimized.
      i. Each bin should have signage clearly marking the type of waste accepted with picture and text examples. Signage can be downloaded from the A.S. Recycling website.
   f. Electronic waste (defined as anything electronic or battery powered, or component parts such as ink cartridges, batteries, and cables) should be disposed of in an electronic waste bin.
   g. Only water-based paints (acrylic, water color, tempera) should be used for programs. Oil based paints are not permitted.
      i. Free paint is available from Environmental Health and Safety (EH&S) through their paint exchange program; the use of this program is encouraged before new paint is encouraged.
      ii. Full or partially full containers should be given to A.S. Recycling so they can be taken to EH&S or taken to EH&S directly, not poured down a drain.
      iii. Brushed and dishes containing paint can only be rinsed in an indoor sink, never a storm drain or septic tank. Use enough water to fully flush all residue from both the sink as well as the drain and first pipe to avoid
creating a clog for the custodial staff. Do not dump excess paint down drains.

h. It is strongly encouraged to discard food items in compost bins. Compost bins can be found in the UCEN and other locations on campus.

i. Minimize use of space heaters and mini-fridges. Use blankets and ice coolers at events instead.

j. All events in which waste will be produced must have trash, recycling, and composting bins, or dispose of these materials appropriately in nearby bins.

2. Sustainable purchasing of Ongoing Consumables.

a. All paper purchased, with the exception of butcher paper, must contain at least fifty percent (50%) post-consumer recycled content. It is strongly encouraged that paper with above 50% recycled content be used when possible. Ideally, paper with 100% recycled content should be used for all paper purposes.

b. If purchasing paper with at least 50% post-consumer recycled content is cost prohibitive, then 20% of the amount of paper purchased can be Forest Stewardship Council (FSC)-certified paper products or recycled paper with at least 30% post-consumer recycled content.

c. Any promotional items purchased with the RHA logo or brand name should be locally processed (within five hundred (500) miles of UCSB) when possible. It is strongly encouraged to purchase all other items within the same range.

d. Other ongoing consumables to purchase as sustainable products as needed and if available:
   i. Rechargeable batteries
   ii. Toner cartridges
   iii. Binders and office supplies


a. Funds utilized by RHA for food, beverages, plateware, and utensils for events and meetings should be used towards organic, locally grown, reusable, or compostable products. RHA should strive towards zero-waste with food products.

b. Absolutely no single-use plastic water bottles may be purchased for events. Water coolers or jugs may be used for events instead.

c. RHA may not purchase non-recyclable or non-compostable single-use products such as coffee cups or paper plates for dialer office users; daily users should provide or be provided with reusable items. If reusable items cannot be provided, compostable products are highly encouraged.

d. No polystyrene (Styrofoam) may be purchased or used.
e. All events must have vegetarian options and all large-scale (50+ people) events must be additionally have vegan options.

4. Expectations
   a. If needed, an exception to the guidelines outlined by the Green Bill may be granted by a two-thirds vote by the RHA Coordinating Board or through explicit consent of the EACC being made known to the RHA Executive Board.

Article XII
Section 1: Order of Precedence

The order of precedence shall be:
   a. The RHA Constitution
   b. The RHA By-Laws
   c. The RHA Legislative Policies
   d. The Hall Council By-Laws

Article XIII
Section 1: Constitution Approval Date

This Constitution was voted on and approved by the members of the Residential Housing Association on and will go into effect at the end of Spring Quarter 2019