**Constitution**

**of the**

**Resident Student Association**

**of the**

**University of Maryland, Baltimore County**

**Preamble** The Resident Student Association, hereafter known as RSA, is the official governing body of the residential community of the University of Maryland, Baltimore County, hereafter known as UMBC. It shall be subject to the jurisdiction of the UMBC Office of Residential Life, as well as the President of the University and his/her designees.

**Mission** RSA is a student-run, representative organization that advocates for the residential population by encouraging students to reach their full potential as scholars and leaders by establishing and maintaining a safe and supportive community.

This mission is accomplished by:

* Making ourselves visible and accessible through various outlets and strategies
* Forming partnerships with the faculty and administrators that impact the student experience
* Providing opportunities to make connections through programming
* Empowering students to be a part of creating their community

**Article I. PURPOSE**

**1.1** The purpose of this organization shall be to assure that the residential community at UMBC is ideal for all students.

**1.2** RSA will promote a healthy, clean, and safe environment where athletic, cultural, social, and intellectual development can occur for all students, regardless of race, sex, ethnicity, sexual orientation, physical or mental disability, national origin, religion, gender identity, or political affiliation.

**1.3** RSA will address the needs and interests of the residents as a student– run, representative organization to the administration, other campus organizations, and other college and university campuses.

**1.4** RSA shall work cooperatively with the Office of Residential Life and other campus agencies/organizations to enhance the on campus experience for resident students.

**1.5** RSA will represent and advocate the rights and interests of the resident student population with respect to the overall safety and well-being of all students.

**Article II: MEMBERSHIP AND VOTING**

1. **Qualification of Membership**
   1. All members of the UMBC community, excluding those Alumni who do not hold positions at UMBC, are eligible for membership in RSA.
   2. Membership in RSA may not be denied on the basis of race, ethnicity, age, sex, sexual orientation, physical or mental disability, national origin, religion, gender identity, or political affiliation.
   3. Membership status will terminate when an individual is no longer part of the UMBC community.
2. **Voting**
   1. General Body
      1. Currently registered residential students are part of the General Body of RSA and will receive voting rights upon attending three (3) consecutive general business meetings.
      2. Voting rights are guaranteed to all members for the first three RSA General Body meetings in the fall semester.
      3. Voting rights of General Body members continue at the end of the fall semester into the spring semester.
      4. A General Body member will lose voting rights after two (2) consecutive absences from General Body meetings.
      5. Voting rights can be regained by attending two consecutive meetings.
   2. Executive Board
      1. Individuals who are part of the Executive Board will have voting rights as long as they are part of the Executive Board.
   3. Community Representatives
      1. Only one representative from each Community Council is allowed to vote on behalf of their community in a Community Council vote.
      2. Individuals who may attend and speak at general business meetings, but may not receive voting rights, include commuter students, faculty and staff (excluding student staff), and other members of the UMBC community.
   4. Quorum
      1. For any vote presented to the General Body, at least fifty percent of members holding voting rights must be in attendance.
      2. A majority of active Community Council representatives must be present in the event of a Community Council vote.

**Article III: EXECUTIVE BOARD**

1. **General Expectations**
   1. Each Executive Board member will maintain a transition binder.
   2. Each Executive Board member will submit one OTM a month.
   3. Each Executive Board member will serve on at least one committee.
   4. Executive Board member may not chair event committees.
   5. Each executive board member will attend general body meetings.
   6. Each executive board member will attend both summer and winter executive retreats.
   7. Each Executive Board member is expected to uphold the rules and regulations listed in the Guide to Community Living.
   8. Each executive board member shall work with an assigned community to establish a Community Council.
2. **Qualifications**
   1. Have a minimum cumulative GPA of 2.5 on a 4.0 scale.
   2. Presidential candidates must hold one year of experience within RSA in order to run.
3. **Officers and Responsibilities**
   1. President
      1. The President shall schedule and preside over all RSA Executive Board and General Body Meeting.
      2. The president may schedule Executive Board and General Body Meetings when necessary.
      3. The President is the official spokesperson for RSA and will be the designated person to respond to media inquiries as they arise.
      4. The President is responsible for the implementation of leadership development activities and training sessions for the Executive Board.
      5. The President has the authority to veto Executive Board decisions and vote in the instances of a tie within the Executive Board, Community Council votes, and General Body.
      6. The President shall assemble committees, both permanent and temporary, as needed.
      7. The President may serve on any committee (excluding Stipend Review Committee).
      8. The President shall appoint any interim position on the Executive Board with 2/3 support of the current Executive Board members.
      9. The President will submit a biannual report on the activities of RSA.
      10. The President will supervise and regulate Executive Board actions.
      11. The President will meet with the Advisers on a weekly basis.
      12. The President will maintain open lines of communication with the Community Directors.
      13. The President shall meet bi-weekly with the Presidents Council and additionally as needed.
      14. The President shall serve as ex-officio chair of the Presidents Council.
      15. The President shall hold Community Council Presidents accountable for the performance of their duties.
   2. Director of Advocacy and Leadership (DAL)
      1. The DAL will establish open communication throughout the RSA organization.
      2. The DAL will arrange administrative visits to the RSA General Body as needed.
      3. The DAL will actively assess and examine the needs and concerns of resident students. These methods may include, but are not limited to, surveys, benchmarking assessments, resident interviews, and discussions with campus administrators.
      4. The DAL will maintain connections made with other on-campus organizations and departments.
      5. The DAL will hold Town Hall meetings, one in the fall to gather information, and one in the spring to follow up on issues addressed in the fall.
      6. The DAL shall serve as RSA’s liaison to the Student Government Association, Student Events Board, and The Retriever Weekly.
      7. The DAL shall be the liaison to all RSA events co-sponsored with other organizations.
      8. The DAL, along with the National Communications Coordinator, will organize both Fall and Spring RSA Leadership Summits, with the support of the Executive Board, to inform Community Council members of their responsibility within RSA and their individual Community Councils, along with helping to encourage growth and leadership development through arranging speakers and activities.
   3. National Communications Coordinator (NCC)
      1. The NCC shall serve as the liaison between NACURH Inc. (National Association of College and University Residence Halls), CAACURH (Central Atlantic Association of College and University Halls), and the Resident Student Association.
      2. The NCC shall serve as the official representative of NACURH Inc. and CAACURH at UMBC.
      3. The NCC shall serve as the official representative of RSA to NACURH Inc. and CAACURH.
      4. The NCC shall be knowledgeable about NACURH Inc., CAACURH, and RSA.
      5. The NCC shall keep RSA and Residential Life abreast of all changes in NACURH Inc. and CAACURH.
      6. The NCC shall keep RSA and Residential Life abreast of all related conferences, deadlines, fees, and requirements in a timely fashion.
      7. The NCC shall organize and submit a research or resource report to the National Information Center (NIC) once per year, shall register, and pay dues for re-affiliation.
      8. The NCC shall work with NACURH Inc. partners to fundraise for conference expenses.
      9. The NCC shall help facilitate the continuation of communication among the delegates after conferences.
      10. The NCC shall be responsible for the organization and implementation of fundraisers for RSA operated through On Campus Marketing, the corporate partner of NACURH, Inc.
      11. The NCC shall be responsible for creating and implementing an annual recruitment and membership retention plan for RSA.
      12. The NCC shall serve as the parliamentarian for the RSA General Body Meetings.
      13. The NCC, along with the DAL, will organize both Fall and Spring RSA Leadership Summits, with the support of the Executive Board, to inform Community Council members of their responsibility within RSA and their individual Community Councils, along with helping to encourage growth and leadership development through arranging speakers and activities.
   4. Director of Finance (DOF)
      1. The DOF will establish semester or annual budgets.
      2. The DOF will work with the National Communications Coordinator to establish budgets for travel and conference expenses.
      3. The DOF will work with Community Council Representatives to establish guidelines for budgetary allocations, and provide monthly budgetary updates for Community Councils.
      4. The DOF will communicate expenditures to the RSA adviser prior to completing expenditures.
      5. The DOF shall keep a documented and itemized financial log of all expenditures, and provide reports to the General Body, the President, the Executive Board, and the Adviser, as needed or directed by the President.
      6. The DOF will meet with Community Council Treasurers once per month to do financial reviews.
      7. The DOF will conduct financial training each semester with Community Council Treasurers and presidents.
      8. The DOF will provide budget summaries at meetings.
      9. The DOF will handle organizational (non-conference) fundraising.
      10. The DOF will maintain an open line of communication with Residential Life for budget increases.
      11. The DOF will work with Residential Life Business Services Division to coordinate purchases.
      12. The DOF will approve all purchases and expenses requested either by the Exec Board, Community Councils, or outside organizations.
   5. Director of Communications (DOC)
      1. The DOC will oversee the accessibility and availability of information generated by RSA.
      2. The DOC will maintain and update all of the RSA social media accounts, and ensure current information is posted in a timely manner.
      3. The DOC will record meeting minutes at the General Body and Executive Board meetings.
      4. The General Body Meeting minutes will be sent out to the RSA list proc no later than two days after the meeting.
      5. The DOC will keep records of attendance at general body meetings and track the voting rights of the members.
      6. The DOC will oversee the maintenance of the list procs associated with RSA and Community Councils.
      7. The DOC is responsible for checking the RSA mailboxes in Residential Life, and will process all RSA mail, unless addressed to a specific person or office.
   6. Director of Events (DOE)
      1. The DOE will act as adviser for all major RSA events (i.e. Block Party, Midnight Breakfast, etc.).
      2. The DOE shall be responsible for overseeing the appointment of chairs of major RSA events.
      3. The DOE shall work as an event adviser to Community Councils when needed.
      4. The DOE shall be responsible for all advertising efforts undertaken by RSA.
      5. The DOE shall be responsible for tracking progress of major RSA events, as well as evaluating their success and determining means for possible improvement for future reference.
   7. National Communications Coordinator in Training (NCC-IT)
      1. The National Communications Coordinator in Training, hereafter known as the NCC-IT, will work alongside of the NCC in order to gain appropriate knowledge of NACURH Inc., CAACURH, and affiliated partners.
      2. The NCC-IT will be recognized as a member of the RSA Executive Board and shall be appointed following an application and interview process as well as a confirmation vote from the RSA General Body and Community Councils.
      3. The NCC-IT will attend CAACURH in the Fall with the NCC and shall assist the NCC in leading and coordinating the delegation
      4. The NCC-IT will attend No Frills in the spring with the NCC and shall assist the NCC in leading and coordinating the delegation
      5. The NCC-IT will work alongside the NCC for the spring semester but will not be considered the NCC until the following academic year.
      6. The NCC-IT shall assist the NCC in the execution of their duties so as to gain a greater knowledge of the duties and responsibilities of the NCC position
      7. If the NCC leaves office mid-term for any reason, the NCC-IT shall serve as NCC for the remainder of the open term and the subsequent term of office.
      8. The NCC-IT position may be held in addition to another RSA office or position, and in no way affects the voting status of the other position held.
   8. Adviser
      1. The RSA Adviser(s) shall be (a) professional staff member(s) of the Residential Life Office, who will advise the RSA Executive Board and represent the interests of the Residential Life Office.
      2. The RSA Adviser shall be a non-elected position, but may be selected by a majority of the Executive Board in the event of a vacancy.
      3. There shall be no more than two Advisers to RSA at any time.
      4. The Adviser(s) shall meet with the President on a weekly basis.
      5. The Adviser(s) shall be available to, and work with, the members of the Executive Board to assist in the execution of their duties.
   9. Meetings
      1. Executive Board meetings will be held a minimum of two (2) times a month.
   10. Line of Succession
       1. In the event of a vacant position:
          1. The President may appoint an interim replacement after 2/3 Executive Board approval.
       2. In the event of the President position becoming vacant, the following line of succession shall be used:
          1. DAL, NCC, DOF, DOC, and DOE.
       3. All succession appointments are subject to approval by the General Body
       4. In the event of a disapproval of succession, a special election will be held, at the discretion of the General Body, in order to find a replacement.
       5. In the case of the entire Executive Board resigning, a special election will be held to fill the Executive Board vacancies.
   11. Removal
       1. Grounds for Removal:
          1. Not fulfilling expectations outlined in Article III, Sections 3.1, 3.2, and position specific duties.
       2. Process of Removal:
          1. Before removal may be considered, an adviser must be consulted.
          2. The Executive Board shall vote for the removal of the person in question by a secret ballot with a majority of two thirds.
          3. The General Body shall vote for the removal of the person in question by a plurality vote only if the above mentioned Executive Board vote passes.
          4. The RSA Adviser(s) shall dismiss the person in question after a successful General Body vote for removal.
       3. Suspension
          1. The RSA President may, after consulting the Adviser(s), place an Executive Board member on suspension for a period of time.
          2. Return of suspension is based on review by the Executive Board.
          3. An Executive Board Member may, after consulting the Adviser(s), place the President on suspension for a period of time. Return based on review by the Executive Board.
       4. Remuneration
          1. The RSA Executive Board, with the exception of the NCC-IT, shall receive a stipend at the end of each semester as remuneration for their positions.
          2. The President shall receive a maximum of $500 per semester, for a total of $1,000 for the full term.
          3. All other officers of the RSA Executive Board, with the exception of the NCC-IT and the Adviser(s), shall receive a maximum of $400 per semester, for a total of $800 for the full term.
          4. The Adviser(s) shall not receive a stipend.
          5. The NCC-IT shall not receive a stipend
          6. The maximum amounts of the stipends, as specified above, should be outlined in the RSA Budget. These amounts may not be increased without a two-thirds majority vote of the General Body.
          7. At the end of each semester, a Stipend Review Committee shall be formed, to be supervised by the Adviser(s), for the purposes of reviewing the conduct of the Executive Board.
          8. This Committee shall consist of the Community Council representatives, and the meeting shall take place following the last general body meeting of each semester.
          9. There will be a midyear review process for each executive board member that will provide feedback so that each executive board member knows how best to improve. This will help in enabling the Executive Board to potentially receive their respective full stipends.
          10. This Committee shall be empowered to determine the amount of the stipend each member of the Executive Board receives, not to exceed the maximum amounts specified above.
          11. Each member of the Executive Board may submit a written summary of their contributions during the previous semester to the President before the Stipend Review Committee meets.

**Article IV: COMMUNITY COUNCILS**

**4.1** A Community Council shall be defined as a representative group of students, which is established by RSA, of the UMBC residential community that is defined and recognized by the UMBC Residential Life Office, to promote the organization and acclimation of residential students on a personal level, and to build social dynamic. This group will be utilized to:

* Provide an alternative outlet for community concern.
* Promote and support community living standards and principles.
* Plan and facilitate educational, social, and recreational programs.
* Provide a means for community involvement.
* Help students establish connections within their community.
* Provide a link from the greater goals of the university to the interests of the residents.

1. **Community Council Expectations**
   * 1. Requirements for an Active Community Council
        1. Community Council Executive Board must consist of at least a President, Treasurer, and RSA Representative.
        2. Other positions can include Vice President, Secretary, RSA Committee Representatives, Floor or Building Representatives, or other positions based on community needs.
        3. Must meet at a minimum of a bi-weekly basis.
        4. Must keep various lines of communication open.
        5. Must hold an event once a month.
        6. Cannot have representation absent for more than two consecutive meetings.
2. **Voting Rights**
   * 1. Community Councils will have voting rights if they meet the criteria of Article IV, Section 4.2.
3. **Community Council Leadership**
   * 1. President: The president is an individual elected by the Community Council, who has specific duties as assigned by their Community Council but at minimum must perform the following duties:
        1. Attend RSA Executive Board Retreats as needed and all RSA Leadership Summits.
        2. Attend RSA Executive Board meetings as requested.
        3. Make agendas for and run Community Council meetings within their community.
        4. Serve as a point of contact for their Community Council.
        5. Serve as a member of the Presidents Council.
        6. The Community Council President, with the help of the Community Director, will maintain a transition binder containing but not limited to: meeting minutes, flyers, pictures, and event summaries.
        7. Community Council Presidents shall receive a maximum yearly stipend of $200, subject to review by the Stipend Review Committee.
        8. If, for any reason, a Community Council Treasurer or Community Council Representative becomes unable or unwilling to perform their duties the Community Council President or another appointed officer must assume the responsibilities of these positions.
     2. Treasurer: The Treasurer is an individual who is responsible for complying with the RSA Director of Finance’s guidelines and expectations in submitting Community Council budgets, purchase requests, receipt reports, and as follows:
        1. Must maintain updated record of all expenditures and allocations.
        2. Meet on a monthly basis with the RSA Director of Finance
        3. Attend general body members as needed.
        4. Attend both Fall and Spring RSA Leadership Summits.
        5. Must complete finance training with the RSA Director of Finance at the summit in order for Community Councils to use allotted funds.
        6. Must submit an expenditure report on a monthly basis in order to maintain funding from RSA.
     3. RSA Representatives: RSA Representatives are Individuals who attend RSA General Body Meetings as their Community Council’s representative. They vote on behalf of their Community Council during Community Council-based motions.
        1. RSA Representatives must reporting RSA updates during Community Council meetings.
        2. Proxy representative may be sent by a Community Council to a General Body Meeting no more than twice a semester in place of all of that Community Council’s representatives. This proxy representative will not have voting rights as a General Body Member unless they already have voting rights, but will maintain the voting rights of their represented Community Council.
        3. RSA Representatives must maintain open communication with other members of their Community Council consistently.
        4. RSA Representatives are required to attend both Fall and Spring RSA Leadership Summits.
        5. The position of RSA Representative may be filled by up to three members of a single Community Council.
        6. A list of all possible Community Council Representatives must be submitted to the RSA Director of Communications at the beginning of each semester. A Community Council may edit this list during the semester upon approval of the RSA Director of Communications.
     4. Advisor: A Community Council advisor is defined as a Community Director or Assistant Community Director that assists the Community Council President in directing the Community Council, while also being engaged in an advising and supportive role.
4. **Finance**
   * 1. Community Councils may be provided a semester start-up fund to be determined by the RSA budget.
     2. Community Councils cannot apply for individual recognition by the Student Government Association of UMBC, or any other governing organization on campus.
5. **Events**
   * 1. Each Community Council should hold a programmed event no less than on a monthly basis.
     2. At least one programmed event should consist of a self-promotional event (i.e. Meet the Community Council Ice Cream Social).
     3. Other programs will be at the discretion of the Community Council.
     4. It is recommended that Community Councils co-sponsor programs in an effort to increase community interaction by enhancing social dynamics.
     5. Community Councils must support RSA events.
6. **Presidents Council**
   * 1. The Presidents Council shall be a body formed of the Community Council Presidents, chaired by the RSA President in an ex officio capacity.
     2. The Council shall meet on a bi-weekly basis as determined by the RSA President.
     3. The Council shall serve on the Budget Review Committee during the spring semester

**ARTICLE V: FINANCE**

1. **Procurement**
   1. RSA will receive money from, but not restricted to, UMBC Residential Life.
2. **Money Distribution**
   1. The final budget is subject to approval by the General Body.
   2. Discretionary Funds
      1. A portion of the RSA budget will be put aside for use by the Executive Board in instances where a decision and/or a monetary commitment must be made in a time period where RSA does not have a general business meeting.
3. **Checking Account**
   1. A checking account has been established for incidental use by the Executive Board.

**ARTICLE VI: AMENDING AND RATIFICATION**

**6.1** This Constitution, upon being ratified by two thirds (2/3) of the voting RSA members in attendance at a general business meeting, may be amended by two thirds (2/3) of RSA members in attendance at two (2) general business meetings.