

Residential Student Life Association Constitution

Article I: Organization's Principles

This organization aims to contribute to UNE education. Through its conduct, actions, and membership, it shall not discriminate with regard to race, color, religion, sex, age, marital status, handicap, national origin, or sexual preference.

Article II: Name

The name of this organization shall be The University of New England's "Residential Student Life Association" a.k.a. "RSLA."

Article III: Statement of Intent

The purpose of the "RSLA" is to be an advocate/voice for students with the Residential Education, and Housing Office and Office of the Dean of Students. It is also the purpose to assist the building of community through social, educational, and floor programming.

Article IV: Membership

Membership is open to all students living in the residence halls.

Article V: Officers

- There shall be an Executive Council made up of a President, Vice President, Treasurer, Secretary, Public Relations Representative, and National Communications Coordinator.
- There shall be the following liaisons: Club and Organizations Representative (C&O), Activities Program Board Representative (APB), Undergraduate Student Government Representative (USG), Resident Advisor Representative (RA), or any other liaison that the Vice President may choose to appoint.
- Each residence hall will have representation in RSLA by an elected delegate, from that hall.
- RSLA officers and delegates shall be appointed by an election during the RSLA General Assembly Meetings.
- A delegate must be a UNE undergraduate student who lives in the residence hall they represent.
- Each officer of the Executive Board must be a UNE undergraduate student living in the residence halls.
- Officers must maintain communication between Resident Advisors, Area Coordinators, and RSLA Advisors.

Article VI: Faculty/Staff Advisor

- The Executive Board shall request advisors from the Office of Residential Education and Housing.
- At least one advisor shall be required to attend all General Assembly and Executive Board meetings.

Article VII: Duties of Officers/Position Description

Delegates

- Attends all RSLA General Assembly Meetings
- Cannot be a Resident Advisor
- Votes on and proposes bills
- Votes for OTW's/OTM's and in elections
- Must be on at least one committee each semester
- Open communication with Resident Advisor
- Brings ideas/issues from the residents to the General Assembly Meetings
- Is a resource for residents in the residence halls
- Stay up to date with issues in the residence halls
 - Ex. Go door to door, attend RA meetings
- Assists in advertisements and planning of programs
- Performs other duties as assigned

Resident Advisor, RA Liaison

- Represents the interest of RA's at all RSLA General Assembly Meetings and represents RSLA at RA meetings
- Looks for collaboration efforts with the help of delegates between the two groups
- Assists in the programming efforts of RSLA
- Maintains regular contact with Advisor and Officers
- Attends all General Assembly Meetings
- Votes for OTW's/OTM's and in elections
- Could gain full voting rights if chooses to become a delegate
- Must be on at least one committee each semester
- Must be a Resident Advisor
- Performs other duties as assigned

Undergraduate Student Government, USG Liaison

- Performs duties as assigned in the USG Constitution
- Represents the interests of RSLA and residential students at USG meetings and represents USG at RSLA meetings
- Reports on USG issues
- Maintains regular contact with Advisor and Officers
- Attends all General Assembly meetings
- Votes for OTW's/OTM's and in elections
- Could gain full voting rights if chooses to become a delegate
- Must be on at least one committee each semester
- Performs other duties as assigned

Activities Programming Board, APB Liaison

- Represents the interests of APB at all RSLA meetings and represents RSLA at APB Meetings
- Looks for collaboration opportunities between the two groups
- Assists in the programming efforts of RSLA

- Maintains regular contact with Advisor and Officers
- Attends all General Assembly Meetings
- Votes for OTW's/OTM's and in elections
- Could gain full voting rights if chooses to become a delegate
- Must be on at least one committee each semester
- Performs other duties as assigned

Clubs and Organizations, C&O Liaison

- Attends all scheduled C&O Meetings
- Represents the interests of RSLA at C&O Meetings and Represents C&O at RSLA meetings
- Reports on all activities of RSLA
- Secures dates and location for events
- Attends all General Assembly Meetings
- Maintains regular contact with Advisor and Officers
- Votes for OTW's/OTM's and in elections
- Could gain full voting rights if chooses to become a delegate
- Must be on at least one committee each semester
- Performs other duties as assigned

National Communications Coordinator (NCC)

- Runs OTW's and OTM's selection at every General Assembly meeting
- Submits OTM candidates each month
- Meets with Advisors weekly
- Plans conferences associated with NACURH
- Trains the NCCIT
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Holds regular office hours (2 per week in the RSLA office)
- Performs other duties as assigned

National Communications Coordinator In Training (N.C.C.I.T)

- Helps N.C.C run OTW/OTM selection at every general assembly meeting
- Meets with N.C.C. weekly
- Assist in conference planning specifically aspects of spirit such as creating t-shirts, clothes pins, displays, banners etc.
- Attends all General Assembly meetings and at least 2 e-board meetings a month
- Be in co-leadership of at least one committee with N.C.C
- Responsible for being comfortable with N.C.C./NEACURH/NACURH resources and responsibilities
- Attends all NEACURH / NACURH conferences
- Performs other duties as assigned

Public Relations Representative

- Supervises advertising and programming campaigns

- Chairs the advertising committee
- Maintains group pages (UNE Website, Facebook, and Twitter)
- Meets with Advisors bi-weekly
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Advises on programming efforts
- Holds regular office hours (2 per week in the RSLA office)
- Performs other duties as assigned

Treasurer

- Tracks overall budget and reports to Executive Board and General Assembly weekly
- Meets with advisors as needed
- Advises on programming efforts
- Meets with the events programming committee
- Completes purchasing paperwork and advises on bills
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Holds regular office hours (2 per week in the RSLA office)
- Performs other duties as assigned

Secretary

- Takes meeting minutes and gives a typed copy to executive board members, emails a copy to delegates, liaisons, and general assembly, and posts them to the RSLA Facebook page
- Types and hands out meeting agenda to executive board and e-mails to delegates
- Advises on programming efforts-keep updated Campus Life calendar
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Holds regular office hours (2 per week in the RSLA office)
- Performs other duties as assigned
- Meets with Advisors as needed

Vice President

- Assumes President's role in absence
- Advises on programming efforts
- Has the ability to appoint liaisons as needed
- Writes Thank You notes when needed
- Meets with Advisor weekly
- Supervises election process
- Distributes voting paddles at the General Assembly Meetings
- Oversees all programming efforts
- Meets with President bi-weekly
- Oversees all committees
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Holds regular office hours (2 per week in the RSLA office)

- Performs other duties as assigned

President

- Presides over all meetings (Executive and General Assembly)
- Makes Executive Board Meetings agendas
- Advises on programming efforts
- Meets with Advisor regularly
- Be on or in charge of at least two committees each semester
- Attends all General Assembly and Executive Board Meetings
- Holds regular office hours (2 per week in the RSLA office)
- Cannot be a Resident Advisor (Currently Suspended till further notice)
- Performs other duties as assigned

Article VII: Committees

Constitution Committee

- Regularly amends constitution
- Executive Board steps in if no residents or delegates join

Programming Committee

- Chaired by the Vice President
- Plans/creates events and programs
- Proposes bills for events and programs
- Meets with Treasurer to discuss budgeting

Advertising Committee

- Chaired by the Public Relations Representative
- Choose teasers for events
- Design clothing
- Make advertisements for events, programs, and meetings

Residential Student Life Association By-Laws

Elections

- Officers – Any resident wishing to run for RSLA office and who meets the criteria in Article IV section one, may submit his/her name to the Vice-President by the last week in March. Voting will take place during the first week in April.
- Balloting – Balloting for officers will be conducted during regularly scheduled General Assembly Meetings, and decision will be by majority vote.
- Delegates – Delegates will be elected at the beginning of the fall semester or as needed. Residents who wish to become delegates must submit a petition form with 25 signatures before being elected.
- Tie – The President will be the deciding vote in any case of a tie.
- Positions – No individual may become the nominee for more than one RSLA office and/or position in each RSLA election. If not all positions are filled, an election will be held the following General Assembly Meeting for positions not already filled.

Meetings

- RSLA will meet weekly. The time of all regular meetings will be decided at, or prior to the initial Executive Board Meeting before each semester.
- Special meetings may be called by the President of RSLA or upon written request of one-half of the members.
- The seat of any representative of RSLA will be considered vacant after three absences that are not excused by the Executive Board.
- If a delegate cannot make a General Assembly Meeting, he/she must send a proxy (stand-in delegate from Residence Hall they represent) in his/her place and e-mail the Secretary before the Meeting.

Voting

- Each delegate of RSLA is entitled to one vote per every motion.
- Delegates can table a vote if not enough information is given in the bill
- Every member (attends 75% of General Assembly Meetings) is entitled to one vote in any general election.
- The RSLA President will only vote in case of a tie.
- E-Board cannot vote for any bills
- A two-thirds majority vote is needed to ratify a motion.

Vacancies

- President of RSLA:
 - In the case of a vacancy in the office of President, the Vice-President of RSLA shall succeed to the Presidency if able to.
 - If the Vice-President is unable or unwilling to fill the vacancy of the office of President, he or she is responsible for holding elections within the Executive Board and Delegation to fill the vacancy.
- General RSLA officers other than President:
 - In case of a vacancy in any other offices, the President shall fill the office by appointment from a member of the Executive Board or Delegation, with majority approval of the RSLA.
- Delegation:
 - In case of a vacancy in the position of delegate, the delegates will elect a new representative.

Quorum

- A simple majority of the elected membership exclusive of the Executive Board shall constitute a quorum.

Training

- Executive board members and officers must come to campus at least one week prior to first year move-in.
- Participate in group bonding activities.
- Before leaving school for the summer, the following must be completed:
 - Set-up events calendar and book rooms
 - Order curtain dipping solution if needed
- During training, the following must be completed:

- Set up for curtain dipping
- Make advertisements for first meeting
- Plan for R.A. meetings
- Update UNE website and Facebook page
- Plan for the Involvement Fair
- Prepare for first meeting
- Choose philanthropy

Budget

- Can spend budget on:
 - Residential improvements
 - Clothing for programs
 - Community service projects
 - Programming
- Cannot spend budget on:
 - Personal gifts for the residents

Of the Weeks/Months (OTW's/OTM's)

- Of the week nominations may be submitted by anyone present at the general assembly meeting
- Consists of four categories: Resident, Resident Advisor, Program, and Spotlight
- The NCC cannot be voted for
- delegates and liaisons vote on OTW's and OTM's
- OTW's must be notified by e-mail that they were nominated
- OTM's must receive a certificate and be sent out to be voted on nationally

Removal of office

- If an E-board member notices any member of RSLA, including E-board or delegation, not performing duties as mentioned in the constitution, there will be a paper ballot given to the Delegation to vote to remove that person as a member of RSLA.

Amendments

- The Constitution Committee will have the right to amend the constitution by a two-thirds vote of delegation. Any amendments must be published two weeks prior to a vote on ratification of the amendment.