

RSAB CONSTITUTION

Adopted 11/___/13

Article 1: Name

- I. The name of this organization shall be the *Residential Services Advisory board (RSAB)*.

Article 2: Mission

- I. The board seeks to connect students that have a vested interest in the workings of university housing and residential aspects of campus life with Business Services and Residential Services with the ultimate goal of generating discussion and initiatives that benefit all parties.
- II. The board's purview shall include:
 - a. Discussion of issues related to the work done by the Residential Services department of Business Services
 - b. Specifically addressing the occupant's perspective on university housing with the goal of best representing the diverse student voice characteristic of Penn.
 - c. Responding to changing student needs over time and connecting those students to the university through their residential experience
 - d. Working towards the goal of creating a premier residential system

Article 3: Membership

- I. The board shall be comprised of one member from each of the following constituent groups:
 - a. Undergraduate Assembly (UA)
 - b. Graduate and Professional Student Assembly (GAPSA)
 - c. Student Sustainability Association at Penn (SSAP) or its members
 - d. Programs in Religion, Interfaith, and Spirituality Matters (PRISM) or its members
 - e. Assembly of International Students (AIS)
 - f. 5B Coalition (UMOJA, Lambda Alliance, United Minorities Council, Asian Pacific Student Coalition and Latino Coalition)
 - g. Sansom Place Representative
 - h. High Rise Representative (Rodin, Harnwell, Harisson)
 - i. Four-Year College House Representative (Stouffer, Gregory, DuBois)
 - j. Freshman Representative
- II. A member of the Residential Advisory Board (RAB) shall be a liaison to the board. This liaison will be chosen internally by RAB at the start of each academic year. This liaison will not have voting rights in RSAB.
- III. All active members must reside in university housing for the duration of their participation on the board

- IV. All active members are required to maintain confidentiality concerning meeting discussion unless otherwise instructed.
- V. With the exception of the UA, Sansom Place, and GAPSA positions, all members will be appointed to the board by the Nominations and Elections Committee (NEC) through their official annual nominations process.
 - a. The NEC will only offer applications for those positions on the board that are not already filled due to position tenure
 - b. The NEC may only appoint freshmen and/or sophomores to the board
 - c. The Sansom Place representative shall be appointed by GAPSA
- VI. After appointment by the NEC, a member may retain his or her position for as much of their university career as long as they live in university housing.
- VII. The administrative advisor to the board shall be the sitting Director of Residential Services (or a designee). The administrative advisor reserves the right to introduce any additions to the group's mission or residential policy interest outside of the above purview.

Article 4: Officers

- I. The board shall have two officer positions. Both positions will be that of chair, thus co-chairs.
- II. The responsibilities of the co-chairs includes:
 - a. Presiding over and mediating RSAB General Body Meetings
 - b. Taking minutes, or appointing a member to do so, at RSAB General Body Meetings. These minutes shall be posted to the Residential Services website.
 - c. Meeting with the administrative advisor biweekly to review policy initiatives
 - d. Directing focus, alongside the administrative advisor, to particular areas of interest or project work
- III. With the exception of the board's first term, the co-chair positions will be internally elected by the RSAB board as explained in Article 5.
 - a. The GAPSA and UA members will serve as co-chairs for the board's first term. Both the UA member and the GAPSA member will serve according to the academic calendar for the spring semester of 2014.
 - b. A Special election will be held at the end of the spring semester according to the election guidelines in Article 5 to determine the new presiding co-chairs. There shall be two groups of candidates: one for the academic year seat, and the other for the calendar year seat.
- IV. Officers serving for the calendar year term must be available to the administrative advisor by phone or email during the summer months

Article 5: Elections

- I. The board will hold biannual internal elections during the first GBM of each semester. The fall elections will elect a single co-chair who will serve for the

- term of an entire academic year. The spring elections will elect a single co-chair who will serve for the term of an entire calendar year.
- II. The first set of regular elections will take place in the spring of 2015 to replace the chair elected for the calendar year position in the late spring of 2014. The next set of elections will take place in the fall of 2015 to replace the chair elected for the academic year position in the late spring of 2014. The elections cycle will then proceed as defined in Section I.
 - III. For any and all elections, quorum must be present and is defined as having a minimum of 2/3 attendance of the general body.
 - IV. An individual must have served on the board as a member for a minimum of one semester before running for a co-chair position.
 - V. Each individual running for the co-chair position will present themselves as follows:
 - a. Present a 4 minute speech specifying their interest in the position
 - b. Have a 4 minute period to answer any questions from the board
 - VI. Following these 4-minute presentations and question periods for all candidates, the candidates will leave the room and the general body will be allowed to deliberate on the candidates for an unspecified amount of time. Upon the conclusion of the deliberation period, the body will reconvene and vote by secret ballot.
 - VII. The votes shall be cast on paper ballots and be counted by the sitting co-chair. In the event of a tie, a run-off will take place. Another period of deliberations may occur prior to the next vote.

Article 6: Meetings and Operations

- I. The board shall hold a monthly general body meeting directed by the co-chairs and administrative advisor. There must be a minimum of 4 GBMs each semester.
- II. The board shall annually set an agenda at the first GBM in the spring semester. The agenda will consist of three main priorities for the board.
- III. All GBM meeting agendas must include (but are not limited to):
 - a. Open forum: for the generation of new ideas and policy discussion
 - b. Administrative advisor report: for the administrative advisor to present relevant policy and project initiatives or updates
 - c. Member reports: for members to present research or project work under the board's purview
- IV. Voting Process:
 - a. All appointed members have voting rights.
 - b. In order for a vote to take place, quorum must be present
 - i. Quorum is defined as having a minimum of 2/3 of the general body present
 - c. One of the two student co-chairs must be present for all votes
 - d. The co-chairs will call the vote by a show of hands. All votes either "pro" or "con" will then be taken down in writing for the record.

- V. Attendance Policy
 - a. If an NEC or GAPSA-appointed representative acquires greater than 25% unexcused absences per semester, the NEC or GAPSA will be notified, and a termination process may begin.
- VI. The co-chairs must schedule regular biweekly meetings with the administrative advisor

Article 7: Adoption of and Amendment to the Constitution

- I. This Constitution shall be adopted by a consensus of the UA, GAPSA, and the Director of Residential Services.
- II. Amendments to the Constitution shall be made with a majority vote of a quorum of the board during a GBM. The administrative advisor may also suggest any amendments to the Constitution.