

CONSTITUTION OF THE RESIDENCE HALL ASSOCIATION
Texas Woman's University

Preamble

The Residence Hall Association at the Texas Woman's University (TWU) is the centralized government for all residential students at TWU. It is established with the intention of unifying residential students in order to serve as an effective liaison between them and the larger university community. This organization's policies and programs shall be designed and implemented for improving the community within the residence halls and is established to govern, serve, represent, and promote the interests of all residential students at TWU.

Article I

Name

- The name of this organization shall be the Residence Hall Association (hereafter referred to as the RHA).
- RHA does not deny any membership to any TWU residential student based on race, age, color, religion, national origin, gender, sexual orientation, veteran status, or disability.
- Membership of this organization will consist of all residential students at TWU. To be considered a residential student, one must maintain valid contracted residency in on-campus housing or apartments.
- All officers must be members of this organization.

Article II

Purpose

1. To serve as the governing body affecting Residence Halls and On-Campus Apartments.
2. To create a unified point of communication and representation between residential students and the larger university community, including University Administration,
3. To promote individual freedoms, while pursuing community responsibility.
4. To address policy and procedural issues and concerns within the halls.
5. To promote the development of leadership among residential students.
6. To assist each Residence Hall or On-Campus Apartment in the establishment of an Hall/Community government.
7. To function within the edicts of our National Organization (NACURH).

Article III
Organization

The governing body of the RHA is be composed of a General Assembly, made up of residents, two Hall/Community Representatives from each Council, and the Executive Officers.

Article IV
Membership

- The membership of the RHA consist of all students who reside in the University Residence Halls and On-Campus Apartments on the Denton campus, hereafter referred to as residents. This membership entitles each resident to attend the General Assembly meetings.
- Voting privileges are reserved for the elected Hall/Community Representatives from each Residence Hall or On-Campus Apartment.

Article V
General Assembly

- Section 1. Responsibilities: The responsibilities of the General Assembly shall be to:
- A. Provide residential students with the opportunity to become involved in their Hall/Community Government, leadership development, community development, and community service.
 - B. Recommend policy changes affecting Residence Hall living to the Department of University Housing.
 - C. Enact legislation within the RHA constitution concerning Residence Halls, On-Campus Apartments, and/or residents. Typically, the Executive Officers or the Housing Advisory Committee of the RHA shall put this legislation forth.
 - D. Provide a forum for the expression of concerns of the residents of each Residence Hall or On-Campus Apartments.
- Section 2. Voting Eligibility: The eligible voting membership of the General Assembly includes all elected Hall/Community Representatives and Executive Officers, except for the President of RHA, who votes only in the event of a tie.
- Section 3. Qualifications: The Hall/Community Representatives of the RHA General Assembly must have an overall grade point average of no less than 2.0 on a 4.0 scale at the time of their election and throughout their term of office. Elections are to be held in conjunctions with the Hall/Community Council elections.
- Section 4. Meetings: the President of the RHA calls all regular meetings of the General Assembly as deemed necessary. Meetings for Executive Council can be called in addition to the General Assembly meetings.
- Section 5. Special Meetings: the President can call special meetings whenever such action is deemed necessary. Only written agenda items may be discussed at specially called meetings.
- Section 6. Voting Requirements: All action by the General Assembly, unless specified elsewhere in this constitution, require a 2/3 majority vote of the voting members present at the General Assembly.
- Section 7. Attendance: It is expected that all voting members of the RHA General Assembly be in attendance at all called and special meetings of the General Assembly. At each general meeting, the RHA Director of Records and Archives shall record the attendance of the delegates from each Residence Hall/Community Council. Hall/Community Representatives who fail to attend three meetings in one

semester will lose their privileges to request programming funds from the RHA. The right to request programming funds can be reinstated to a Hall/Community after the Representative for that Hall/Community has attended two consecutive General Assembly meetings.

Section 8. Vacancies: Vacancies, which occur among the Hall/Community Representatives either because of appointment as an RHA executive officer, resignation, or termination, are to be filled by the appointment of a new delegate by the respective Hall/Community Council.

Article VI Executive Officers

Section 1. Executive Officers: The President, Director of Internal Affairs, Director of Records and Archives, Director of Finance, Director of Publicity, and National Communications Coordinator (NCC) are known as the Executive Officers.

Section 2. Election of Officers: The Executive Officers are to be elected by the membership of the Residence Hall Association except the NCC, who is appointed by the incoming and outgoing Presidents and outgoing NCC with the approval of the advisor. Elections are to be held in April of each year. All officers are to be elected by a majority 51% vote of the members of RHA.

Section 3. Qualifications: The Executive Officers must be in good standing with the University. The President and NCC must have an overall GPA of no less than 2.5. The Director of Internal Affairs, Director of Finance, Director of Records and Archives, and Director of Publicity must have an overall GPA of not less than 2.25. Executive Officers must live in TWU Residence Halls or On-Campus Apartments during their term of office.

Section 4. Term of Office: The term of office for the Executive Officers shall be from the date of the spring election until a like time during the spring semester of the following year.

Section 5. Duties of the Executive Officers will be to:

- A. Attend Executive Officer Trainings (including returning to campus several days prior to the start of classes each fall and spring semester), attend General Assembly meetings, Executive Officer meetings, in-service training, retreats, and other RHA sponsored activities.
- B. Until the Programming Committee of the RHA is appointed, the executive officers shall all be required to plan and coordinate all the major events planned for the Residence Halls or On-Campus Apartments by the RHA during each semester. The Programming Committee of the RHA shall assist the Executive Officers and shall implement smaller scale programs

and events for residential students. As a strong Programming Committee is developed, the Committee shall assume primary responsibility for planning and implementing major events as well.

- C. Represent RHA at meetings with administrators of Texas Woman's University and serve on appropriate University committees.
- D. Attend a minimum of one state or regional conference per term in office.
- E. Attend Hall/Community Council meetings when necessary.
- F. Establish, maintain, and publicize the specific number of office hours per week for the respective position.
- G. Conduct oneself in a manner that is keeping with the purpose of RHA and in accordance with its Constitution and governing documents.
- H. Take the Oath of Office for the respective office.
- I. Fulfill all job duties specified for her/his respective position as outlined in Article VII, Sections 1-6.

Section 6. Compensation: All Executive Officers shall receive a reduction in their housing bill as a form of compensation for their service.

- President: \$900 for Long Semesters; \$300 for each Summer Session
- All Other Offices: \$560 for Long Semesters' \$187 for each Summer Session

Section 7. Conferences: When funds are available, the RHA shall pay for the registration fees of Executive Officers to attend state, regional, and national conferences as required by their offices.

Section 8. Vacancies: If a vacancy occurs in the office of the President, the Vice President will assume the position of President. Other Executive Officer vacancies is to be filled by a two-thirds majority vote of the voting members present at the General Assembly during which the election is held.

Section 9. Grounds for Impeachment and Removal: Any Executive Officer may be impeached and removed from office for two unexcused absences at General Assembly meetings, required RHA activities, executive meetings, or for failing to complete the required number of office hours each week without an acceptable excuse or for not fulfilling job responsibilities as outlined in the constitution. The impeached officer will only receive the housing reduction for time, which he/she worked while in office.

Section 10. Impeachment and Removal: Any Executive Officer may be impeached and removed by a three-fourths majority vote of the RHA General Assembly. The Executive Officers shall initiate action for impeachment.

Article VII
Responsibilities of the Executive Officers

Section 1. The responsibilities of the President shall be to:

- A. Serve as the official representative and administrator of the RHA.
- B. Call and preside over all meetings of the General Assembly and Executive Board.
- C. Conduct official organizational business
- D. Appoint all standing and special committee chairs (including the standing committees for Programming, Community Service, Conferences, Fundraising, and Intramural Sports) with the approval of the Executive Officers.
- E. Delegate responsibilities as deemed necessary.
- F. Make contact with the central office daily.
- G. Keep an up-dated transition binder for suggestions and procedures that will be passed on to successors and present it at time of transition.
- H. Vote only in the case of a tie.
- I. Coordinate the budgetary process for next year in consultation with the Director of Finance and the RHA Advisor(s).
- J. Hold twelve working hours per week that includes office coverage as well as RHA meetings, the executive officer meetings, and other committee meetings. RHA programs and events will be in addition to the twelve hours.
- K. Live in a Texas Woman's University Residence Hall at least one semester prior to taking office.
- L. Hold an office on the Executive Board of the RHA or on a Hall/Community Council for at least one semester prior to taking office. If there is no person willing to run who fits these specifications, someone who has been active in the RHA may run for the position.
- M. Attend required RHA Conferences and attend SWACURH in the place of the NCC in the event that the NCC cannot attend SWACURH.

- N. Uphold this Constitution and see that it and other governing documents are followed.
- O. Transition the new President

Section 2. The responsibilities of the Director of Internal Affairs shall be to:

- A. Assume the responsibilities and powers of the President in his/her absence.
- B. Assist the President in duties of office.
- C. Hold Director of Hall Governments/Councils position and assume responsibility for Hall Council involvement and activities.
- D. Serve as Liaison for communication between RHA and the National Residence Hall Honorary (NRHH).
- E. Oversee standing and special purpose committees and keep permanent records of committee reports and Hall/Community Council minutes.
- F. Investigate and pursue issues relevant to the quality of life of the residents.
- G. Serve as the RHA Elections Commissioner and coordinate the Annual Spring Elections process including advertising, drawing-up the ballot, distributing and collecting ballots, and counting votes. If the Vice-President cannot fulfill these duties because he/she is running in the Elections the order of succession will be as follows: Publicity Coordinator, Secretary, Treasurer, NCC, and President. If all Executive Officers are running in the Elections the President can appoint an Elections Chair from the General Assembly.
- H. Hold seven working hours per week that includes office coverage as well as required meetings.
- I. Transition the new Director of Internal Affairs

Section 3. The responsibilities of the Director of Records and Archives shall be to:

- A. Keep permanent records of the RHA proceedings and correspondence.
- B. Take minutes at General Assembly meetings and provide a copy of the RHA General Assembly minutes to all members of the RHA General Assembly, all Hall Directors, the Director of University Housing, all Hall/Community Council Presidents, and RHA Advisor(s). Take minutes at all Executive Officer meetings and provide minutes to the Executive Officers and the Advisor within one week of each meeting.
- C. Arrange for General Assembly meeting facilities.
- D. Inform the General Assembly members of RHA projects and programs as well as general announcements of other activities on campus.
- E. Record Hall Council attendance.
- F. Holds seven working hours per week that includes office coverage as well as required meetings.
- G. Compile a handout that shall consist of addresses and phone numbers of all Executive Officers, Hall/Community Officers, Hall/Community Representatives, Advisors, and all RHA members who attend General Assembly meetings.
- H. Serve as Parliamentarian for General Assembly meetings.
- I. Transition the new Director of Records and Archives

Section 4. The responsibilities of the Director of Finance shall be to:

- A. Keep complete financial records for the RHA and all subsidiary functions.
- B. Give a RHA financial report at each RHA General Assembly and Executive Officer meeting and distribute a written semesterly financial report to all RHA Executive Officers and General Assembly members.
- C. Maintain a current and accurate copy of the RHA budget monthly.
- D. Approve and pay all RHA bills and deposit all RHA funds into the RHA account in consultation with RHA President and Advisors. Keep records of all expenditures, maintain receipts for expenditures, and accurately record all deposits.
- E. In coordination with the President and Advisor(s), prepare the annual RHA budget and submit to the General Assembly no later than a month into the fall semester.
- F. Coordinate all organizational fundraisers.
- G. Hold seven office hours per week that include office coverage as well as required meetings.
- H. Transition the new Director of Finance

Section 5. The responsibilities of the Director of Publicity shall be to:

- A. Chair the Publicity Committee and delegate work to its members accordingly.
- B. Work to maintain the image and programs of RHA through effective marketing and advertisement
- C. Establish beneficial relations with other campus groups.
- D. Promote RHA at student organization fairs and other opportunities and conduct membership drives.
- E. Maintain RHA bulletin boards and display cases on campus.
- F. Act as the Historian for the RHA which includes taking photos of events and compiling a scrapbook.
- G. Hold seven working hours per week that includes office coverage as well as required meetings.
- H. Transition the new Director of Publicity

Section 6. The responsibilities of the National Communication Coordinator (NCC) shall be to:

- A. Coordinate all travel and transportation plans for all conferences.
- B. Complete records for all state, regional, and national organizations; and prepare copies for the RHA President and Advisor(s).
- C. Organize all pre-conference activities (t-shirts, spirit promotion, and display).
- D. Present monthly reports at the RHA General Assembly meetings.
- E. Create and maintain an open dialogue between TWU RHA and those at other schools, including other NCC's.
- F. Be familiar with the National Communication Coordinator Guidelines.
- G. Responsible for effective communication, which includes completing all paperwork and forms required to maintain TWU RHA's membership, between SWACURH and NACURH.
- H. Attend SWACURH, NACURH, No Frills, and TRHA Conferences as funding is available from the organization.
- I. Hold seven working hours per week that includes office coverage as well as required meetings.
- J. Transition the new NCC

Article VIII
Parliamentary Procedures

Section 1. The General Assembly may choose before each meeting whether they will follow a formal meeting format, one that follows Robert's Rules of Parliamentary Procedures, or follow an informal meeting format, one that does not have to follow Robert's Rules of Parliamentary procedure.

Section 2. If the General Assembly selects a formal meeting format, the Director of Records and Archives will serve as Parliamentarian.

Section 3. The Parliamentarian can act only in an advisory capacity.

Section 4. The Parliamentarian must remain impartial.

Article IX
Residence Hall/Community Councils

Section 1. The constitution of each Residence Hall/Community Council shall be structured in such a way as to not supersede or conflict with the RHA constitution.

Section 2. The purpose of the Hall/Community Council shall be to develop a sense of community within each Residence Hall or On-Campus Apartment, to provide an avenue for self-governance to each Hall or Apartment, to promote the leadership development of Hall/Community Officers and members, and to promote participation in the RHA.

Section 3. Each Residence Hall/Community Council shall assume the responsibility for enforcing legislation enacted by the RHA and approved by the appropriate administrative officials at Texas Woman's University.

Section 4. The qualifications of the Hall/Community Councils Executive Officers are that they must have a GPA of at least 2.0 on a 4.0 scale throughout term of office.

Section 5. Responsibilities of the Residence Hall/Community Councils shall be to:

- A. Provide a copy of the Hall/Community Council governing structure and meeting minutes to the Vice President of the RHA.
- B. Send representatives to the General Assembly meetings and RHA functions.

Section 6. Funding for Hall/Community Councils:

- A. Shall be generated from hall dues and fundraisers conducted by Hall/Community Councils.
- B. May be requested from the RHA to support a specific program or event. All requests for additional funding are to be approved by two-thirds vote of the General Assembly. Request for additional funding may only be submitted by Hall/Community Representatives who are in good standing through regular attendance at General Assembly Meetings.

Article X

By-laws and Amendments

Section 1. By-laws may be added or amended by a two-thirds vote of the General Assembly.

Article XI

Ratification

This Constitution shall be considered ratified when approved by a three-quarters (3/4) vote of the RHA General Assembly and the Department of University Housing.