Residence Halls Association
Constitution

Residence Halls Association

Texas Tech Residence Halls Association

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Preamble:

We, the students living in the residence halls of Texas Tech University, in order to gain and maintain a living environment of high quality, and an atmosphere conducive to the advancement of a comprehensive education that can be gained at a university of higher education, do hereby establish and ordain this Constitution of the Residence Halls Association.

Article I
Name and Objective

Section I: Name
The name of this organization shall be the Residence Halls Association, hereafter to be referred to as RHA.

Section II: Objective
The objective of this organization shall be to promote residence hall living, develop new student leaders, and act as the official voice of the students living in the residence halls.

Article II
Mission and Vision

Section I: Mission
RHA is the leading campus organization advocating for the interests and welfare of residence hall students, while also providing opportunities for their personal growth and development. It is an organization of students committed to developing leadership, honoring diversity, recognizing achievement, as well as stimulating engagement and involvement among students who reside in Texas Tech Residence Halls. Through RHA and Complex Council programs and services, RHA provides leadership opportunities for students, shares residence hall programming resources and best practices, and coordinates activities with appropriate professional associations and business partners.

Section II: Vision
The Residence Halls Association recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience.

Article III
Membership

Each student living in the residence halls on campus shall be a member of RHA.

Article IV
RHA Organization

Section I: RHA Senate
RHA Senate should contain two (2) groups:
A. Officers:
   Five (5) people, elected by RHA Senate, shall be termed the Executive Board and shall manage RHA. The Executive Board shall include the President, the Vice President of Campus Traditions and Leadership Development, the Vice President of Programming and Public Relations, the Vice President of Administration and Finance, and the Vice President of External Affairs and National Communications. These officers shall be elected by the RHA Senate during a general election at the second meeting in April of each year, shall serve one-year terms, and are eligible for re-election.
B. Senate:
The voting power shall be vested in Senators elected from each residence hall. These Senators shall form a body known as the RHA Senate:
   i. The Senators must be students living in the hall for which they represent.
   ii. Each hall will receive one (1) voting representative in the Senate.
   iii. Student Staff Leadership Council, hereafter referred to as SSLC, shall receive one (1) vote in the Senate.
   iv. National Residence Hall Honorary, hereafter referred to as NRHH, shall receive one (1) vote in the Senate.
   v. Raiders Helping Others, hereafter referred to as RHO, shall receive one (1) vote in the Senate.

Article V
Officers
Qualifications and Responsibilities

Section I: General Responsibilities of the Executive Board
A. Shall participate in monthly feedback sessions with the Director of University Student Housing as an Executive Board, when available.
B. Shall be accountable as a whole for the team’s successes or failures.
C. Shall be at all RHA related functions, unless otherwise excused.
D. Shall maintain twenty (20) office hours per week, including meetings and programs.
E. Shall attend at least one (1) state, regional, and/or national conference, to be paid for by RHA, during their term of office beginning with the NACURH conference immediately following their election.
F. Shall participate with the Carol of Lights Committee selections process.
G. Shall plan and execute a minimum of one (1) program per semester.
H. Shall participate with the development and execution of the Howdy TECHsan’s Program.
I. Shall have a weekly one-on-one meeting with advisor(s).
J. Shall return to campus no later than student employees of University Student Housing for training.
K. Shall participate in Executive Board training and development each semester, which may include parts of departmental student staff training as deemed necessary with the consultation from the advisor(s).
L. Shall maintain cleanliness and professionalism of the RHA office and work room.
M. Shall attend weekly Executive Board meetings.
N. Shall give an officer report at all Senate meetings.
O. Shall attend assigned Complex Council meetings at least once per month.
P. Shall write one (1) Of the Month per month during months with at least fifteen (15) class days.
Q. Shall uphold the Leadership Agreement.
R. Shall be expected to meet all expectations that are set forth by Texas Tech University Student Housing as well as Hospitality Services.
S. Shall chair or co-chair an RHA committee.
T. Shall submit a weekly report to advisors about RHA activities.
U. Shall complete paper work as needed.
V. Shall perform other duties as assigned.
Section II: Specific Duties of Officers

A. President
1. Shall preside over Executive Board meetings and Senate meetings.
2. Shall keep meetings in order.
3. Shall have an agenda prepared for each RHA executive board meeting.
4. Shall meet regularly with members of University Student Housing.
5. Shall be in charge of RHA interns (if applicable).
6. Shall be responsible for delegating and/or assuming any duties of Executive officers during a period of temporary or prolonged absence.
7. Shall be the liaison to University Student Housing and the Residence Life Department.
8. Shall coordinate collaboration with and be the liaison to the three (3) other campus-wide Housing organizations: SSLC, RHO, and NRHH.
9. Shall be the primary contact for the Student Government Association (SGA)
10. Shall sit on the Carol of Lights Committee.
11. Shall sit on the End of the Year Banquet Committee.
12. Shall help coordinate Complex Council and Executive Board training each semester.

B. Vice President of Campus Traditions and Leadership Development
1. Shall sit on the Carol of Lights committee.
2. Shall work closely with the Vice President of Programming and Public Relations to plan the RHA calendars.
3. Shall work closely with the President to organize and run the President’s Council, if applicable.
4. Shall organize one non-traditional program per semester.
5. Shall be the RHA representative to the Tech Activities Board (TAB).
6. Shall be, or appoint, the RHA liaison to the Complex Councils.
7. Shall perform the duties of the RHA President in their absence.
8. Shall collaborate with other TTU departments in the development and execution of the Best Dressed Space Program.
9. Shall oversee the implementation and planning of traditional RHA programs including, but not limited to: Say Hey Week, Safe Treat, Carol of Lights, Drag Show, and RaiderFest.

C. Vice President of Programming and Public Relations
1. Shall create and distribute a monthly newsletter to on-campus residents.
   a. (e.g. Toilet Times)
2. Shall maintain the RHA social media pages.
3. Shall distribute general RHA advertisements
4. Shall maintain the RHA website or appoint a webmaster.
5. Shall put on one (1) program each month in months which have fifteen (15) or more class days.
6. Shall be the RHA and complex council alumni contact.
7. Shall help the Vice President of Campus Traditions and Leadership Development plan the RHA calendar.
8. Shall publish minutes from RHA meetings on the RHA website, except for closed minutes.
D. Vice President of Administration and Finance
1. Shall provide the Senate and Executive Board with one (1) report per month of account activities.
2. Shall present a budget to the Senate and Executive Board by the thirty-fourth (34th) class day.
3. Shall maintain accurate records of RHA spending and income.
4. Shall sit on the Carol of Lights Committee.
5. Shall sit on the End of the Year Banquet Committee.
6. Shall receive a semester budget from Complex Councils within two (2) weeks of allocations each semester.
7. Shall collect budget updates from Complex Councils upon request of RHA funding.
8. Shall maintain all disposable office supplies.
9. Shall be responsible for coordinating the distribution of OCM care packages/linens once per semester.
10. Shall record minutes at all RHA Senate and executive meetings.
11. Shall create RHA Senate meeting agenda.
12. Shall send out each week’s minutes electronically to all advisors, Residence Life Coordinators, Graduate Hall Coordinators, senators, RHA executive board members, and house members upon request each week within 3 days of the RHA Senate meeting.
13. Shall maintain RHA records including equipment checkout log.
14. Shall maintain affiliation for RHA as a Texas Tech University on campus student organization.
15. Shall check RHA mail box at a minimum of once per week, and RHA e-mail account and voicemail at a minimum of twice per week.
16. Shall coordinate and implement Visitation Vote, if applicable.
17. Shall coordinate and maintain the affiliation status of Complex Councils.
19. Shall track Senator attendance at RHA programs.

E. Vice President of External Affairs and National Communications
1. Shall act as the parliamentarian at all RHA Senate meetings.
2. Shall preside over all Texas Tech RHA conference delegations to regional and national conferences.
3. Shall coordinate the selection of delegates and create delegate packets.
4. Shall have necessary letters for delegates two (2) weeks prior to conference.
5. Shall hold informational meetings about conferences before selecting delegations.
   a. (e.g. Advertising at RHA Senate Meetings)
6. Shall create a post conference report for Senate that includes delegate names, costs, budget, accomplishments, and suggestions.
7. Shall attend all pertinent regional and national conferences, to be paid for by RHA, as the voting member for Texas Tech RHA.
8. Shall represent RHA as the liaison to all off-campus organizations and businesses.
9. Shall make all necessary arrangements for all conferences.
10. Shall hold weekly meetings with the delegation prior to conferences.
11. Shall exchange all appropriate budgetary information with the Vice President of Administration and Finance.
12. Shall coordinate the creation of a roll call skit, display board, banner, and spirit items for conferences when applicable.
13. Shall collect and submit all bids and programming submissions.
14. Shall submit conference registration prior to late registration.
15. Shall provide monthly Texas Tech University updates through communication with other schools utilizing state, regional, and national listers.
16. Shall report all pertinent information from affiliated organizations to the RHA Senate.
17. Shall fulfill duties as National Communication Coordinator as specified in the SWACURH Policy Book and By-laws.
18. Shall participate in weekly Regional NCC chats.
Section III: Qualifications for Officers
A. Each officer must have lived at least one (1) year on campus the most recent semester being in a residence hall at Texas Tech University.
B. Each officer must be a full time student, maintain at least a 2.25 adjusted GPA, and be in good standing with the University.
C. The members of the RHA Executive Board shall not hold any Executive Board position in Complex Councils or be a voting member while in office.
D. Executive officers may not hold any other paid position in University Student Housing or Hospitality Services.
E. The members of the RHA Executive Board shall not hold any Executive Board position in the National Residence Hall Honorary (NRHH) while in office.

Article VI
Complex Councils

Section I: Functions and Duties
A. Shall identify and communicate the issues and concerns of the residents of their complex to RHA.
B. Shall keep the residents informed of the actions within RHA.
C. Shall be responsible for planning and coordinating activities and events within the Complex.
D. Shall manage the expenditure of Complex Council funds.
E. Shall provide input, advice, and recommendations to the Complex Council Advisors.
F. Shall provide leadership opportunities to the residents of their respective halls.
G. Shall have a general assembly meeting open to all residents in the complex for every month with at least fifteen (15) class days.
H. Shall have a Senator or proxy present at all RHA meetings from their respective hall.
I. Shall submit a copy of the Complex Council Semester Budget and the Constitution to the Vice President of Administration and Finance in a manner consistent with the Vice President of Administration and Finance’s responsibilities.

Section III: Officers
A. Complex Councils should be managed by the Executive Board. This shall include a President and Treasurer, or equivalent thereof, as well as an RHA Senator and any other position created by that Complex’s Constitution.
B. It is recommended that the position of President, or equivalent thereof, and RHA Senator be elected for the following year during the month of April, to provide summer contacts and training. The rest of the officers shall be elected in a general election of the Complex Council during the first month of classes each year or following the timeline set forth by the RHA executive board, shall serve one-year terms, and are eligible for re-election.