

Residence Halls Association Constitution

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 Membership

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

Article III RHA Organization

Section I: RHA Senate

RHA Senate should contain two groups:

A. *Officers*

Five people, elected by RHA Senate, shall be termed the Executive Board and manage RHA. The Executive Board shall include the President, the Vice President of Programming, the Vice President of Monetary Affairs, the Vice President of Administrative Affairs, and the Vice President of External Affairs. 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:

1. The Senators must be students living in the hall for which they represent.
2. Each hall will receive one voting representative in the Senate.
3. Student Staff Leadership Council, hereafter referred to as SSLC, shall receive one vote in the Senate.
4. National Residence Hall Honorary, hereafter referred to as NRHH, shall receive one vote in the Senate.

Article IV Officers Qualifications and Responsibilities

Section I: General Responsibilities of the Executive Board

- A. Shall participate in monthly feedback sessions as an Executive Board.
- B. Shall be accountable for the teams successes or failures.
- C. Shall be at all RHA related functions, unless otherwise excused.
- D. Shall contribute 20 hours per week toward RHA.
- E. Shall attend at least 1 state or regional conference, to be paid for by RHA, during their term of office.
- F. Shall participate with the Carol of Lights Committee selections process.
- G. Shall participate with the Advisor selection process.
- H. Shall participate with the development and execution of the Howdy TECHsans Program.

- I. Shall participate with the development and execution of the Best Dressed Space Program.
- J. Shall return to campus two weeks prior to the unofficial day of opening of the halls for the fall semester.
- K. Shall return to campus no later than student employees of University Student Housing for the spring semester.
- L. 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).
- M. Shall maintain cleanliness and professionalism of the RHA office.
- N. Shall attend weekly Executive Board meetings.
- O. Shall give a brief officer report at Senate meetings.
- P. Shall attend assigned Complex Council meetings once a month.
- Q. Shall write one Of the Month per month.
- R. Shall uphold the Leadership Agreement.
- S. Shall be expected to meet all expectations that are set by University Student Housing as well as Hospitality Services.

Section II: Specific Duties of Officers

A. The President:

- 1. Shall preside over Executive Board meetings and Senate meetings.
- 2. Shall keep meetings on track.
- 3. Shall have an agenda prepared prior to the day of the meeting.
- 4. Shall schedule regular meetings with the Advisor(s) bi-monthly.
- 5. Shall meet regularly with members of the department.
- 6. Shall have a monthly budget meeting with Advisors and the Vice President of Monetary Affairs.
- 7. Shall help coordinate Complex Council and Executive Board training each semester.
- 8. Shall fill in the place of any Executive officer during a period of temporary absence.
- 9. Shall coordinate collaboration with the other two campus wide housing organizations, SSLC and NRHH.
- 10. Shall schedule regular meetings with the Presidents of the other two campus wide housing organizations.
- 11. Shall put on one program per semester.
- 12. Shall sit on the Carol of Lights Committee.
- 13. Shall be the liaison to University Student Housing.
- 14. Shall perform other duties as assigned.

B. Vice President of Programming

- 1. Shall attend and represent RHA as the liaison to all other campus organizations and departments including meetings, or send a representative.
- 2. Shall attend Student Organization Advisory Congress, hereby referred to as SOAC, meetings or find a replacement.
- 3. Shall update the Executive Board and Senate of all updates from meetings with other campus organizations.
- 4. May call special Senate meetings with collaboration of the President.
- 5. May create committees as needed.
- 6. Shall put on one program per month in addition to Safe Treat, Carol of Lights, Spring Fling and RHA Banquet.
- 7. Shall coordinate Safe Treat, Spring Fling, University Day, Arbor Day and RHA Banquet.
- 8. Shall sit on the Carol of Lights Committee.
- 9. Shall preside over the Programming Committee.
- 10. Shall perform other duties as assigned.

C. Vice President of Monetary Affairs

- 1. Shall provide the Senate and Executive Board with two reports per month of account activities.
- 2. Shall present a budget to the Senate and Executive Board a semester ahead of the current semester.
- 3. Shall have monthly budget meetings with Advisors and President.
- 4. Shall maintain accurate records of RHA spending and income.

5. Shall research and submit proposals for large and long-term investments for the organization.
6. Shall organize and maintain RHA endowment(s).
7. Shall sit on the Carol of Lights Committee.
8. Shall put on one program per semester.
9. Shall receive a semester budget from Complex Councils.
10. Shall collect budget updates from Complex Councils upon request of RHA funding.
11. Shall purchase all disposable office supplies.
12. Shall be responsible for at least one State Employee Charitable Campaign fundraiser during the fall semester.
13. Shall be responsible for a minimum of two fundraisers per semester.
14. Shall perform other duties as assigned.

D. Vice President of Administrative Affairs

1. Shall record minutes at all RHA Senate meetings and publish on website, except for closed minutes.
2. Shall help set Senate meeting agenda.
3. Shall send out each week's agenda electronically to all advisors, officers and representatives before the Senate meeting each week.
4. Shall maintain RHA website, either through an appointed webmaster chair or by themselves.
5. Shall keep record of attendance for all RHA Senate meetings.
6. Shall publish all contact information in a leadership directory on website.
7. Shall maintain RHA records.
8. Shall maintain equipment checkout procedure.
9. Shall put on one program per semester.
10. Shall be responsible for generating an accurate list of all Complex Council Officers and contact information that must be submitted to Complex Councils after they are published.
11. Shall set the RHA calendar.
12. Shall perform other duties as assigned.

E. Vice President of External Affairs

1. Shall act as the parliamentarian at RHA Senate meetings.
2. Shall preside over the conference delegation.
3. Shall select coordination of delegates and create delegate packets.
4. Shall have necessary letters for delegates 2 weeks prior to conference.
5. Shall hold informational meetings about conference.
6. Shall create a post conference report for Senate that includes delegate names, costs, budget, accomplishments and suggestions.
7. Shall attend all conferences, to be paid for by RHA, as the voting delegate 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:
 - a. Shall have a weekly meeting with the delegation.
 - b. Shall exchange all appropriate budget information with the Vice President of Monetary Affairs.
 - c. Shall arrange transportation and lodging.
 - d. Shall coordinate the creation of a roll call skit, display board, banner, and spirit items.
 - e. Shall collect and submit all bids and programming submissions.
 - f. Shall submit conference registration prior to late registration.
10. Shall provide monthly Texas Tech University updates through communication with other schools utilizing state, regional, and national list serves.
11. Shall report all pertinent information from affiliated organizations to the RHA Senate.
12. Shall help coordinate Complex Council and Executive Board training each semester.
13. Shall perform other duties as assigned.

Section III: Qualifications for Officers

- A. Each officer must have lived at least one 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 V
Complex Councils

Section I: Functions and Duties

- A. To identify and communicate the issues and concerns of the residents of their complex to RHA.
- B. To keep the residents informed of the actions within RHA.
- C. To be responsible for planning and coordinating activities and events within the Complex.
- D. To manage the expenditure of Complex Council funds.
- E. To provide input, advice, and recommendations to the Complex Council Advisors.

Section II: Officers

- A. Complex Councils should be managed by the Executive Board. This shall include the President, Treasurer, RHA Senator, and any other position created by that Halls' Constitution.
- B. It is recommended that the position of President 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 elections of the Complex Council during the first month of classes each year, shall serve one-year terms, and are eligible for re-election.