

Texas Woman's University Residence Hall Association Bylaws

ARTICLE I NAME

The name of this organization shall be the Residence Hall Association, hereafter referred to as the RHA. A chartered organization on the Texas Woman's University campus, within the department of University Housing and Residence Life, whose policies/procedures shall take precedent over these bylaws.

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 a Community government.
7. To function within the edicts of our National Association of College of Universities Residence Halls (NACURH).

ARTICLE III MEMBERSHIP

1. Students who reside within any residential hall, managed by the department of University Housing and Residence Life, for the Texas Woman's University Denton campus are eligible for membership by completion of the following:
 - a. Submission of housing application, and payment of appropriate fees towards assigned residential area, must be confirmed by housing prior to acknowledgment of students residential status.
 - b. Maintaining valid contracted residency in on-campus residence halls/select apartments.
2. All benefits and services of RHA are available with all branches of the organization.
3. Voting Rights
 - a. Voting Privileges shall be exclusive to Community Council Representatives and Executive Officers, and General Members.

- b. Eligible officers shall be entitled to one vote at any regular or special meeting or election.
- c. To be eligible for voting rights, officer/members must be in good standing with the organization and university.

Article IV

EXECUTIVE BOARD

The Executive Board of RHA shall be the President, Vice President, National Communications Coordinator, Treasurer, Secretary, Publicity Coordinator, National Communications Coordinator in Training (if one is appointed) and the Advisor (non-voting). All Executive Officers will represent their constituents in all voting matters at executive meetings and shall work in tandem with the Publicity Coordinator (who will act as Historian) to solicit applications to fill their respective e positions by the end of each term.

1. Compensation

- a. President
 - i. \$2,000 for Long Semesters
- b. Vice President and National Communications Coordinator
 - i. \$1,750 for Long Semesters
- c. All Other Officers
 - i. \$1,500 for Long Semesters

2. Executive Board Duties

- a. Attend Executive Officer Trainings (including returning to campus before move-in; date varying upon the executive board), attend General Assembly meetings, Executive Officer meetings, in-service training, retreats, and other RHA sponsored activities. Executive Officer meetings will take place weekly on Monday's at 4pm. Executive Officers will have permission to register during Priority Registration in order to ensure their schedules permit the mandatory Executive Officer meeting.
- b. Each Executive Officer should be available to attend two summer orientation sessions to represent RHA.
- c. Represent RHA at meetings with administrators of Texas Woman's University and serve on appropriate University committees.
- d. Attend a regional or national conference, provided that funds are available, per term in office.
- e. Establish, maintain, and publicize the specific number of office hours per week for the respective position.
- f. Conduct oneself in a manner that is keeping with the purpose of RHA and in accordance with its Constitution and governing documents.
- g. Fulfill all job duties specified for her/his respective position as outlined in Article IV, Subsections 3-9.
- h. Investigate and pursue issues relevant to the quality of life of the residents.

3. President

- 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 University Housing & Residence Life office as needed.
- 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 Treasurer 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.
- k. Have a formal meeting at least once a month with the Director of University Housing. Attendees of the meeting is up to the discretion of the Director of University Housing & Residence Life.
- l. Live in a Texas Woman's University Residence Hall at least one semester prior to taking office.
- m. Hold an office on the Executive Board of the RHA or on a 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.
- n. Attend required RHA Conferences and attend Southwest Affiliate of College and University Residence Halls (SWACURH) in the place of the NCC in the event that the NCC cannot attend SWACURH.
- o. Uphold this Constitution and see that it and other governing documents are followed.
- p. Meet with corresponding Presidents within each Community Council on a monthly or as needed basis.
- q. Transition the new President

4. **Vice President**

- a. Assume the responsibilities and powers of the President in his/her absence.
- b. Assist the President in duties of office.
- c. Assume responsibility for Community Council involvement and activities.
- d. Serve as a liaison between RHA and Community Councils.
- e. Oversee standing and special purpose committees and keep permanent records of committee reports and Community Council minutes.
- f. Record Community Council attendance and compile contact information for all Community Councils.
- g. Hold ten 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.

- h. Plan and create a retreat for the Fall and Spring semesters for Community Council members.
 - i. Plan and create monthly meetings during Fall and Spring semester for Community Council members.
 - j. Meet with corresponding Vice Presidents within each Community Council on a monthly or as needed basis.
 - k. Transition the new Vice President
- 5. National Communications Coordinator (NCC)**
- a. Coordinate all travel and transportation plans for all conferences.
 - b. Complete records for all sub regional, 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) in coordination with the Treasurer and NCC-IT.
 - d. Present weekly reports at the RHA Executive 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 as stated in the SWACURH and NACURH Policy Books.
 - 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 Texas/Mexico Subregional Conferences as funding is available from the organization.
 - i. Write one award bid or 2 pieces of legislation for each regional conference.
 - j. Collect legislation proposed by councils
 - k. Serve as Liaison for communication between RHA and the National Residence Hall Honorary (NRHH).
 - l. Hold ten 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.
 - m. Transition the new NCC
- 6. Treasurer**
- a. Keep complete financial records for the RHA and all subsidiary functions.
 - b. Give a RHA financial report to the Executive Board on a weekly basis.
 - c. Maintain a current and accurate copy of the RHA budget weekly.
 - d. Keep records of all expenditures and maintain receipts for expenditures.
 - e. In coordination with the President and Advisor(s), prepare the annual RHA budget and submit to the RHA Executive Board no later than a month into the fall semester.
 - f. Hold ten office hours per week that includes office coverage as well as RHA meetings, the executive officer meetings, and other committee meetings. RHA programs and events.
 - g. Submit Purchase Orders to the Department of University Housing & Residence Life within 24 hours of purchase.
 - h. Meet with corresponding Treasurers within each Community Council on a monthly or as needed basis.

- i. Transition the new Treasurer
- 7. Secretary**
- a. Keep permanent records of the RHA proceedings and correspondence.
 - b. Take minutes at all Executive Officer meetings and provide minutes to the Executive Officers and the Advisor(s) within one week of each meeting.
 - c. Holds ten 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.
 - d. Compile a handout that shall consist of contact information, schedules, office and volunteer hours of all Executive Officers, Advisors.
 - e. Compile a handout that shall consist of contact information and sign-in sheet for all RHA events and programs.
 - f. Coordinate all RHA correspondence including picking up and dropping off mail in Central Housing on weekly basis for Executive Meeting.
 - g. Reserve all locations for RHA events and programs.
 - h. Meet with corresponding Secretaries within each Community Council on a monthly or as needed basis.
 - i. Transition the new Secretary
- 8. Publicity Coordinator (PC)**
- a. Work to maintain the image and programs of RHA through effective marketing and advertisement
 - b. Establish beneficial relations with other campus groups.
 - c. Promote RHA at student organization fairs and other opportunities and conduct membership drives.
 - d. Maintain RHA bulletin boards and display cases on campus.
 - e. Maintain all social media pages, i.e. Facebook, Instagram and Twitter.
 - f. 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 Publicity Coordinator cannot fulfill these duties because he/she is running in the Elections the order of succession will be as follows: Secretary, Treasurer, NCC, President and Vice President. If all Executive Officers are running in the Elections the President can appoint an Elections Chair in order from the Community Councils then from the General Assembly.
 - g. Act as the Historian for the RHA which includes taking photos of events and compiling a scrapbook.
 - h. Hold ten 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.
 - i. Meet with corresponding Publicity Coordinators within each Community Council on a monthly or as needed basis.
 - j. Transition the new Publicity Coordinator
- 9. National Communication Coordinator in Training (NCC-IT)**
- a. Assist NCC to coordinate travel and transportation plans for all conferences.
 - b. Assist NCC in organizing all pre-conference activities (t-shirts, spirit promotion, and display) in coordination with the Treasurer.

- c. In the absence of the NCC, create and maintain an open dialogue between TWU RHA and those at other schools, including other NCC's.
- d. Be familiar with the National Communication Coordinator Guidelines as stated in the SWACURH and NACURH Policy Books.
- e. Attend SWACURH, NACURH, No Frills, and Texas/Mexico Subregional Conferences as funding is available from the organization.
- f. Assist NCC in writing one award bid or 2 pieces of legislation for each regional conference.
- g. In the absence of the NCC, serve as Liaison for communication between RHA and the National Residence Hall Honorary (NRHH).
- h. Hold ten 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.
- i. Serve on the RHA Executive board one semester prior to being appointed to the NCC position.
- j. Transition the new NCC-IT; if one is appointed

10. Advisor

- a. Is appointed by the Director of University Housing & Residence Life in consultation with the incoming RHA President.
- b. Protect, defend, and uphold the RHA Constitution.
- c. Give advice and suggestions on matters of interest to RHA.
- d. Convey the views of RHA to other University officials, in cooperation with any applicable officer(s).
- e. Meet with President weekly and all other RHA Officers bi-weekly.
- f. Attend SWACURH, NACURH, No Frills, and Texas/Mexico Subregional Conferences as funding is available from the organization.
- g. Assist RHA in meeting its goals by provide on-going development for the RHA, its members, and officers.
- h. Meet on a one-on-one basis with the Executive Board members as deemed necessary.
- i. Attend RHA Executive Board meetings along with RHA events.
- j. Approve all expenditures of RHA, and work with the treasurer to keep permanent records of all transactions, such as funding requests, rosters, receipts, etc.
- k. Perform other duties as assigned.
- l. Maintain records of his/her position to be passed on to the next advisor.

Article V

SELECTION OF EXECUTIVE BOARD

1. Executive Board Eligibility

- a. Must be in good standing with the University
- b. Maintain a Cumulative GPA of 2.75 throughout term of office
 - i. Only for:
 - 1. President
 - 2. NCC

3. NCC-IT
- c. Maintain a cumulative GPA of 2.5 throughout term of office
 - i. Only for:
 1. Vice President
 2. Treasurer
 3. Secretary
 4. Publicity Coordinator
 - d. Must live on campus
- 2. Elections**
 - a. Officer Election
 - i. All positions, excluding NCC and NCC-IT, will be elected in spring semester of current boards term.
 - ii. Election terms shall last one year beginning the day after the final programming date for Campus organizations, with the exception of pre-approved events by the Center for Student Development.
 - iii. The period in between the formal elections and the final day of programming shall serve as a transition period for the incoming Executive Board.
 - iv. The individuals elected during formal election shall be known as EB-Elect. These elected individuals:
 1. Shall be of no Executive authority and shall not serve in any capacity of the Executive Board as EB-Elect.
 2. Shall not assume control of any Executive Board property, files, or official duties until the beginning of their term, which shall not be before the final day of programming.
 3. Must be responsible for ensuring the effective transition process between the sitting-elected official and themselves.
 - v. Application for Intended Position
 1. Candidates will submit an application for a single position by a set deadline (determined by sitting board).
 2. The candidate can only campaign for the position they applied for.
 - vi. Elections Procedure
 1. The Executive Board Advisor, in tandem with the Publicity Coordinator, must be present for the vote.
 2. All elected officers shall be placed on one, all inclusive ballot, and be elected by a majority of votes cast by general members participating. This election shall take place either on paper or electronically.
 3. Each general member shall vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
 4. The vote must be done by secret submission.
 5. In the event that no candidate or the option no confidence receives a majority, the lowest candidate will be dropped until such a time when a candidate or no confidence receives a

majority vote. Should a tie occur in the low vote, neither candidate shall be dropped from the first subsequent ballot. Should there remain a tie on the next ballot, both names shall be dropped in subsequent balloting.

6. The RHA President will announce which applicants will be running for each position immediately prior to sending out the voting link, or the start of a paper vote.
- vii. Executive Officers
 1. All applications for Executive Officer positions must contain, but is not limited to, the following:
 - a. Description of relative experience
 - b. Goals relevant to position
 - c. Letter of support from faculty member
 - d. Letter of support from peer
 2. Current Executive Board officers may run for re-election. They must submit an application. The application may be waived by a 2/3 vote of general members (present at general assembly)
- viii. Organizational Academic Policy – Any person who desires to run for a Executive Board position must be visibly accessible throughout the elections process, and be in good academic standing with the university.
- ix. Waiving of initial application submission – In the event that no application is submitted for an Executive Board position prior to formal election and a candidate would like to interview for said position, with a two-thirds vote of the sitting Executive Board, a candidate may be allowed to submit an informal application for an interview.

3. NCC/NCC-IT Selection Process

a. Selection

- i. The NCC/NCC-IT shall be selected each year beginning after the completion of the formal elections, once a president-elect has been chosen.
- ii. The selection of the NCC/NCC-IT will take place prior to the close of the spring semester before the end of the sitting NCC/NCC-IT's term.
- iii. The NCC/NCC-IT shall be selected through an application and interview process. Applicants must submit their application to the RHA President at a date set by the President.
 1. Applications and the appointment timeline will be announced to the organization before end of spring semester.
 2. Application must include, but not be limited to, an electronic/paper document outlining the following requirements:
 - a. NCC
 - i. Relevant Experience including understanding of parliamentary procedure.
 - ii. Goals relevant to position

- iii. Letter of Support from RHA Officer
(committee, community council, or executive board)
 - b. NCC-IT
 - i. Relevant Experience including understanding of parliamentary procedure.
 - ii. Goals relevant to position
 - iii. Letter of Support from RHA Officer
(committee, community council, or executive board)
 - iv. NCC/NCC-IT Selection Committee
 - 1. The NCC/NCC-IT selection Committee shall consist of the President, NCC, and President-Elect. The selection committee will be advised by the RHA Advisor. The President shall act as chair of the NCC/NCC-IT Selection Committee.
- b. Appointment
 - i. The NCC/NCC-IT Selection Committee will hold interviews with each candidate no later than four weeks following the close of formal elections.
 - ii. The NCC/NCC-IT Selection Committee will discuss each candidate extensively being sure to hit on, but not limited to, the following questions:
 - 1. How well would they handle themselves in boardroom
 - 2. What is their understanding of parliamentary procedure
 - 3. Can they accurately takes notes and provide adequate updates on legislation discussed
 - iii. The NCC/NCC-IT will be chosen by a 2/3 vote
 - 1. President shall only vote in the instance of a tie
 - iv. If the appointed applicant, cannot for any reason accept the role, the appointment process will be amended to follow the procedure outlined for the instance of the vacancy within an office.

4. Vacancies of Officers

- a. If a vacancy should occur in the office of Vice President, National Communications Coordinator, Treasurer, Secretary, Publicity Coordinator or National Communication Coordinator in Training, the Executive Board and Advisor will appoint a replacement.
 - i. The appointment timeline will be announced to the general members within (1) week of the position becoming vacant.
 - ii. Candidates who have submitted an application by determined deadline will be given an interview for a time not to exceed two weeks from date of application being made available.
 - iii. The Executive Board may select one candidate for appointment by simple majority vote.
 - iv. Before selection the candidate must provide a letter of support from peer/faculty member

- b. If a vacancy should occur in the office of President, then the Vice President will assume office.
- c. If any position is not applied for at the appropriate time outline in the elections timeline or a no confidence vote has been given in plurality, the following procedures shall occur:
 - i. The President shall work with the Publicity Coordinator to solicit applications no more than two weeks following the completion of formal elections.
 - ii. Once applications have been received, a special meeting will be called to conduct preparatory procedures to complete the steps outlined in Article V, Section 4, Subsection a, the Executive Board must approve the appointment by a simple majority vote.

5. Special Executive Board Circumstances

- a. Accountability
 - i. All Executive Board officers must fulfill the respective requirements and duties of their position as stated by the RHA bylaws.
 - ii. For no reason shall inappropriate behavior be displayed by an Executive Board officer that could be interpreted as being detrimental to the established mission of RHA, the Department of University Housing and Residence Life, or Texas Woman's University.
 - iii. As a result of any violation of the fulfillment of requirements, duties, or appropriate behavior, the RHA officer shall be impeached.
 - 1. This shall be done at the discretion of the RHA Advisor and the other RHA Executive Officers not in violation.
 - 2. Appeals must be made within three weeks to the RHA Advisor. Overturning a decision to impeach an officer requires a 2/3 vote of Community Councils. Each Community Council shall have one vote cast by the CC President at a special meeting.
 - iv. Impeachment will require a 2/3 vote of the Executive Board. Each Officer's vote shall be by vote cast in a special meeting. The RHA Advisor shall serve as a mediator between the Executive Board and respective board member. The Advisor will also serve as a coordinator for any special meeting that might result from this matter.
- b. Special Meetings - The President can call special meetings whenever such action is deemed necessary. All organization officers may request the President call a special meeting, in formal writing. Only written agenda items may be discussed at specially called meetings.

Article VI COMMUNITY COUNCIL

The purpose of the 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 Community Officers and members, and to promote participation in the RHA.

1. Community Council Duties

- a. Provide a copy of the Community Council governing structure and meeting minutes to the RHA Secretary and RHA Vice President.
 - b. Provide a copy of the Community Council meeting attendance to the Vice President of RHA, Secretary of the RHA, and the Residence Director of their hall in which they are representing.
 - c. Send Community Council representatives to the RHA Executive meetings and RHA functions.
 - d. Serve as a representative of the Hall Community Council in which you apply.
 - e. Serve as a liaison between residents and the Residence Hall Association.
 - f. Attend mandatory retreats (date varying upon the RHA Executive board.
 - g. Attend all Community Council weekly meetings and events.
 - h. Attend and assist with RHA sponsored activities and events.
 - i. Plan and coordinate all CC events in which you are representing.
 - j. Attend regional conferences.
 - k. Establish and maintain communication between you and the RHA Vice President.
 - l. Conduct oneself in a manner that is keeping with the purpose of RHA and in accordance with its Constitution and governing documents.
 - m. Attend meetings called by the respective Community Council President.
 - n. Fulfill all job duties specified for his/her respective position as outlined in the RHA constitution
 - o. Investigate and pursue issues relevant to the quality of life of the residents
 - p. Each semester for the respective Community Council, complete and submit a binder to the RHA Executive board consisting of but not limited to: the RHA Constitution, council members contact information compiled onto one sheet, meeting agendas, meeting minutes, weekly budget reports, program planning for each program/event held by the respective council, flyers for programs/events, and attendance sheet for each program/event held by the respective council.
 - q. Live in a Texas Woman's University Residence Hall
- 2. Community Pledge**
- a. Each Residence 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.
- 3. President**
- a. Serve as the official representative and administrator of Community Council.
 - b. Serve as a liaison between your Community Council and the RHA Vice President.
 - c. Assume the role of housing of Residential Senator and fulfill the duties attached to the role.
 - d. Call and preside over all meetings of the Community Council board.
 - e. Conduct official organizational business.
 - f. Appoint all standing chairs, such as special purpose committees, with approval of the Community Council board.
 - g. Delegate responsibility as deemed necessary.

- h. Keep an updated transition binder for suggestions and procedures that will be passed on to successors and present it at time of transition.
 - i. Vote only in the case of a tie.
 - j. Coordinate the budgetary process for the semester with consultation with the Treasurer of your Community Council.
 - k. Meet with RHA President on a monthly or as needed basis.
4. **Vice President**
- a. Assume the responsibilities and powers of the President in his/her absence.
 - b. Assist the President in duties of office.
 - c. Oversee standing and special purpose committees and keep permanent records of committee reports.
 - d. Serve as the Community Council Elections commissioner and coordinate the election process. This includes 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 the elections, the order of succession will be as followed: Publicity Coordinator, Secretary, Treasurer, and President.
 - e. Meet with RHA Vice President on a monthly or as needed basis.
5. **Treasurer**
- a. Keep complete financial records for the Community Council and all subsidiary functions.
 - b. Submit Purchase Orders to Advisor(s) and the Department University Housing & Residence Life within 24 hours of purchase.
 - c. Turn in all receipts labeled and documented correctly to the RHA Treasurer and Advisor(s).
 - d. Maintain a current and accurate copy of the RHA budget weekly.
 - e. Keep records of all expenditures.
 - f. In coordination with the President and Advisor, prepare the semi annual budget and submit to the RHA Treasurer no later than a month in the fall semester, or the spring semester.
 - g. Meet with RHA Treasurer on a monthly or as needed basis.
6. **Secretary**
- a. Keep permanent records of the Community Council proceedings and correspondence.
 - b. Take minutes at weekly meetings and provide minutes to the Community Council board members, the Advisor(s), the RHA Secretary, and the RHA Vice President within one week of each meeting.
 - c. Compile a handout that shall consist of contact information, schedules, and volunteer hours of all Community Council Board members.
 - d. Compile a handout that shall consist of contact information and sign in sheet for volunteers and attendees for monthly events.
 - e. Meet with RHA Secretary on a monthly or as needed basis.
7. **Publicity Coordinator**

- a. Work and maintain the image and programs of the Community Council through effective marketing and advertisement.
 - b. Establish beneficial relations with other Community Councils and organizations on campus.
 - c. Maintain Community Council bulletin boards and display cases on campus.
 - d. Act as the Historian for the Community Council which includes taking photos of events and compiling a scrapbook.
 - e. Meet with RHA Publicity Coordinator on a monthly or as needed basis.
8. **Co-Advisor(s)**
- a. Community Councils shall be co-advised by a Student Manager and Residence Director
 - b. Protect, defend, and uphold the RHA/Community Council Constitution.
 - c. Give advice and suggestions on matters of interest of the Community Council.
 - d. Convey the views of the Community Council to the University officials, in corporation with any applicable officer.
 - e. Attend regional conferences, such as SWACURH, when needed.
 - f. Assist Community Council in meeting their goals by providing on-going development for the Community Council, its members, and officers.
 - g. Meet monthly on a one-on-one basis with the officers and deemed necessary.
 - h. Attend Community Council weekly meetings along with Community Council monthly events
 - i. Approve all expenditures of the Community Council and work with the Treasurer to keep permanent records of all transactions, such as funding requests, rosters, receipts, etc..
 - j. Perform other duties as assigned.
 - k. Maintain records of his or her position to be passed on to the next Advisor.

Article VII

SELECTION OF COMMUNITY COUNCIL

1. Community Council Eligibility

- a. Must be in good standing with the university
- b. Maintain a cumulative GPA of 2.5 throughout term of office
 - i. If GPA drops below 2.5, and remain above 2.0, it is at the discretion of the Advisor to dismiss the student from their position or create a plan of action with the student including a timeline to raise their GPA.
 - ii. If the student receives a cumulative GPA below 2.0, they will automatically be dismissed from their position.
- c. Must live on campus
 - i. In the residential community they are applying for

2. Elections

- a. All position, excluding co-advisors, will be elected by the population of residents within their respective communities.

- b. Follow election procedures outlined in Article V, Subsection 2.

3. Vacancies of Officers

- a. If a vacancy should occur in the office of Vice President, Secretary, Treasurer, or Publicity Coordinator the Community Council and Co-Advisor will appoint a replacement.
- b. The appointment timeline will be announced to the community members within (1) week of the position becoming vacant.
- c. Candidates who have submitted an application by determined deadline will be given an interview for a time not to exceed two weeks from date of application being made available.
- d. The Executive Board may select one candidate for appointment by simple majority vote.

4. Special Community Council Circumstances

- a. Accountability
 - i. All Community Council officers must fulfill the respective requirements and duties of their position as stated by the RHA bylaws.
 - ii. For no reason shall inappropriate behavior be displayed by an Community Council officer that could be interpreted as being detrimental to the established mission of RHA, the Department of University Housing and Residence Life, or Texas Woman's University.
 - iii. As a result of any violation of the fulfillment of requirements, duties, or appropriate behavior, the Community Council officer shall be impeached.
- b. Recall of Officer (Removal)
 - i. After an attempt has been made to formally gear a community council officer to get back on track with the RHA Constitution and all other governing documents, should the officer still show a continued disregard for the position, with the consent of the board, the President of the community council shall construct a formal letter and/or email to be sent to the RHA Vice President notifying the RHA Executive Board of the formal impeachment.
 - 1. Once the RHA Vice President has received the correspondence, they will inform the RHA President of the impeachment at the following RHA Executive Board meeting.
 - ii. A special meeting is to be called by the RHA President to discuss the impeachment of the community council officer.
 - 1. Those in attendance shall be as follows:
 - a. RHA Executive Board along with RHA Advisor
 - b. Respective Council President, Co-Advisor, and Advisor
 - c. Impeached officer.
 - 2. Until the meeting is set and concluded the impeached officer shall not be able to:
 - a. Conduct official organization business
 - b. Vote on matters dealt with by their respective council
 - iii. The meeting is to be conducted as follows:
 - 1. The RHA President will chair the meeting

2. It shall be the job of the RHA Secretary to take meeting minutes, which shall be concealed until the time that the current RHA Board ends their terms.
 - a. The meeting minutes shall only be released prior to the end of term with a signed statement of release with the following signatures
 - i. RHA President
 - ii. RHA Vice President
 - iii. RHA Advisor
3. Once attendance is taken, and all parties are counted as present the impeached officer shall be given an opportunity to decide whether they would like to continue in the office they hold.
 - a. Should the response be:
 - i. No: The officer will be relieved off officer, and the position will be filled based on the outlined procedures found in Article VII.
 - ii. Yes: The meeting chair will continue onto Article VII Section 4 Subsection iii Clause 4.
4. The impeached officer shall be given a time of five minutes to make a speech describing why it is they believe they should be allowed to keep their position.
 - a. At the end of the five minute should the impeached officer need a time extension, they may be granted, by the RHA President, an additional five minutes to state their case and complete their speech.
 - i. Only to be given once
 - b. This portion may be ended at any point should the floor be yielded to the next phase of the meeting.
5. Following the speech for a period of ten minutes all members in attendance may ask questions pertaining to what the impeached officer plans on doing to correct their previous actions
 - a. All questions may be rejected and the impeached member relieved of answering the question by the RHA President, should any member fell the question to be bias and/or should any member fell the question attacks the impeached officer.
 - b. This portion may be ended at any point in time based on the rules of Parliamentary Procedure for making a motion.
6. Once the ten minutes of question and answer has been completed, a deliberation will be conducted for a period of ten minutes (or until the RHA Board is comfortable enough to make a vote).
 - a. The vote shall be conducted as a paper ballot
 - i. The RHA President should only vote in the instance of a tie
 - b. Should the vote be in favor of:

- i. Removal: The impeached officer will be officially removed from their office, be stricken of all hours accumulated towards University Housing and Residence life in relation to SWACURH/NACURH, and be made ineligible to run for office on any board/committee governed by Texas Woman's University Residence Hall Association.
- ii. Continued Service: The impeached officer will be placed on a fifteen-day probation during which time they will be monitored closely by the RHA Vice President.
 - 1. The RHA Vice President will submit a review over the impeached officer's work during the time of their probation based on whether a positive effort has been made to correct the misconduct. Should the review be of a:
 - a. Positive Nature: The impeached officer will be relieved of their probation and assume their duties as before.
 - b. Negative Nature: officially removed from their office, be stricken of all hours accumulated towards University Housing and Residence life in relation to SWACURH/NACURH, and be made ineligible to run for office on any board/committee governed by Texas Woman's University Residence Hall Association.

ARTICLE VIII

GENERAL ASSEMBLY

Provide residential students with the opportunity to become involved in their Community Government, leadership development, community development, and community service.

1. General Assembly Responsibilities

- a. Recommend general policy affecting the quality of life within the Residence Halls to the RHA Executive Board.
- b. Enact legislation within the RHA constitution concerning Residence Halls, On-Campus Apartments, and/or residents. Typically, the Executive Officers shall put this legislation forth.

2. Voting Requirements

- a. Eligibility
 - i. The eligible voting membership includes all residents currently present in the general assembly meeting at the time the vote commences, except for the President of RHA, who votes only in the event of a tie.
- b. Casting Vote
 - i. All action by the General Assembly, unless specified elsewhere in this constitution, requires a 2/3 majority vote of the voting members present at the General Assembly (GA) meeting.

3. Attendance

- a. 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 Secretary shall record the attendance of the delegates from each Residence Community Council.

ARTICLE IX SUSTAINABILITY COMMITTEE

The purpose of the Sustainability Committee shall be to develop a sense of sustainability within each Residence Hall and On-Campus Apartment, to provide an avenue for improved ecological awareness to each Hall and Apartment, to promote the leadership and development of Sustainability Committee members, and to promote participation in the RHA.

1. Sustainability Committee Duties

- a. Provide a copy of the Sustainability Committee purpose and meeting minutes to the President of RHA, Secretary of RHA, and Advisor of RHA.
- b. Provide a copy of the Sustainability Committee meeting attendance to the President of RHA, Secretary of RHA, and Advisor of RHA.
- c. Send Sustainability Committee representatives to the RHA Executive meetings and RHA functions.
- d. Serve as liaison between members and the Residence Hall Association.
- e. Attend mandatory retreats (date vary upon the RHA Executive Board).
- f. Attend all Sustainability Committee meetings and events.
- g. Attend and assist with RHA & Departmental sponsored activities and events.
- h. Plan and coordinate all Sustainability Committee events.
- i. Attend regional conferences if RHA has the appropriate funds.
- j. Establish and maintain communication between chair and the RHA President.
- k. Conduct oneself in a manner that is keeping with the purpose of RHA and in accordance with its Constitution and governing documents.
- l. Attend meetings called by Sustainability Committee Chair.
- m. Fulfill all membership duties specified for his/her respective position as outlined in committee by-laws.
- n. Investigate and pursue issues relevant to the quality of life of the residents in relation to committee purpose.

- o. Each semester, complete and submit a binder to the RHA Executive board consisting of but not limited to: Committee charge, committee members contact information compiled onto one sheet, meeting agendas, meeting minutes, weekly expense reports, program planning for each program/event held by the committee, flyers for programs/events, and attendance sheet for each program/event held by the committee.

2. Chair

- a. Serve as the chair and administrator of sustainability committee.
- b. Inform RHA Board of events.
- c. Call and preside over all committee and resident meetings.
- d. Serve as a liaison between sustainability committee and RHA President.
- e. Conduct official organization business.
- f. Place requests to the RHA Executive Board for event funds
- g. Delegate responsibilities as deemed necessary.
- h. Keep an updated transition binder for suggestions and procedures that will be passed on to successors and present at time of transition.
- i. Vote only in the case of a tie.
- j. Have a formal meeting at least once a week with RHA President. Attendees of the meeting are up to the discretion of the RHA President & RHA Advisor.

3. Vice Chair

- a. Assume the responsibilities and powers of the Chair in his/her absence.
- b. Assist the Chair in duties of office.
- c. Work in tandem with RHA Vice-President in order to achieve maximum community council involvement.
- d. Have a formal meeting at least once a week with RHA Vice-President. Attendees of the meeting are up to the discretion of the Sustainability Chair, RHA President & RHA Vice-President.

4. Secretary

- a. Keep permanent records of the sustainability committee's proceedings and correspondence.
- b. Take minutes at all committee and resident meetings and provide minutes to committee members, RHA Executive Officers and RHA Advisor, within 48 hours of each meeting.
- c. Compile a handout that shall consist of contact information, and schedule of all committee officers.
- d. Compile a handout that shall consist of contact information and sign in sheet for volunteers and attendees for monthly events.
- e. Maintain an up to date log (no more than 72 hours out of date) of proposed, accepted, current, and completed projects.
- f. Have a formal meeting at least once a week with RHA Secretary. Attendees of the meeting are up to the discretion of the Sustainability Chair, RHA President & RHA Secretary.

5. Publicity Coordinator

- a. Work to build and maintain the image and programs of the Sustainability Committee through effective marketing and advertisement.
- b. Establish beneficial relationships with Community Councils and other campus groups.
- c. Promote the Sustainability Committee at all opportunities across TWU and the Denton Community.
- d. Act as Sustainability Committee historian.
- e. Have a formal meeting at least once a week with RHA Public Relations Coordinator. Attendees of the meeting are up to the discretion of the Sustainability Chair, RHA President & RHA Public Relations Coordinator.

ARTICLE X

COMMUNITY SERVICE COMMITTEE

The purpose of the Community Service Committee shall be to develop a sense of charitability within each Residence Hall and On-Campus Apartment, to provide an avenue of volunteer opportunities to each Hall and Apartment, to promote the leadership and development of Community Service Committee Members and members, and to promote participation in the RHA.

1. Community Service Committee Duties

- a. Provide a copy of the Community Service Committee purpose and meeting minutes to the RHA Secretary and RHA President
- b. Provide a copy of the Community Service Committee meeting attendance to the President of RHA, Secretary of RHA, and Advisor of RHA.
- c. Send Community Service Committee representatives to the RHA Executive meetings and RHA functions.
- d. Serve as liaison between members and the Residence Hall Association.
- e. Attend mandatory retreats (date vary upon the RHA Executive Board).
- f. Attend all Community Service Committee meetings and events.
- g. Attend and assist with RHA & Departmental sponsored activities and events.
- h. Plan and coordinate all Community Service Committee events.
- i. Attend regional conferences if RHA has the appropriate funds.
- j. Establish and maintain communication between chair and the RHA President.
- k. Conduct oneself in a manner that is keeping with the purpose of RHA and in accordance with its Constitution and governing documents.
- l. Attend meetings called by Community Service Committee Chair.
- m. Fulfill all membership duties specified for his/her respective position as outlined in committee by-laws.
- n. Investigate and pursue issues relevant to the quality of life of the residents in relation to committee purpose.
- o. Each semester, complete and submit a binder to the RHA Executive board consisting of but not limited to: Committee charge, committee members contact information compiled onto one sheet, meeting agendas, meeting minutes, weekly expense reports, program planning for each program/event held by the committee,

flyers for programs/events, and attendance sheet for each program/event held by the committee.

2. Chair

- a. Serve as the chair and administrator of Community Service Committee.
- b. Inform RHA Board of events.
- c. Call and preside over all committee and resident meetings.
- d. Serve as a liaison between Community Service Committee and RHA President.
- e. Conduct official organization business.
- f. Place requests to the RHA Executive Board for event funds
- g. Delegate responsibilities as deemed necessary.
- h. Keep an updated transition binder for suggestions and procedures that will be passed on to successors and present at time of transition.
- i. Vote only in the case of a tie.
- j. Have a formal meeting at least once a week with RHA President, or as needed. Attendees of the meeting are up to the discretion of the RHA President & RHA Adviser.

3. Vice Chair

- a. Assume the responsibilities and powers of the Chair in his/her absence.
- b. Assist the Chair in duties of office.
- c. Work in tandem with RHA Vice-President in order to achieve maximum community council involvement.
- d. Have a formal meeting at least once a week with RHA Vice-President, or as needed. Attendees of the meeting are up to the discretion of the Community Service Chair, RHA President & Vice-President.

4. Secretary

- a. Keep permanent records of the Community Service Committee's proceedings and correspondence.
- b. Take minutes at all committee and resident meetings and provide minutes to committee members, RHA Executive Members, RHA Advisor, and committee members, within 48 hours of each meeting.
- c. Compile a handout that shall consist of contact information, and schedule of all committee members.
- d. Compile a handout that shall consist of contact information and sign in sheet for volunteers and attendees for monthly events.
- e. Compile a handout that shall consist of contact information for all organizations/businesses with whom which RHA has collaborated in community service efforts.
- f. Maintain an up to date log (no more than 72 hours out of date) of proposed, accepted, current, and completed projects.
- g. Have a formal meeting at least once a week with RHA Secretary, or as needed. Attendees of the meeting are up to the discretion of the Community Service Chair, RHA President & RHA Secretary.

5. Publicity Coordinator

- a. Work to build and maintain the image and programs of the Community Service Committee through effective marketing and advertisement.
- b. Establish beneficial relationships with Community Councils and other campus groups.
- c. Promote the Community Service Committee at all opportunities across TWU and the Denton Community.
- d. Act as Community Service Committee historian.
- e. Have a formal meeting at least once a week with RHA Public Relation Coordinator, or as needed. Attendees of the meeting are up to the discretion of the Community Service Chair, RHA President & Public Relations Coordinator.

ARTICLE XI

SELECTION OF COMMITTEE

1. Eligibility

- a. Must maintain a 2.5 cumulative GPA
 - i. Should the GPA drop below the requirement, and is higher than a 2.0, it is at the discretion of the RHA Advisor to dismiss the student from membership or create a plan of action with the student including a timeline to raise their GPA.
 - ii. If the student receives below 2.0, they will automatically be dismissed from membership.
- b. Must live on campus

2. Selection

- a. The incoming Community Service Committee members are to be appointed by the current RHA President.

3. Special Committee Circumstances

- a. Accountability
 - i. All Committee member must fulfill the respective requirements and duties of their position as stated by the RHA bylaws.
 - ii. For no reason shall inappropriate behavior be displayed by an Committee member that could be interpreted as being detrimental to the established mission of RHA, the Department of University Housing and Residence Life, or Texas Woman's University.
 - iii. As a result of any violation of the fulfillment of requirements, duties, or appropriate behavior, the Committee member shall be impeached.
- b. Recall of Officer (Removal)
 - i. Should any member be impeached, the RHA President and Vice President, with guidance from the Advisor shall discuss the issue with the committee, and enact a plan to effectively assist with the issue.
 - 1. Should the issue continue, the RHA President and Vice President, with guidance from the Advisor will discuss and decide on the removal of said committee member.

4. Vacancies

- a. Which occur among a committee either because of appointment as an RHA executive officer, Community Council officer, resignation, or termination, are to be filled by the appointment of a new delegate by the RHA President.

ARTICLE XII

NANCY MURPHY CHADWICK (NMC) CHAPTER OF THE NATIONAL RESIDENCE HALL HONORARY (NRHH) CONSTITUTION

To recognize outstanding leadership, service, and dedication to the Residence Hall System that went above and beyond the call of duty. To provide a leadership resource for the Residence Halls. To assist the needs of the TWU and Denton communities through quality of service.

- i. The constitution of NMC NRHH shall be structured in such a way as to not supersede or conflict with the RHA constitution and NACURH.
 1. Each NRHH-CC shall work in conjunction with the RHA NCC to get updates about SWACURH and NACURH on monthly basis.
 2. Memberships are offered through nominations by current active NRHH members and shall be agreed upon by majority of the chapter.
 3. The elected officers of this organization shall be President, Vice President for Recognition, NRHH-CC, Vice President for Selection and Induction, Secretary, Treasurer and Historian.
 4. DUTIES
 - a. Members must attend all NRHH meetings (if they are unable to attend, they should contact the President 24 hours prior to the meeting). Members are allowed one unexcused absence per semester.
 - b. Failure to notify NRHH President 24 hours prior to meeting or miss more than one meeting during fall or spring semester will result in meeting before NRHH executive board members or possible probation from active membership.
 - c. Members must write no fewer than two "Of the Months" per semesters (Fall and Spring) in any category.
 - d. Each member shall maintain a 2.75 cumulative grade point average each semester.
 - e. Each member shall exhibit leadership, character, and qualities appropriate for representing NRHH and TWU in a consistent, willing, and positive manner.
 - f. Members must actively participate in all projects volunteered for or assigned.
 - g. An Active member of a chapter, who permanently leaves the Residence Hall system, shall become an alumni member. Exceptions include temporary leaves such as, but not limited to, co-ops, internships, or study abroad. When a member leaves the Residence Hall system, they must submit a letter to the chapter as to whether the leave is temporary or permanent. When a member submits a notice of temporary leave, they must indicate the duration of their leave to the chapter. If a member who has submitted a notice of permanent leave returns to the Residence Halls and the chapter membership capacity has been reached, the

chapter shall contact the NRHH National Office Director to request a temporary increase in their capacity until the next membership drive, at which time the chapter size must return to its correct membership capacity. In this case, the returning member will not receive voting rights until a position becomes available within the chapter.

ARTICLE XIII
BY-LAWS AND AMENDMENTS

By-laws may be added or amended by a 51% majority vote of the Executive Board.

ARTICLE XIV
RATIFICATION

This Constitution shall be considered ratified first by the majority approval of the Executive Officers and then approved by a three-quarters (3/4) vote of the RHA Executive Board. This Constitution also must be in good standing with the Department of University Housing.