CONSTITUTION
OF THE TEXAS CHRISTIAN UNIVERSITY
RESIDENCE HALL ASSOCIATION
HOUSING AND RESIDENCE LIFE

Mission:
The Residence Hall Association at Texas Christian University will work together with Housing and
Residence Life (HRL) in an effort to serve and encourage a healthy living environment, as well as promote
residential community development by providing residents with campus wide programming along with a
forum to voice ideas, opinions, and concerns.

Definitions:
The name of this organization shall be the Residence Hall Association, hereafter referred to as the RHA
Each individual branch of the RHA, while potentially renamed by their specific communities, shall be
referred to by RHA and in the RHA Constitution as a hall council, hereafter referred to in this document as
a HC.

Oath of Office:
All elected and appointed officers of RHA must take the oath of office upon election or appointment of
position.
“I, (state your name), do solemnly swear, or affirm, to uphold the Constitution and By-Laws of the
Residence Hall Association of Texas Christian University and to maintain the best in conduct in
representing (State your Hall) and Texas Christian University. During my term, I will faithfully and
impartially discharge the responsibilities of the office of (state your office) to the best of my ability”

Article I
Structure and Membership

Section I – Membership and Voting Rights
All students living in the residence halls at Texas Christian University (TCU) are members of RHA with
full voting authority in their respective HC with their votes represented by HC RHA Delegates. In any case,
each hall is entitled to two voting members at any RHA meeting.

Subsection 1—Senators and Representatives
Residence Halls with primarily first year residents will hold 2 Representatives. Halls with primarily
upper-class residents will hold 2 Senators. In the case of those halls with both first year and upper-
class residents, the Hall Council can choose whether to have Representatives, Senators, or one of
each depending on the HC makeup.

Section II – Structure
The HC is the programmatic body composed of all residents of a residence hall. The active hall student
leadership in conjunction with the HC Advisor will determine its organizational structure. The RHA is the
governing body composed of all members of the residential community and the executive members of each
HC and the President, Vice President, Administrative Assistant, National Communications
Coordinator, National Communications Coordinator(s) In-Training, and NRHH Rep.

Section III – Procedure
Meetings shall occur as directed by the RHA Executive Board or upon the summons of 2/3 of the HC RHA
Delegates. A meeting must have the consent of the RHA Advisor(s) in order to conduct official business.

Section IV – Executive Structure and Responsibilities

Subsection I – The Executive Board
The RHA Executive Board consisting of a President, Vice President, Administrative Assistant,
National Communications Coordinator, National Communications Coordinator(s) In-Training, and NRHH Rep, will be advised by professional staff member(s) appointed by Housing and Residence Life. The Executive Board shall be charged with facilitating all routine business that may arise between meetings of RHA General Assembly. The executive board shall set the agenda for the following RHA meeting. Each member of the executive board shall attend at least one RHA conference each year with any exception subject to the approval of the President and Housing and Residence Life.

Subsection II – Qualifications for Executive Office
All Candidates for Executive Board office:
  a) Must be living in a residence hall at TCU as a full time student, and have lived on campus for at least two semesters by the time they take office.
    a. NCC-IT candidates are subject to a 1 semester on campus requirement, to take into consideration the possibility that a freshman student(s) may have interest in this position during the fall semester.
    b. The current semester that a candidate is living on campus will count towards the total semesters having lived on campus when being considered for an Executive Office.
  b) Must maintain a 2.6 GPA and be in good standing with all 3, or any of the following operating bodies: the University, Housing and Residence Life and their specific Residence Hall in which they reside (not be on Warning, Probation, or Suspension).

Subsection III – Duties of Executive Board Members
A. The President
  a) Shall be the chief executive officer.
  b) Shall be the chairperson of the executive board.
  c) Shall be the presiding officer of RHA meetings.
  d) Serve on the University Intercom Committee.
  e) Shall be responsible for creating proposals, when necessary, in the interest of RHA to be presented to the Housing and Residence Life.
  f) Shall serve as the official representative of RHA.
  g) Shall coordinate RHA Executive Board members.
  h) Shall delegate appropriate responsibilities among the various Executive Board members.
    i) Shall have the responsibility to request the resignation of any appointed executive board member if that officer is not meeting the expectations of the position in accordance with the guidelines stated in Article III.
    j) Shall create ad hoc committees and appoint a chair as deemed necessary by the Executive Board.
  k) Shall perform any other tasks as directed by the RHA members.
  l) Should attend and participate in all RHA sponsored events.
  m) Should serve as the official vote in tie-breaking situations.
B. The Vice President
  a) Shall perform the duties of the president in his or her absence.
  b) Shall be responsible directly coordinating the RHA Programming Council in conjunction with the RHA Advisor.
  c) Should attend and participate in all RHA sponsored events as well as shall be responsible for delegating publicity for RHA programming events.
  d) Shall be responsible for coordinating, with the participation of the Executive Board, the planning and implementation of the Fall Semester Hall Council Training.
  d) Shall perform any other tasks as directed by the RHA.
C. The Administrative Assistant
  a) Shall be responsible for delegating publicity for RHA General Assembly meetings.
  b) Shall prepare a budget in consultation with the RHA Advisor.
c) Shall report a financial report to each RHA member at each meeting itemizing expenses and funds in the RHA budget.
d) Shall keep note of accumulating HC program points for awards and recognition of the events that HC’s provide to their residents.
e) Shall keep minutes of all meetings of the RHA and the Executive Board as well as historical records of events.
f) Shall keep accurate attendance and membership records of the RHA.
g) Shall perform any other tasks as directed by the RHA.
h) Should attend all RHA sponsored events.

D. The National Communications Coordinator
a) Shall communicate with SWACURH and NACURH.
b) Shall prepare delegations for conferences.
c) Shall prepare bids for SWACURH and No Frills.
d) Shall prepare/coordinate HC program selection process for regional consideration.
e) Should attend all RHA sponsored events.

E. The National Communications Coordinator(s) – In Training (NCC-IT)
a) Shall serve as an “In Training” position(s) to work directly with NCC in all responsibilities and efforts.
b) Should be present at all RHA sponsored events.
c) Shall be responsible for other duties as delegated in conjunction with the Executive Board.

F. The NRHH Representative
a) Shall serve as a liaison between NRHH and RHA.
b) Shall be held by NRHH president unless otherwise approved by RHA and NRHH Advisor
c) Shall participate in all RHA legislatures, activity planning, and all other General Executive Board Requirements.
d) Should attend all RHA sponsored events.

G. The RHA Advisor(s)
RHA Responsibilities:
a) Attend all RHA General Assembly Meetings.
b) Oversee the budgeting and dispersal of all RHA funds.
c) Meet with the executive board as group on a regular basis for status updates and goal setting.
d) Meet with executive board officers individually for “One-on-One” meetings to discuss RHA, individual responsibilities, and any other necessary business.
e) Oversee the RHA Vice President chairing the RHA Programming Council and related activities.
f) Help coordinate with the Hall Directors on campus to advise their respective Hall Councils.
a. Facilitate Hall Council Advisor Orientation in the Fall Semester of each school year.
g) Attend regional and national conferences as delegation advisor.
h) Facilitates the election process for open RHA Executive Board positions as an impartial ineligible participant.

Subsection IV – HC Members
All HC members and at-large must be in good standing with all 3, or any of the following operating bodies: the University, Housing and Residence Life, and the Residence Hall in which they reside during their entire term of office.

All HC members must also:
a) Maintain a 2.25 cumulative GPA.
b) Abide by all RHA attendance requirements.
c) Reside in the hall they represent for the duration of their term.
d) May not be a Resident Assistant or Assistant Hall Director.

All HC must maintain Eco-Rep:
a) Is a hall council member who shows interest and commitment in promoting sustainability in the residential setting.
b) Must be selected within their hall council.
c) May also serve as a hall council delegate for the sake of points, but as a separate body cannot receive separate points for the Eco-Rep position.
d) Promote awareness of ongoing sustainability projects on campus.
e) Hold meetings on a monthly basis with hall residents concerning easy ways for the students to remain environmentally friendly while living in the residence halls.
f) Work with hall staff to include sustainable and environmental components to programs.
g) Serve in close liaison with the Environmental Club, their hall council and RHA.
h) Attend all RHA General Assembly meetings.

Article II
Elections
Section I – Election of Officers
The Executive Board Positions of President, Vice President, Administrative Assistant, and NCC shall be elected in April, which shall be the first General Assembly meeting of that month, and shall serve a one-year term unless re-elected. Each RHA HC Delegate member of the RHA General Assembly may vote in this election except for candidates in the election.

RHA Executive elections shall be conducted as follows:
   a) The RHA Advisor(s) shall conduct the elections
   b) Nominations are taken from the assembly.
   c) Candidates for an office will be isolated from the assembly.
   d) Candidates will be given 5 minutes to address the assembly and 3 minutes to answer questions without the presence of the other candidates, with the option to extend the “questions” session by an additional 2 minutes.
   e) All candidates will be removed from the assembly while the votes are cast; the candidates may not vote.
   f) Votes will be expressed by a show of hands in the affirmative, and each RHA member shall get one vote (except as stated in item ‘e’).
   g) The office in question shall be given to the candidate who receives the majority (51% or higher) vote.
   h) If there is a tie, the current RHA President shall be the tie-breaking vote.
      i. In the event that the President is unable to vote, the Vice President will act in this capacity
   i) The newly elected executives will be instated immediately following the election. Outgoing officers will transition the incoming officers.
   j) In the event of a plurality of candidates voted in the affirmative, a run-off election will take place.
      i. In the absence of eligible candidates, the president, in conjunction with the advisor(s) shall have the power to waive all minimum requirements as needed.

Subsection I—NRHH Rep
The NRHH Representative is a yearly-appointed position by NRHH. The position will be filled by a member of NRHH as designated by the organization.

Subsection II—NCC-IT(s) Appointment
The NCC-IT(s) will be appointed by the NCC and President in conjunction with the Executive Board and the opinion of the General Assembly via silent vote. The vote of GA shall be conducted as follows:
   a) The RHA President shall conduct the elections
   b) Nominations for NCC-IT are taken from the assembly.
   c) Candidates for the office will be isolated from the assembly.
   d) Candidates will be given 5 minutes to address the assembly and 3 minutes to answer questions without the presence of the other candidates, with the option to extend the “questions” session by an additional 2 minutes.
e) All candidates will be removed from the assembly while the votes are cast; the candidates may not vote.
f) Votes will be expressed by silent vote on ballot.
g) The votes will be collected by the President and counted and discussed at a later date.

Section III – Vacancies
a) If a vacancy should occur in the office of Vice President, Administrative Assistant, or NCC, the President shall appoint a replacement in consultation with the advisor(s).
b) If a vacancy should occur in the office of President, then the Vice President will assume that office.
c) If a vacancy should occur in the office of NRHH Rep, then the position should be filled by a member of NRHH.

ARTICLE III
Disciplinary Measures
Any RHA officer or member may be removed from office by a two-thirds majority vote of the assembly on the following grounds:
a) Failure to perform constitutional duties.
b) No longer in good standing with all 3, or any of the following operating bodies: University, Housing and Residence Life, and specific Residence Hall.
c) Gross negligence of duty

d) Missing a total of three RHA General Assembly Meetings as an Executive Board member in one semester.

ARTICLE IV
Allocation of Funds
Any TCU Hall Council may request additional funds from RHA. Each request for funds will follow the same process:
a) Funds must be requested no later than 1 RHA General Assembly Meeting prior to the event.
b) To apply for funds, the HC must fill out and return allocation of funds form to RHA Administrative Assistant no later than 1 General Assembly meeting before the date of the program in question.
c) The form must be accompanied by a copy of the estimated budget of the event.

Section I – Presentation of Proposal
a) Proposal will be presented to the RHA General Assembly and voted on by the present RHA HC Delegates upon the conclusion of the presentation and “discussion” as outlined in sub sections “c” and “d”.
b) Representatives must be on hand to present the proposal.
c) Ten minutes total will be given to present the idea and answer questions.
d) Five minutes will be given for discussion by the voting RHA body.
e) Time given to presenting representatives may be altered by a vote.

Section II – Limitations
a) Proposals must be passed by two-thirds vote of the RHA voting body.
b) RHA will match up to $250 or 50% of the total cost of the event, whichever is attained first.
c) HC must submit an outline and proof (receipts) of how the funds were used after the completion of the event.
d) There is a $250 cap on the funds, each HC may request from the RHA per semester.
Subsection I

However, a proposal to exceed the semester limit may be requested for two reasons:
   a) Charitable event
   b) Complete lack of funds. (HC must follow the same procedures as mentioned above; however, the special circumstances must be stated on the Allocation of Funds Form with an explanation.)

Section III – Organization and Co-Sponsorship

   a) A TCU organization may request funds from RHA if it involves the co-sponsorship of an event between RHA and the requesting organization.
   b) The $250 limit may be waived by the General Assembly with 2/3 majority vote in the case of a co-sponsorship.

ARTICLE V

Points

The points system is designed to reward halls with the most successful and creative programming. The Administrative Assistant will keep a record of the points.

Section I- Eligibility

A programming sheet must be filled out for each program in order to be eligible for points. The points sheets must be turned in no later than 2 weeks after the HC Program to get credit for a program.

Section II- Program Points Awards

At the end of each semester $100 will be given to the hall with the most programming points, $75 for second place, and $50 for third place. These funds must be used for:
   a) Supplement HC Budget
   b) Hall Renovation
   c) As decided by the HC and Advisor(s), but must benefit the hall and it’s residents.

Section III – Program Points Awards Funds

Any and all awarded funds as part of the Program Points Awards shall remain in the respective hall council budget and will not be collected at the conclusion of the spring semester.

ARTICLE VI

Programming Council

The RHA Program Council (PC) will be directly coordinated by the RHA Vice President. This Council intended for the sole purpose to be the programmatic branch of RHA, and to promote and provide on campus programming for all hall residents

   a) Participation
      a) All hall residents are eligible to participate in and be a member of the PC. Including RHA Delegates and RHA Executive Board
      b) Membership
         a) There shall be no set limit to the size of the RHA PC.
      c) Funds
         a) The PC shall operate on an independent budget set per semester by the RHA Administrative Assistant in conjunction with the RHA Executive Board and the RHA Advisor.

ARTICLE VII

RHA and HALL COUNCIL BUDGETS

   a) After the completion of Departmental “12th Class Day” Rosters, Housing and Residence Life transfers a total of 5 dollars per on campus resident (not including Worth Hills Fraternity/Sorority
Hall Council Budget
a) Upon the transfer of funds into the RHA account, Hall Council receives a transfer of funds into their Hall Accounts of 3 dollars per resident.
b) These funds are to be used for the following purposes:
   a) Hall Council Programming
   b) Minor Hall Improvements
   c) Cookware
   d) Gaming Equipment
   e) General Benefit of Hall and Community
c) The Hall Council funds will be managed by the Hall Director of the building as required by Housing and Residence Life.

All remaining Hall Council funds, excluding Program Points Awards funds, shall be transferred back into the RHA general budget at the conclusion of the academic year. All transferred funds shall be used in the following academic year’s RHA budget.

Funds
a) In the event that a Hall does not have any organized Hall Council involvement for a period of 4 consecutive weeks at any time from the beginning to the end of the respective semester, the remaining Hall Council funds shall be transferred into the RHA Hall Council Request Funds budget.
b) All Hall Council funds transferred into the Request Funds Budget will be made available to all hall councils to use for supplemental programming purposes as outlined in Article IV.
c) All transferred funds shall be requested using the traditional request forms and adhere to the traditional limitations and restrictions associated with all other requests.

RHA Budget
a) Of the 5 Dollars initially transferred into the RHA account, the 2 dollars per resident remaining after Hall Council funds transfers will comprise the semester RHA operational budget. The RHA operational budget will include, but is not limited to, the following items:
   a) Conference Travel
   b) Hall Council Request Funds Budget
   c) RHA Programming Council Budget
   d) NRHH operational Budget
   e) RHA/NRHH Office Supplies Budget

ARTICLE VIII
Amendments

This constitution can only be amended by a two-thirds majority vote of the RHA. Each amendment must be read to the RHA assembly at least once, one meeting prior to voting on the amendment. If the amendment is adopted then it shall be placed at the end of this document. If a new amendment replaces a preceding amendment, the preceding amendment can be removed from the document.

Amendment 1
Formation of the Residence Hall Association By-laws

a) The Executive board shall enact a set of by-laws. These by-laws will for the purpose of facilitating quick, effective response to allow the RHA policy to stay current with on campus needs, events and issues.

b) These by-laws shall be read to the General Assembly at large and voted on with no delay.
Each by-law shall require a majority vote. Each hall shall have two votes as previously dictated by the constitution.