

The University of Texas at Dallas Residential Housing Association



Organization Constitution

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Article I: Name

The name of this organization shall be The University of Texas at Dallas Residential Housing Association, hereinafter referred to as RHA.

Article II: Mission Statement

RHA is a student-led organization, affiliated with the Office of Residential Life, which seeks to promote the enhancement of student life. RHA strives to provide a strong sense of community through positive cultural, educational, and social programs that promote overall student success for the residents of University Village, consisting of Apartment Phases V-IX and the Residence Halls.

Article III: Non-Discrimination Clause

RHA does not discriminate based on age, race, ethnicity, sexual orientation, gender expression or identity, socioeconomic status, physical, mental, and learning abilities, religious beliefs, and political views and shall seek to provide fair and equitable representation and services to all members of RHA and the UT Dallas community.

Article IV: Membership

Students living on campus in either University Village Apartments or Residence Halls are eligible to be members of RHA.

Article V: RHA Executive Board and Advisor

The RHA Executive Board shall consist of the President, Vice President of Communication & External Affairs, Vice President of Marketing & Development, Vice President of Administration & Finance, and National Communications Coordinator (NCC). The Executive Board is supervised by their respective Advisor chosen by the UT Dallas Office of Residential Life.

1. President
 - a. Presides over the Executive Board and General Assembly.
 - b. Aids Executive Board members in their duties when applicable.
 - c. Meets with Advisor on a weekly basis.
 - d. Sets agenda and organizes executive meetings.
 - e. Forms and supervises committees with majority approval of Executive Board.
 - f. Assumes responsibilities of all officers that cannot fulfill their duties.
 - g. Attends SWACURH Presidents' chats as scheduled by the SWACURH Regional Communications Coordinator for RHA Presidential Relations (RCC PR).
 - h. Organizes all trainings and retreats with Advisor.
 - i. Delegates tasks, as needed, to Executive members and committees.
2. Vice President of Communication & External Affairs

- a. Assumes the role and responsibilities of the President if a vacancy should occur in that position.
 - b. Presides over Executive Board meetings in absence of President.
 - c. Serves as liaison to Community Representatives, the National Residence Hall Honorary (NRHH), and any other organizations and offices as needed.
 - d. Aids Community Representatives in setting agenda and organizing Community Meetings.
 - e. Attends and supervises Community Meetings and delegates this task to other Executive Members when needed.
 - f. Presides over Community Meetings in absence of Community Representatives.
 - g. Attends general NRHH Meetings when possible.
 - h. Meets with Advisor on a biweekly basis.
 - i. Assumes any other duties delegated by the President.
3. Vice President of Marketing & Development
- a. Designs publicity materials, including flyers, A-board posters, etc., for RHA programs, activities, and other events as needed.
 - b. Sends all publications to necessary authority figures for approval.
 - c. Promotes RHA events and activities through the following sources.
 - i. Social media pages, groups, and events
 - ii. Gmail and Google group
 - iii. RHA OrgSync account
 - iv. RHA shadow box
 - v. Any other physical or virtual media sources as needed
 - d. Meets with Advisor on a biweekly basis.
 - e. Assumes any other duties delegated by the President.
4. Vice President of Administration & Finance
- a. Takes minutes of all Executive Meetings and distributes them to the Executive Board and Advisor within forty-eight (48) hours of the meeting.
 - b. Keeps track of attendance, membership and voting rights.
 - c. Maintains inventory and condition of RHA supplies and equipment.
 - d. Keeps track of budget and expenditures.
 - e. Appropriates funds according to discretion of RHA.
 - f. Maintains and upkeeps the RHA Constitution.
 - g. Meets with Advisor on a biweekly basis.
 - h. Assumes any other duties delegated by the President.
5. National Communications Coordinator (NCC)
- a. Submits Resource File Index (RFI) report to the National Information Center (NIC) in order to affiliate with NACURH.
 - b. Attends NACURH-related conferences if funds are available.
 - c. Represents The University of Texas at Dallas in boardroom during NACURH-related conferences.
 - d. Attends SWACURH NCC chats as scheduled by the SWACURH Regional Board of Directors (RBD).

- e. Works with the Vice President of Administration & Finance and Advisor to budget for NACURH affiliation and attending conferences.
 - f. Prepares and manages delegation for NACURH-related conferences.
 - g. Works with RHA and NRHH members to compile and submit bids for NACURH-related conferences.
 - h. Trains any NCC-IT(s) in all of the duties and responsibilities of the NCC.
 - i. Meets with Advisor on a weekly basis during conference preparations and biweekly otherwise.
 - j. Assumes any other duties delegated by the President.
6. Advisor
- a. Representative for the Office of Residential Life.
 - b. Attends Executive Board and Community Meetings when able.
 - c. Works with Vice President of Administration & Finance to maintain budget and financial transactions.
 - d. Develops retreat and training materials with the assistance of the President.
 - e. Meets weekly with the President.
 - f. Meets weekly with the NCC when preparing for conferences and biweekly otherwise.
 - g. Meets biweekly with Vice Presidents.
 - h. Is not a voting or elected member of the Executive Board.

Article VI: RHA Officers

RHA Officers include all Community Representatives and any National Communications Coordinators In-Training (NCC-ITs). These members are overseen by the RHA Executive Board and their Advisor.

- 1. Community Representatives
 - a. Sets agenda and organizes Community Meetings with the aid of the Vice President of Communication & External Affairs.
 - b. Voices thoughts, ideas, and needs of residents in their respective community during Executive meetings.
 - c. Publicizes RHA and RHA activities through their Community Meetings, flyer, and any other interaction with on-campus residents.
 - d. Assumes any other duties delegated by the President and Vice President of Communication & External Affairs.
- 2. National Communications Coordinator In-Training (NCC-IT)
 - a. Shadows the NCC in all of their duties and responsibilities.
 - b. Assumes any duties as delegated by the NCC.
 - c. Attends NACURH-related conferences if funds are available.
 - d. Runs for the NCC position before RHA Executive elections.
 - e. Is not a voting member of RHA.

Article VII: General Assembly

The General Assembly is defined as all members present at any Executive or Community Meetings. These members may include the Executive Board, Advisor, RHA Officers, and other RHA members.

Article VIII: Selection of RHA Executive Board

1. Executive Board Eligibility and Requirements
 - a. Membership on the RHA Executive Board is open to students currently residing in University Village.
 - b. Those seeking membership on the Executive Board must have lived in University Village for at least one (1) full semester and must be living within University Village during their term of office.
 - c. Previous experience within RHA or housing, as determined by the voting members, is expected, however not required, from those seeking membership on the Executive Board.
 - d. Peer Advisors, Residential Life Student Staff members, may not serve as an elected member of the Executive Board.
 - e. Members of the Executive Board shall serve for a one-year term, which starts at the beginning of the summer semester and finishes at the end of the spring semester.
 - f. Members of the Executive Board shall attend all Executive Meetings
 - g. Members of the Executive board shall attend, advise, and implement all RHA-related programs.
 - h. Members of the Executive Board are expected to attend retreats and NACURH-related conferences, if funds are available, and shall have first priority for these events.
2. Election of the President and Vice Presidents
 - a. Election Timeline
 - i. The President and Vice Presidents shall be elected either at least two (2) weeks after the election of the NCC, in the event that a NCC-IT(s) is running, or at least two (2) weeks after the official release of midterm grades, whichever occurs latest.
 - ii. The period in-between the election and the end of the spring semester shall serve as a transition period for the incoming Executive-Elect.
 - iii. The individuals elected shall be considered Executive-Elect during their transition period. These individuals:
 1. Shall be of no executive authority and shall not serve in any capacity of the Executive board as Executive-Elect.
 2. Must be responsible for ensuring the effective transition process between the sitting-elected official and themselves.
 - b. Notice of Intent
 - i. Individuals seeking to run for a President or Vice President position shall submit a notice of intent by a due date set by the current Executive Board. This date must be no later than forty-eight (48) hours before the election.

- ii. Notice of intent should include the following information:
 - 1. The position the individual wishes to run for and any positions they wish to run down for.
 - 2. An explanation of why the individual wishes to run for the given position(s).
 - 3. A list of the individual's qualifications for the position(s).
 - 4. A list of the individual's experiences within RHA and/or Residential Life.
 - c. Election Procedure
 - i. There shall be an explanation of protocol prior to the election process.
 - ii. The President and Vice Presidents' elections shall run independently and be elected by a majority vote.
 - iii. The Advisor shall serve as Sergeant at Arms. In the event that the Advisor cannot be present, a General Assembly member shall be selected by the President to fill the position.
 - iv. Candidates shall give up to a five (5) minute presentation followed by a Q&A for up to ten (10) minutes.
 - v. The General Assembly shall hold a period of discussion for up to fifteen (15) minutes before voting.
 - vi. Voting members shall include the current Vice Presidents, NCC and Community Representatives. The President shall only vote in the event of a tie. Current Executive Members who are newly running for a position do not vote during their election. In the event that the current President is newly running for a position, the current Vice President of Communication & External Affairs shall only vote in the event of a tie.
 - vii. Each voting member shall vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
 - viii. Votes shall be done by secret ballot.
 - ix. The President and Advisor shall count the votes and announce the final decision. In the event that the current President is newly running for the position, the current Vice President of Communication & External Affairs shall count the votes and announce the final decision instead.
 - x. In the event that a no-confidence vote is reached for a position(s), a separate election shall be held for the position(s) at a later date decided by the Executive Board.
- 3. Election of the National COMMUNICATIONS Coordinator
 - a. Election Timeline
 - i. If a NCC-IT(s) is running for the position of NCC, the NCC shall be elected during an Executive Meeting at least two (2) weeks after SWACURH's No Frills conference. If there is no NCC-IT running for NCC, the NCC election shall follow the guidelines of the President and Vice Presidents Elections listed in Article VII Section 2.
 - ii. The period in-between the election and the end of the spring semester shall serve as a transition period for the incoming NCC-Elect.

- iii. The individual elected shall be considered NCC-Elect during their transition period. This individual:
 - 1. Shall be of no executive authority and shall not serve in any capacity of the NCC as NCC-Elect.
 - 2. Must be responsible for ensuring the effective transition process between the NCC and themselves.

b. Election Procedure

- i. There shall be an explanation of protocol prior to the elections.
- ii. The NCC shall not be in the room during a NCC-IT's presentation and Q&A portion of the election.
- iii. The Advisor shall serve as Sergeant at Arms. In the event that the Advisor cannot be present, an RHA member shall be selected by the President to fill the position.
- iv. NCC-IT(s) shall give up to a five (5) minute presentation followed by a Q&A for up to ten (10) minutes.
- v. The NCC shall be brought back into the room, and the General Assembly shall hold a period of discussion for up to ten (10) minutes.
- vi. The General Assembly, excluding the NCC, shall hold a period of discussion for up to fifteen (15) minutes before voting.
- vii. Voting members shall include the President, Vice Presidents, and Community Representatives. The NCC shall only vote in the event of a tie.
- viii. Each voting member shall vote for one candidate, no confidence, or abstain. A vote other than one of these options shall count as an abstention.
- ix. Votes shall be done by secret ballot.
- x. The NCC and Advisor shall count the votes and announce the final decision at the end of the Executive Meeting.
- xi. In the event that a no-confidence vote is reached for the position, the election shall be held for the position during the election of the President and Vice Presidents.

4. Formal Leave

a. Vice Presidents and NCC

- i. If a Vice President or NCC chooses to step down from their position, they shall submit a formal letter of resignation to the President and Advisor.
- ii. The resignation shall be announced to the remainder of the Executive Board by the President within twenty-four (24) hours of the resignation.

b. President

- i. If the President chooses to step down from their position, they shall submit a formal letter of resignation to the Advisor.
- ii. The resignation shall be announced to the remainder of the Executive Board by the Advisor within twenty-four (24) hours of the resignation.

5. Removal

- a. In the event that an Executive Member fails to meet their responsibilities or presents signs of misconduct, the remainder of the Executive Board may call a meeting to remove the officer in question.
 - b. The Executive Member in question shall be allowed to present their reason(s) behind their failure to meet responsibility and/or explanation of misconduct.
 - c. The remaining Executive Board and RHA Officers shall hold a period of discussion for up to ten (10) minutes before voting.
 - d. Each voting member shall vote yea, nay, or abstain. A vote other than these options shall require a re-vote.
 - e. Voting members shall include the Executive Board, excluding the member in question, and Community Representatives.
 - f. Votes shall be done by secret ballot.
 - g. The President and Advisor shall count the votes and reveal the decision. In the event that the President is in question, the Vice President of Communication & External Affairs shall count the votes and reveal the decision.
 - h. A three-fourths (3/4) vote must be reached in order to remove the officer in question.
6. Vacancies in Executive Board
- a. If a vacancy occurs in the Presidential position, the Vice President of Communication & External Affairs shall immediately assume the role of President.
 - b. If a vacancy should occur in a Vice President or NCC position, the President shall call an emergency meeting to fill the vacant position.
 - c. The Executive Board and RHA Officers shall decide whether to appoint a nominee or host an election to fill the vacancy.
 - d. Any individuals accepting their election or nomination for the vacant position shall immediately assume the responsibilities of that position.

Article IX: Selection of RHA Officers

1. Community Representative Eligibility and Requirements
- a. Membership as a Community Representative is open to any student currently residing in University Village.
 - b. There shall be two (2) Community Representatives per Residence Hall and one (1) per Apartment Phase, Phases V-IX.
 - c. Community Representatives shall represent the Residence Hall or Phase they currently reside in.
 - d. Peer Advisors, Residential Life Student Staff members, may not serve as Community Representatives.
 - e. Community Representatives shall serve a two(2)-semester term, which starts at the beginning of the fall semester and finishes at the end of the spring semester.
 - f. Community Representatives shall attend at least two (2) Executive Meetings per month.
 - g. Community Representatives shall attend and aid in the implementation of at least one (1) RHA-related program per semester.

2. Selection of the of the Community Representatives

a. Election Timeline

- i. Community Representatives shall be elected no later than the end of September.
- ii. Community Representatives shall serve their term immediately upon their election.

b. Application

- i. Individuals seeking to apply for a Community Representative position should attend an information session to obtain more information about the duties and responsibilities. In the event they cannot attend an information session, they may receive any information by contacting the Executive Board.
- ii. Candidates shall submit an application by a due date set by the current Executive Board. This date must be no later than the second (2nd) week in September.
- iii. Candidates shall be notified of their application status within seventy-two (72) hours of the application due date.

c. Election Procedure

- i. Accepted applicants shall be required to schedule an interview with an Executive Member(s) during the third (3rd) week in September.
- ii. Community Representatives shall be elected during the Executive Meeting immediately following the end of interviews.
- iii. Voting Members shall include the entire Executive Board.
- iv. Candidates shall be notified of their acceptance/denial within twenty-four (24) hours of the Executive Meeting.

3. NCC-IT Eligibility and Requirements

- a. The NCC-IT position is open to any student currently residing in University Village.
- b. There may be up to two (2) NCC-ITs selected at one time.
- c. Peer Advisors, Residential Life Student Staff members, shall be considered on an individual basis.
- d. NCC-IT(s) must be living within University Village during their term of office.
- e. NCC-IT(s) shall serve a term which starts after the end of the SWACURH conference and finishes at the end of the NCC election.
- f. NCC-IT(s) shall attend at least two (2) Executive Meetings per month.
- g. NCC-IT(s) shall attend and aid in the implementing of at least one (1) RHA related program per semester.

4. Selection of the of the NCC-IT(s)

a. Election Timeline

- i. The Executive Board and Advisor shall determine, before the SWACURH conference, if NCC-IT applications shall be considered.
- ii. NCC-IT(s) shall be elected no later than two (2) weeks after the SWACURH regional conference.

- iii. NCC-IT(s) shall serve their term immediately upon their election.
 - b. Application
 - i. Individuals seeking to apply for the NCC-IT position should contact the NCC for application information.
 - ii. Candidates shall submit an application by a due date set by the current Executive Board. This date must be no later than the second (2nd) week after the SWACURH conference.
 - c. Election Procedure
 - i. NCC-IT(s) shall be elected during the Executive Meeting immediately following the application deadline.
 - ii. Voting Members shall include the entire Executive Board and Community Representatives.
 - iii. Candidates shall be notified of their acceptance/denial within twenty-four (24) hours of the Executive Meeting.
- 5. Formal Leave
 - a. Community Representatives
 - i. If a Community Representative chooses to step down from their position, they shall submit a formal letter of resignation to the President and Advisor.
 - ii. The resignation shall be announced to the remainder of the Executive Board by the President within twenty-four (24) hours of the resignation.
 - b. NCC-IT
 - i. If a NCC-IT chooses to step down from their position, they shall submit a formal letter of resignation to the NCC and Advisor.
 - ii. The resignation shall be announced to the remainder of the Executive Board by the NCC within twenty-four (24) hours of the resignation.
- 6. Removal
 - a. In the event that an Officer fails to meet their responsibilities or presents signs of misconduct, the Executive Board may call a meeting to remove the officer in question.
 - b. The Officer shall be allowed to present their reason(s) behind their failure to meet responsibility and/or explanation of misconduct.
 - c. Executive Members and remaining Officers shall hold a period of discussion for up to ten (10) minutes before voting.
 - d. Voting members shall include the Executive Board and Community Representatives, excluding the member in question.
 - e. Each voting member shall vote yea, nay, or abstain. A vote other than these options shall require a re-vote.
 - f. Votes shall be done by secret ballot.
 - g. The President and Advisor shall count the votes and reveal the decision.
 - h. A three-fourths (3/4) majority vote must be reached in order to remove the officer in question.
- 7. Vacancies of Officer

- a. If a vacancy should occur in a Community Representative or NCC-IT position, the Executive Board shall choose whether to appoint a replacement.
- b. Any individuals accepting their election or nomination for the vacant position shall immediately assume the responsibilities of that position.

Article X: Constitutional Amendments

- 1. Any RHA member can propose amendments to the RHA constitution.
- 2. Proposed amendments must be discussed with and approved by the Advisor.
- 3. Approved amendments must be submitted to the President at least forty-eight (48) hours before the next Executive Meeting.
- 4. The proponent shall give up to a five (5) minute speech explaining their amendment, which shall be followed by a period of discussion by members present.
- 5. Voting members shall include the Executive Board and Community Representatives.
- 6. Amendments shall require a two-thirds (2/3) majority vote by voting members to be ratified.