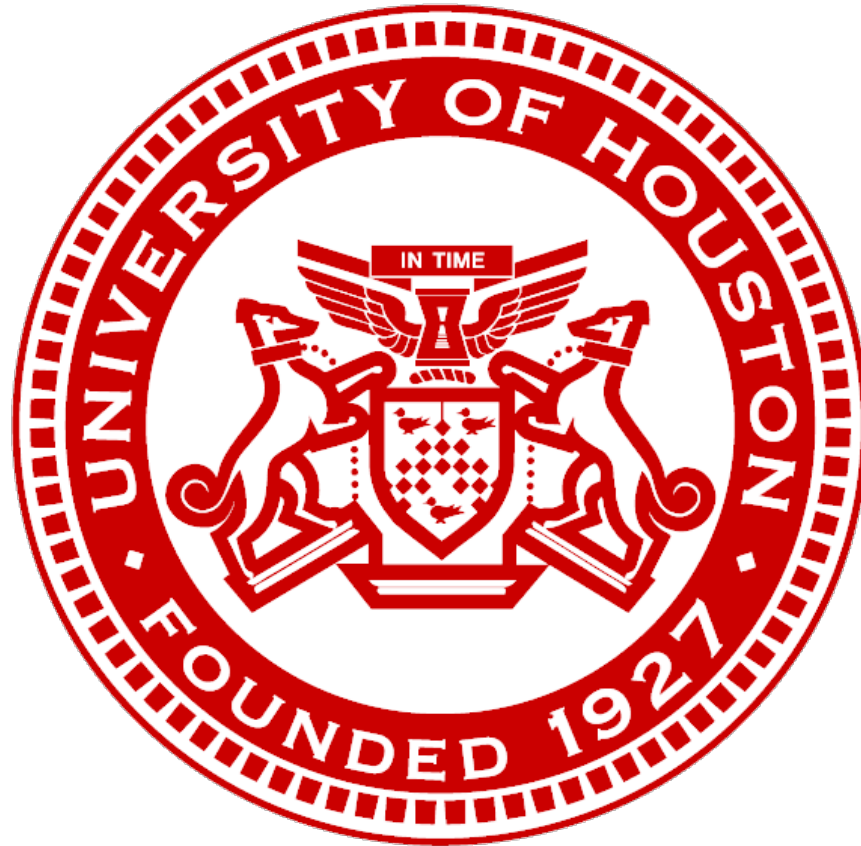


Residence Halls Association of the University of Houston



UNIVERSITY of
HOUSTON
RESIDENCE HALLS ASSOCIATION

Constitution and Bylaws

Updated on: September 17, 2019, October 1, 2020 | Adopted on: October 1, 2020

Constitution of the Residence Halls Association

Preamble

We, the members of the University of Houston Residence Halls Association, in order to represent the residents, provide a vessel to express common interest, concern, and ideals, strive to improve the social, cultural, recreational, and intellectual atmosphere, and secure the blessings of liberty within the halls, do hereby ordain and establish this following Constitution for the University of Houston Residence Halls Association.

Article I Name of Organization

Section 1:

The name of this organization shall be the Residence Halls Association of the University of Houston hereinafter referred to as RHA.

Article II The Purpose

Section 1: Definition

All Students who are residents of the University of Houston housing shall be considered citizens of this governing board. Residents of the University of Houston shall be defined as those who live in the following communities: Bayou Oaks, University Lofts, Cougar Place, Cougar Village I, Cougar Village II, Moody Towers, and The Quad.

Section 2: Vision Statement

The University of Houston RHA strives for a fulfilled resident population through building community, developing leadership, and encouraging personal growth.

Section 3: Mission Statement

RHA represents all students who live on campus for Student Housing and Residential Life. The purpose of RHA shall be to provide the means by which its members may create a constructive and positive educational and social environment in which to live. RHA will strive to accomplish this purpose by coordinating, supporting, and initiating individual hall councils and collective efforts in the areas of policy, leadership development, and programming through the group of individuals that serve on the RHA board. RHA is the governmental voice of the residence halls and shall deal with issues of concern to these halls. It shall serve as a means of communication among its membership, the various components of the University of Houston, its surrounding communities, and its regional and national affiliates.

Section 4: Diversity Statement

The University of Houston embraces diversity and recognizes our responsibility to foster an open, welcoming environment where students, faculty and staff of all backgrounds can collaboratively learn, work and serve. We value the academic, social, and broader community benefits that arise from a diverse campus and are committed to equity, inclusion and accountability. Diversity enriches our university community and is a driving force instrumental to our institutional success and fulfillment of the university's mission. We commit to engaging in an ongoing dialogue to thoughtfully respond to the changing realities of our increasingly interconnected world. We will continually strive to work together to address the challenges of the future in a way that removes barriers to success and promotes a culture of inclusivity, compassion and mutual respect. The competencies gained through diverse

experiences across campus prepare all of our students, staff and faculty to thrive personally and professionally in a global society.

Section 5: Non Discrimination Clause:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston’s Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression

Section 6: Anti-Hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Section 7: Limitations

RHA shall not support any social or cultural activity, nor establish any policy or generate any rule, or pass any legislation that is in conflict with this constitution, the policies of Student Housing and Residential Life, or the Statutes of the University of Houston.

Article III The Organization

RHA shall be composed of 3 parts: The Executive Board, the General Assembly, and the Hall Council.

Article IV The Executive Board

Section 1: Composition

The Executive Branch shall be composed of the Executive Board and RHA Advisor.

- A. No member of the Executive Board may serve as a member of a Hall Council.
- B. An Executive Board member must have lived on campus for at least one semester at the time of their appointment.
- C. An Executive Board term is the length of the academic year for which they are appointed.
- D. An Executive Board member must live on campus for the duration of their appointment.
- E. No member of the Executive Branch may concurrently hold a housing compensated position through the department of Student Housing and Residential Life.

Section 2: Executive Board Members

The members of the Executive Board shall be as follows:

- A. Full members of the Executive Board, with voting and speaking rights at all RHA forums are as follows:
 - a. President;
 - b. Vice President Of Administration (VPA);
 - c. Vice President Of Programming (VPP);
 - d. National Communications Coordinator (NCC); and,

- e. Public Relations Coordinator (PRC).
- B. Ad-hoc members of the Executive Board, with speaking rights, but no voting rights, at all RHA forums are as follows:
 - a. RHA Advisor;
 - b. National Communications Coordinator In Training (NCC-IT); and,
 - c. National Residence Hall Honorary Liaison (NRHH-L).

Section 3: Executive Board Responsibilities

The Executive Board shall be responsible for coordinating and facilitating campus programming and legislation for the betterment of the on-campus experience and in an effort to engage the residential community as a whole.

- A. All Executive Board Members Shall:
 - a. Plan for the future of the organization;
 - b. Be informed of all matters important to the residents;
 - c. Plan, facilitate, and attend engagement opportunities for on-campus residents;
 - d. Attend and participate in Executive Meetings, Committee Meetings, and General Assemblies;
 - e. Serve as a resource to Hall Councils by attending meetings of their assigned hall council;
 - f. Serve as voting members of the General Assembly, unless otherwise noted;
 - g. Represent the residents in all matters of importance to the University of Houston community and to Student Housing & Residential Life;
 - h. Guide the creation, presentation, approval, and implementation of legislation;
 - i. Communicate regularly with the other branches of the organization;
 - j. Encourage positive relationships between RHA and NRHH at the individual and organization levels through NRHH event attendance and participation, and organizational collaboration;
 - k. Uphold the standards of the organization as outlined in this document while maintaining a GPA of 2.5.; and,
 - l. Be responsible for completing and submitting a positional semester report due at the end of both the Fall and Spring semester.
- B. The President shall be appointed by the RHA Advisor after an official appointment process. Their responsibilities are as follows:
 - a. Maintain ultimate responsibility for the operation of the organization;
 - b. Maintain contact with key administrators vital to the interests of the residents;
 - c. Maintain twenty (20) office hours per week;
 - d. Coordinate the development of goals and expectations for RHA;
 - e. Provide the direction for the organization and its members;
 - f. Retain, motivate, and advise all RHA members;
 - g. Preside over General Assembly meetings;
 - h. Serve as the spokesperson for RHA;
 - i. Serve as a representative of RHA to all student organizations;

- j. Serve as a representative to University administration;
 - k. Create ad hoc committees as deemed necessary;
 - l. Organize RHA's on-going training programs;
 - m. Delegate responsibilities not expressed elsewhere;
 - n. Preside over the Executive Board;
 - o. Participate in Executive Board training sessions as designated;
 - p. Attend and participate in state, regional, and national conferences as designated;
 - q. Serve as an additional liaison between the individual's RHA, SWACURH, and NACURH;
 - r. Aid the NCC with procuring any affiliation and Affiliation Report materials they may need and help in general with the affiliation and Affiliation Report processes;
 - s. Serve as the University of Houston's official representative in the President Conference calls during each term they serve;
 - i. If unable to attend a chat or meeting, the President is responsible for appointing a proxy to represent the University of Houston in their place; and,
 - t. Assume additional duties as specified in the By-Laws and in the SWACURH Regional Policies.
- C. The VPA shall be appointed by the RHA Advisor after an official appointment process. Their responsibilities are as follows:
- a. Maintain twenty (20) office hours per week;
 - b. Maintain communication with Hall Councils, including collecting minutes and attendance;
 - c. Coordinate arrangements for General Assembly meetings, including preparing legislation, sending reminders, advertising the meetings, and distributing copies of all legislation;
 - d. Maintain all General Assembly files, including minutes, agendas and legislation;
 - e. Maintain the RHA historical files;
 - f. Coordinate communication with campus offices and other student organizations;
 - g. Serve as the chair of the General Assembly in the absence of the President;
 - h. Assume all duties of the Interim-President, until a successor has been appointed by the RHA Advisor, in the event that the President leaves office or takes a leave of absence;
 - i. Participate in Executive Board training sessions as designated;
 - j. Attend and participate in state, regional, and national conferences as designated; and,
 - k. Assume other duties as assigned by the RHA President or the RHA advisor.
- D. The VPP shall be appointed by the RHA Advisor after an official appointment process. Their responsibilities are as follows:
- a. Maintain twenty (20) office hours per week;
 - b. Coordinate RHA-sponsored programming;
 - c. Maintain programming files for inter-area programs and serve as a resource for programming efforts;
 - d. Understand, implement, and delegate programming details;

- e. Coordinate all co-sponsorships with other organizations;
 - f. Coordinate space reservations for programs;
 - g. Oversee vendor bidding processes and communicate with the Student Housing & Residential Life Business Office on matters pertaining to bidding;
 - h. Organize volunteer committees within Hall Councils and delegate tasks for program efforts;
 - i. Participate in Executive Board training sessions as designated;
 - j. Attend and participate in state, regional, and national conferences as designated; and,
 - k. Assume other duties as assigned by the President or the RHA advisor.
- E. The NCC shall be appointed by the RHA Advisor after an official appointment process. Their responsibilities are as follows:
- a. Maintain twenty (20) office hours per week;
 - b. Hold meetings during those times when a conference is pending or meetings are deemed necessary by the NCC;
 - c. Coordinate delegations to state, regional, and national conferences, including recruiting delegates and coordinating fund-raising projects;
 - d. Oversee any committees pertaining to the state, regional, or national conferences;
 - e. Serve as the chair of the General Assembly in the absence of the President;
 - f. Advise and train a NCC-IT in Spring of their appointment;
 - g. Participate in Executive Board training sessions as designated;
 - h. Fulfill all duties of an NCC as dictated by the National Association of College and University Residence Halls, Inc.;
 - i. Attend and participate in state, regional, and national conferences as designated; ~~and~~
 - j. Serve as the delegation chair for the University of Houston during regional and NACURH Annual Conferences, and hold the primary voting privileges of their respective school during delegation;
 - k. Serve as the University of Houston's official representative in all business meetings and elections, unless otherwise noted in the regional policy book;
 - l. Be responsible for nominating the University of Houston, when appropriate, for regional and NACURH awards;
 - m. Be responsible for ensuring the University of Houston is represented on at least one task force each semester;
 - n. Be responsible for attending all NCC chats as deemed necessary by the Regional Board of Directors;
 - i. If unable to attend a chat or meeting, the NCC is responsible for appointing a proxy to represent their institution in their place; and,
 - o. Assume additional duties as specified in the By-Laws, in the SWACURH Regional Policies, or assigned by the President or RHA advisor.
- F. The PRC shall be appointed by the RHA Advisor after an official appointment process. Their responsibilities are as follows:
- a. Maintain twenty (20) office hours per week;

- b. Update and maintain all RHA social media accounts;
 - c. Design, build, and/or edit the RHA website;
 - d. Design and distribute any advertisement for RHA events and initiatives;
 - e. Participate in Executive Board training sessions as designated;
 - f. Attend and participate in state, regional, and national conferences as designated; and
 - g. Assume other duties as assigned by the President or the RHA advisor.
- G. The NCC-IT shall be appointed by the RHA Advisor with support from the executive board after an official interview process for a term length deemed by the RHA Advisor. Their responsibilities are as follows:
- a. Serve as non-voting member of the General Assembly;
 - b. Participate as a trainee of the NCC to learn the duties and responsibilities surrounding conferences and other positional requirements;
 - c. Shadow the NCC for at least 10 hours per week;
 - d. Participate in regional and national NCC chats and meetings; and,
 - e. Attend all conferences that occur within their term.
- H. The NRHH-L shall be appointed by the Laila Machado Chapter of the National Residence Hall Honorary Executive Board Their responsibilities are as follows:
- a. Serve as non-voting member of the General Assembly;
 - b. Shall serve as the liaison between NRHH and RHA, sharing updates between the organizations;
 - c. Encourage positive relationships between NRHH and RHA at the individual and organization levels through recognition activities, RHA event attendance and participation, and organizational collaboration;
 - d. Attend and participate in state, regional, and national conferences as designated; and,
 - e. Remain in good standing as an active member of NRHH.
- I. The RHA Advisor shall be appointed by the Associate Director of Student Housing & Residential Life and/or the Assistant Director for Leadership & Learning from the current professional staff members of the Student Housing & Residential Life department. Their responsibilities are as follows:
- a. Serve as ex-officio non-voting members of the General Assembly;
 - b. Answer questions from both the General Assembly and the Executive Board;
 - c. Serve as the mentor of the organization to ensure forward progress, while addressing unique interests of the Executive Board and other student leaders;
 - d. Shall serve as the liaison between RHA and the Student Housing & Residential Life Department, sharing updates between the parties;
 - e. Promote the interests of the organization in all professional settings;
 - f. Maintain the organizational master budget and travel plans; and,
 - g. Shall provide weekly updates in Executive Meetings and biweekly updates at General Assembly.

Article V The Hall Council

Section 1: Composition

The Hall Councils shall be the primary legislative and programming body for Student Housing & Residential Life communities. The communities are Bayou Oaks, University Lofts, Cougar Place, Cougar Village I, Cougar Village II, Moody Towers, and The Quad.

- A. A Hall Council member must live in the building for which they represent.
- B. A Hall Council member must live in their community for the duration of their appointment.
- C. A Hall Council member must be in good standing with the University of Houston and Student Housing and Residential Life.
- D. No member of a Hall Council may concurrently hold a housing compensated position through the department of Student Housing and Residential Life.
- E. A Hall Council member's term is for the academic year of their appointment.

Section 2: Funding of Hall Councils

All funds available to Hall Councils will be provided by University of Houston Student Housing & Residential Life. Each Hall Council will have its own budget.

- A. The budget will be decided by the University of Houston Student Housing & Residential Life. Hall Councils will receive the determined amount once per semester.
- B. Any remaining money in a Hall Council's budget at the end of the semester will be returned to the University of Houston Student Housing & Residential Life and will not rollover to the Hall Council's budget for any later semester.

All money from the Hall Council budget is limited to the use by Hall Council for the following purposes:

- A. Planning and facilitation of programs with the purpose of improving the community the Hall Council represents.
- B. Purchasing items or amenities with the purpose of improving the community the Hall Council represents.
- C. Collaborations with other groups or individuals.
 - a. Collaborations must demonstrate equal contribution in development, planning, and facilitation of programs.
 - b. In the event of collaboration, the participating Hall Council may contribute an equal or lesser amount of what other party contributes
 - c. The equal contribution from both parties is agreed upon by the contributors and hall council.

Any event or program which uses funds from the Hall Council budget must include a marking or logo identifying the Hall Council providing those funds.

Section 3: Hall Council Members

A full Hall Council shall consist of no fewer than seven but no more than nine student representatives, the Hall Council Advisor(s), and the RHA Executive Representative. All Hall Councils are required to fill the positions as follows:

- A. Program Chair (2);

- B. Marketing Chair;
- C. Hall Council Representative;
- D. Recognition Chair;
- E. Hall Council Administrator;
- G. Hall Council Advisor(s); and,
- H. RHA Executive Representative.

Section 3: Additional Members

A Hall Council that deems it necessary to add additional members to address unique interests in their community may do so by following the proceeding guidelines:

- A. A Hall Council Advisor Shall:
 - a. Create additional Hall Council positions based on the needs of their respective community;
 - b. Submit position titles and detailed responsibilities in writing for approval by the RHA advisor prior to the application process;
 - c. In the event a Hall Council wishes to add an additional member to an already existing position, the Hall Council Advisor must obtain written approval from the RHA Advisor.

Section 4: Hall Council Responsibilities

The Hall Council shall be responsible for coordinating and facilitating building programming and legislation for the betterment of the on-campus experience in an effort to engage residents in their community.

- A. All Hall Council Members Shall:
 - a. Plan, facilitate, and attend engagement opportunities for on-campus residents in their community;
 - b. Assist with, support, and attend RHA events;
 - c. Attend and participate in weekly Hall Council meetings;
 - d. Attend and participate in Committee Meetings and General Assemblies, as requested;
 - e. Represent the residents of their community in all matters of importance to the University of Houston community and to Student Housing & Residential Life;
 - f. Guide the creation, presentation, approval, and implementation of legislation on behalf of their community;
 - g. Assist the functions of the Hall Council as needed, which may include assisting with advertisements, program implementation, general assembly attendance, etc.;
 - h. Attend leadership development sessions coordinated by the RHA Executive Board;
 - i. Be responsible for collaborating to complete a Hall Council Semester Report due at the end of both the Fall and Spring semester indicating in detail the programs, accomplishments, and challenges of the Hall Council; and,
 - j. Uphold the standards of the organization as outlined in this document.
- B. The Program Chairs shall focus on programs that benefit their building as a whole. Their responsibilities are as follows: **(A Single Programming Chair is the minimum requirement for this position, if a Community Mentor deems a second programming chair is needed then they may add an additional person to this position as suited)**

- a. Facilitate the creation and implementation of community programs;
 - b. Delegate tasks related to the program;
 - c. Communicate with the Hall Council Advisor for assistance as needed;
 - d. Coordinate all co-sponsorships with other Hall Councils and/or RHA; and,
 - e. Ensure that program materials are acquired as needed.
- C. Marketing Chair shall focus on spreading the word about events and accomplishments of the Hall Council to the residential community. Their responsibilities are as follows:
- a. Communicate event information to residents;
 - b. Communicate community and Hall Council accomplishments to residents;
 - c. Maintain/monitor any residential social media accounts or hashtags; and,
 - d. Make and be in charge of delegating the distribution of program advertisements.
- D. The Hall Council Representative shall serve as the liaison between the General Assembly and the Hall Council. They should be well-versed or actively learning Robert's Rules of Order. Lastly, they shall focus on the advocacy of their specific halls and the organization as a whole. Their responsibilities are as follows:
- a. Attend the General Assembly meeting, occurring every other Thursday at 6pm in the RHA Boardroom;
 - b. Report Hall Council events and accomplishments to the General Assembly on behalf of their community;
 - c. Hall Council Representatives that are not able to attend the General Assembly are permitted to have representation by a proxy if, and only if, a member of the absent representative's community is present;
 - d. Seek feedback from residents on topics discussed in the General Assembly;
 - e. Represent the voice of the residents in their community; and,
 - f. Report back information from the General Assembly to the Hall Council.
 - g. Oversee the authoring and presentation of at least one (1) piece of legislation per semester;
 - h. Collect resident feedback for the purpose of advocating for residents through legislation;
 - i. Be informed on matters that pertain to the needs of the residential population within the residence hall;
 - j. Initiate contact with SHRL professional staff to inform legislation writing;
 - k. Be the member most knowledgeable on legislation;
 - l. Be responsible for determining which Hall Council member is presenting legislation;
 - m. Ensure all other members are aware when their specific Hall Council is due to present their legislation.
- E. The Recognition Chair shall be responsible for building spirit and moral within their Hall Council and community. Their responsibilities are as follows:
- a. Coordinate a minimum (4) "Of The Month (OTM)s" submission per month for the Hall Council;

- b. Serves on the NRHH Recognition Committee which works on developing recognition and service projects for their residence hall;
 - c. Encourage positive relationships between Hall Council and NRHH at the individual and organization levels through NRHH event attendance and participation, and organizational collaboration;
 - d. Organize at least one (1) recognition event per month for their community;
 - e. Perform at least one (1) service event with their Hall Council/community a semester
 - f. Recognition Chairs shall act as the liaison between NRHH and their designated Hall Council, and;
 - g. Recognition Chairs shall be encouraged to get involved with NRHH throughout their term
- F. The Hall Council Administrator shall record the happening of the Hall Council. Their responsibilities are as follows:
- a. Collect and share Hall Council member contact information with other members;
 - b. Maintain an up to date roster of Hall Council members and submit to the VPA when there are any updates;
 - c. Create and share an agenda prior to Hall Council meetings;
 - d. Take minutes and attendance at Hall Council meetings;
 - e. Send weekly meeting minutes to the VPA;
 - f. Keep Hall's Master Calendar;
 - g. Manage the Hall Council's budget, with assistance of the Hall Council Advisor;
 - h. Be responsible for assembling and submitting the Hall Council Semester Report at the end of both the Fall and Spring semester; and,
 - i. Account for program attendance.
- G. The Hall Council Advisor(s) shall be appointed by Student Housing and Residential Life to provide the Hall Council with support and guidance. Their responsibilities are as follows:
- a. Advise and mentor the Hall Council to create programs, and legislation;
 - b. Serve as the mentor of the organization to ensure forward progress, while addressing unique interests of the Hall Council members and other student leaders;
 - c. Maintain a full Hall Council with all positions filled or actively work to fill vacancies;
 - d. Answer questions from the Hall Council members and residential body;
 - e. Attend weekly Hall Council meetings;
 - f. Oversee the organization's finances, maintaining the budget to ensure that the funds are being appropriately;
 - g. Shall serve as the liaison between the Hall Council, the Student Housing & Residential Life Department, and RHA Advisor, sharing updates between all parties; and,
 - h. Promote the interests of the organization in all professional settings.
- H. The RHA Executive Representative shall be a member of the RHA Executive Board appointed by the RHA advisor to support a specific Hall Council. Their responsibilities are as follows:
- a. Encourage and facilitate positive relations between RHA, Student Housing and Residential Life, the Hall Council Advisor(s), and members of the Hall Council;

- b. Inform the Hall Council of RHA events, volunteer opportunities, and updated information;
- c. Be responsible for ensuring the Hall Council members and Hall Council Advisor(s) are aware of and uphold the responsibilities of the RHA constitution; and,
- d. Remain a neutral and impartial voice in matters of decision making within the Hall Council.

Article VI Removal from Office

Section 1: Removal from Office

All RHA Executive Board Members and Hall Council Members are subject to removal from office, if they are deemed unable, unwilling to complete the responsibilities of their position, or they are found noncompliant with university policy.

- A. A formal, written notice of performance issues should be made to the RHA Advisor by the observant and/or the RHA President.
- B. The RHA Advisor will document the performance issues in an official notice and deliver the notice to the accused, requesting a signature upon receipt.
- C. If the performance issue is deemed considerable enough in number of occurrences and/or severity for removal by the RHA Advisor, the RHA Advisor will document it as such and seek approval from the Assistant Director of Leadership and Learning for the removal. It is preferred that the RHA Advisor do this with the majority support of the remaining Executive Board.
- D. The RHA Advisor will deliver the notice to the accused and inform them of the outcome. Upon delivering the notice, the removal is immediate.
 - a. Appeals to the removal can be made in writing to the Assistant Director of Leadership and Learning.

Article VII The General Assembly

Section 1: Composition

The General Assembly (GA) shall consist of the RHA Executive Board, the Hall Council Representative from each Hall Council, and the Gallery. All Hall Councils shall have voting rights on the General Assembly in terms of their Hall Council Representative position. The Gallery is defined as any Residence Halls Association member in attendance who does not have speaking and voting rights. They are able to facilitate conversation only during the Open Forum session.

Section 2: Attendance

RHA Executive Board members and Hall Council Representatives should be present at every General Assembly. Hall Council members and Hall Council Advisors should be encouraged to attend all General Assemblies but are only required to go at least once per semester.

Section 3: Function

The Function of the General Assembly is to serve as the legislative body for residents and their representatives to share concerns, offer feedback and improvements, collaborate with other hall councils, vote on legislation, and share the efforts of their community.

Section 4: Parliamentary Procedure

All regular meetings General Assembly meetings shall be conducted under the rules and regulations set forth in Robert's Rules of Order - Newly Revised Tenth Edition.

Article VIII Legislation

Section 1: Purpose

The purpose of legislation is to provide Hall Council members the opportunity to represent residents in their community, advocate for the improvement of the on-campus experience, and make changes in their residence hall. Legislation should serve as a representation to General Assembly and Student Housing and Residential Life the collective voice of all residents in the community from which it originates.

Section 2: Presentation Legislation should clearly outline all necessary measures for implementation. Legislation shall be presented in General Assembly by either the Hall Council Representative or a Hall Council member from the community in which the legislates originates who has been yielded to. Should the legislation pass in General Assembly it should be presented for implementation by the President and RHA Advisor to the Assistant Director of Student Housing and Residential Life no later than two months following the date it was passed.

Bylaws of the Residence Halls Association

Article I Sessions

Section 1: Regular Sessions

The President shall be responsible for calling regular sessions of the General Assembly. Notification of all sessions must be provided by the President and/or the Vice President of Administration at least twelve hours in advance. Proper notification shall include a detailed agenda and any documents related to official business up for discussion during said session.

Section 2: Special or Emergency Sessions

Special or emergency sessions of the General Assembly may be ordered by the President or by fifty percent of the members of the voting members of the General Assembly within twenty-four hours notification.

Section 3: Length of Session

A session shall last no more than two hours after the Presiding Officer has called the meeting to order, unless 2/3 of the voting representatives vote to remain in session.

Section 4: Presiding Officer

- A. The President shall serve as the presiding officer during all sessions of the General Assembly and the Executive Board.
- B. In the event that the President cannot preside over the meeting, the National Communications Coordinator shall assume the role of presiding officer and will be granted the President's voting powers for the extent of that session.

- C. In the absence of the National Communications Coordinator, the Vice President of Administration shall assume the role of presiding officer and will be granted the President's voting powers for the extent of that session.

Section 5: Quorum

A quorum, defined as 2/3 of the Hall Council Representatives, must be present in order to conduct official business of the organization. Official business is defined as any matter put to vote.

Article II Rules of Order

Section 1: Rules of Order

Robert's Rules of Order shall be the orders of the body provided that they are not in conflict with The Residence Halls Association Constitution and Bylaws.

Section 2: Voting Rights

- A. The Vice President of Administration, Vice President of Programming, National Communications Coordinator, and Public Relations Coordinator shall each have one vote (unless presiding).
- B. Each Hall Council Representative shall have one vote.
- C. All voting shall be done by raising of the placard or voice. A voting proxy who is authorized by the Hall Council Representative of their respective Hall Council shall be granted the same voting rights and privileges of a Hall Council Representative.
- D. On any vote of the General Assembly, abstentions shall count neither in the affirmative nor the negative. Abstentions should only take place in the event of an ethical or moral dilemma.
- E. In the event of a tie, the President (or presiding officer) shall cast the deciding vote.

Section 3: Speaking Privileges

- A. The right to speak on matters of official business shall be restricted to Executive Board Members, Hall Council Representative, and RHA Advisors.
- B. A Hall Council Representative may yield their speaking power to any member of their respective Hall Council should said member desire to register their opinion on matters of official business.
- C. The RHA Advisor may exercise speaking power without yield from another voting member.

Article III Executive Board

Section 1: Responsibilities to the General Assembly

- A. All Executive Board members, as identified in the Constitution of the Residence Halls Association, shall be in attendance for all sessions of the General Assembly.
- B. All Executive Board members shall provide an accurate report of their official activities during each session of the General Assembly.

Section 2: Executive Board Sessions

- A. The Executive Board shall hold regular sessions separate of the General Assembly, every Thursday at 6pm in the RHA Boardroom.

- B. Full attendance shall be required of all Executive Board members for separate Executive Board sessions. Executive Board members shall be granted a maximum of two (2) unexcused absences per semester for these sessions.

Article IV Standing Committees

Section 1: SWACURH Committee

- A. The National Communications Chair shall serve as Chair of the Committee.
- B. The Committee shall consist of all delegates confirmed to attend the SWACURH Regional Conference.
- C. The SWACURH Committee shall be responsible for all participation in SWACURH Conference Spirit Competitions, including but not limited to, the following:
 - a. Pre-Conference Points
 - b. Roll Call
 - c. Display
 - d. Philanthropy
 - e. Clothespins
 - f. Costumes

Section 2: University Committees

- A. Each Executive Board member shall serve on at least one University Committee.
- B. The Executive Board member is responsible for attending all assigned meetings for their designated committee.
- C. In the event that an Executive Board member cannot attend a meeting, the member is responsible for having another Executive Board member attend in their absence.
- D. The Executive Board shall be responsible for the following, including but not limited to, University Committees:
 - a. Student Center Policy Board
 - b. Opening Events Committee
 - c. Family Weekend Committee
 - d. Homecoming Committee
 - e. InfraRED Committee
 - f. Student Housing and Residential Life Recognition Committee
 - g. Transportation and Parking Advisory Committee
 - h. University Hearing Board
 - i. Food Services Advisory Committee
 - j. Student Housing and Residential Life Advisory Committee

k. Campus Recreation Advisory Board

Section 3: Hall Council Awards Selection Committee

- A. The Committee shall consist of the RHA Executive Board as outlined in the Constitution and each member shall have one vote.
- B. The Hall Council Awards Selection Committee shall be responsible for the selection of the award recipients of the following awards:
 - a. Hall Council of the Year
 - b. Program of the Year
 - c. Hall Council Member of the Year
- C. The Hall Council Awards Selection Committee shall use the Hall Council Awards Policy as a guide when reviewing the award submissions.

Article V Appointments

Section 1: RHA Executive Board Appointment

RHA Executive Board Members shall be appointed to their position. Interested members should apply via the information sent out by the RHA Advisor.

- A. In each interview, the RHA Advisor must be present, and accompanied by either a SHRL professional staff member or a student representative who is not interviewing for the RHA Executive Board.
- B. Appointments will take place prior to the SHRLies, the department end of year banquet.
- C. Executive Board members will take their Oath of Office during the SHRLies.
- D. If any vacancy should occur on the Executive Board, it is the responsibility of the remaining Executive Board and the RHA Advisor to fill the vacancy by recruiting members from on-campus residents. The RHA Advisor will appoint an officer based on the above process.

Section 2: Hall Council Appointment

Hall Council members shall be appointed to their position. Interested members should apply via the information sent out by the RHA Advisor and/or the VPA.

- E. In each interview, there must be a Hall Council Advisor. In the event the Hall Council Advisor is unable to attend an interview, the RHA Advisor may substitute.
- F. Appointments will take place prior to the first General Assembly.
- G. If any vacancy should occur on the Hall Council, it is the responsibility of the Hall Council and the Hall Council Advisor(s) to fill the vacancy by recruiting members from their residence hall and appoint members by a majority vote of the existing Hall Council.

Article VI Oath of Office

Section 1: Executive Board Oath of Office

The RHA Advisor shall administer the following oath to the Executive Board members at the SHRLies following their appointment:

"I (*insert name*), do solemnly swear that I will perform with fidelity the duties of the office to which I have been selected, and for which I am about to assume. I do solemnly swear to support the constitutions of the Residence Hall Association and to faithfully perform the duties of (*Executive Board Position*) for the Residence Halls Association of the University of Houston."

Section 2: Hall Council Oath of Office

The RHA President shall administer the following oath to the Hall Council members:

"I (*insert name*) do solemnly swear that I will perform with fidelity the duties of the office to which I have been selected, and which I am about to assume. I do solemnly swear to support the constitutions of the Residence Hall Association and to faithfully perform the duties of (*Hall Council Position*) for (*Residence Hall*)."

Article VII Ratification & Nullification

Section 1: Ratification

The Residence Halls Association Constitution and Bylaws shall go into effect on the Wednesday following the first General Assembly, following approval of the RHA Advisor, and 2/3 approval of the voting membership of the General Assembly. Upon such ratification, all previous constitutions of RHA shall be rendered null and void.

Section 2: Nullification

The Residence Halls Association Constitution and Bylaws shall only be considered null and void when a new constitution is ratified.

Article VIII Amendments

Section 1: Amendment Procedure

Amendments to The Residence Halls Association Constitution and Bylaws shall be approved using the following procedure:

- A. The amendments must be proposed to the RHA Executive Board in writing, showing both past and proposed text, for consideration.
- B. The proposal shall be sent to all voting members of the General Assembly with ample time to review the proposed amendment by the Vice President of Administration.
- C. Approval is by 2/3 of the voting membership at the General Assembly meeting. Voting options for amendments shall be affirmative, negative, or abstain.
 - a. Abstentions count as neither affirmative nor negative votes and shall only be used in the event of a moral or ethical dilemma.
- D. All amendments become effective immediately upon adoption unless otherwise indicated.