

Stony Brook University

Residence Hall Association

Preamble

The name of this organization is the Stony Brook University Residence Hall Association (hereafter referred to as RHA). RHA is a student run organization which represents and protects the views, concerns, and rights of the residential community, and strives to improve the quality of life on campus. RHA was recognized as a legitimate student organization in the Fall of 1983. RHA is a charter member of the North East Affiliate of College and University Residence Halls (NEACURH) and part of the National Association of College and University Residence Halls (NACURH), and enjoys the rights, privileges and responsibilities of this membership.

RHA shall not discriminate, in any of its practices or procedures, against any student on any basis, including but not limited to race, creed, national origin, gender, religion, sexual orientation, age, or disability.

Article I: Organization and Membership

Section A: General Attendance

All Stony Brook University students and administration are able to attend General Body meetings.

Section B: General Body Membership

The membership of the General Body shall consist of two (2) voting Representatives elected from each Undergraduate Residence Hall in accordance with each Hall Council's Constitutional guidelines.

Section C: The RHA Executive Board

The RHA Executive Board shall consist of six (6) elected officers, one (1) appointed officer. The RHA Executive Board shall have no vote in General Body matters.

Section D: Elected Executive Officers

Elected executive officers shall be elected through the General Body, in accordance to Article VII, and shall include the President, Vice President, Treasurer, Secretary, National Communications Coordinator, and Stony Brook Communication Coordinator.

Section E: Appointed Position

The sole appointed officer shall be the President of the Gina M. Vanacore Chapter of the National Residence Hall Honorary (hereafter referred to as NRHH), elected in accordance with the NRHH Constitution and voting guidelines.

Section F: RHA Adviser(s)

The Adviser(s) shall be appointed by Campus Residences.

Article II: Duties of Representatives

Section A: Duties

The responsibilities of the Representatives include, but are not limited to the following:

1. Attends, participates in, and accurately represents his or her Hall Council at General Body meetings
2. Attends and accurately represents RHA at his or her Hall Council meetings
3. Actively participates in his or her respective Committee and all programs facilitated through that Committee
4. Actively participates in at least one (1) major program sponsored by RHA that is not related to his or her Committee
5. Relays all pertinent information to his or her Hall Council
6. Upholds the RHA Constitution

Section B: Review Committee

The Review Committee shall be created at the third General Body meeting of the Fall and Spring academic semesters and shall consist of one Representative and one (1) alternate Representative from each Quad.

1. The organization of the Review Committee shall consist of the following:
 - a. One Representative from each Quad to be elected by a simple majority vote by his or her respective Quad
 - b. Elected Review Committee members must be in good judicial standing as determined by Campus Residences
 - c. Appointed chair selected by the members of the Review Committee.
 - d. Advised by the RHA Adviser(s) unless otherwise determined by the Associate Director for Residential Programs
2. The duties and responsibilities of the Review Committee shall include, but are not limited to the following:
 - a. Review appeal of the suspension of recognition of Representatives in accordance to Article III, Section B of the RHA Constitution
 - b. Review the charges presented for impeachment of an RHA Executive Board member in accordance to Article VI, Section C of the RHA Constitution
 - c. Review any and all appeals of RHA Executive Board decisions

Article III: Election and Removal of Representatives

Section A: General Body Election

In order to qualify for RHA funding, the election process for the General Body shall be completed by the second Tuesday of classes. Each residence hall shall elect within that time two (2) primary Representatives and optional alternates.

Section B: Suspension of Representatives

The procedure for the suspension of a Representative shall be as follows:

1. At two (2) unexcused absences the budget of that Undergraduate Residence Hall shall be suspended, and his or her Hall Council notified. The procedure to reactivate the budget is at the discretion of the Treasurer.
2. At four (4) unexcused absences in a semester, that Residence Hall's voting power shall also be suspended, and his or her Hall Council notified. Voting power shall remain suspended until the matter is resolved to the satisfaction of the RHA Executive Board.

3. If a Representative fails to meet the minimum requirements of said membership established by the RHA Executive Board and clearly explained to the General Body Membership, he or she shall no longer be recognized as a Representative by the RHA Executive Board pending a two thirds (2/3) vote of the RHA Executive Board.

Article IV: Duties of the RHA Executive Board

The RHA Executive Board shall receive compensation, as determined by the Department of Campus Residences, in recognition for the fulfillment of the duties/responsibilities outlined in this Article. Any changes made to this Article may effect the aforementioned compensation.

Section A: Primary Duties/Responsibilities

1. President
 - a. Serves as the primary liaison to Campus Residences for the residential student population and as a campus wide Representative for RHA
 - b. Chairs the RHA Executive Board Meetings
 - c. Serves as a representative to the Undergraduate Student Government Senate
 - d. Holds a minimum of eight (8) hours per week in the RHA office
 - e. Meets weekly with Adviser(s)
 - f. Facilitates On Campus Marketing program
 - g. Works with the Adviser(s) and the Treasurer on budget oversight and reconciliation
 - h. Meets consistently with the Assistant Vice President for Campus Residences, and the Dean of Residential Education and Director for Residential Programs

2. Vice President
 - a. Assumes all the duties of the President in the event that the President is not able to perform his or her duties
 - b. Acts as the Parliamentarian
 - c. Chairs the General Body meetings
 - d. Holds a minimum of eight (8) office hours per week in the RHA office
 - e. Meets weekly with Adviser(s)
 - f. Oversees the coordination of RHA major programming
 - g. Actively seeks opportunities to work with other campus organizations and groups for collaborative programming
 - h. Meets consistently with the Associate Director for Residential Programs
 - i. Oversees the amendment and revision of the Constitution, ensures that the Constitution is upheld in all RHA matters, and chairs the annual Constitutional Review

3. Treasurer
 - a. Oversees all financial transactions for RHA
 - b. Meets weekly with Adviser(s)
 - c. Holds a minimum of five (5) office hours per week in the RHA office
 - d. Develops and oversees the RHA budget in conjunction with the Adviser(s) and the President
 - e. Submits a revised budget in the Fall and Spring based upon the actual amount allotted for the organization
 - f. Prepares a weekly statement of the balance for presentation at RHA General Assembly meetings
 - g. Prepares a quarterly written statement of all expenditures, income, and the balance for presentation at RHA General Assembly meetings
 - h. Maintains a record of all allocations and allocation requests

- i. Organizes and facilitates one (1) meeting per academic semester in conjunction with the SBCC for the President and Treasurer of each Hall Council
 - j. Reviews existing procedures and documents
 - k. Works with Adviser(s) to learn the procedures used when handling USG and State money
4. Secretary
- a. Calls the roll and takes accurate minutes of all Executive Board and General Body meetings
 - b. Maintains all RHA correspondence and record
 - c. Posts minutes of all General Body meetings on Blackboard and submits to Advisers weekly
 - d. Makes copies of the minutes of Executive Board meetings available to the Executive Board within three (3) days
 - e. Coordinates and implements RHA marketing, publicity, and recruitment on campus
 - f. Notifies members of all regular and special meetings
 - g. Notifies Residence Hall Directors and Hall Council Presidents about Representatives' absences
 - h. Oversees office supplies and cleanliness of RHA office
 - i. Oversees office hours
 - j. Meets bi-weekly with Adviser(s)
 - k. Holds a minimum of five (5) office hours per week in the RHA office
5. National Communications Coordinator (NCC)
- a. Serves as a representative for Stony Brook University within NEACURH/NACURH and shall attend all conferences in which a Stony Brook delegation is registered and attending including but not limited to Sub-Regionals, Regionals, Mini No-Frills, and National Conferences
 - b. Attends NCC boardroom meetings
 - c. Holds a minimum of five (5) office hours per week in the RHA office
 - d. Meets bi-weekly with the Adviser(s)
 - e. Facilitates the selection process and preparation of conference delegates
 - f. Registers RHA for conferences
 - g. Maintains files on conference bidding materials
 - h. Keeps Stony Brook affiliated with NACURH
 - i. Maintains communication between RHA and NEACURH/NACURH by means including but not limited to emails and list-serves
 - j. Facilitates On Campus Marketing program
6. Stony Brook Communications Coordinator (SBCC)
- a. Serves as a representative for Stony Brook University within NEACURH/NACURH and shall attend all conferences in which a Stony Brook delegation is registered and attending including but not limited to Sub-Regionals, Regionals, Mini No-Frills, and National Conferences
 - b. Holds a minimum of five (5) office hours per week in the RHA office
 - c. Meets bi-weekly with the Adviser(s)
 - d. Attends a minimum of one (1) Hall Council meeting per academic week during which Hall Councils are in session, attending no Hall Council more than once unless otherwise requested, and submitting a weekly summary report to the RHA Executive Board.
 - e. Meets with Hall Councils upon request and serves as primary liaison between Hall Council Executive Board members and RHA

- f. Organizes and facilitates at least one (1) meeting per academic semester in conjunction with the Treasurer for the President and Treasurer of each Hall Council.
 - g. Coordinates and organizes Hall Council training and development
 - h. Documents and reports strengths and areas of concern of Hall Councils and makes training recommendations
7. NRHH President
- a. Meets all duties and responsibilities as outlined in NRHH Constitution
 - b. Serves actively on the RHA Executive Board and attends General Body meetings
 - c. Holds a minimum of eight (8) office hours per week in the RHA office
 - d. Facilitates On Campus Marketing program

Section B: Additional Responsibilities

1. RHA Executive Board members shall perform the following additional responsibilities:
 - a. Submit an annual positional summary report
 - b. Sit on a minimum of one departmental/campus wide committee
 - c. Participate in Quality Assurance tours which are held monthly in each Quad
 - d. Uphold the RHA Constitution
 - e. Contribute to the development, preparation, and implementation of the Fall and Spring Hall Council retreats
 - f. Hand in weekly time sheets to the Adviser(s)

2. Each elected officer shall chair a Committee, designated by the RHA President. The duties shall consist of, but are not limited to, the following:
 - a. Provide direction and coordinate the membership of his or her respective Committee.
 - b. Report the progress of his or her Committee to the RHA Executive Board.
 - c. Facilitate Committee activities and meetings.

3. Each year's RHA Executive Board shall take responsibility for at least one (1) large scale campus wide event per semester.

Article V: Ad Hoc Appointments

Section A: Purpose

Ad hoc appointments shall be made as the RHA Executive Board deems necessary and appropriate for RHA.

Section B: Process

In the event of an Ad Hoc appointment the following criteria shall be met:

1. A proposal shall be presented to the General Body. The proposal shall include but is not limited to the following:
 - Purpose
 - Specific duties/responsibilities
 - Duration of appointment
2. The appointee shall be selected by a unanimous vote by the RHA Executive Board.

3. No later than the 2nd General Body meeting following the approval of the Ad Hoc appointment proposal, the appointee shall be presented to the General Body for a two third (2/3) majority vote, quorum being met.

Article VI: Terms and Conditions of the RHA Executive Board Offices

Section A: Officer Eligibility

Eligibility includes the following:

1. Minimum overall G.P.A. of 2.5, minimum semester G.P.A. of 2.0
2. Good judicial standing as determined by Campus Residences
3. Conflict of interest prevents a Stony Brook University Resident Assistant from being an RHA Executive Board Member
4. Eligibility for specific offices include the following:
 - a. President: One (1) year in a Stony Brook University Residence Hall and one (1) year active participation in RHA
 - b. Vice President: One (1) year in a Stony Brook University Residence Hall and one (1) year active participation in RHA
 - c. Treasurer: One (1) year in a Stony Brook University Residence Hall and one (1) year active participation in RHA or Hall Council Executive Board
 - d. Secretary: One (1) semester in a Stony Brook University Residence Hall and one (1) semester active participation RHA or Hall Council Executive Board
 - e. National Communications Coordinator: One (1) semester in a Stony Brook University Residence Hall and one (1) semester active participation RHA or Hall Council Executive Board
 - f. Stony Brook Communications Coordinator: One (1) semester in a Residence Hall and one (1) semester active participation in RHA or Hall Council Executive Board

Section B: Electoral Procedure

Executive officers are elected by a simple majority vote of the General Body. The election process shall commence at first General Body meeting in March. The nomination process shall last for two (2) General Body meetings. Following two General Body meetings of open nominations, all bids must be submitted to the RHA Executive Board. Elections shall be conducted at the General Body meeting following the submission of all bids. The elections shall be conducted by secret ballot supervised by the RHA Adviser(s). All electoral voting procedures of RHA shall be executed in adherence to the basic tenets of Robert's Rules of Order in accordance with the following stipulations:

1. Candidates are required to present a bid to the General Body prior to each positional election. Campaigning is limited to these bids. Criteria for bids will be determined by the RHA Executive Board and announced at the commencement of elections.
2. If the elected Representative or alternate Representative of a building is not present, but a resident of that building is, that resident holds the proxy for the Representative. One Representative or alternate for that Hall Council must be present.
3. If a Representative is a candidate, they shall not be recognized as a Representative of his or her Hall Council for the duration of that voting session.
4. There shall be no sliding ballot. A candidate can be nominated for all qualified Executive positions but can only run for three (3). A letter of intent must be submitted with the bid and it has to be relevant to the position they are running for.
5. There shall be one voting session for each Executive Board position.
6. Each voting session shall consist of a speech from each candidate, a period of questions and answers and pro/con debate. The duration of these periods will be established at the beginning of the meeting and shall be enforced by the President or a Presidential designee.

7. Roll must be taken prior to the submission of ballots for each Executive Board position. If Representatives are not present for the duration of each voting session, voting rights will be revoked for that position.
8. In the event of a tie for a simple majority vote, a runoff election shall occur between the tied candidates.

Section C: Impeachment Process

The General Body and RHA Executive Board may remove an RHA Executive Board Member should he or she fail to meet eligibility in accordance with Article VII, Section A of the RHA Constitution, fulfill the responsibilities of his or her position or found responsible for impropriety, wrongdoing, or misconduct. The steps for removal are:

1. An initial letter of inquiry shall be submitted by an RHA Executive Board Member or a Hall Council Executive Board Member.
2. The letter of inquiry shall be submitted to the President. In the event the inquiry is in regards to the President, the letter of inquiry shall be submitted to the Vice President.
3. The President or Vice President shall bring the letter of inquiry to the RHA Executive Board and Adviser(s) no later than one RHA Executive Board meeting following receipt of the letter.
4. All letters of inquiry shall be presented to the Review Committee for consideration of initiating the impeachment process no later than one General Body meeting following receipt of the letter.
5. A list of charges shall be presented by the Review Committee at the second scheduled General Body meeting following the presentation of the letter of inquiry to the Review Committee.
6. Voting on the impeachment will commence at the second scheduled General Body meeting following the presentation of the letter of inquiry to the Review Committee. A two-thirds (2/3) majority vote is needed to impeach an RHA Executive Board Officer.
7. The due process protection of the officer in question shall be:
 - a. The officer in question shall temporarily be suspended from his or her position pending completion of the impeachment process.
 - b. The officer has the right to rebut any charges and/or any questionable conduct to the General Body, and to bring outside witnesses to testify should it be deemed necessary.
 - c. Upon removal from the office, the officer in question shall not retain membership in RHA and shall cease all RHA related communication.

Section D: Vacancy of Elected Office Positions

1. In the event of a Presidential vacancy the Vice President shall assume the office of the President.
2. In the event of an RHA Executive Board vacancy, with the exception of the Presidency, the RHA Executive Board shall make an appointment in accordance with Article VI, Section A. An appointee cannot be a current RHA Executive Board member.
3. The appointee shall be selected by a unanimous vote by the RHA Executive Board.
4. Upon the appointee's acceptance, the appointee shall be presented to the General Body, no later than the second General Body meeting following the vacancy of office, for a two-thirds (2/3) majority vote, quorum having been met.
5. In the event that the General Body does not approve the appointment, the floor shall be open for nomination, and an election shall be held.

Article VII: Meeting Procedures

Section A: General Procedures

The RHA Executive Board and General Body shall meet on all weekly designated meeting days that classes are in session during the Fall and Spring semesters. The first General Body meeting shall occur during the third week of the Fall semester.

1. The meetings shall be run in accordance with the basic tenets of Robert's Rules of Order (most recent edition).
2. The meetings of the General Body shall be called to order and chaired by the Vice President, or a designee of the Vice President.
3. An Executive Session of the General Body shall be called to order on an as needed basis by the RHA Executive Board. The composition of an Executive Session will be determined by the Chair of that session, with a two-thirds vote of approval by the General Body.
4. Participants at General Body meetings shall model cooperative behavior at all times. Disruptive or disorderly conduct will not be tolerated. Anyone exhibiting such behavior shall be issued a verbal warning by any member of the RHA Executive Board. If the disruptive behavior persists they shall be ejected by the Vice President. If said person is a Representative or acting as a proxy, then this expulsion shall count as an absence against the respective Hall Council.

Section B: Quorum

1. Quorum for the RHA Executive Board shall be constituted by a two-thirds (2/3) presence of the recognized Executive seats, as outlined in Article I, Section C of the RHA Constitution.
2. Quorum for the General Body shall be constituted as two-thirds (2/3) presence of the recognized Hall Councils. A Hall Council that does not have two Representatives present at the General Body Meeting shall not be recognized.

Section C: Meeting Procedure

1. If the elected Representative or alternate Representative of a building is not present, but a resident of that building is, that resident holds the proxy for the Representative. One Representative or alternate for that Hall Council must be present.
2. Voting on general motions shall be preceded by a period of questions and a period of discussion. The duration of these periods will be established at the beginning of the meeting and shall be enforced by the Chair or designees of the Chair.

Article VIII: Intersession Protocol

During the Summer and Winter academic sessions, the RHA Executive Board members shall perform applicable duties and responsibilities as outlined in Article IV, in accordance with the following:

1. Budget use shall be limited to a discretionary fund amounting to twenty-five percent (25%) of the budget determined by Campus Residences. A Summer budget must be presented and approved prior to the last General Body meeting of the Spring academic session.
2. Shall not conduct any business that requires the participation and/or approval of the General Body.

Article IX: Amendments/Revisions to the RHA Constitution

An annual Constitutional review shall be performed by the RHA Executive Board. The Vice President shall chair the annual RHA Constitutional review.

Section A: Amendments

Amendments to the RHA Constitution shall be made in accordance with Robert's Rules of Order (most recent edition) and the following:

1. Any recognized member of RHA, excluding the Adviser(s) may propose amendments to the RHA Constitution.
2. Proposed amendments shall be submitted during the Fall and Spring academic semesters and must be submitted in writing to the RHA Executive Board upon which the RHA Executive Board shall make recommendations to the author of the amendment.
3. Proposed amendments shall be made available to the General Body following continued pursuit by the author of the amendment no later than one General Body meeting after recommendations have been made to said author.
4. Copies of the proposal shall be presented to the General Body.
5. Authors of proposed amendments shall be in attendance during the presentation of the amendment and shall explain the rationale behind said amendment. A period of question and answer shall follow.
6. A two-thirds (2/3) majority vote is required for approval of a proposed amendment.

Section B: Revisions

Revisions to the RHA Constitution shall be made in accordance with Robert's Rules of Order (most recent edition) and the following:

1. Following an annual review, the RHA Executive Board shall determine the necessity for revisions to the RHA Constitution.
2. The RHA Executive Board shall be the author of a Constitutional revision. The revision must be unanimously approved by the RHA Executive Board.
3. Copies of the proposed revision shall be presented to the General Body during the Fall and Spring academic semesters.
4. A period of question and answer shall occur at the first General Body meeting after the presentation of the revision.
5. Voting procedures shall commence at the second General Body meeting after the presentation of the proposed revision.
6. A two-thirds (2/3) majority vote is required for approval of a proposed Constitutional revision.