# Constitution of the Residence Hall Student Association at SUNY New Paltz 

## Article 1: Purpose

I. The purpose of this organization shall be to serve as the representative student government association of all resident students. RHSA will provide an effective means of self-government, provide for cooperation among the residence halls, foster a spirit of unity among members, and provide social, cultural, and intellectual development for individual students. In addition, RHSA shall retain the right to review and make recommendations upon the college housing policies and procedures, and also act as a liaison between the administration and the residents for the improvement of SUNY New Paltz residence halls.

## Article 2: Membership

I. All students of SUNY New Paltz who currently reside in a residence hall on campus are included as members of RHSA. They may participate in RHSA Associate Council (AC) meetings, events and activities, and may become members of their hall's government in order to work closely within the governance of RHSA. This organization will not discriminate or withhold membership from any individual on the basis of race, color, religion, sex, age, disability, sexual orientation, gender, or national origin.

## Article 3: Hall Government and Hall Constitutions

I. Every Hall Government must have their own respective Constitution
I. Positions in every Hall Government must be elected as stated by their respective Constitution
II. Constitutions, and alterations, must be submitted to RHSA when the Campus Communications Coordinator request that they should be sent in.
A. If the constitution is amended during the semester, they should be sent at the end of the semester or the start of the next academic semester.
IV. The following procedure shall be used to amend a Hall Constitution:
A. The Hall Government must hold a meeting that includes all of the Hall Government as well as the Floor Representatives to discuss any problems with the current constitution.
B. The Resident Director must then approve these proposed changes.
C. After the Resident Director approves the amendments, they must go back to the hall government where they can hold a vote.

1. A Resident Assistant Liaison shall be the overseer.
2. The person who proposed the amendment may not vote on the amendment's passage.
3. Floor representatives are not elected members of the Hall Government and therefore do not have voting rights.
V. Each Constitution must include information regarding the following:
I. Hall name, Mission, Colors, and Mascot;
II. Description of Executive Board duties separated by position;
III. Qualifications for holding an Executive Board position;
IV. Meeting structure (i.e. time limit, order of agenda, etc.
V. General Voting Procedure;
VI. Elections Procedure;
VII. Budget Procedure;
VIII. Impeachment and Removal/Resignation Procedure;
IX. Constitution Amendment Procedure;
VI. Each hall government is responsible for fostering a spirit of unity and goodwill throughout their residence hall.

## Article 4: Voting Members, Non Voting Members, and Associate Council Members

## I. Voting Members

A. Each residence hall must have at least two RHSA Representatives, as determined by their hall constitution, whom shall act as voting members during Associate Council meetings.
B. If one or both of the RHSA Representatives cannot attend, another documented Hall Government or Hall Government RA Liaison of that hall may vote in place of the RHSA Representative(s).
C. Each RHSA Representative must be a resident of the hall represented.
D. Each RHSA Representative must be in good academic and disciplinary standing as determined by the Department of Residence Life.

## II. Non-Voting Members

A. All hall residents and members of the off-campus population are invited and encouraged to actively participate in events and programs sponsored by RHSA.
B. Any hall resident may attend Associate Council meetings, but no more than two representatives per hall shall have the right to vote.
C. Members of the off-campus population may attend Associate Council meetings, but shall not be given voting rights during periods of business.

## III. AC Members

A. AC Member Responsibilities

1. It is the responsibility of all RHSA Representatives to attend all AC meetings. If not able to attend, the representative must attempt to find a replacement from their Hall Government or Hall Government RA Liaison and access the minutes from the meeting.
2. It is the responsibility of RHSA Representatives to report the proceedings of all AC meetings to their respective Hall Governments.
3. It is the responsibility of all members to represent the concerns and ideas of the residence hall they represent.
4. It is the responsibility of all AC Members to attend all of their Hall Government meetings.
5. The RHSA Representatives must ensure the posting of all flyers for RHSA events in their respective halls. Flyers will be provided by the RHSA Public Relations Officer at AC meetings.
a) In lieu of posting the flyers themselves, the RHSA Representative must give the flyers to an RA in their hall for the RA staff to post.
b) When posting flyers, representatives must adhere to all fire safety regulations of the building.
6. The RHSA Representatives must ensure the removal of all outdated flyers.
B. AC Member Election Procedures
7. Election of RHSA Representatives shall be held within individual residence halls in accordance with hall constitutions.

## Article 5: Duties of the Executive Board Members

## I. General Duties

A. The Vice President shall serve as Acting President in the event that the President is unavailable, or the position is vacant as per Article Six Section 2.A. 1 of this Constitution;
B. Attend all President's Cabinet Meetings;
C. Works closely with the Student Activities and Union Services (SAUS);
D. Contracts all campus venues using the Facilities Use for Scheduled Event (FUSE) form;

1. Attends all individual/group event consultation for all events ;
E. Contracts all security and crew for events with SAUS;
F. Contracts transportation needed for off campus events;
G. Contracts catering for events as needed;
H. Books, coordinates and plans both the Fall Associate Council Retreat and Spring Associate Council Retreat;
I. Maintains and organizes all information needed for events on and off campus;
J. Prepares and disburses evaluations for large programs (i.e. Spirit Weekend, Condom Casino etc.);
K. Prepares and facilitates scoring for large programs (i.e. Spirit Weekend, etc.).

## II. President

A. The President shall act as a neutral resource to all Executive Board members, AC Representatives, and Hall Government members;
B. Acts as the liaison between administrational offices on campus and the residence hall student body;
C. Schedules monthly one on one meeting with individual Executive Board members;
D. Attends bi-weekly one on one meetings with an Advisor;
E. Attends bi-weekly one on one meetings with the Assistant Director of Residence Life;
F. Attends NEACURH Regional Leadership Conference and NEACURH Spring Leadership Conference;

1. Serves as the voting representative on behalf of SUNY New Paltz in President's Boardroom at NEACURH conferences;
G. President-elect must attend the NACURH Annual Conference;
H. Attends monthly President's Cabinet meetings;
I. Holds a position on the CAS Board of Directors and attends monthly CAS Board meetings;
J. Runs weekly AC meetings;
K. Runs weekly Executive Board meetings;
L. Works alongside the current Treasurer, President-elect, and Treasurer-elect to create the budget for the following year;
M. Works with the Treasurer to review all Funding Requests submitted to RHSA;
2. Funding Requests shall follow procedure outlined in Article 13, Section 4;
N. Responsible for maintaining the integrity of the organization;
O. Facilitates a semesterly self-reflection on performance for each Executive Board member at end of each term;

## III. Vice President

A. The Vice President shall serve as Acting President in the event that the President is unavailable or the position is vacant as per Article Six Section 2.A. 1 of this Constitution;
B. Attend all President's Cabinet Meetings;
C. Works closely with the Student Activities and Union Services (SAUS);
D. Contracts all campus venues using the Facilities Use for Scheduled Event (FUSE) form;

1. Attends all individual/group event consultation for all events ;
E. Contracts all security and crew for events with SAUS;
F. Contracts transportation needed for off campus events;
G. Contracts catering for events as needed;
H. Books, coordinates and plans both the Fall Associate Council Retreat and Spring Associate Council Retreat;
I. Maintains and organizes all information needed for events on and off campus;
J. Prepares and disburses evaluations for large programs (i.e. Spirit Weekend, Condom Casino etc.);
K. Prepares and facilitates scoring for large programs (i.e. Spirit Weekend, etc.).

## IV. Treasurer

A. Responsible for maintaining accurate documentation of the current RHSA budget;
B. Pays all approved expenses by following the procedure for Disbursing Orders (D.O.'s);
(D.O.'s must be handed in within two weeks or expense will be denied reimbursement)
C. Works alongside the current President, President-elect, and Treasurer-elect to create the budget for the following year;
D. Works with the President to review all Funding Requests submitted to RHSA and approves or denies each request;

1. Funding Requests shall follow procedures outlined in Article 13, Section 4;
E. Maintains communication with the CAS office;
F. Holds a position on the CAS Board of Directors and attends monthly CAS Board meetings;
G. Attends all President's Cabinet meetings;
H. Maintains open communication with the Executive Board and Advisors about the current budget;
I. Works alongside an Advisor to coordinate the Care Package program through On Campus Marketing (OCM).

## V. Secretary

A. Responsible for recording minutes at all Executive Board and AC meetings;

1. Must post minutes from AC meetings on the RHSA website no later than 48 hours after each meeting;
2. Must email minutes from Executive Board meetings to the Executive Board, Advisors, and Assistant Director of Residence Life no later than 48 hours after each meeting;
B. Works with the President to create the agenda for each AC meeting;
C. Posts the agenda for each AC meeting on the RHSA website;
D. Leads roll call at AC meetings;
E. Keeps an inventory of office supplies and purchases them when necessary;
F. Must be familiar with basic computer and typing skills.

## VI. Public Relations Officer

A. Publicizes all RHSA meetings, programs, and events;

1. Works with, but is not limited to, the following media: newspaper, TV station, radio station, posters, fliers, social media;
B. Sends out "Thank You" notes to all guests, RHSA members, and Residence Life Staff when appropriate;
C. Creates posters, fliers, invitations and/or poster boards for all RHSA programs and events;
2. Posters, fliers, and/or invitations should be distributed to the AC no later than two (2) weeks before the event;
3. Posters and fliers should be hung up around campus no later than two (2) weeks before the event;
4. All posters, fliers, and invitations must be approved by the President before being sent to the Print Shop;
D. Creates placards to be used at AC meetings for each hall (two (2) per hall), each Executive Board member, the Advisors, and NRHH Representative;
5. Placards must be approved by the President before being sent to the Print Shop;
E. Maintains communication with the Print Shop.
F. Facilitates the use of a seven-dollar budget for each halls usage and discretion in relation to RHSA activities.

## VII. National Communications Coordinator

A. The National Communications Coordinator must complete all duties in conjunction with the National Communications Coordinator on the NRHH Executive Board;
B. Serves as the voting representative on behalf of SUNY New Paltz in NCC Boardroom at NACURH, Inc. affiliated conferences;
C. Relays information from the regional and NACURH level to SUNY New Paltz, and vice versa;
D. Affiliates SUNY New Paltz with NACURH, Inc. through the NACURH Corporate Office;
E. Selects and prepares delegations to regional conferences and the NACURH Annual Conference;

1. Coordinates preparation of all conference materials;
2. Collects evaluations from the delegations to send to the Assistant Director of Residence Life;
3. Coordinates and prepares regional and NACURH-level bids as per Article Twelve, Section Five of this Constitution;
F. Attends the NEACURH Regional Leadership Conference and NEACURH Spring Leadership Conference;
G. Attends the NACURH Annual Conference at the close of their term (if still a current student);
H. Attends the Fall and Spring Sub-regional meetings, if able;
I. Plans the annual New Paltz Leadership Conference;
J. Serves as the parliamentarian at all Associate Council meetings and Executive Board meetings;
K. Serves as a NACURH voting representative from NACURH Annual Conference to NACURH Annual Conference.
L. Attends an NRHH Executive Board meeting bi-weekly.

## VIII. Campus Communications Coordinator

A. Updates all Good Fellowship Points (GFP) information for both semesters;

1. Distributes GFPs to Hall Governments as outlined in the GFP Packet;
2. Manages and updates all software for tracking GFPs;
3. Manages and organizes all information in the GFP Packet (i.e. ice breaker submissions, PUP sheets, etc.);
4. Updates the Associate Council on GFP updates at their discretion;
5. Announces the winner of Hall of the Semester at Fall and Spring Banquet;
B. Keeps records of all Hall Government contact information;
C. Keeps an archive of all updated Hall Government constitutions;
D. Assigns "hall buddies" for Executive Board members and Hall Governments;
E. Updates the GFP Packet at their discretion;
F. Maintains communication with the Department of Residence Life and National Residence Hall Honorary;
G. Communicates event information with Resident Assistant Liaisons and Hall Governments (i.e. RA Appreciation Day, Hall Government Appreciation Day, etc.);
H. Serves as a resource and mentor for Hall Government Liaisons regarding Hall Government;
I. Maintains the Hall of the Semester and Spirit Weekend plaques;
J. Updates the RHSA Constitution as needed following any legislative changes or friendly amendments;
K. Coordinates volunteers for RHSA events.

## IX. Historian

A. Documents all RHSA programs/events through photography, social media, or another medium at their discretion;
B. Serves as Webmaster of the RHSA website;
C. Manages all social media for RHSA (including, but not limited to: Instagram, Twitter, Snapchat and Facebook);

1. Facilitates and oversees all social media challenges;
2. Compiles data from Social Media challenges and coordinates GFP allotment with the Campus Communications Coordinator;
D. Regularly updates all archival information on the RHSA Website including, but not limited to: Executive Board information, t-shirt designs, award recipients, and program information;
E. Serves as chair of the Yearbook Committee.
F. Organizes the RHSA google drive

## X. Advisors

A. There may be between two (2) and three (3) Professional Staff advisors that shall oversee the Executive Board;

1. Advisors to the Executive Board are Resident Directors that shall be appointed by the Director of Residence Life;
B. Serve as a professional staff support system to help the Executive Board with decisions and mitigate any conflicts outside of the explicit control of the student members of the organization, legal or otherwise;
C. Meet one-on-one with members of the Executive Board;
D. Must be present at each Associate Council and Executive Board meeting;
E. Must be present at every conference as outlined in Article Twelve of this Constitution;
F. At least one (1) Advisor must be present at every RHSA program and event;
2. If an RHSA Advisor is unable to attend an RHSA event, they may designate another professional Residence Life staff member to serve as an Advisor to that event;
G. Serve as ex-officio members of the Executive Board;
3. Advisors shall only be permitted voting and/or speaking rights during periods of business to exercise a point of order or in instances outlined in Article Six, Section C.5.d or Article Eight, Section 3.C.9.d of this Constitution.

## XI. Gavel Order

A. The Order of Succession shall be defined as the order that the Executive Board positions are listed in Article Five, Sections II - X of this Constitution

## Article 6: Removal of Executive Board Members

## I. Impeachment Procedure

A. In the event that a member of the Executive Board has failed to fulfill their duties as outlined in Article Five of this Constitution, a motion to recall that officer may be made by a member of the Associate Council at any time.

1. The motion must be seconded by $35 \%$ off the voting body present.
2. A motion to recall an officer shall not be entertained if quorum is not met.
a) Quorum is defined as a simple majority $(50 \%+1)$ of the Associate Council.
B. Should a member of the Executive Board be brought up on charges of impeachment, a petition to recall the officer in question must be presented to the President (or their designee) and the Advisor(s), citing the charges of impeachment.
a) If the President (or their designee) and Advisor(s) find a way to mitigate the charges, the impeachment proceedings shall be halted.
b) Should the impeachment charges be approved, the officer brought up on charges of impeachment shall be notified. The Executive Board member shall be given until the following Associate Council meeting to prepare a rebuttal statement. Impeachment proceedings shall resume at the Associate Council meeting following the one where the motion was made.
C. Impeachment proceedings shall commence as follows:
3. The Associate Council member who made the recall motion shall give a proponent speech no longer than five (5) minutes in favor of removing the officer in question.
4. A rebuttal speech of no more than five minutes by the Executive Board member shall be heard.
5. Following both the proponent speech and rebuttal speech, the Associate Council shall enter a five-minute period of discussion, extendable up to three times, regarding the recall of the Board member.
6. A motion to hold a question and answer session may be entertained at the discretion of the presiding officer.
7. At the close of discussion, a vote by secret ballot shall be held.
a) A three-fifths ( $60 \%$ ) vote of the voting body present must be made to come to a decision in favor of or against the recall.
b) If a decision has not been reached, discussion shall reopen for an additional five minutes, non-extendable, prior to the next round of voting.
c) If a decision has not been made after three rounds of voting, the Executive Board shall determine the outcome of the recall by majority vote.
d) If the Executive Board cannot come to a decision, the President (or their designee) and the Advisor(s) shall determine the outcome of the recall.
8. Should a member of the Executive Board be recalled, the remaining members of the board shall follow the procedure outlined in Article Six, Section Two of this Constitution.

## II. Protocol for Filling a Vacancy

A. In the event that a member of the Executive Board shall resign voluntarily or be forced out of office due to impeachment, academic circumstances, or otherwise, the following procedure shall take place:

1. In the event that the President is removed from office, the Vice President shall become the President.
2. In the event that both the President and Vice President are removed from office simultaneously, the vacancy of the President position shall be filled based on the gavel order outlined in Article Five, Section XI of this Constitution.
3. In the event that any other position on the Executive Board becomes vacant, the President and Advisors(s) shall determine the course of action taken to resume the responsibilities of that position. The President shall also determine the timeline for filling the vacancy and the Associate Council shall elect the new officer following the election procedure outlined in Article Eight of this Constitution and Robert's Rules of Order, Newly Revised.
B. An Executive Board member who has been removed from office must still train their successor, if applicable.
C. If the vacancy has not been filled after three weeks, the Officer-elect for the next academic year shall serve as the Acting Officer for the remainder of the current term.
4. Should there be no succeeding officer in this instance, the President shall resume the duties of the vacated position until one is elected.

## Article 7: Meeting Procedures

## I. Meeting Times and Location

A. Associate Council meetings are held on Monday nights at 9:00 P.M. unless otherwise specified.
B. The location of the meetings are posted on the RHSA Website and placed on the agenda for every meeting.

## II. Meeting Structure

A. Associate Council meetings shall follow the following order of business unless otherwise determined by the Executive Board:

1. Call to Order;
2. Mystery Activity;
3. Roll Call and Hall Reports;
4. NRHH Report;
5. Senate Report;
6. Funding Request;
7. Old Business;
8. New Business;
9. Upcoming Events;
10. Hall Concerns;
11. Students Concerns Follow-Up;
12. Student Concerns;
13. Open Floor;
14. Passing Of Molly The Moose;
15. Quote of The Week;
16. Adjournment.
B. Alterations to the agenda may be made if necessary.
17. Stated changes will be written on the agenda prior to the start of the meeting.
C. Meetings shall follow Parliamentary Procedure as outlined in Robert's Rules of Order, Newly Revised.
18. Parliamentary Procedure shall be reviewed regularly with the Associate Council.
19. During all periods of business (general decisions, amendments, impeachment, elections, funding requests, or other piece of business determined by the Presiding Officer), the use of electronic devices is prohibited.
a. Should a member of a Hall Government present during business be found using an electronic device during business - whether they are a voting member or not that hall shall lose voting and speaking rights for that period of business.
D. Meetings shall warrant a direct line of communication, where the opinions of the Associate Council are valued and respected.
E. The opinions of the Associate Council should be carried through to the administration by way of the President's position on administrative boards and committees.
20. The President shall not promote their personal opinion as the consensus of RHSA if it contradicts with the opinion of the Associate Council.

## III. Voting Procedure for General Decisions

A. Quorum must be met to conduct business.

1. Quorum is defined as a simple majority $(50 \%+1)$ of the Associate Council.
a. Each hall shall have a maximum of two (2) voting representatives.
B. A five-minute discussion period, extendable up to three times, may take place.
2. The amount of extended each time may not surpass the previous extension.
C. If all extensions of discussion are exhausted, the question has been called, or discussion has closed, the Associate Council shall move into a period of voting by "closed-eyes, hands-raised".
D. A decision must be made by a two-thirds ( $67 \%$ ) vote of the voting body present.
3. If a decision has not been made, an additional five-minute discussion period, non-extendable, shall take place prior to the second round of voting.
4. If a decision has not been made after three consecutive rounds of voting, the Executive Board shall determine the outcome by majority vote.
5. If the Executive Board cannot come to a decision, the President (or their designee) and Advisor(s) shall determine the outcome.
E. Votes are tallied by the advisor, and the decision is announced by the presiding officer.
F. The Executive Board is permitted to participate in question and answer, however they cannot participate in discussion unless an appropriate question is posed to the Executive Board.
G. The presiding officer may not participate in question and answer unless a point of clarification must be made and can only participate in discussion if an appropriate question is posed or to exercise a point of order.

## Article 8: Election Procedures for the Executive Board

## I. Eligibility

A. To be eligible to run for an Executive Board position, an individual must meet the following qualifications:

1. Must have a 2.75 GPA
2. Must not be in negative disciplinary standing
3. Serve on a Hall Government for at least one (1) semester;
4. Must be living on campus for at least their second semester at the time of running;
5. Must be living on campus for the duration of their term;
6. Must be a full-time student at the time of running and for the duration of their term
7. Must have previously served on the Executive Board to run for President
8. If there are no available candidates for President that satisfy Article Eight, Section I.A. 6 or Article Eight, Section I.A. 7 of this Constitution, nominations for these positions may be open to anyone who fulfills the requirements of Article Eight, Section 1.A.1-5.
B. In order to be eligible to run for an Executive Board position, a candidate must receive a
nomination from another member of the Associate Council. The nomination must be seconded.
9. The candidate must accept, decline, or table their nomination.
10. Current Executive Board members may not nominate for any positions
C. If the candidate accepts their nomination, they must present fifteen (15) copies of the candidate application and their resume to the Associate Council and the Executive Board no later than one week prior to the election in order to remain eligible.
11. An unofficial transcript must also be supplied to the President (or their designee) and Advisor(s) to verify academic standing.
12. Questions for the candidate application will be determined by the Executive Board prior to the start of the Spring Semester.
D. Candidates may run for no more than two (2) positions per semester.
E. An Executive Board member must be renominated and rerun for their position if they desire an additional term.
F. If any Executive Board position receives a no confidence vote, any candidate(s) who previously ran for the position are eligible to run again.

## II. Election Timeline

A. The Executive Board positions shall be elected in the following order: National Communications Coordinator, President, Vice President, Treasurer, Secretary, Public Relations Officer, Campus Communications Coordinator, and Historian.
B. The National Communications Coordinator must be elected prior to the registration deadline for the NEACURH Spring Leadership Conference.

1. In the event this requirement cannot be fulfilled, the timeline for electing the NCC shall be determined by the President with the advice of the Executive Board.
C. Elections must begin no later than eight (8) weeks prior to the Spring Banquet.
D. In the event of a vote of No Confidence for any position or any other extenuating circumstance, the Executive Board will determine any alterations to the Election timeline in order to elect a full board by Spring Banquet.
E. The Executive Board-elect will be transitioned at that year's Spring Banquet.

## III. Election Procedure

A. No more than two (2) representatives from each hall shall be permitted voting rights or speaking rights.

1. Representatives must be a member of the Hall Government Executive Board.
2. Any other members of a Hall Government may pass notes to their representative(s) containing questions or discussion points.
B. Quorum must be met.
3. Quorum is defined as a simple majority $(50 \%+1)$ of the Associate Council.
C. Minutes throughout elections shall be anonymous
D. Election procedure for the Executive Board shall be as follows:
4. Candidates shall leave the room with an advisor.
5. The Associate Council shall be given five (5) minutes to list their expectations for the position.
6. Candidates shall be called into the room in the order that they were nominated.
7. Candidates shall give a presentation of no more than three (3) minutes.
5.Following the presentation, the Associate Council will be given a five minute (5) Question and Answer session, extendable up to three times, with the candidate.
a) The Executive Board has speaking rights during question and answer.
8. At the close of Question and Answer, the candidate will be asked to leave the room, and the next candidate will be called in for their presentation and question and answer session, if applicable.
9. Once all candidates have been brought in for questions, the Associate Council will move into a five (5) minute period of discussion, extendable up to three times.
a) Each candidate must be discussed at least once during discussion.
b) Discussion may only be concerned with the application, presentation, and answers of the candidate(s).
c) Current Executive Board and Elected Executive Board members do not have speaking rights during discussion.
d) If the Executive Board member who is delivering notes in the back notices a bias they have the right to speak to the individual about it.
10. If all extensions for discussion have been exhausted, discussion has been closed, or the question has been called, the Associate Council shall move into a period of voting by secret ballot.
11. A decision must be reached by three-fifths ( $60 \%$ ) of the voting body present.
a) If a decision has not been made, discussion will re-open for an additional five minutes, non-extendable, prior to the next round of voting.
b) If a decision has not been made in an instance where three or more candidates are running, the candidate with the least amount of votes will be eliminated prior to reopening discussion. This shall occur after each round of voting until a decision has been made or there are two candidates remaining.
c) If a decision has not been made after three rounds of voting, the Executive Board shall determine the winner by majority vote.
d) In the event that the Executive Board cannot come to a decision, the President (or their designee) and Advisors shall select the winning candidate.
e) In the event that the facilities where elections are taking place are closing within thirty (30) minutes and a decision has not been made, the vote will immediately be turned over to the Executive Board no matter how many rounds of voting have taken place.
12. Once a decision has been made candidates shall be told before entering the room.
13. All election procedure not explicitly outlined by this Constitution shall follow the guidelines established in Robert's Rules of Order, Newly Revised.

## Article 9: Constitutional Amendments

## I. Amendments

A. Any member of the Residence Hall Student Association can propose an amendment to this Constitution.
B. The following procedure must be followed to propose an amendment:

1. Fill out the Amendment Proposal Form found on the RHSA Website.
2. The individual proposing the amendment must submit it to the Executive Board by a deadline predetermined by the Executive Board.
3. The amendment shall then be disbursed to the Associate Council to be reviewed prior to voting on the amendment.
4. At the following Associate Council Meeting, the amendment shall be presented and voted on using the following procedure:
a) A presentation of no more than three (3) minutes may be given in favor of the legislation.
b) The Associate Council shall then move into a five (5) minute period of Question and Answer, extendable up to three times.
c) Following the close of Question and Answer, the Associate Council shall move into a five (5) minute period of discussion, extendable up to three times.
d) If all extensions for discussion have been exhausted, discussion has been closed, or the question has been called, the Associate Council shall move into a period of voting by closed eyes hands raised.
e) A decision must be reached by two-thirds ( $67 \%$ ) of the voting body present.
(1) If a decision has not been made, discussion will re-open for an additional five minutes, non-extendable, prior to the next round of voting.
(2) If a decision has not been made after five rounds of voting, the Executive Board shall determine the outcome by majority vote.
(3) In the event that the Executive Board cannot come to a decision, the President (or their designee) and Advisors shall select the outcome.
5. If the amendment is approved, the Executive Board shall determine the procedure and timeline for implementation of the new policy.
C. A "friendly amendment" is defined as an amendment to this Constitution that makes minor changes (i.e. grammar, spelling, etc.) without changing the spirit of the policy. A friendly amendment may be made without following the procedure outlined in Article Nine of this Constitution.
D. All other legislative procedure not explicitly outlined in this Constitution shall follow procedure established in Robert's Rules of Order, Newly Revised.

## Article 10: Awards

## I. Selection

A. The following awards shall be given out at each Banquet:

1. Participation Awards
2. Executive Board Choice awards
3. Top Three Halls of the Semester
4. Hall Government Liaison of the Semester
5. Bronze Pins
B. The following awards shall be given out at each Spring Banquet:
6. Graduate cords
C. The following awards shall be given out at the close of Spirit Weekend:
7. Participation awards
8. Top Three Banners
9. Top Three Lip Syncs
10. Top Three Photo Scavenger Hunt Scores
11. Top Three Field Events Teams
12. Top Three Halls
D. The following awards shall be given out at the New Paltz Leadership Conference banquet:
13. Participation Awards
14. Top Three Clothespins
15. Top Three Programs
16. Top Three Roll Calls

## II. Banquet Awards

A. Participation Awards

1. These awards are presented to each hall for overall involvement with RHSA activities and events.
2. This award shall be presented by the Executive Board buddy of the recipient hall.
3. Each hall shall be presented with a certificate.
B. Executive Board Choice Awards
4. These awards are presented to an individual on campus who has shown particularly outstanding dedication for RHSA. This award recognized the efforts and potential growth for individuals who go above and beyond to contribute to the organization at large.
5. Each recipient of this award shall be chosen at the discretion of each Executive Board member.
6. No more than one (1) award may be given out per Executive Board member at each banquet.
7. Each recipient shall be awarded a certificate.
C. Hall of the Semester
8. This award is presented to the Hall Government that has gone above and beyond in their contributions to their hall and to RHSA at large.
9. Winners shall be determined by the Campus Communications Coordinator using the Good Fellowship Points system.
10. First, Second, and Third place awards shall be given out based on GFP ranking
11. Second and Third place winners shall receive a certificate; First place winners shall receive a certificate and a prize determined by the Executive Board.
D. Hall Government Liaison of the Semester
12. This award shall be given to a Resident Assistant Liaison of a Hall Government that has shown exceptional passion and provided guidance and insight to their Hall Government. This Liaison has additionally made positive contributions to RHSA while maintaining their influence in their hall as a RA and member of their Hall Government.
13. The recipient of this award shall be determined by a majority vote of the Executive Board.
14. The recipient of this award shall receive a certificate.
E. Bronze Pins
15. The Bronze Pin shall be awarded to individuals on campus who have provided exceptional insight, dedication, and inspiration to improving the community in their residence halls. This is the highest honor an individual may be awarded on the campus level within NACURH.
16. The Bronze Pin shall be awarded at the discretion of the RHSA President following discussion with the NRHH President.
17. Between the RHSA and NRHH Presidents, no more than eight (8) Bronze Pins may be given out per academic year.
18. The recipient of the Bronze Pin shall be awarded a bronze-colored pin shaped in the Links of NACURH. Bronze Pins may be purchased from the NACURH Corporate Office at a price determined by the NACURH Associate for Finance (NACURH Policy Book, Title XII, Article IV, Section IV).
F. Graduate Cords
19. Graduation Cords shall be awarded to current or former Executive Board members at each Spring Banquet who will be graduating or have completed a sufficient number of credits to graduate.
20. Graduates shall receive green and white graduation cords that represent the colors of the North East Affiliate.

## III. Spirit Weekend Awards

A. Participation Awards

1. These awards are presented to each hall for overall involvement with Spirit Weekend Events.
2. This award shall be presented by the Executive Board buddy of the recipient hall.
3. Each hall shall be presented with a certificate.
B. Top Three Banners
4. This award shall be presented to the Top Three Banners during Spirit Weekend.
5. Banners shall be judged based on the following criteria:
a) Creativity;
b) Aesthetic Unity;
c) Relation to Theme;
d) Hall Spirit;
e) Incorporation of Halls.
6. The winners shall be selected by a previously selected judging panel determined by the Executive Board.
a) NRHH and the Executive Board are ineligible to receive this award.
7. The halls receiving this award shall be presented with a certificate.
C. Top Three Lip Syncs
8. This award shall be presented to the Top Three Lip Syncs performed at the close of Spirit Weekend.
9. Lip syncs shall be judged based on the following criteria:
a) Creativity;
b) Tastefulness;
c) Relation to Theme;
d) Enthusiasm;
e) Lip Syncing.
10. The winners shall be selected by a previously selected judging panel determined by the Executive Board.
a) NRHH and the Executive Board are ineligible to receive this award.
11. The halls receiving this award shall be presented with a certificate.
D. Top Three Photo Scavenger Hunt Scores
12. This award is presented to the three Hall Governments that most successfully complete the Photo Scavenger Hunt.
13. Points shall be awarded for the photo scavenger hunt based on ability to successfully identify the item(s) described in the Scavenger Hunt sheet. Point values and additional points for creativity or bonus items shall be determined at the discretion of the Executive Board.
14. The halls receiving this award shall be presented with a certificate.
E. Top Three Field Events Scores
15. This award is presented to the three Hall Governments that performed the best in the Field Events portion of Spirit Weekend.
16. Points shall be awarded for field events based on the following:
a) Speed of completion of a certain event;
b) Ranking in elimination events;
c) And/or any other method determined by the Executive Board.
17. The halls receiving this award shall be presented with a certificate.
F. Top Three Halls
18. This award shall be presented to the three halls that have the best performance during the entirety of Spirit Weekend.
19. The winners of Spirit Weekend shall be determined by the aggregate point value the hall(s) received for Banner, Lip Sync, Photo Scavenger Hunt, and Field Events. The top three halls shall be determined and ranked by the point system predetermined by the Executive Board.
20. The halls receiving this award shall be presented with a certificate and proportionally be awarded with GFPs based on their ranking.

## IV. New Paltz Leadership Conference Awards

A. Participation Awards

1. These awards are presented to each hall for overall involvement with the events of the New Paltz Leadership Conference.
2. This award shall be presented to each hall by the RHSA National Communications Coordinator and the NRHH National Communications Coordinator.
3. Each hall shall be presented with a certificate.
B. Top Three Programs
4. These awards are presented to individuals or halls that put on the top three programs
a) Programs put on by members of NRHH shall be eligible for these awards.
5. These awards shall be selected based on each program's performance on the Program Evaluations form created by the Co-National Communications Coordinators prior to the conference.
6. The recipients of this award shall receive a certificate.
C. Top Three Roll Calls
7. This award is given to the three halls that have the top-scoring Roll Call during the conference.
a) NRHH and the Executive Board are ineligible for this award.
8. This award shall be determined by the NRHH and RHSA Executive Boards based on the following criteria:
a) Creativity;
b) Tastefulness;
c) Relation to Theme;
d) Enthusiasm;
9. The halls receiving this award shall receive a certificate.

## Article 11: The National Residence Hall Honorary - Phi Psi Chapter

## I. Purpose

A. NACURH, Inc. is the parent organization of the National Residence Hall Honorary and all constituent chapters. The National Residence Hall Honorary (NRHH) is founded on the two values of Recognition and Service, and is available to all student leaders who excel academically whom wish to explore these values. No chapter of NRHH may have more than $1 \%$ of the oncampus population as members (NRHH Policy Book and Bylaws).
B. The Phi Psi Chapter is the official branch of the National Residence Hall Honorary for SUNY New Paltz.
C. The Phi Psi Chapter of NRHH at the State University of New York at New Paltz encourages the development and continued commitment to areas of recognition, service, leadership and scholastics on a campus, community, and regional level.

## II. Sister Organization

A. The National Residence Hall Honorary Phi Psi Chapter is the official "sister organization" of the Residence Hall Student Association at SUNY New Paltz.
B. RHSA will work with the NRHH Phi Psi Chapter to plan events common to both organizations.
C. The RHSA NCC will work with the NRHH NCC to attend conferences listed in Article 12: Conferences as the NRHH Boardroom representative.
D. The NRHH NCC serves as a liaison between the NRHH Phi Psi Chapter and RHSA by facilitating communication between the organizations, attending events for both organizations, and attending meetings for both organizations, such as RHSA AC meetings and NRHH Chapter meetings.
E. The NRHH NCC will sit three (3) office hours per week simultaneously with the RHSA NCC in the RHSA Office.
F. The NRHH NCC will equally share responsibility with the RHSA NCC as per Article Five, Section VII.A of this Constitution.

## Article 12: Conferences

## I. NACURH In-Person Events

A. As an affiliated institution of NACURH, Inc., the Residence Hall Student Association must attend as many NACURH-affiliated in-person events as possible per academic year.
B. The following NACURH conferences are held during each academic year:

1. Fall Sub-regional Meeting;
2. NEACURH Regional Leadership Conference;
3. Spring Sub-regional Meeting;
4. NEACURH Spring Leadership Conference;
5. NACURH Annual Conference.

## II. Fall/Spring Sub-regional Meeting

A. The Sub-regional meetings, as established by the NEACURH Coordinating Officer for Subregional Relations, are an opportunity for representatives within the Subregions of the North East Affiliate to network and prepare for the upcoming regional conference.

1. Sub-regions of NEACURH are defined as New York (New York State and all Canadian affiliates of the North East) and New England (Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, and Maine) (NEACURH Policy Book Section VI, Article II).
B. Only the RHSA National Communications Coordinator, RHSA President, and the NRHH NCC (or either representative's designee), shall be permitted to attend either the Fall or Spring Sub-regional Meeting due to the nature of the business.
C. Representatives from SUNY New Paltz shall attend the New York Sub-regional Meetings, if able.
2. Should SUNY New Paltz be unable to send a delegation to the New York Subregional Meeting, they shall attend the New England meeting at the discretion of the Coordinating Officer for Sub-regional Relations, if able.

## III. NEACURH Regional Leadership Conference and Spring Leadership Conference

A. Each semester, the North East Affiliate holds a leadership conference available to the entire region.
B. As an affiliated institution of NACURH, Inc., the Residence Hall Student Association has an obligation to send representatives of SUNY New Paltz to the Regional Leadership Conference in the Fall semester and the Spring Leadership Conference in the Spring semester.
C. The RHSA National Communications Coordinator, RHSA President, and the NRHH NCC (or either representative's designee), shall be the voting representatives in NCC Boardroom, President's Boardroom, and NRHH Boardroom, respectively.

1. The delegation of the Spring Leadership Conference shall also include the National Communications Coordinators -In Training for the RHSA and NRHH Executive Boards, if they are elected in time for the conference deadline.
D. At least one Advisor of RHSA or NRHH must be present at each conference.
2. Advisors shall serve a supervisory role to the SUNY New Paltz delegation and may attend Advisor Resource Training (ART) programming sessions and network with other professional staff at their own discretion.
E. All remaining spaces on the delegation - as determined by the conference staff of that conference and the Regional Board of Directors - shall be selected by the National Communications Coordinator as outlined in Article Five, Section VII of this Constitution.
3. Each delegation shall design clothespins, a banner, a display, and a roll call (Regional Leadership Conference only) to be judged at each conference for regional award selection.
a) All supplementary materials for the delegation shall be determined by the Co-National Communications Coordinators.
F. The voting representatives shall be present during all boardroom sessions during conferences and shall vote on behalf of SUNY New Paltz for awards, future conferences hosts, and legislative changes to regional policy.
G. For every two (2) returning delegates RHSA wishes to register for a Regional or Spring Leadership Conference, it must submit at least one program proposal. (NEACURH Policy Book, Section Four, Article IV, Clause A). Thus, RHSA is obligated to submit program proposals to conference, when required.
H. All NEACURH policy and practices regarding conferences not explicitly outlined in this Constitution may be found in Section Three, Article Two; and Section Four of the Policy Book of the North East Affiliate.

## IV. NACURH Annual Conference

A. Each year, the National Association of College and University Residence Halls, Inc. holds a conference for constituents of the organization at large.
B. The incoming Co-National Communications Coordinators, incoming RHSA President, and at least one of the outgoing Co-National Communications Coordinators (or either representative's designee) shall be present at the NACURH Annual Conference.
C. At least two (2) Advisors of RHSA or NRHH must be present at each conference.

1. Advisors shall serve a supervisory role to the SUNY New Paltz delegation and may attend Advisor Resource Training (ART) programming sessions and network with other professional staff at their own discretion.
D. All remaining spaces on the delegation - as determined by the Annual Conference staff of that conference and the NACURH Executive Team - shall be selected by the National Communications Coordinator as outlined in Article Five, Section VII of this Constitution.
2. Delegation selection shall be made in counsel with the Advisors attending the NACURH Annual Conference to make travel and budgetary arrangements.
3. The delegation shall design clothespins, a digital banner, and display to be judged for NACURH-level award selection.
a) All supplementary materials for the delegation shall be determined by the Co-National Communications Coordinators.
E. The RHSA National Communications Coordinator shall attend NACURH Corporate Boardroom and the NRHH NCC shall attend NRHH Corporate Boardroom.
4. Should any outgoing NCC be present, they shall also attend their corresponding boardroom.
F. All NACURH policy and practices regarding conferences not explicitly defined by this Constitution or the NEACURH Policy Book may be found in Title XI of the NACURH Policy Book.

## V. Awards

A. As an organization that values recognition, NACURH, Inc. highlights the achievements of its member institutions through bids for awards.

1. Awards are awarded at NCC, NRHH, and President's boardroom at all NACURH-affiliated conferences.
B. Bids shall serve as a means for SUNY New Paltz to display its projects and achievements to the larger bodies within NACURH, Inc.
C. As per Article Five, Section Seven of this Constitution, the Co-National Communications Coordinators shall prepare bids to be presented at conference by:
2. Collecting and organizing all information necessary for the bid;
3. Collecting letters of support from the Director of Residence Life, RHSA President, and any additional personnel at their discretion;
4. Consulting any and all members of the NEACURH Regional Board of Directors or NACURH Executive Team, if applicable, to follow all bidding policy and bid timelines;
5. Coordinating the bid presentation and preparing the bid team for selection of the award(s) being bid for;
6. Following all conference policies outlined in Article Twelve of this Constitution.
D. All other bidding policy may be obtained through the NEACURH Policy Book, NACURH Policy Book, or through the NEACURH Coordinating Officer for Recognition and Service.

## VI. General Conference Policies

A. Our delegation, along with the delegations of the institutions that are in attendance, are to be respectful of everyone else in attendance, as each member of the delegation represents SUNY New Paltz. Each delegation of SUNY New Paltz shall be responsible for cultivating a spirit of goodwill and inclusivity as members of NACURH, Inc.
B. SUNY New Paltz shall uphold the NACURH Equity Statement and the Conference Drug and Alcohol Policy at all NACURH-sanctioned events (NACURH Policy Book, Title I; Title XI).

## I. Campus Auxiliary Services

A. The members that work within the Campus Auxiliary Services (CAS) supply RHSA funds towards each budget that the organization holds.
B. The matters concerning the budget given to RHSA is primarily discussed between the RHSA Treasurer and the CAS Accounts Manager.
C. The budget that RHSA holds is given funds annually by the members of CAS.

## II. Allocation of Finances

A. Individual budget lines may be allocated, adjusted, or created at the discretion of the Treasurer in counsel with the Advisor(s) and Campus Auxiliary Services. The CAS Accounts Manager provides funding for these budget lines.
B. The RHSA budget is allocated into the following budget lines and the amounts are variable based on the academic year:

1. Funding Requests.
a. This line is available for any student organization that would like to request funds from RHSA.
2. Conferences.
a. This line provides funds for travel to and from conferences as well as funds for conference supplies, delegation leadership development, and any other expenses as determined by the Co-National Communications Coordinators and Advisor(s).
3. RHSA Annual Budget.
a. This is the primary line for programming expenses for the organization at large.
4. NRHH Budget.
a. The National Residence Hall Honorary Phi Psi Chapter receives its funding as a sub-budget of RHSA.
5. Rainy Day Fund.
a. This budget is to be used only for unplanned/emergency expenses or to provide additional funding for an overspent line.
C. Any additional budget lines not explicitly outlined in this Constitution may be added or changed at the discretion of the Executive Board, Advisors, and CAS Accounts Manager.
D. All Disbursement Orders requested by the Executive Board must be approved by the Assistant Director of Residence Life.

## III. Funding Requests

A. Funding requests are able to be made from any student-run organization on the SUNY New Paltz Campus.
B. All funds disbursed for Funding Requests come directly from the Associate Council Programming Line.

## IV. Procedure for disbursing Funding Requests

A. A representative from the organization placing a Funding Request must contact the Treasurer and President and provide a description of the event/program/etc. that they are requesting funding for and provide a breakdown of their budget.

1. The President and Treasurer shall then decide if the request permits usage of the Associate Council Programming Line.
a. Should they approve the request, the request shall be brought to the Executive Board and shall follow the procedure outlined in Article Thirteen, Section V- VI of this Constitution.
2. If the funding request is permitted to be brought to the Executive Board, if there is a conflict of interest among any member, that must be addressed before the request is presented

## V. Executive Board Approval of Funding Requests

A. Upon receiving approval to request funding from the Executive Board, a representative from the organization requesting funding shall give a three (3) minute presentation in favor of the request.
B. The Executive Board shall then enter a five (5) minute period of Question and Answer, extendable up to three times.
C. The representative shall be asked to leave the room and the Executive Board shall enter a five (5) minute period of discussion, extendable up to three times.
D. If all extensions for discussion be exhausted, the question be called, or is discussion is closed, the Executive Board shall move into a period of voting by "closed-eyes, hands raised."

1. A two-thirds ( $67 \%$ ) vote of the Executive Board in favor of the request, in favor of a different amount, or against the request, must be required to reach a decision.
a. If a different amount is voted on, discussion shall re-open for an additional five minutes, non-extendable.
2. If a decision has not been reached, discussion shall re-open for an additional five minutes, non-extendable, prior to the next round of voting.
3. If a decision has not been made after five (5) consecutive rounds of voting, the President (or their designee), and the Advisor(s) shall determine the outcome of the funding request.
E. If the Executive Board has approved a funding request, the Associate Council must approve the funding request following the procedure listed in Article Thirteen, Section VI of this Constitution.

## VI. Associate Council Approval of Funding Requests

A. No more than two (2) representatives from each hall shall be permitted voting rights or speaking rights.

1. Representatives must be a member of the Hall Government Executive Board.
2. Any other members of a Hall Government may pass notes to their representative(s) containing questions or discussion points.
B. Quorum must be met.
3. Quorum is defined as a simple majority $(50 \%+1)$ of the Associate Council.
C. Voting procedure for Funding Requests shall be as follows:
4. The Representative of the organization requesting funding shall make a presentation of no longer than three (3) minutes in favor of awarding the funding being requested.
5. Following the presentation, the Associate Council will be given a five (5) minute Question and Answer session, extendable up to three times, with the representative
a. The Executive Board has speaking rights during question and answer.
D. At the close of Question and Answer, the representative will be asked to leave the room, and the Associate Council will move into a five (5) minute period of discussion, extendable up to three times.
6. All additional amounts for funding recommended by the Associate Council during discussion shall be recorded and be listed as a voting option at the close of discussion.
7. Discussion may only be concerned with the presentation and answers of the candidate(s).
E. If all extensions for discussion have been exhausted, discussion has been closed, or the question has been called, the Associate Council shall move into a period of voting by "closed-eyes, hands raised".
F. A decision must be reached by two-thirds ( $67 \%$ ) of the voting body present.
8. If a decision has not been made, discussion will re-open for an additional five minutes, non-extendable, prior to the next round of voting.
9. If a decision has not been made in an instance where three or more funding amounts are being voted on, the value with the least amount of votes will be eliminated prior to reopening discussion. This shall occur after each round of voting until a decision has been made or there are two amounts remaining..
10. If a decision in favor of awarding partial funding has been made, the Associate Council shall enter an additional five period of discussion, non-extendable, to determine the amount being awarded.
11. If a decision has not been made after three rounds of voting, the Executive Board shall determine the winner by majority vote.
12. In the event that the Executive Board cannot come to a decision, the President (or their designee) and Advisors shall select the amount of money being awarded.
13. In the event that the facilities where a funding request are taking place are closing within thirty (30) minutes and a decision has not been made, the vote will immediately be turned over to the Executive Board no matter how many rounds of voting have taken place.
G. Should the request for funding be granted, the representative shall meet with the Treasurer (or their designee) to determine the logistics of awarding the funds.
H. All funding request procedure not explicitly outlined by this Constitution shall follow the guidelines established in Robert's Rules of Order, Newly Revised.

## Article 14: Committees

I. General Committee Policy
A. At any point, a member of the RHSA Executive Board may start a committee as a means of engaging the Associate Council and Hall Governments with special projects of the organization.
B. Committees are open to all members of the SUNY New Paltz student body.
C. A committee may be created or dissolved at the discretion of the presiding Executive Board member.
D. No committee may be formed that directly violates this Constitution; serves to diminish the powers of the constituents of RHSA; threatens the general welfare of the SUNY New Paltz student body, faculty, staff, or administration; or is otherwise a means to a negative end.
II. Permanent Committees
A. The following committee(s) shall remain active during each academic year:

1. Yearbook Committee
a) Creates the RHSA Yearbook to be disbursed to members of the Associate Council and Hall Governments.
b) This committee shall be chaired by the Historian.
B. A committee may be charted as a permanent committee if it remains active for at least three (3) academic years. A permanent committee may be added to or removed from policy following the amendment procedure outlined in Article Nine of this Constitution.
III. All other committees and all other committee policy not explicitly outlined in this Constitution shall be determined at the discretion of the Executive Board and the Committee Chair(s).

## Article 15: Power of the Constitution

I. This Constitution shall overrule all individual residence hall constitutions within the boundaries set forth by this Constitution. No other Constitution shall supersede this Constitution, regarding the rights and responsibilities of residence hall students, or their governing structure.
II. All changes to NEACURH or NACURH policy that directly affect this Constitution may be friendlyamended in this Constitution to remain current with the policies and practices of NACURH, Inc.

