

# ESOPUS HALL GOVERNMENT CONSTITUTION

Revised September 2016

## I. General Information

- A. Official name: Esopus Hall Government
- B. Mission: to serve the residents of the Esopus Hall Community to the best of our ability by striving to create a comfortable, safe, encouraging environment to live in; through effective, enjoyable, and diversified programming; by opening minds, listening ears, and attentive assistance.
- C. Hall colors: Dark blue, light blue, white
- D. Hall mascot: Elephant

## II. Positions

### A. Requirements of E-board

- 1. Representative of building
- 2. Attend and participate in all Hall Government meetings and programs
- 3. Hold weekly office hours
  - a. President, Vice President, Secretary, Treasurer- 2 hours
  - b. Public Relations, RHSA Representative- 1 hour

### B. E-board

- 1. President
  - a. Supervise and assists Hall Government
  - b. Lead hall government meetings
  - c. Make agendas for all meetings
  - d. Oversee the organization of programs
  - e. Meet with advisor/RA liaison on a bi-weekly basis or as deemed necessary
  - f. Meet with RD on a weekly basis
  - g. Be aware of what is going on in the building

- h. Take vote at meetings
- i. Other duties as deemed necessary by advisor/RA liaison

## 2. Vice President

- a. Serve as an alternative for RHSA Representatives
- b. Assist in overseeing the organization of programs
- c. Lead meetings if the president cannot
- d. Other duties as deemed necessary by President

## 3. Secretary

- a. Take minutes of all meetings and submit to Hall Government, RA liaisons and RD
- b. Keep current publications of all minutes
- c. Keep consistent attendance records
- d. Other duties as deemed necessary by President

## 4. Treasurer

- a. Manage money transfers
- b. Fill out and file Dispersing Orders
- c. Knowledgeable of current financial statistics
- d. Keep records of all receipts and transactions
- e. Format annual budget
- f. Other duties as deemed necessary by President

## 5. Public Relations

- a. In charge of all hall government publicity and public notification
- b. Complete appropriate bulletin boards for upcoming programs and events
- c. Advertise about programs through social media outlets (Ex: facebook)
- d. Other duties as deemed necessary by President

## 6. RHSA Representative (2 positions)

- a. Representative of Esopus Hall residents and hall government

- b. Attend all RHSA meetings and programs
- c. Communicate between the residents and the Residence Hall Student Association (RHSA)
- d. Other duties as deemed necessary by President

#### 7. Historian

- a. The candidate running has to have the drive to learn about the history of Esopus Hall.
- b. Take pictures at programs and events in Esopus and on campus the Esopus residents attend.
- c. Find out about past programs and help change unsuccessful programs
- d. Create a scrapbook or an online yearbook at the end of the year.
- e. Other duties deemed necessary by President

#### C. Alternative Positions

- 1. Not an elected position
- 2. Does not attend closed meetings
- 3. Positions
  - a. Floor Representative
    - i. Attend all Open Hall Government Meetings
    - ii. Communicate between residents in their section and Hall Government

### III. Meetings

#### A. Hall Government Meetings

- 1. Open and Closed Meetings held weekly
- 2. All Hall Government members must attend. Advisor and/or RA liaison must also be present.

#### B. Agenda

##### Date

- 1. Open Meeting Agenda
  - a. Events

- b. Floor Rep Reports
- c. Floor Rep Reports
- d. RHSA
- e. Hall Concerns/Open Floor

## 2. Closed Meeting Agenda

Date

- a. Icebreaker
- b. Old Business
- c. New Business
- d. RHSA

## IV. Position Replacement

### A. Reasons for replacement

- 1. Resignation of officer
- 2. Unsatisfactory completion of duties

### B. Reasons deemed unsatisfactory

- 1. Unexcused absences reaches 1/5 of meetings and/or events (excused absences are only through the Hall Government Advisor and/or the Hall government Liaisons)
- 2. Skips Office Hours more than 2 times
- 3. General lack of enthusiasm or interest
- 4. Not participating as a member of the team

### C. Procedure for removing an officer

- 1. Notify the person of the inquiry taking place
- 2. Meet with the person to discuss matters
- 3. Reach a resolution
- 4. If advisor/RA liaison deems that unsatisfactory behavior persists, officer will be removed

## V. Voting on General Issues

A. President takes vote but does not vote except in case of a tie

B. All others residents present may vote

C. Secretary records votes

D. Majority vote prevails, unless otherwise called for

E. Possible ways to take vote

1. Secret ballot

2. Raised hands

3. Call role

4. Verbal: “yea” vs. “nay”

F. Procedure

1. Discussion on matter to be voted on

2. Collect Vote

a. Yes/No/Abstain

3. Vote is either passed or denied

4. Recall can be ordered if there is a significant number of abstentions

G. Quorum for voting is twice the membership of Hall Government.

## VI. Elections

A. All Hall government elections will take place at the beginning of each school year or when a vacancy occurs.

B. Voting Procedure

1. Advisor/RA liaisons take vote but do not vote

2. If occurring during the semester, President presides but does not vote

3. All residents present who were present for speech, Q&A and discussion may vote

4. Each candidate will have at least 2 minutes to speak

a. any other candidates for the same office will remain in study lounge down the hall while speech/Q&A/discussion occurs

5. Each candidate will have at least 2 minutes for Question and Answer

7. Vote by secret ballot

8. In the event of a tie residents will then revote. If this results in another tie the procedure will be repeated.

9. If after 3 votes there is still a tie advisor/RA liaison will vote.

#### D. Qualifications

1. Must be a resident of Esopus Hall and not a staff member

### VII. Constitution

1. This constitution does not supersede the Residence Hall Student Association Constitution

2. Procedure for amending the constitution

a. Hold a meeting to discuss amendments

b. Have amendments approved by RD

c. Have a meeting to vote on amendments, following the guidelines for general voting outlined in Section V.

### VIII. Budget

#### A. Purpose of budget

1. Finance hall government programming

2. Support hall government expenses

#### B. Breakdown therefore

1. Programming

a. Social

b. Educational

c. RA Programming

2. Supplies

3. Other

#### C. Ways to use money

1. Treasurer fills out a D.O. two weeks in advance of money being needed

2. Buy what is needed and give treasurer receipt for reimbursement