

MOHONK HALL GOVERNMENT CONSTITUTION

Hall Colors: Yellow and Blue

Hall Mascot: Duck

Preamble

The members of Mohonk Hall Government are to act with integrity and sincerity. They are to always keep in mind that they not only represent their residential peers but also the entire body of SUNY New Paltz students. Mohonk Hall Government members promise to fulfill all duties, and go above and beyond their position descriptions. It is the purpose of this organization to spread Mohonk Hall Spirit as well as New Paltz pride. Mohonk Hall Government members are to be role models and leaders of the hall, while encouraging residents to get involved and build a community.

Article One: Purpose and Goals

The purpose of Hall Government is to represent all residents of Mohonk to the Resident Assistants, Resident Directors, Residence Hall Student Association, Facilities Personnel, Custodial Staff, and the Student Association. This organization has been formatted to meet the needs and concerns of the residents of Mohonk Hall. It also includes planning activities and programs to inform, entertain, and involve all residents of Mohonk.

The key focuses of Mohonk Hall Government are to encourage hall participation, promote spirit, foster positive community, and embody goodwill. Mohonk Hall Government exists to assist and cater to what the residents of the hall find necessary by being committed to connecting each student to their hall.

Article Two: Election Procedures

Section One: Elections

Any Mohonk Hall resident is eligible to run for any position. A decision will be accepted when there is a simple majority reached within the voting poll. All positions obtained during the fall semester will carry over to the spring semester. All elections date, time and location must be advertised to the entire hall at least a week prior to the date of the election. Advertisements will be put up by current Hall Government members or members of the RA Staff. Candidates may put up election materials (Ex. "Vote for Molly") only if they are properly approved by the Resident Director prior to being placed in the appropriate places in the building. Election signage from candidates cannot be placed on exterior doors, glass doors, above the fire line or anywhere deemed inappropriate by building Residence Life Staff. If a candidate is seen

vandalizing, taking down, or tampering with other candidates signage, the Resident Director reserves the right to disqualify the candidate from running for the position. Should a candidate be placing up signage that is inappropriate in nature the same consequences will occur.

Every candidate interested in the position will be encouraged to give a speech to the hall stating their interest, intentions, and past experiences. The candidate will have three minutes for a speech, if they have not completed what they wanted to say within three minutes, they will be cut off. After that, three minutes will be given for a question and answer period in which the voting party will have an opportunity to ask any relevant questions to the candidate in terms of their prior experience or aspects of their speech that could help them to make a better informed vote.

Section Two: Voting Procedures

Three Vote "Responses"

All group voting within Hall Government shall allow each Hall Government member three voting options, which include:

1. Yes
 2. No Confidence
 3. Abstain
- Possible ways to take vote
 - Secret ballot
 - Raised hands, close eyes
 - Call role
 - Verbal: "yay" vs. "nay"

A candidate can be voted into the position once a majority decision is reached and the RA liaisons and/or Resident Director decide that this candidate is prepared and ready for this position. This decision is solely based on the candidate's academic standing and their compliance with the student/housing handbook. All candidates will be discussed with the group prior to voting. Any discussion points must be in reference to what they mentioned in their speech or during question and answer during the election process. Any outside information brought to the floor at this time will be deemed invalid by the party overseeing the election.

Section Three: Inter-Semester Presidential Elections

If the Mohonk Hall Government President must step down or leave for any

reason, the Vice President will be given priority to fill the position. If they do not want the position, the Presidency will be voted from within the E-board. If neither the Vice President nor anyone from the rest of the e-board would like to fill the position, the Presidency will become an eligible position for someone from the hall through the process of a re-election.

Section Four: Between-Semester Presidential and Position Elections

If any member of the Mohonk Hall Government board leaves board for any reason between semesters, the position is open to any Mohonk Hall residents. Elections for the position will follow standard election procedures.

Section Five: Qualifications/Requirements for E-board members:

- Must be a resident of Mohonk Hall; and not a Resident Assistant.
- Must be in good academic standard as defined by SUNY New Paltz, being GPA 2.0 or higher.
 - o In the event an e-board member falls below a GPA of 2.0, they will be required to meet with the Hall Government President, and/or a Hall Government advisor.
- Each e-board member is required to serve and participate in Hall Government for a minimum of one semester. At the end of this semester they will be given a choice to return in their designated position or to resign from their position. Each position will be given this option two weeks prior to the end of the semester.
- Each position that is vacant is up for election or replacement with executive board discretion.

Section Six: Impeachment

If the President, or whomever is the next highest position of the President believes any member (including the president) should be impeached, this person will be contacted and given 24 hours to decide whether or not they would like to resign.

If they decide not to resign, the decision on impeachment will be made at the next meeting with proper advisement given to the Resident Director and Hall Government RA Liaisons prior to impeachment. All impeachment voting decisions must be 3/4ths majority from the present Hall Government members.

The person up for impeachment is informed through a formal letter sent by the Resident Director and RA Liaisons that they are going to be up for impeachment a week before a vote is to be held. They are allowed to come to the meeting and either plead their case or resign, but may not be present for the vote. Evidence must be provided to the entire E-board against the member to be

impeached. Entire E-board must be present for the proceedings.

Article Three: Positions and Responsibilities

Section One: Mohonk Hall Government Positions

The Hall Government of Mohonk Hall is to consist of:

- 1 President or 2 Co-Presidents (in the occurrence of a tie)
- 1 Vice President
- 1 Treasurer
- 1 Secretary
- A maximum of 3 RHSA Representatives/ Associate Council Members (minimum)
- A maximum of 3 Public Relations (PR)/ Communications
- A maximum of 2 Historian
- Floor Representatives (Optional)

Section Two: Responsibilities of Hall Government Members

The duties of each position are to be taken seriously and with efficiency.

President

- Meet weekly or biweekly with the RD to update them on hall tasks and duties, review upcoming agendas, program feedback, and upcoming RHSA tasks or programs
 - To be present at all Mohonk Hall Government meetings.
 - To oversee and provide critical decisions as to the direction of Mohonk Hall Government
 - To give creative and procedural ideas, to take suggestions from hall government members, and to manage the other members of the Hall Government.
 - To create an agenda that contains the layout and format for each meeting.
 - To be filled with spirit for Mohonk Hall and committed to its community.
 - Presidents are *strongly* encouraged to attend Associate Council Meetings.
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Vice President

- To be present at all Hall Government meetings.
 - To support and interact with the President in meetings, programs, and all Hall Government-related activities.
 - To help the President in all tasks, and paperwork.
 - To provide a second voice in all managerial and procedural decisions.
 - To stand in for the President during extenuating circumstances, such as sickness or unavoidable absence.
 - To handle hall government Program Evaluations, and fill out PUP (Pretty Unbeatable Program) sheets for the RHSA E-board and give them to RHSA Representatives to hand in during the RHSA meetings.
 - Vice Presidents are *strongly* encouraged to attend Associate Council Meetings.
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Secretary

- To be present at all Hall Government meetings.
- To accurately record each weekly Hall Government meeting through note-taking, either on notepad or laptop.
- To appropriately provide a stand-in during extenuating circumstances where the secretary is unable to attend meetings.
- Maintain the Google Drive to have up-to date members list as well as maintain the minutes and meeting agendas on the Drive.
- To type all minutes for each meeting and send them in within two days subsequently to the hall government and Resident Director through email. Meeting minutes would ideally be typed in the Hall Government Google Drive directly and shared with members.
- To take and keep track of attendance for all meetings and Hall Government programs.
- Keep RA Liaisons and RD in the loop via email or face-to-face contact if attendance of a Hall Government member begins to become a concern (see Section five)

Treasurer

- Reimbursements will be distributed during the weekly meeting following the program date.
- To oversee all financial matters and financial transactions, including but not limited to disbursement orders, reimbursements, inter-hall disbursement orders, and current totals.
- To confer with the Resident Director, President, and Vice President on specific budget concerns or program planning account allowances.
- To confer with Mohonk Hall Government members as to current budget amounts during each weekly meeting.
- To organize all financial paperwork. Create a system of which Disbursement Orders can be timely reviewed by the Resident Director to be signed.
- To handle the Mohonk receipt envelope, and to make sure that receipts are detailed accurately.

Public Relations/Communications (PR)

- To create all fliers, advertisements, and announcements for Mohonk Hall Government programs, and other necessary handouts. All advertisement/fliers should be done and posted 4-6 days before event.
- To be the artistic direction for Mohonk.
- To post all flyers and information given at the AC Meetings.
- To decorate and maintain the hall government board, which should include all hall government events as well as the office hours' schedule
- Bulletin boards should be redecorated at the beginning and midway through the semester.

Historian

- To create and be the administrator of all available social media accounts.
- Maintain passwords and usernames for social media and Hall Government email account. Logins and other pertinent information should be recorded in

the Google Drive.

- to take and collect pictures of all events, and post them accordingly.
- Keep a record of the club's accomplishments and activities for the year.

RHSA Representatives/ Associate Council Members

- To be the main communication and connection to the RHSA AC Meetings.
- To attend the weekly RHSA AC Meetings held in different halls throughout the semester.
- To bring up all of Mohonk Hall's questions and concerns to a RA liaison or RD and if needed to the AC meetings, bring back any necessary information including upcoming events, programs, issues, and a short description of the goings-on at the meetings.

Programming:

- Two programs must be held for every full month that classes are in session. For any month with more than two weeks of vacation, only one program is required.
- Programs are to be opened to all residents of Mohonk Hall and the students of SUNY New Paltz.
- They must adhere to the budget set by the Treasurer and the Hall Government E-board.
- All Hall Programs must be approved by the RA Liaisons as well as the Resident Director prior to their occurrence for programming funds as well as scheduling concerns.
- All Programs must be properly advertised prior to the program occurrence to guarantee a good attendance turn out and opportunity for our residents.

Section Three: Presidential and Vice-Presidential Meetings

The President and Vice President are advised to have their own weekly meetings, in which both discuss the state of the Hall Government, plan the Mohonk Program calendar, and brainstorm upcoming events.

The President, will meet with the Mohonk Residence Director weekly or bi-weekly, to discuss Hall Government program evaluations, the state of the Hall Government, and confirm the possibility of program dates, and any general

concerns about the hall.

Section Four: Mediation Procedures

The Mohonk Hall Government members will mediate their issues between members on several levels. If they cannot find a compromise or agreement on the first level, they will move onto the next level, and so forth.

- Mediate problems between each other
- Mediate with President and Vice President present, as occasion dictates
- Mediate with the RA Liaison
- Mediate with the Residence Director

If problems cannot be resolved, the members must maintain composure and professionalism throughout every meeting, program, and Hall Government-related activity.

Section Five: Meeting Attendance

The Mohonk Hall Government members are expected to attend all of the weekly meetings. If a member acquires two unexcused absences within the semester, they must meet with a RA liaison to discuss their future and current commitment to the Mohonk Hall Government.

In the case that a member unexcused acquires three absences, a discussion will be held within the government in regards to the possible impeachment of the member.

Excused absences include work, illness, class, or other personal emergency and is left up to the discretion of the President.

Section Six: Office Hours

The Mohonk Hall Government members, with the exception of floor reps, are each required to hold an hour of office hours per week based on their schedule availability. These hours are to be hosted in the Hall Government office with a sign for students to come with concerns or programming ideas.

These office hours are designated for Hall Government duties such as, but not limited to:

- Office cleaning and maintenance
- Bulletin Board prepping
- Program Planning

- Misc. Planning of events of RHSA duties
- Door knocking for upcoming events or to seek resident feedback

All Mohonk Hall Government members are required to hold one office hour a week with the exception of the President and Vice President, who are to hold two office hours a week (one of those hours are to be together to plan events for Hall Government and speak about next meeting).

Section Seven: RHSA Meeting Attendance

All Mohonk Hall E-Board members are responsible for attending at least One RHSA Associate Council Meeting a semester (both for the spring and the fall). These dates will be decided at the beginning of the semester and it is the expectation that the Executive board member be in attendance at that meeting. Should an event or scheduling conflict occur, the Hall Government member must discuss this with one of the RA Liaisons or the Resident Director.

Section Eight: Hall Government Member Behavior

All Hall Government members are to hold themselves as example citizens in Mohonk Hall as well as on the New Paltz campus. Should a Mohonk Hall Government member reportedly and continually be disruptive to the community, be in violation of campus or residential policies and procedures then the student will meet with the RA Liaisons and the Resident Director to have a meeting to discuss behavior. Should this Hall Government member continue to have unruly behavior or display an inability to work productively with a team, they will be asked to leave Mohonk Hall Government and resign from their position.

Should a Mohonk Hall Government member condone rude behavior or exhibit an inability to be in compliance with any staff member in Mohonk Hall, this includes but is not limited to Resident Assistants, Facilities Personnel, Custodial Staff, Resident Director, University Police, etc, the student will be asked to leave their position effective immediately. In Mohonk Hall respect and safety is our number one priority, we want to ensure that all residents and staff feel safe and respected in our community.

Section Nine: Constitutional Amendments

This constitution does not supersede the Residence Hall Student Association Constitution

Procedure for amending the constitution:

- Hold a meeting to discuss amendments
- Each Amendment must be voted on by the residing Hall government members and all votes must be majority

- Have amendments approved by Resident Director Prior to sending alterations to RHSA for final approval

Have a meeting to vote on amendments, following the guidelines for general voting