

SUNY CORTLAND

Residence Hall Association

Constitution

Mission Statement

The Mission of the Residence Hall Association is to build community through residential living, provide a unified voice of the residential population, and offer leadership development to its members.

Article I. Membership

Membership will be defined as living within housing provided by SUNY Cortland's Office of Residence Life & Housing. This includes the Judson H. Taylor Leadership House.

Article II. Governing Board

1. President
 - a) Act in place of executive board if the executive board is not able to convene.
 - b) Create an agenda for the Executive Board Meetings.
 - c) Represent Residence Hall Association on campus and at all NACURH functions.
 - d) Create training of the Executive board with the Vice President and both Advisors.
 - e) Meet with the Advisor of Finances and Operations & Finance Chair to create a budget for the upcoming year.
 - f) Have a weekly one on one meeting with the Advisor of Leadership.
 - g) Meet biweekly with the Director of Residence Life and Housing.
 - h) Serve 5 office hours a week
 - i) Act as the RHA liaison to SGA.
 - j) Organize the Executive board transition process.
 - k) Serve as primary adviser to the Secretary.
2. Vice President
 - a) Act as the Hall Council contact to the Executive board.
 - b) Assume responsibilities of President if the President cannot fill them.
 - c) Train Hall Council Presidents at Leadership Night
 - d) Create Executive board training with President and both Advisors.
 - e) Plan the RHA leadership banquet with NRHH
 - f) Run the General Assembly meetings.
 - g) Serve 4 office hours a week.
 - h) Have a weekly meeting with the Advisor of Leadership.

- i) Coordinate Hall Council Transitions with Secretary
3. Secretary
- a) Take, prepare and send out all General Board minutes and all Executive Board minutes.
 - b) Maintain all filing in the RHA office.
 - c) Notify all members of RHA General Assembly about important changes or events.
 - d) Take attendance at all General Assembly and Executive board meetings.
 - e) Maintain a phone and e-mail directory of all members.
 - f) Maintain a calendar of events.
 - g) Work with Vice President to coordinate Hall Council transition process.
 - h) Collect and file all Hall Council minutes.
 - i) Maintain the RHA Constitution and Bylaws and cite them when appropriate.
 - j) Perform all Duties assigned by the President.
 - k) Have a biweekly meeting with the President of RHA.
 - l) Serve 2 office hours a week.
4. Programming Chair
- a) Organize at least 3 campus wide programs open to SUNY Cortland students.
 - b) Head the Programming committee during the RHA general meeting.
 - c) Collaborate with Publicity Chair on advertising events.
 - d) Serve 2 office hours a week.
 - e) Perform all Duties assigned by the President.
 - f) Meet Biweekly with the Advisor of Leadership.
 - g) Create a program assessment after all RHA events.
5. Publicity Chair
- a) Head the Publicity Committee during the RHA general meeting.
 - b) Maintain the RHA Facebook, Residence Life bulletin board, Website, etc.
 - c) Provide Publicity for all RHA events. (Press releases, advertisements, posters, etc.)
 - d) Provide advertisements for all RHA memorabilia.
 - e) Serve 2 office hours a week.
 - f) Meet Biweekly with Advisor of Finance and Operations.
6. Finance Chair
- a) Create a detailed budget for all RHA events and present to the Executive Board.
 - b) Create a Budget for the upcoming year with the President and Advisor of Finance and Operations.
 - c) Meet with the Advisor of Finance and Operations biweekly.
 - d) Serve 2 office hours a week.
 - e) Provide biweekly update of the breakdown of the budget.
 - f) Maintain an accurate list of all RHA inventory.
 - g) Maintain all equipment owned by RHA and approve allocations.
 - h) Maintain contact with Hall Council Treasurers.
7. Advocacy and Liaison Chair
- a) Administer all RHA polling and compile the data for the Executive Board.
 - b) Attending other organization meetings including but not limited to: ASC Dining, SAB, etc.
 - c) Chair the Campus Leadership and Recruitment Committee.

- d) Review policies that affect the lives of residents at SUNY Cortland.
 - e) Report to Vice President biweekly.
 - f) Meet once a month or more as needed with the Advisor of Finance and Operations.
8. National Communication Coordinators
- a) One voted in the Spring Semester, the other voted in the Fall Semester.
 - b) One will transition the other.
 - c) Keeps in contact with the North East Affiliate of College and University Residence Halls and the National Association of College and University Residence Halls.
 - d) Keeps Governing Board and General Assembly informed on upcoming Regional and National Conferences.
 - e) Submits the National Information Center Report each year.
 - f) Initiates, advises, and supports Regional and National bidding.
 - g) Develops the application to attend Conferences.
 - h) Oversees the Conference Delegation
 - i) Prepares the supplies for the Conferences
 - j) All duties as designated by NACURH and the NCC manual.

Article III. Elections

Regular elections will be held for the Governing Board each spring. Refer to By-Laws for procedure.

Article IV. General Assembly

1. The General Assembly is defined as the organized body of RHA. The General Assembly consists of:
 - a) The Governing Board
 - b) The Advisors
 - c) One Senator from each Residence Hall (or assigned proxy) with voting rights
 - d) One Hall Council President (or assigned proxy) with voting rights from each Residence Hall
 - e) Any number of student representatives from a SUNY Cortland Residence Hall without voting rights
2. A student cannot be eligible to be a voting member if they have a conflicting academic class.
3. Leadership House may have one voting representative in the General Assembly
4. Advisors will not have the ability to vote on matters discussed in the General Assembly.
5. General Assembly Meetings will be held once a week at a set time and day. This day and time may be changed at the beginning of the year by vote and according to the changing

needs of the student body. Once set, however, they may be no formal changes to the schedule for the rest of the Semester. Each meeting will allot time for the Governing Board to address the Senators and Representatives as a group after which the meeting will move into Committees.

6. Absence policy will be that if a voting member misses two consecutive unexcused absences, their budget will be frozen. Certain academic and all religious affairs are considered excusable absences. A voting member is allowed to present an alternate in their place if they are unable to attend. If a Senator or Representative will not be attending, notification of the absence should be given to a Governing Board member before the General Assembly convenes.
7. Notification of a proxy should be given prior to the time the General Body convenes. The Hall Representatives are not limited to proxies at any meeting; however RA senators shall be limited to two proxies per semester. If more is required, a meeting with the governing board is required to approve the additional proxies.
8. For a vote to take place, quorum must be met. Quorum is defined as 2/3 of the voting general assembly members.

Article V. Hall Council Meetings

- A. Each Residence Hall is responsible to hold a Hall Council meeting. Meetings should occur at least twice per month in the semester.
- B. Hall Council meetings should be structured as follows.
 1. Hall Council President (RHA Representative):
 - a) Prepares agendas and presides over all regular and special Hall Council meetings
 - b) Maintain order and momentum through the meeting
 - c) With approval of the council, appointing members as chairpersons to committee
 - d) Serving on committees as requested by the council and RHA
 - e) Participating in these weekly or bi-weekly meetings (one on one, E-board, Hall Council)
 - f) Maintain and update Bulletin Board each month
 2. Hall Council Treasurer:
 - a) Maintain financial records of the organization
 - b) Audit books at least twice per semester with advisor
 - c) Inform executive board of all financial matters

- d) Coordinate any financial requests and allocations
 - e) Give monthly reports of all transactions to Associate Director of Finance
 - f) Participating in these bi-weekly meetings (one on one, E-board, Hall Council)
 - g) Perform other duties as assigned by the president
3. Hall Council Secretary:
- a) Record and maintain minutes of all organization meetings
 - b) Send meeting minutes and attendance to Associate Director of Publicity
 - c) Maintain a calendar of events
 - d) Maintain contact information of all members
 - e) Recruit Hall Council Members
 - f) Participating in these bi-weekly meetings (one on one, E-board, Hall Council)
 - g) Perform other duties as assigned by the president

Article VI. Removal of Office

- A. In order to remove an officer of the Governing Board this process must be followed:
1. A formal action must be brought against the Board member via an allegation letter. Allegation letters can be anonymous. Allegation letters are given to the RHA advisor.
 2. The advisor will conduct an investigation to determine whether the allegations are valid. If the advisor finds grounds they will bring it to the attention of the charged member and the other members of the governing board.
 3. At the next general assembly meeting there will be a discussion of the allegation letter that was presented to the RHA advisor. At this point the Governing Board Member will be able to defend them self. After discussing the allegation there will be a motion to continue the Removal from Office Process. If the motion passes the following will take place.
 4. The officer will be asked to leave the room and discussion will take place. If a vote of 2/3 of the general assembly is reached at the end of the discussion, the Governing Board member will henceforth be removed from office.
- B. Automatic removal from office will occur in such circumstances as:
- a) Dismissed from school
 - b) A GPA below 2.2
 - c) Decision to move off campus

Article VII. Amendments and Ratification

This constitution can be amended and ratified by a 2/3 vote of the general assembly.

Ratified 3/4/2010