

# **SUNY CORTLAND**

## **Residence Hall Association**

### **By-Laws**

#### **I. Election Procedures**

##### **A. *Eligibility***

In order for one to run for the President position, the candidate must have at least one year active RHA experience. For the Vice President position, the candidate must have at least one semester of active RHA experience. For all other positions, except NCC, hall council experience with recommendation from an RHD or RA senator is needed to apply for the position.

##### **B. *Applications & Nominations***

1. An application must be available at all times on the RHA website and must be submitted two weeks prior to elections. The completed applications must be distributed to the delegates for review one week prior to elections.
2. If there are no completed applications for a Governing Board position, a person can be nominated by anybody in the General Body including him or herself. A second is necessary for the nomination to be complete. Once a person has been nominated and seconded, they must accept or decline the nomination. That person must fill out an application within 48 hours and e-mail for distribution to the delegation.

##### **C. *Timeline***

1. General elections of the Governing Board begin on the sixth to last General Assembly meeting and no later than the fifth to last General Assembly meeting. Please refer to section B for further explanation.
2. The last meeting of the term is the first meeting run by the new executive board.

##### **D. *Governing Board Elections***

1. Presentations for elections shall proceed in the following order: President, Vice President, Secretary, Programming Chair, Publicity Chair, Finance Chair and Advocacy/Liaison Chair.
2. If more than one person is applying for a position, all candidates will step out of the room and be individually brought in for their speech/question and answer.
3. Each nominee must make a speech discussing what they intend to do in their positions and how they can better the organization. Speeches will be no longer than three minutes.
4. After each speech, there will be a five minute questions and answer session. This may be extended for up to five additional minutes by a motion and second.
5. Upon the completion of the question and answer session, the nominee will leave the room and the next nominee will enter.
6. After all nominees have given their speeches, they will all be asked to leave the room. A five minute discussion period will begin. The General Body will discuss the candidates and how they compare to each other. Only relevant factual comments regarding the position may be made during discussion.
7. Upon completion of all candidates, they will be allowed to re-enter the room. A vote will occur for the new Governing Board at least one week before the last General Body meeting.

#### *F. National Communication Coordinators Elections*

The person(s) serving as National Communication Coordinator(s) will be chosen each year by the President of RHA and NRHH along with the current serving NCC(s). The chosen candidate will then be ratified by the General Assembly of RHA by a simple majority.

#### *G. Special/Emergency Elections*

1. If a vacancy occurs in the President position during the term of office, the Vice President will take the President position.
2. Once that position is filled, the open Vice President position can be filled by an RHA member with at least one semester's participation by completing an application to be considered by the general body, then a majority vote of the general body.

3. If any position other than President and Vice President becomes vacant, any RHA member with at least one semester's participation may apply by completing an application to be considered by the general body, then a majority vote of the general body.

## II. Voting

### A. *Voting Procedure*

1. For a vote to take place, quorum must be met. Quorum is defined as 2/3 of the voting general assembly members.
2. Placards are assigned to all voting members. These are the official voting placards.
3. Anyone in the general assembly or governing board can call out for a vote.
4. There are three ways to vote: For, against or abstention. Abstentions are not counted in the quorum.
5. A majority of votes cast at a General Assembly meeting shall authorize action. Majority of votes constitutes 50% plus one vote.

### B. *Elections Voting*

1. The winner is decided by majority vote of the General Body during the election time.
2. If there is a tie from the General Body vote, the Governing Board will be the deciding vote.

## III. Swearing into Office

- A. The New Governing Board members will officially take office upon completing the following executive oath to be administered at the conclusion of the second to last meeting of the semester by one of the Co-Advisors. This officially ends the term of the previous governing board.

"I, (state name), pledge to uphold and honor all principles, values, and beliefs of the Residence Hall Association and State University of New York at Cortland. I promise, as (state your position), to serve the Residence Hall Association and the on-campus student body to the best of my ability, to

serve and protect the guidelines and policies of the Constitution and By-Laws, and maintain a positive relationship with the National Association of College and University Residence Halls. To this, I solemnly swear.”

- B. At the conclusion of the oath, the new governing board will sign a contract provided by the Co-Advisors.
- C. Once sworn into office, the new governing board will be transitioned into their roles by the previous governing board.
- D. Once sworn in, no member of the executive board of Residence Hall Association may sit on their respective hall council’s executive board at the same time.

#### IV. Committees

- A. There will be three standing committees. Each member of the delegation will sign up for at least one standing committee which will meet at least once per month to discuss their committee’s progress.
- B. Standing committees may be broken up into subcommittees that focus on a specific program. Creation of subcommittees may be suggested by the delegation and created by the Chairs.

#### E. *Standing Committees*

1. Leadership and Recruitment Committee:  
The mission of the campus leadership and recruitment committee is to better the leadership skills and assist each hall with recruitment of hall council members. In addition they will work with outside organizations to improve the life of the campus community.
2. Programming Committee:  
This Committee is responsible for organizing and executing programs geared primarily toward the SUNY Cortland community. These programs may be for all students on campus, not only those living in the Residence Halls.
3. Publicity Committee:  
This Committee is responsible for the production of all RHA advertisements and announcements for all programs and events. Also, this Committee is responsible for developing inventive ways to promote RHA to the student body.
4. Ad Hoc Committees:

These encompass all other committees that the Governing Board deems necessary. Committees of this nature may be but are not limited to Constitution Committee or Conference Committee.

## V. General Body Policies

- A. Non-voting members of the college community are welcome to meetings unless otherwise stated for that specific meeting.
- B. The Residence Hall Association General Body may, by a two-thirds vote, suspend a by-law on a situational basis.
- C. Policies may be changed or added with a two-thirds vote of the delegation. Policies shall be checked prior to approval by the governing board to avoid possible contradiction with the constitution.
- D. Any statement in the Constitution contradicted by this policy book is superseded by the Constitution of the Residence Hall Association.

## VI. NEACURH/NACURH Conferences

### A. *Applications*

- 1. Any student living on campus may apply for a NEACURH/NACURH conference.
- 2. The National Communications Coordinator must create an application for students to fill out.
- 3. Students must submit the application by a required due date and time or the application will not be considered for the conference. Once chosen to go to a conference, each delegate will be responsible for signing a contract stating that they will follow college, NACURH, and Residence Hall Association policies.

### B. *Financial Support*

- 1. The Residence Hall Association will pay for transportation and registration.
- 2. The total number of delegates will be decided by the National Communication Coordinator and advisor(s).

### C. *Conference Delegate Responsibilities*

1. All delegates are responsible for attending all conference meetings scheduled by the NCC.
2. All delegates must be active participants in the creation of the banner and/or roll call.
3. While on a conference, they must attend all necessary programming tracks and act as positive representatives of SUNY Cortland.
4. They may not participate in the use of any controlled substances, drugs, or alcohol.
5. If at any time a delegate breeches his/her contract, he/she is personally accountable for repaying the Residence Hall Association for all of his/her delegate fees.
6. When the delegates have returned from a conference, they are responsible for presenting one program that they have brought back from the conference, which will be funded by RHA.

## VII. Funding

### A. *Hall Council Funding*

1. At every hall council meeting there should be time allotted for "Allocation Requests".
2. Any student that lives in your residence hall is eligible to make an allocation request for a program/event that is being organized for your hall. This may include student staff members that need additional financial support for their programming.
3. The Treasurer should facilitate any discussions related to allocation requests.
4. Once a verbal request is made, the floor should be opened up for any questions, debates, or comments related to the allocation.
5. Once the conversation is complete and/or you have reached a predetermined time limit for discussion, there should be a simple majority vote to approve or deny the request.
6. If the request is denied, then the group can move on to the next allocation or the next topic on the agenda.

7. If the request is approved the Treasurer will give the requestor a Budget Allocation Form to complete.
8. The Budget Allocation Form must be submitted to the Finance Chair during office hours or at the RHA Meeting each week.

**B. *Outside Organizations***

1. All requests must be filled out via the Budget Request form available at the Residence Hall Association Office.
2. The person or group must then attend the meeting in which the proposal is presented to the delegation. If the person or group is not present, the proposal will be tabled for one meeting. The delegation members will be provided a copy of the proposal.
3. The General Assembly members will have a question/answer with the proposal presenters for five minutes, with an extendable motion of five additional minutes (with second).
4. The person or group proposing the allotment will leave the room and the General Assembly will have a discussion on the proposal for five minutes, with an extendable motion of five additional minutes (with second).
5. After discussion, a motion of vote must be made (with a second). Majority vote wins.
6. The person or group requesting money shall be invited back into the room and informed of the decision made by the Residence Hall Association after voting.
7. All Program proposals must be submitted by the day of the scheduled General Assembly meeting to the RHA office by 2:00pm.
8. If the requested funds are granted, then the Residence Hall Association shall receive appropriate recognition on all subsequent advertisement media. All printed advertisements and other forms of advertisement shall be verified for recognition by the governing board.
9. Failure to fulfill any of these requirements will result in funds no longer being awarded to the organization for the remainder of the year.