

CONSTITUTION OF THE RESIDENCE HALL STUDENT ASSOCIATION STATE
UNIVERSITY OF NEW YORK AT NEW PALTZ

Effective January 31st, 2012

Preamble

We, the students of the residence halls of the State University of New York at New Paltz (SUNY New Paltz), shall promote and maintain a spirit of unity among members, to promote interaction among residence halls, develop citizenship through self-government, and to promote self-development of individuals. We, therefore, ordain and establish this Constitution for the Residence Hall Student Association of SUNY New Paltz.

Article One: Name

The student organization for all residence halls at SUNY New Paltz shall be known as the Residence Hall Student Association (RHSA).

Article Two: Purpose

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 Three: Membership

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, handicap, sexual orientation, gender, or national origin.

Article Four: Hall Government

- 1.1 Every residence hall must have a constitution.
- 1.2 Position on Hall Government must be elected as stated by their respective constitutions.
 - 1.2.1 Constitutions, and alterations, must be submitted to RHSA within 7 days of the first AC meeting of the semester and/or 7 days of the last meeting if changes have been made during the semester.

1.2.2 To make changes to a constitution, the Hall Government must hold a meeting that is open to the entire hall to initially discuss ideas. The Resident Director (RD) must then approve these proposed changes. Upon approval, the Hall Government must hold another open meeting to vote on the changes.

1.2.3 Constitutions must include information regarding the following:

1.2.3.1 Hall name, Mission, Colors, and Mascot

1.2.3.2 Description of Executive Board duties separated by position

1.2.3.3 Qualifications for holding an Executive Board position

1.2.3.4 Meeting structure (i.e. time limit, order of agenda, etc.)

1.2.3.5 General Voting Procedure

1.2.3.6 Elections Procedure

1.2.3.7 Budget Procedure

1.2.3.8 Impeachment and Removal/Resignation Procedure

1.2.3.9 Constitution Amendment Procedure

1.3 Each hall must send at least two documented representatives from the hall to AC meetings.

1.4 Each Hall Government is responsible for fostering a spirit of unity and good will throughout their residence hall.

Article Five: Representation

Section One: Voting Members

1.1 Each residence hall has at least two representatives, determined by the procedure outlined in the hall constitution, two of which will act as voting members during AC meetings.

1.1.1 If one or both of the RHSA Representatives cannot attend, another documented Hall Government or Residence Life staff member, excluding RDs, of that hall may vote instead.

Section Two: Non-Voting Members

2.1 All hall residents are invited and encouraged to actively participate in events and programs sponsored by RHSA.

2.2 Any hall resident may attend AC meetings, but no more than two representatives per hall shall have the right to vote.

Section Three: Qualifications

3.1 Each RHSA Representative must be a resident of the hall represented.

3.2 Each RHSA Representative must be in good academic and disciplinary standing at this college.

Article Six: Associate Council Membership Responsibilities and Elections

Section One: AC Member Responsibilities

1.1 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 and access the minutes from the meeting.

1.2 It is the responsibility of RHSA Representatives to report the proceedings of all regular AC meetings to their respective Hall Governments.

1.3 It is the responsibility of all members to represent the concerns and ideas of the residence hall they represent.

1.4 It is the responsibility of all members to attend all of their Hall Government meetings.

1.5 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.

1.5.1 When posting flyers, representatives must adhere to all fire safety regulations of the building.

1.6 The RHSA Representatives must ensure the removal of all outdated flyers.

Section Two: Election Procedures

2.1 Election of RHSA Representatives shall be held within individual residence halls in accordance with hall constitutions.

Article Seven: Executive Board

Section One: Description

1.1 The Executive Board shall consist of a President, Vice-President, Treasurer, Secretary, Public Relations Officer (PR), National Communications Coordinators (NCC), Campus Communication Coordinator (CCC), and a Historian.

Section Two: Qualifications

2.1 Each Executive Board member must be a resident of the residence halls for at least one year (two full semesters).

2.2 Each Executive Board member must be in good academic and disciplinary standing at this college, and be a full time student at time of election and during the subsequent term.

2.3 Executive Board members are not permitted to hold a position in their hall's government.

2.3.1 Participation in events that RHSA facilitates (i.e. Spirit Day, etc.) should be discussed by the Executive Board prior to the event to preserve neutrality.

2.4 To be elected to any Executive Board office, a candidate must have been active with RHSA meetings and/or programs and events for at least one full semester.

2.5 Candidates may only run for up to two positions on any one executive board.

2.5.1 If there is a vote of no confidence, the candidate may run again for that position.

2.6 Candidates for the NCC positions must have been a conference delegate or conference alternate prior to running for the position.

2.5.1 In the event that there are no candidates interested who have fulfilled the qualifications stated in Article Seven, Section 2.5, a candidate with no experience shall be permitted to run.

2.7 Candidates for President must have been an RHSA Executive Board member for two semesters, or in the completion of their second semester, prior to running for the position.

2.7.1 In the event that there are no candidates interested who have fulfilled the qualifications stated in Article Seven, Section 2.6, a candidate with no experience shall be permitted to run.

Section Three: Election

3.1 Election nominations will begin at least eight (8) weeks before the last AC meeting of the Spring semester.

3.2 Election of the Executive Board officers will begin at least six (6) weeks before the last AC meeting.

3.3 The NCC position will be elected at least one week prior to the registration deadline for that year's Mini-No Frills Regional Conference.

3.4 Newly elected Executive Board officers will be installed at the last AC meeting.

3.5 One term of office for each Executive Board member shall be two (2) semesters. There shall be no limit imposed on the number of terms any member may serve. If an Executive Board member chooses to remain in their position; they must be re-elected.

3.5.1 In the case that someone is elected for a position at any point in the given year [due to a vacancy], he/she will hold office for the remainder of the academic year.

Section Four: Vacancies

4.1 In case of a permanent vacancy in the office of President, the Vice-President shall assume the role of President.

4.2 Any permanent Executive Board vacancy (excluding President) shall be filled through an election in accordance with Article 7, Section 3 and Article 10, Section 4.

Section Five: Funding Requests

5.1 The Treasurer and President will discuss and decide whether a funding request applies to the RHSA General Budget or AC Programming Line.

5.2 Funding request presentations will be scheduled by the Treasurer for a time during Executive Board meetings.

5.3 If a conflict of interest arises, the Executive Board must discuss it prior to the funding request presentation.

5.4 For the funding request, the presenter will do the following:

5.4.1 Provide a presentation that does not exceed three minutes.

5.4.2 Answer questions from the Executive Board for five minutes, unless session is ended early.

5.4.2.1 The session can be extended up to three times, but the amount of time extended each time shall not exceed the amount of the previous extension.

5.5 After the presentation and questions are completed, the presenter must leave the room.

5.6 The Executive Board can either move to discuss or vote after the presenter leaves the room.

5.6.1 If a discussion is opened, the Executive Board discusses the funding request for five minutes, unless the session is ended early.

5.6.1.1 The session can be extended up to three times, but the amount of time extended each time shall not exceed the amount of the previous extension.

5.7 Decisions will be made by a 2/3 vote.

5.7.1 In the event that there is not a 2/3 decision on the first vote, a five minute discussion will follow and a vote will be taken again. If a 2/3 decision is not made after three sessions, the decision will be turned over to the overseer.

5.7.1.1 The overseer is the President, unless the President is absent, in which case the Vice President assumes the role.

5.7.1.2 The overseer does not vote.

5.8 If funds are being granted from the RHSA General Budget, the Executive Board reserves the option of granting partial funding.

5.8.1 If the Executive Board decides to grant a different amount than originally requested, they will then discuss different amount options and decide on two or three options to vote on.

5.9 Quorum must be present.

5.10 Voters must be present through the entire funding request procedure.

5.11 Voting shall only be performed through confidential written ballots, unless otherwise motioned.

5.12 An advisor must be present during any funding requests.

5.13 The advisor shall tally the votes and the overseer will announce the decision.

5.14 If a funding request is approved, the presenter will email the RHSA Treasurer after the meeting to coordinate the physical granting of funds.

Article Eight: Executive Board Responsibilities

Section One: The Duties of All Executive Board Members

1.1 Positions are a one (1) year commitment.

1.2 Must maintain positional resource materials to give to their successor.

1.3 Must meet with their successor to offer resources and information about their position.

1.4 The following duties are mandatory unless excused by the remainder of the Executive Board:

1.4.1 Attend all RHSA programs and events.

1.4.2 Meet as an Executive Board once a week, for a two-hour (2-hour) meeting.

1.4.3 Sit two (2) office hours per week in the RHSA office.

1.4.3.1 The NCC will sit three (3) office hours per week simultaneously with the NRHH NCC in the RHSA office, when possible.

1.4.4 Attend all AC meetings.

1.4.5 Attend an Executive Board bonding session each semester.

1.4.6 Attend an AC retreat each semester.

1.4.7 Assist with the planning and facilitation of all major events.

1.4.8 Attend all President's Cabinet Meetings held monthly.

1.4.9 Attend bi-weekly one on one meetings with an Advisor.

1.4.10 Attend one on one meetings when necessary with the President.

1.4.11 Attend two (2) Hall Government facilitated programs outside of their hall per semester.

Section Two: The Duties of the President

2.1 Has a position on the Campus Auxiliary Services (CAS) Board of Directors.

2.2 Acts as the liaison between administrative offices on campus and the residence hall student body which entails the following: writing letters and/or e-mails, making phone calls, scheduling meetings between him/her and other offices on campus and following up on all issues concerning residence hall students as soon as possible.

2.3 Is an integral part of every Executive Board position, and acts as a sounding board for ideas.

2.4 Schedules one on one meetings with individual Executive Board members as necessary.

- 2.5 Helps to create RHSA budget and presentation for the following year, along with the current treasurer.
- 2.6 Seeks the aid of the advisors when necessary.
- 2.7 Keeps an active communication relationship between him/herself and all Residence Life officials.
- 2.8 President elect must attend NACURH conference, if possible.
- 2.9 President must attend Fall Sub Regional Meeting, if possible.
- 2.10 President must attend NEACURH conference, if possible.
- 2.11 President must attend Spring Sub Regional Meeting, if possible.
- 2.12 President must attend Mini-No-Frills, if possible.

Section Three: The Duties of the Vice-President

- 3.1 Works closely with the RHSA President, and takes his/her place in case of absence in:
 - 3.1.1 Running RHSA Executive Board or AC meetings.
 - 3.1.2 Attending any official function at which RHSA should be represented.
- 3.2 Works closely with the office of Student Activities and Union Services.
- 3.3 Contracts all campus venues (using the Facilities Use for Scheduled Event (FUSE) form found on www.newpaltz.edu/sub).
 - 3.3.1 Contracts all security and crew for events with Student Activities and Union Services.
 - 3.3.2 Contracts food services, catering, and any transportation needed for events.
 - 3.3.3 Maintains up to date information on what people must be contacted for signatures on FUSE forms.
- 3.4 Facilitates an inter-residence hall program.
- 3.5 Must be available during the summer to FUSE space for the Fall semester.

Section Four: The Duties of the Treasurer

- 4.1 Handles RHSA accounts by keeping accurate documentation of the budget.

4.2 Pays all approved expenses by following the procedure for Disbursing Orders (D.O.'s).

4.2.1 Treasure is the only one to write D.O.'s.

4.2.1.1 The president can only write a D.O. if there is no Treasurer in the position at the time the request is needed OR if the current Treasurer is absent for over 2 weeks.

4.3 Plans RHSA budget for the year and submits it to the Executive Board for overall approval.

4.4 Act as a resource to all hall treasurers.

4.5 Give guidance and suggestions for the following year's budget.

4.6 Monitors phone use in the RHSA office and pay the phone bill.

4.7 Review all funding request forms submitted to RHSA with the President, and approve or deny each request.

4.7.1 Requests must be submitted 2 weeks in advance of when a person or organization requires the money.

4.7.2 If funding request is denied it goes no further, but the Treasurer and President need to have a reason as to why it is being denied.

4.7.3 If approved, the Treasurer will bring it to the executive board.

4.7.3.1 If the money is to be granted from the RHSA General Budget, the Executive Board will follow the procedure outlined in Article 7, Section 5.

4.7.3.2 If the money is to be granted from the AC Programming Line, the Executive Board must vote, following the procedure outlined in Article 7, Section 5, to approve or deny the request. If the request is approved, it is taken to the next possible AC meeting and voted upon using the procedure outlined in Article 10, Section 3.

4.8 Keep in constant contact with the Campus Auxiliary Service (CAS) office. Respectfully submitted,

4.7.3.2 If the money is to be granted from the AC Programming Line, the Executive Board must vote, following the procedure outlined in

Article 7, Section 5, to approve or deny the request. If the request is

approved, it is taken to the next possible AC meeting and voted upon

using the procedure outlined in Article 10, Section 3.

- 4.8 Keep in constant contact with the Campus Auxiliary Service (CAS) office.
- 4.8.1 Must get a print out of the programming account's expenses once a month.
- 4.9 Must report to the Executive Board regularly with the current balance.
- 4.10 Must report to the AC on how much is left in the AC Programming Line.
- 4.11 Coordinate Care Package Program
 - 4.11.1 Keep in constant contact with On Campus Marketing (OCM).
 - 4.11.2 Facilitates answering of all emails and phone calls regarding care packages.
 - 4.11.3 Deposit checks into the separate account and keep track of how much money RHSA made on packages.
 - 4.11.4 Notify all students of care packages in as many ways as needed (i.e. email, phone, mail, etc.).
 - 4.11.5 Keep track of OCM's deadlines.
 - 4.11.6 Create a detailed set of instructions for other Executive Board members on how to give out packages.

Section Five: The Duties of Secretary

- 5.1 Records minutes at all Executive Board and AC meetings.
- 5.2 Types the weekly AC minutes and posts them on the website.
- 5.3 Must type up the weekly Executive Board meeting minutes and distribute them to Executive Board members and advisors within an appropriate amount of time.
- 5.4 Must type and distribute AC agendas.
- 5.5 Must be familiar with basic computer and typing skills; knows Microsoft Office.
- 5.6 Leads the role call at AC meetings.
- 5.7 Responsible for keeping an inventory of office supplies and purchasing them when necessary.
- 5.8 Coordinates office equipment servicing as needed.

Section Six: The Duties of the Public Relations Officer

- 6.1 Responsible for publicizing all RHSA meetings, programs, and events.
- 6.2 Maintains communication with other campus offices and organizations to report important information to the AC.
- 6.3 Responsible for sending out Thank You notes to all guests, RHSA members, and Residence Life Staff when appropriate.
- 6.4 Works with the newspaper, TV, and radio station on campus to publicize RHSA programs and events.
- 6.5 Records the print quota for each residence hall.
- 6.6 Maintains the display case in the lobby of Hasbrouck Dining Hall.

Section Seven: The Duties of the National Communications Coordinators (NCC)

- 7.1 Equally shares responsibilities with the NRHH NCC..
- 7.2 Serves as SUNY New Paltz's official representative at all regional and national conferences.
- 7.3 Keeps regional schools informed about SUNY New Paltz programs, events, and other campus news.
- 7.4 Receives information from regional schools and relays it to RHSA.
- 7.5 Orders and maintains files from the National Information Center (NIC).
- 7.6 Chooses and organizes conference delegations for both regional and national conferences.
- 7.7 Prepares delegations for the conferences through meetings and written information.
- 7.8 Maintains North East Affiliate of College and University Residence Halls (NEACURH) and National Association of College and University Residence Halls (NACURH) files.
- 7.9 Communicates with regional and national schools when appropriate.
- 7.10 Coordinates all regional bids (i.e. School of the Year, Program of the Year, etc.).
- 7.11 Organizes programs taken from conferences and creates/updates an archive.
- 7.12 Maintains constant communication with the National Residence Hall Honorary (NRHH).

7.12.1 Must ensure that an NRHH representative is present at Sub-Regional Conferences, NEACURH, Mini-No-Frills Regional Conference, and NACURH, if possible.

7.13 Coordinates the annual S.T.A.R.S. Leadership Conference (Self, Teamwork, Action, Responsibility, and Skills).

7.14 Position should be elected before Mini No Frills regional conference.

7.15 Must attend regional Mini-No-Frills conference and NACURH conferences after elected to the position.

7.16 Position is instated nationally from NACURH to NACURH.

7.17 Position is instated locally from Executive Board installation to the following Executive Board installation.

Section Eight: The Duties of the Campus Communication Coordinator (CCC)

8.1 Serves as liaison with all halls.

8.2 Helps to form connections between hall representatives.

8.3 Review individual Hall Governments' constitutions.

8.4 Attend Hall Government meetings in each residence hall, or coordinates with other Executive Board members to have them attend.

8.5 Keeps record of Hall Government contact information for each hall.

8.5.1 Brings documentation to AC meetings.

8.6 Keeps record of Good Fellowship Points to award "Hall of the Semester" at the end of each semester.

8.7 Maintains constant communication with the National Residence Hall Honorary (NRHH).

8.8 Compiles newsletter, when applicable.

8.9 Maintains communication with Residence Life staff.

8.10 Schedules Executive Board attendance at Hall Government programs.

8.11 Updates the RHTA Constitution after amendments have been approved by the AC.

Section Nine: The Duties of the Historian

- 9.1 Act as webmaster of the RHSA homepage.
 - 9.1.1 This will not impede with sections 5.2 and 8.11.
- 9.2 Update the website with information on programs put on by RHSA both past and present.
- 9.3 Obtain and update information on past Executive Boards including, but not limited to: name, position, graduation year, and t-shirt design.
- 9.4 Takes pictures at all RHSA events, activities, and programs
- 9.5 Maintain a library of all AC minutes.
 - 9.5.1 Read and summarize AC minutes.
- 9.6 Create and organize all evaluations for RHSA
 - 9.6.1 Maintain a library of all evaluations.
- 9.7 Create and maintain a database of all programs put on by RHSA,
 - 9.7.1 Collect information on programs done in collaboration with NRHH.
- 9.8. Gather information from all executive board members.
- 9.9. Create a scrapbook at the end of each semester of events that have happened.

Article Nine: Advisors

- 1.1 The advisors to the RHSA shall be appointed by the Director of Residence Life.
- 1.2 Represent the Residence Life Staff.
- 1.3 Attend AC meetings and Executive Board meetings.
- 1.4 Attend RHSA programs and events on or off campus.
- 1.5 Tally votes as stated in this constitution.
- 1.6 Hold bi-weekly one on ones with Executive Board members.
- 1.7 One advisor must be present at regional conferences.
- 1.8 Both advisors must be present at national conferences.

1.9 If one or both designated advisors cannot be present at the meeting, another Residence Life professional staff member who meets the qualifications in 1.9.1 may substitute and take over the advisor duties.

1.9.1 The Residence Life professional staff member must be a past RHSA or NRHH advisor.

Article Ten: AC Meetings

Section One: Meeting Structure

1.1 Meeting will be based on a written agenda that will abide by the following format:

1.1.1 Call to Order

1.1.2 Mystery Activity

1.1.3 Roll Call / Hall Reports

1.1.4 NRHH Report

1.1.5 Senate Report

1.1.6 Treasurer Report

1.1.7 Funding Request

1.1.8 Old Business

1.1.9 New Business

1.1.10 Upcoming Events

1.1.11 Hall Concerns

1.1.12 Presidents Cabinet Input

1.1.13 Open Floor

1.1.14 Passing of Molly the Moose

1.1.15 Adjournment

1.2 Meetings will follow the Parliamentary Procedures outlined in Robert's Rules as delineated by the Executive Board in the beginning of each semester.

1.3 Meetings shall warrant an open line of communication, where the opinions of the AC are valued and respected.

1.4 The opinions of the AC should be carried through to the administration by way of the President's position on administrative boards and committees.

1.4.1 The President shall not promote their personal opinion as the consensus of RHSA if it contradicts with that of the AC.

Section Two: Voting Procedures for General Decisions

2.1 Quorum must be present for any voting to take place.

2.1.1 Quorum at the AC meetings is one over half of elected representatives (14 individuals).

2.1.1.1 No more than two representatives per hall can vote.

2.1.1.2 If quorum is not present, the meeting may be called to order with the stipulation that no formal motions be made.

2.2 Discussions shall begin with a five minute limit. They can be extended up to three more times, but the amount of time extended each time shall not exceed the amount of the previous extension.

2.3 Decisions will be made by a 2/3 vote.

2.3.1 In the event that there is not a 2/3 decision on the first vote, a five minute discussion will follow and a vote will be taken. If a 2/3 decision is not made after three sessions, the vote will be turned over to the Executive Board. There will be a discussion facilitated by the overseer, who will be the President unless the President is not present, followed by a vote. If the vote does not equal a 2/3 decision, the process will be extended up to two more times.

2.3.2 In the event that the Executive Board cannot come to a decision, the decision will be turned over to the overseer.

2.4 Voting shall only be performed through confidential written ballots, unless moved otherwise by a motion from the AC.

2.5 The advisor shall tally the votes and the overseer will announce the decision.

2.6 Executive Board members are permitted to participate in question and answer. However, they may not participate in discussion unless an appropriate question is posed to the Executive Board.

2.6.1 The overseer is not permitted to participate in question and answer, and may only participate in discussion if an appropriate question is posed.

Section Three: Voting for Funding Requests

3.1 If funding is being requested from the AC Programming Line, the AC will vote on the approval of such funds.

3.1.1 The AC Programming Line is a subset of the RHSA budget, that shall be used for campus programming that is beneficial to residence hall community.

3.2 Funding requests brought to the AC must be approved by the Executive Board prior to the presentation at the AC meeting.

3.3 Funding requests shall only be presented during the designated time on the agenda, unless a motion is made by the AC to postpone or reorder the agenda.

3.4 For the funding request, the presenter will do the following:

3.4.1 Present a three minute speech.

3.4.2 Answer questions from the AC and Executive Board for five minutes (which can be extended to up to three times, but the amount of time extended each time shall not exceed the amount of the previous extension).

3.5 Discussions shall begin with a five minute limit. They can be extended up to three more times, but the amount of time extended each time shall not exceed the amount of the previous extension.

3.6 After the speech and questions are completed, the presenter must leave the room with an advisor, if two are present, or an Executive Board member.

3.7 Decisions will be made by a 2/3 vote.

3.7.1 In the event that there is not a 2/3 decision on the first vote, a five minute discussion will follow and a vote will be taken again. If a 2/3 decision is not made after three sessions, the vote will be turned over to the Executive Board. There will be a discussion facilitated by the overseer, who will be the President unless the President is not present, followed by a vote. If the vote does not equal a 2/3 decision, the process will be extended up to two more times.

3.7.2 In the event that the Executive Board cannot come to a decision, the decision will be turned over to the overseer, who is the President (unless he/she is absent, in which case the Vice President assumes the role).

3.8 The AC reserves the option of granting partial funding if that option is preferred.

3.8.1 If the AC decides to grant a different amount than originally requested, they will then discuss different amount options and decide on two or three options to vote on.

- 3.8.2 Voters must be present for entire funding request procedure.
- 3.9 Voting shall only be performed through confidential written ballots.
- 3.10 An advisor must be present during any funding requests.
- 3.11 The advisor shall tally the votes and the overseer will announce the decision.
- 3.12 If a funding request is approved, the presenter will email the RHSA Treasurer after the meeting to coordinate the physical granting of funds.
- 3.13 Executive Board members are permitted to participate in question and answer. However, they may not participate in discussion unless an appropriate question is posed to the Executive Board.
 - 3.13.1 The overseer is not permitted to participate in question and answer, and may only participate in discussion if an appropriate question is posed.

Section Four: Voting Procedures for Elections

- 4.1 Voting shall be conducted at the end of the Spring Semester for the next academic year, and shall be voted on in the following order: President, Vice President, Treasurer, Secretary, Public Relations Officer, Campus Communication Coordinator.
- 4.2 All positions must be re-elected, even if a current officer would like to maintain their position.
- 4.3 The nominee cannot make the nomination for his/herself.
- 4.4 Two representatives from each hall, present during the entire candidate presentations and formal discussion, shall be permitted to participate during the election procedure process.
 - 4.4.1 Presentations shall consist of speeches as well as question and answer
- 4.5 Current Executive Board members are not permitted to vote.
- 4.6 Quorum is necessary to vote.
- 4.7 Voting shall be cast using a confidential written ballot.
- 4.8 Advisors shall tally votes and overseer shall announce the decision.
 - 4.8.1 Advisors shall not disclose any information that would violate the confidentiality of the procedure.

4.8.2 Advisors are granted the power to disenfranchise a representative if he/she feels that the member was not present for the entire candidate presentations.

4.9 Elections will take place at regularly scheduled AC meetings.

4.10 Candidates for Executive Board positions must be nominated while the floor is open for nominations.

4.11 In order for nominees to become candidates they must:

4.11.1 Accept their nomination.

4.11.2 Submit the Candidate Application, found on the RHSA website, to the Executive Board one AC meeting before election for their position begins. They must provide at least fifteen (15) copies.

4.11.2.1 The Candidate Application will include a personal resume and general questions pertaining to Executive Board responsibilities. Every candidate for every position must complete the same application.

4.11.2.2 At least two (2) weeks before nominations for NCC begins, the AC will submit questions they feel should be included in the application to the Executive Board.

4.11.2.3 The Candidate Application must be approved by the AC, following the voting procedure for general decisions before nominations begin.

4.11.3 Must e-mail RHSA a copy of a personal resume by the Friday before elections. If not e-mailed, candidate must provide fifteen copies on the day of the election.

4.11.3.1 The resume shall not exceed one single-spaced, single-sided page, and shall not include personal information such as phone number, address, email address, or GPA. Only first year students shall be permitted to include activities from High School. The resume must be presented in a professional manner.

4.11.3.2 The resume must be approved by the Executive Board to ensure that it adheres to the guidelines indicated in 4.11.3.1 prior to being distributed to the AC. If the resume is not approved, the candidate will proceed with the election procedure without their resume.

4.12 On the Election Day, candidates will:

4.12.1 Allow time for the members to review their resume (which will be distributed during the AC meeting that the candidate is running in).

4.12.2 Present a three minute speech.

4.12.3 Answer questions from the AC for five minutes (which can be extended to up to three times, but the amount of time extended each time shall not exceed the amount of the previous extension).

4.13 All other candidates running for the same position will remain outside the room with an advisor, unless it is their turn to present.

4.14 After all candidates have presented a speech, a ten (10) minute discussion will take place about all candidates.

4.14.1 The chair (or designee) will give a five (5) minute warning and a thirty (30) second warning. At the thirty (30) second warning, there will be a speaker list written by the chair (or designee) that will be exhausted at the end of the ten (10) minute discussion.

4.14.1.1 Each speaker will get one (1) minute to speak per raised placard.

4.14.1.2 Any hall that has not spoken during discussion will get the opportunity to speak before a hall that has already spoken.

4.14.2 All discussion comments are to be recorded anonymously in the minutes.

4.14.3 Discussion may only include information brought up during question and answer and the candidate's resume and speech. Bringing up outside information during discussion is not allowed.

4.15 Voting will take place after all candidates have presented and the AC feels that they have had a sufficient discussion or time runs out.

4.16 One advisor must be present in election room.

4.17 Decision is made by a 2/3 vote.

4.17.1 If there is not a 2/3 consensus after three (3) ballots the candidate with the fewest votes will be eliminated. Another candidate with the fewest votes will be eliminated after two (2) ballots. This process of elimination will continue after every one (1) ballot. If there are only (2) candidates at the point in which a candidate should be eliminated because there is not a 2/3 consensus, the decision will be turned over to the Executive Board. (Look at Chart 1)

4.17.1.1 If at any point a candidate receives zero (0) votes, s/he will be eliminated and a new round of voting will begin.

4.17.1.2 In the event that the vote is turned over to the Executive Board, their discussion will be recorded anonymously in the minutes.

4.17.1.3 In the event the meeting is in the Student Union, elections must be done by 12. At thirty (30) minutes before the required departure of the building, there is a

final AC vote. If no one is elected, the vote is turned over to the Executive Board for a final decision.

4.17.2 In the event that there is not a 2/3 decision with two remaining candidates, the Executive Board will make a final decision. There will be a discussion facilitated by the overseer, follow by a vote. If the vote does not equal a 2/3 decision, the process will be extended up to two more times. The decision can be for either or neither candidate.

4.17.2.1 Executive Board members present during the entire presentations and formal discussion shall be permitted to vote.

4.17.3 In the event that the Executive Board cannot come to a decision, the decision will be turned over to the overseer.

4.18 Executive Board members are permitted to participate in question and answer. However, they may not participate in discussion unless an appropriate question is posed to the Executive Board.

4.18.1 The overseer is not permitted to participate in question and answer, and may only participate in discussion if an appropriate question is posed.

Article Eleven: Ratification

Section One: Proposed Amendments

1.1 All proposed amendments to this constitution must be submitted on the Proposal Form at least one (1) week prior to the AC meeting that it will be discussed and voted upon the AC. Amendments passed will go into effect at the beginning of the next AC meeting.

1.1.1 The author(s) are must provide two (2) copies per hall and three (3) copies for the E-board of this form to be brought to the AC.

1.2 A hall may suggest any changes to an amendment at the time it is presented to the AC or at the time it is being voted on, in the form of a friendly amendment. If the author(s) agree to the changes the amendment will be altered. If the author(s) do not agree to the changes, the amendment will sit as it was originally proposed.

1.3 In the case that an author wants to make any changes to the proposed amendment at any point, he/she may do so since this is his/her proposed amendment.

Section Two: Two-Thirds (2/3) Vote

2.1 Proposed amendments must receive an affirmative vote of two-thirds (2/3) of the voting members present to be passed. Quorum is needed to vote.

Article Twelve: Impeachment, Removal & Resignation

Section One: Impeachment

1.1 Impeachment proceedings and charges may be moved by any AC member. The office involved shall be given a period of one week to prepare and deliver a defense to the AC. After the defense, voting procedure for general decisions will follow, as outlined in Article Ten, Section Two. A two-thirds (2/3) majority of the constituency is required for removal.

1.2 In the event that a member of the Executive Board no longer fulfills the qualifications outlined in Article 7, Section 2, he/she will be impeached and judged through the process outlined below:

1.2.1 During an Executive Board meeting, the person will be informed of their status as an interim of the position, until another person can be elected.

1.2.2 Once a new person has been elected into the position, the previous Executive Board member will be officially excused from their position.

Section Two: Resignation

2.1 In the case of resignation, it is required that the person resigning announce their resignation at an Executive Board meeting two weeks prior to their relief from responsibilities.

2.2 When the two weeks have passed, if no new member has been elected, it is not required that the Executive Board member continue to hold their position.

2.2.1 They will still be required to train the newly elected person when applicable.

Article Thirteen: The Power of this Constitution

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.

Chart 1:

Number of Candidates	6	5	4	3	2	1
Number of votes until candidate with the lowest amount of votes is dropped from the race	3	3	3	3	3	3
	2	2	2	2	E-board Vote	E-board Vote
	1	1	1	E-board Vote		
	1	1	E-board Vote			
	1	E-board Vote				
	E-board Vote					