The Residence Hall Association
Hall Council Advisor
Resource Book

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Part I:
Stony Brook University Residence Hall Association
The Residence Hall Association, National Residence Hall Honorary and the RA Council serve as the three main advocacy organizations for the residents on campus. They provide outlets for residents to voice their concerns, become involved with the community, and be agents of change within their University.
What is RHA?

The Stony Brook Residence Hall Association is a student run organization that represents and protects the views, concerns, and rights of the residential community at Stony Brook University, and strives to improve the quality of life on campus. RHA has been recognized as a student organization since the fall of 1983.

RHA serves as a student advocacy organization that acts as a resource on campus, to enrich residence life. We are dedicated to promoting a professional and spirited environment to foster leadership in the residential community.

RHA is composed of Hall Council elected Senators, and General Body members. All Residential Students are welcome to the General Body Meetings and encouraged to participate in the several committees RHA has to offer. Members of RHA are invited to sit on campus-wide committees and participate in initiatives throughout the University. RHA is the second largest student organization on campus, and plays an integral role in campus life.
President
Lloyd Ippolito
Year: Senior
Major: Applied Mathematics and Statistics
Involved in RHA: 2013 - Present
Involved in Hall Council: (James) 2011 - 2013
Favorite moment in RHA: Being elected Treasurer of RHA
Goals: 1) To make RHA more well-known and ubiquitous in Campus Residences staff and students; and (2) To improve participation in programs and advocacy initiatives.

Senior Vice President
Sunjum Dhariwal
Year: Junior
Major: Psychology B.A.
Years involved in RHA: 1 complete year, moving to my second
Favorite moments in RHA: Being able to experience RHA Election in the newly opened Phase 2 of West Side Dining before anyone else on campus!
Goals: -Making our weekly meetings as fun, interactive and informational as possible!
- Being a student advocate for resident students in the campus community
- To get to know and learn even more about Stony Brook even more!

Vice President of Finance
Sharmila Ahmed
Year: Senior
Major: Biology Major, Biomedical Engineering Minor
Years involved in RHA: 2
Favorite moments in RHA: 2014 NACURH Conference at Eau Claire. Also, really loved the last RHA General Body Meeting, during which the e-board transitioned for the upcoming year.
Goals: To improve the efficiency of Hall Council Finances to encourage enthusiastic and innovative Hall Council Programming.

Vice President of Administration
Vlad Moraru
Year: Sophomore
Major: Biology
Years involved in RHA: 2014
Favorite moment in RHA: NACURH
Goals: My life goal is to provide aid in which ever way I can, to whomever I can, at any time that I have the possibility. I am an aspiring surgeon, however life often has unforeseen circumstances which may lead me astray. I hope to own a house or an apartment by the age of 25 and be well within my years at medical school.
2014-2015 Residence Hall Association
Executive Board

Vice President of Corporate Affairs

Tara Schinasi

Year: Senior
Major: Biology Major, Biomedical Engineering Minor
Years involved in RHA: 2
Favorite moments in RHA: 2014 NACURH Conference at Eau Claire. Also, really loved the last RHA General Body Meeting, during which the e-board transitioned for the upcoming year.
Goals: To improve the efficiency of Hall Council Finances to encourage enthusiastic and innovative Hall Council Programming.

Vice President Hall Council Affairs

Eleanor Castracane

Year: Junior
Major: Chemistry, BS
Years Involved in RHA: This will be my third year in RHA
Favorite Moment in RHA: Hosting NEACURH Regionals Conference
Goals: Demolish the stigma that RHA is the "Big Brother" of Hall Councils. We're not here to give you a hard time, we're here to get your voices heard!

Advisor

Jay Hicks

Years Involved in RHA: 1
Favorite Moment in RHA: Regional and National conferences
Goals: To help aid in the advocacy initiatives from RHA to the residential student population

Assistant Coordinator

Mariah Geritano

Year: First Year Masters Student
Major: MS in Materials Science and Engineering
Years involved in RHA: 4 going on 5!
Favorite moments in RHA: Being elected Stony Brook Communications Coordinator and Co-Chairing the NEACURH Regionals Conference!
Goals: To provide the executive board and general body the tools they need to change their campus and make a difference!
RHA Senators

About the Position

- Two (2) RHA Senators are elected from each Undergraduate Hall Council in accordance with each Hall Council’s Constitutional guidelines.
- Elected Senators are required to attend all weekly RHA meetings.
- Serve as the liaison between their respective Hall Council and RHA, and vice versa and relay announcements, concerns, questions to their Residence Hall Council.
- Elected RHA Senators must maintain good academic (GPA >2.5) and judicial standing.
- Uphold all responsibilities listed within respective Hall Council Constitution.
- Sit on a RHA committee and be an active member of that committee.
- Have voting and speaking rights within RHA.

Be eligible to apply for an Ad-Hoc or Executive Board position.
Assist RHA with major programs and events on campus.

BENEFITS

- Give input on some of the University’s largest initiatives through sitting on campus wide committees.
- Plan large scale events that have become Stony Brook traditions such as the Masquerade Ball, Super Bowl Party, and the Residential Leadership Awards.
- Gain new experiences and transferable skills such as event planning, teamwork and leadership.
- Meet and work with new students, faculty and staff.
RHA Senator Attendance Policy

- Two (2) elected RHA Senators must be present at all General Body meetings. If a building incurs more than 2 absences without an approved proxy, their buildings budget shall be frozen. The Hall Council may apply for an appeal, but may only be unfrozen a maximum of one per year for attendance reasons. Upon being frozen again for attendance reasons, the hall council’s budget will be reabsorbed.

- If an elected RHA Senator is unable to attend a meeting, they may proxy to a resident of their building twice within one academic semester.

- The Elected RHA Senator must submit a Proxy Form to the RHA Secretary for approval prior to the meeting. Proxy Form can be found at the RHA website www.stonybrookrha.com.

- Proxy will gain all rights of an Elected RHA Senator for the duration of specified meeting.

- Any proxy requests exceeding the two allotted shall be at the discretion of the RHA Secretary.

- In the event an Elected RHA Senator steps down, the Hall Council shall have 3 weeks to elect a new Senator. The Hall Council must inform the RHA Secretary within 7 days of the Senator’s resignation. During the re-election process, the Hall Council must send an alternative representative. They do not count towards the number of proxies.

RHA General Body Meetings

Every Monday from 8:30pm – 10pm in the GLS/HDV Center
Includes committee time, important campus and Campus Residences information, guest speakers, voting on legislation, etc.
NRHH is part of national (and now global) network of residential college students that continually strive to exemplify the four pillars of **SERVICE, LEADERSHIP, RECOGNITION and SCHOLARSHIP**. They are the **Top 1%** of residential student leaders on college campuses!

Our goal is to help members of our chapter achieve their goals in these areas while working closely and collaboratively with staff, residents, commuters, faculty and LI/global community members. Reach out to us if you want to work together!

**2014-2015 National Residence Hall Honorary Executive Board**

**President:** Megi Brahimaj  
**Vice President:** Sylvia Marshall  
**NACURH Outreach Coordinator:** Vacant  
**Secretary/Recording Treasurer:** Aaliyah Neilan  
**Recognition Coordinator:** Jenn Islam  
**Community Service Coordinator:** Melanie Ellner  
**Public Relations Coordinator:** Joseph Salvatore
National Residence Hall Honorary
General Information

Community Service Initiatives

Volunteer with Miracle League of Long Island
   Veteran’s Home Visits
   Clothing Drives
   Walk for Beauty for Breast Cancer
   Nutritional Intervention for Veterans
   Volunteer at the Stony Brook Child Care Center

RHD’s Role with NRHH

Nominate residents for NRHH membership
Explain to RAs and residents what NRHH stands for and how to get into the organization
Nominate SBU members for OTM awards (Of the Month)
   ‘Tis The Season – Rockin’ RHD Coffee House
Publicity (bulletin boards, building e-newsletters, etc.)
   RecycleMania Competition

OTM’s are due on the 4th of every month!!
NEACURH/NACURH

NACURH stands for the National Association of College and University Residence Halls. The operating structure of NACURH is comprised of eight regional affiliates and two national offices. Each region is responsible for all schools in its geographic area. It promotes living on campus as an integral part of the college experience, and strives to provide resources to help member schools create the ultimate residence hall environment and experience.

Website: http://www.nacurh.org/

NEACURH stands for North East Affiliate of College and University Residence Halls. It is a region under NACURH. It provides the resources and brings together college institutions and student leaders from the following geographical territories: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, Quebec, New Brunswick, Prince Edward Island and Newfoundland. The regional mascot is Marty the Moose and the regional color is green.

Website: http://nacurh.org/NEACURH/

**In November 2013, Stony Brook University hosted the first NEACURH Regionals Conference held on Long Island!**
RHA/NRHH Office Information

- Located in Mendelsohn Quad between Irving and O’Neill
- Hours are typically 9-5pm but check the website and the door to confirm those hours.
- There is a drop box outside the office for students to drop off receipts if no one is there. Please make sure the receipt is in an envelope with the name of the Hall Council on it and any change.
- Please remember that the office is for RHA/NRHH use and there are often times a lot of supplies around and work happening. Students should not be wandering around the office or touching things that are not theirs.
- Please also be mindful that these are students and that sometimes things come up and they may not be in the office during their assigned times. We try to let people know but that is not always possible.
- Please have the most up to date information about the status of allocations before coming to the office. It is really helpful if students and staff have checked their email and/or Collegiate Link to see if they have a check or package waiting. The President, Treasurer and Advisor will receive emails from Sharmila when they are ready to be picked up.
Finance and SB Life Registration

How to Sign-up for Campus Vine

**Step 1:** Go to Campusvine at www.campusvine.com and click “Sign Up” in the top right corner.

**Step 2:** Enter the requested information and accept the Privacy Policy & Terms of Use. You must use your Stony Brook email address.

**Step 3:** Verify your email address by clicking the link in the email from Campus Vine.

**Step 4:** Fill out the Signature Verification Form and drop off at the RHA/NRHH office.

Approving Allocations as an Advisor

Go to Campusvine at www.campusvine.com and click Login in the top right corner. You will use your Stony Brook email address and the password you created when signing-up. This is NOT your NetID username and password. Click on “Allocate” in the top right corner. Click on “Allocations” on the left-hand side.

There will be a list of vouchers that are not yet fully signed. These will say “Club Approval” under status.

Note: You may have signed a voucher, but it may still be in “Club Approval”, because others have not.

Click on the voucher.

Review the allocation. For example:

Did the vote occur at hall council general body?

Is this what we plan to spend the money on? (Items and Justification accurate?)

Is this a fiscally responsible use of the money?
Finance and SB Life Registration

Is the vendor correct?
Are the required documents present?

Additionally, the Advisor must use professional judgement to ensure not only is the voucher is responsible, but is this an appropriate use of the money in terms of Campus Residences’ policies including those on safety and programming. Barring any issues, the Advisor may click “Sign Voucher”

Please keep in mind the following, Per the “2014 Responsible Hall Council Funding Act” in the USG Senate:

“A Residence Hall Director ... may not veto any expenditure of a Hall Council or Quad Council including its placement on the Hall Council or Quad Council Agenda. If the RHD wishes to prevent the expenditure, he or she may send a written request to the Vice President of Finance of the RHA who may consider his or her request during their approval of the expenditure. A copy of this request must also be sent to the USG Treasurer.”

“Any Hall Council and/or Quad Council expenditure may not:

... Be for the purposes of funding an event in which an RA is using towards his or her programming requirements; or

... Be used for purchases that may be considered – building maintenance and would otherwise be paid for by Campus Residences. ... This clause shall not be misconstrued to include purchases for common areas of the building that build community amongst its members.”

RHA Approval

After the RHD approves the Voucher the RHA Advisor, RHA President, and RHA VP of Finance must approve the voucher (in that order). You can see the stage the voucher is in at any time.
Finance and SB Life Registration

You may receive emails that the Allocation is “On Hold.” This means there is some deficiency that can be resolved, but either adding additional information or documents (as comments or attachments)

If the allocation is “Rejected”, it can not be resolved and must be resubmitted.

Email notifications are not sent out for approvals or when checks/packages are ready for pickup. The hall council is responsible for monitoring Campusvine to see when checks/online orders are ready for pickup.

Financial FAQ for Advisors (Abridged)
Revised July 29, 2014

How long does it take to get a check?
Rule of thumb is about one week, from the time that you receive an email saying your allocation has been approved. These emails will generally be sent on Mondays and Wednesdays; but only if the allocation is in 3rd approver without any issues. The approval process by RHA, can take from 1 - 4 business days.

How many checks are hall councils allowed to have out at a time?
Up to three (3) checks can be out at one time, and all must be to different vendors.

How long can I leave a check in the RHA office?
Three (3) weeks. After three weeks the check is voided and returned to USG, the money is then made available again in the Hall Council budget.

When are receipts due?
Receipts are due ONE (1) week after checks are taken out.

What happens if I don’t hand in the receipts within one week?
Hall Councils will not be allowed to allocate or pick up checks until the receipts are returned.

What is combining checks?
When a Hall Council has two checks (usually for the same vendor), they cannot “combine” them into a larger amount for one transaction. The checks must be used separately on separate receipts, even if it is the same hall council. It is important to note, when multiple buildings collaborate, that each hall council shop separately.
Finance and SB Life Registration

Can I combine checks?

NO. Each check has to be used separately even if the vendor is the same.

What happens if I combine checks?

Combining checks causes major compliance and paperwork issues for the USG Accounting Department. As such, the combining of checks will result in an automatic freezing of the budget and this can only be appealed once. If checks are combined again, the budget is reabsorbed for the remainder of the year.

Who is allowed to pick up a check? Who is allowed to spend a check?

Only the persons on the Hall Council’s signature verification form may pick up checks. This is the President, Vice President, Treasurer, Secretary, RHA Senators, and Advisor. The same persons may spend the check.

Do I need a tax exempt form every time I go to as vendor?

YES. Hall councils are not allowed to pay tax.

What happens if I pay tax?

If a hall council pays tax, then that hall council owes the tax amount and has to hand that cash amount along with the receipt to the RHA office.

What do I do if I don’t spend the full amount of the check?

Ideally, it is better if hall councils can spend the entire check at the vendor. In cases where change is involved, make sure to get the change in CASH. Gift cards CANNOT be accepted as change. In some cases, the vendor will only charge the amount spent on the check. In these cases, make sure to get the check back from the vendor as proof that only the amount spent was charged and not the full check amount.

What happens if I overspend the check amount? Do I get a reimbursement?

The amount will come out of YOUR own pocket. There is NO reimbursement for an overspent check.

What are items for which we cannot allocate?

- Alcoholic Beverages
- Equipment that would be paid for by the Division of Campus Residences relating to building maintenance
- Scholarships and Tuition
Finance and SB Life Registration

What are items for which we cannot allocate?

- Equipment, uniforms, or gifts for non-students, including alumni, guests, and employees of Stony Brook University
- Items of publication (printing or publishing) that are obscene or libelous in nature
- Any expenditure that significantly deviate from a hall council’s mission statement or constitution
- Stipends for Hall Council E-Board or Advisors
- Off-campus trips
- Gift cards

For a more detailed explanation see the financial by laws.

Are there limits for allocating for items in certain categories?

Yes, the following categories are limited to a percentage of a hall council’s budget:

- Food and Beverage for General Body meetings cannot exceed the lesser of $250 or 20% of the budget. (This does not include Food for programs)
- Equipment may not exceed 20% of the budget
- Programming Supplies may not exceed 60% of the budget
- Gifts cannot exceed $200; gifts may not be in the form of cash or gift cards. Gifts cannot be given to E-Board members or advisors.
- Co-Sponsorship is limited to 50% of the Hall Council’s budget. (Co-Sponsorship may only be done with other Hall Councils)

What is the term of our budget?

A hall council’s budget is for the entire fiscal year (Fall and Spring semesters). You will not receive a second budget for the spring semester; you must ensure the money will last the entire year.

What is the Grant Fund?

The grant fund is a resource available to Quad Councils and Hall Councils for additional funding. A Hall Council or Quad Council can allocate up to 3 times or for $300 in a given semester, whichever comes first. Any allocation over $75 needs to be approved by the RHA General Body.
Finance and SB Life Registration

How do I use the Grant Fund?
To submit a grant fund allocation you must fill out the “Grant Fund Allocation Form” found on the RHA Website, and submit it either via hardcopy or email to the RHA VP Finance, sharmila.ahmed@stonybrook.edu. The application will be reviewed by the RHA Executive Board. If over $75, the General Body will need to vote on the application as well. The person listed as “primary contact” will be contacted by the RHA VP Finance, to present at a general body meeting. If approved, there will be an additional “Appropriation” in Campus Vine labeled “Grant Fund” for you to submit an allocation as you normally would.

Who has priority to the Grant Fund?
The Grant Fund is available on a first-come, first-serve basis. All hall councils and quad councils are given equal priority to the fund based on the timestamp of submission to RHA.

What happens to unused funds at the end of the year?
Any unused funds are reverted back to the Undergraduate Student Government; they are not rolled into next year’s budget.

How do online orders differ from regular allocations?
Online orders are placed by USG Accounting Office, and the items are delivered as a package that can be picked up from the RHA office, without going shopping. In order to place such an order, you will need to place the precise item URL into each “Item List Box” on Campus Vine. You are no longer required to submit a shopping cart. However, shipping must be an item if under $35.00 (i.e. shipping charges must be included).

Do we have to account for shipping in online orders?
Yes. All online orders allocations must take into account applicable shipping charges. USG does not have an Amazon.com Prime account and thus shipping must be included on Amazon.com orders, unless the order is $35.00 or over, then it ships free (but items not fulfilled may still carry shipping charges). As a best practice, allocations should include an overestimate to account for increased prices, as well.

What is a food permit and when is one needed?
A food permit is an official University application for permission to serve food at events. They are required for any food that is catered or prepared ready-to-eat from off-campus (with the exception of pizza that is plain cheese or only topping is pepperoni). In addition, a food permit is required to explain safe handling of food and drinks such as milk, or any other temperature sensitive foods. The last page of this document contains a flowchart as a guideline to assess food permit necessities. The food permit form can be found at: https://drive.google.com/file/d/0B3x0tYEEcYQ2UzFGVzc2WHZyek0/edit?usp=sharing
Finance and SB Life Registration

How do I submit the food permit?

The food permit should be scanned and attached to Campus Vine using the “Attachments” tab. If for whatever reason, the attachment doesn’t upload (check the allocation after you click submit to be sure), please email it to the RHA VP Finance, sharmila.ahmed@stonybrook.edu. The food permit can be scanned using 1) SINC Sites, 2) Residential Computing Centers, or 3) smartphones that can take a photo with high enough resolution so that everything can be read.

In order to get the food permit number and expiration date, you must call the establishment and get this information. In the future RHA may have this bank of information for the most popular food establishments.

If I am submitting a food permit, how does this affect turnaround time?

The food permit, once RHA submits it to USG, needs to be approved by Stony Brook’s Department of Environmental Health & Safety, this is usually a 48-hour turnaround but as with any allocation, be sure to allow ample time in case issues arise.

Can I allocate to Campus Catering or Jasmine (Cafe Spice)?

Yes. Both are acceptable vendors and a food permit is NOT needed. The information for each vendor is as follows:

Jasmine (Cafe Spice) Wang Center 2nd Floor, Stony Brook, NY 11790; 631-632-1858

Campus Catering, H Quad Stony Brook University, Stony Brook, NY 11790; 631-632-7295

Do note that purchases from these vendors require an invoice or order. To obtain one you should be able to call the vendor or stop by, and they should be able to write-up one. This can either be uploaded to the allocation as an attachment, or dropped by the RHA/NRHH office in Mendelsohn Quad or emailed to sharmila.ahmed@stonybrook.edu. *Note that many other establishments including Subway, Fratellis, etc. also require an invoice.
Finance and SB Life Registration

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What happens if I overspend the check amount? Do I get a reimbursement?

The amount will come out of YOUR own pocket. There is NO reimbursement for an overspent check.

What is quorum?

Quorum is the number of persons required to start a meeting and to vote on a motion.

What is our Hall Council’s quorum?

Quorum is defined in each Hall Council’s individual constitution.

Who is counted towards quorum?

All residents of the building (including RAs) are counted towards quorum for filling out the allocation. However, not counted toward quorum include: the RHD, non-residents of the building, RHA E-Board members (even if they live in the building).
Finance and SB Life Registration

How to Register Your Hall Council:

What you need to complete the Hall Council Registration:

The Hall Council Roster updated to reflect the current President, Vice President, Treasurer, Secretary, RHA Senator 1, RHA Senator 2 and a Faculty/Staff Advisor.

An updated constitution with any changes that RHA has asked the Hall Council to make.

How to Invite people to your page:

You can use this to copy and paste your entire floor roster of your building OR invite your executive board members and assign position:
Signature RHA Events

RHA Block Party
The RHA Block Party is an annual "back-to-school" event, usually held on the SAC Plaza. The event consists of food, games, prizes, and performances. The Block Party is normally held on the "Third Night Out," when First-Year and Transfer students are settled in, and returning students have returned to campus. It's a good way to relax and mingle with old and new friends before classes begin.

RHA Hall Council Retreat
The Hall Council Retreat is an annual event held at the beginning of each semester in which all 29 Hall Councils come together for a day of training. The retreat serves as a seminar for Hall Council Executive Board members to learn more about their positions. RHA also provides valuable skills and resources, such as our programming model, in order to help Hall Councils excel.

RHA Super Bowl Party
RHA's annual Super Bowl Party allows Stony Brook's students to gather in one place to watch the big game. The event welcomes back residents from the winter intersession and is part of Chillfest. Free food, drinks and prizes makes watching the big game with friends even more enjoyable.

RHA Masquerade Ball
RHA's annual social event put on by the social programming committee. Come out for a themed night of food, fun, dancing!

Residential Leadership Awards
The Residential Leadership Awards is an awards ceremony to recognize the accomplishments of Hall Councils as well as individual residents that have gone above and beyond.
Signature RHA Events

Presidential Retreat
The purpose of the retreat is to provide presidents with the opportunity to reflect their experiences, gain new ideas and collaborate with other hall councils. In addition, as part of our goal to make the RHA executive board more available, we will also be having a question and answer session with the Hall Council Presidents to help them with problems they may have.

Quad Council Retreat
The Quad Council retreat was a new initiative within the Residence Hall Association that aimed to train and develop future leaders within our Quad Councils. The Chair, Secretary and Treasurer of each Quad Council were given presentations on how to manage a budget, how to write a constitution and the goals/ideals behind a Quad Council.

Spirit Stick
The Spirit Stick is a symbol of spirit and pride not just for Stony Brook, but for residents' respective quads. Composed of a stick, foam Wolfie paw and decorated in quad colors, the Spirit Stick is awarded to the quad that exudes the most school spirit in a positive manner at Roll Call during RA Training and Spirit Night during the Big Red Howl. The Executive Boards of both RHA and NRHH collab-
Part II: How to Advise a Hall Council
What is a Hall Council Advisor?

In terms of advising a student group or organization, an advisor is one who helps organize and lead a group of student leaders to come together in order for the group to accomplish the goals set by the team.

In some cases, an advisor is providing support to a group of student leaders who want to dedicate their time for reasons other than being monetarily compensated.

The relationship between advisor and students creates an interesting dynamic, where the advisor helps the students to organize themselves, but mostly all decisions are made by the group of students; the advisor only advises the students on what may be best for them.

Hall Council Advisors provide resources and feedback to the Hall Council Executive Board, helping them to execute programs and create change in their residence hall. They act as their professional staff advocate, and the liaison between the hall council and professional staff.

Although the role of the Advisor may differ between Hall Councils, here are some typical responsibilities of a Hall Council Advisor:

1. Meeting with the Hall Council President on a weekly or bi-weekly basis.
2. Meeting with the Hall Council Treasurer on a weekly or bi-weekly basis to review the programming budget and check requests.
3. Attending weekly or bi-weekly executive board meetings.
4. Attending weekly Hall Council meetings.
5. Meeting with each individual on e-board a few time a semester.
6. Offering ideas and guidance for hall programming efforts.
7. Helping plan team builders throughout the semester for the executive board.
Getting Started

☐ Think about what type of advisor you want to be
☐ Introduce yourself to the team
☐ Set expectations for the team
☐ Have team set expectations for you
☐ Have team set expectations for themselves
☐ Explain university policies and clarify if there are any misunderstandings
☐ Talk your team about how they are role models within their hall
☐ Make sure there is an understanding of the mission statement
☐ Look at and re-work vision statement for the year
☐ Re-work any parts of the constitution that need to be updated
☐ Set goals for the year
☐ Have your team discuss how they want to be viewed on campus/ within the hall
☐ Brand your team
☐ Develop ways to hold your team accountable
☐ Set up one on one’s with group members and have them set individual goals for themselves
☐ Begin discussing what programs your student leaders would like to implement
☐ Create a semester calendar for meetings, programs, etc.
☐ Have your students plan out traditions and rituals that each hall council meeting will entail
☐ Meet with the president to discuss what the first meeting agenda will look like and have the president develop the agenda
Stony Brook University Hall Councils

Hall Council Structure

Executive Board Includes:

- **Mandatory Positions** - President, VP, Treasurer, Secretary, 2 RHA Senators
- Hall Councils should **NOT** elect alternatives. Senators may use a proxy in the event that they are unable to attend a RHA meeting. See the RHA Attendance Policy for clarification.
- Miscellaneous (Recycling Reps, Publicist, etc.)
- General Body includes residents and Resident Assistants

Hall Council Meetings

- Hall Councils meet Tuesday nights.
- **Executive Board Meetings** – most are held Tuesday nights, but some opt to meet at a different time to prepare for Tuesday nights.
- RHD should be at Executive Board Meetings.
- **One on Ones** – recommend President and Treasurer weekly/biweekly.
- RHD and RAs MUST be present at Hall Council meetings.
- **RAs count towards quorum** and can vote during Hall Council meetings.

Hall Council General Body Meetings

- Usually run by the Vice President.
- Can include a Welcome, Icebreaker/Team builder, RA Announcements, RHD Announcements, RHA Announcements, Resident Concerns, Open Agenda, Allocations, Program discussions etc.

Hall Council Executive Board Meetings

- Usually run by the President
- Can include detailed program planning, icebreaker/teambuilders, check in/reports from each position, brainstorming, discussions of concerns or ideas from residents etc.

Rosters, Constitutions and Registration

- Please upload a Constitution to your Hall Councils document page on SB Life.
- You can make updates to your Constitution at any time. Whenever you make updates to the Constitution, you will need to send a copy to Eleanor. Most Hall Councils look at the Constitution at least once or twice a year.
- Hall Councils will also need to register their organization on SB Life. Instructions are included. Rosters and Constitutions are the biggest part of registering.
- Once the Hall Council has received an email of approval they can allocate to use their funds.
Hall Council Elections

Elections

- **Recruitment** – it’s important to start recruiting for executive board positions as early as possible. I recommend having flyers up about Hall Council and Elections during move in so students see it right away. RHA is providing a general election flyer and a flyer that RHDs can edit with details about their building. We encourage you to use these flyers.

- **Advertising** – If you have any executive board members already elected they can help you advertise. Otherwise, you’ll be in charge of advertising for Hall Council.

- If you would like an RHA Executive Board member to attend one of your Hall Council meetings to talk about RHA and/or Hall Council please reach out to any member of the executive board.

- **Nominations** – Nominations are different in each building. Please refer to your constitution for the nomination and election guidelines. Nominations are either done a week or two ahead of elections or done at the same meeting elections happen.

- We suggest having a Welcome Back Social and nominations for elections. **ALL** Elections will occur on **September 9, 2014.**

Tips for Elections

- Nominations – 1 – 2 weeks prior to elections
- Close nominations at the beginning of elections
- All candidates should give a speech and have a Q&A.
- Candidates should NOT hear other speeches and Q&A for other candidates in their position election. Have them wait outside the room.
- Voting should be either secret ballot or hand raising with eyes closed. The RHD should be counting the votes.
- Be fair and consistent.

- It’s not a popularity contest. Encourage your students to vote for the best qualified candidate.
Programming and Working with your RAs

Programming

- Hall Councils are a large part of the programming in the buildings.
- They also support RA programs, Quad programs, Homecoming, Spirit Night, Tis the Season, Battle of the UGCs.
- Programming categories: Academic Success, Civic Engagement, Multiculturalism and Diversity, Personal Health and Safety, Self Formation and Identity Formation, and Social Competence.
- **Hall Councils should be tracking programs on Collegiate Link just like the RAs do.** They should submit a program proposal and then an evaluation. They will be trained on how to do this at the retreat, but it is up to the RHD to follow up to make sure they are doing this.

RAs and Hall Council

Building the Relationship -

- Encourage the RAs and Hall Council Executive Board members to work together, share supplies, support one another and get to know each other!
- Some buildings have an RA serve as a Hall Council liaison to help advise and communicate between the two groups.
- Have a retreat or social gathering between both groups so they can get to know each other.
- Have a shared calendar so both groups are aware of each others programs.
- Encourage collaboration!
- They are both role models in the building and it’s helpful for them all to be working together!
- **RAs MUST be at Hall Councils** – All RAs (except the RA on duty) should be at Hall Council every week. If there is an exception for any reason, they need to approve it through the RHD. It should not become a habit.
- **Quorum and Voting Rights** – Quorum is the amount of people Hall Council must have present at a meeting to vote on allocations, constitution changes... etc. The number is in your constitution. RAs count towards quorum and they can vote.
- **Hall Council Funds** – RAs **should not** be going to Hall Council simply to use their money for their own programs. They cannot use Hall Council funds towards any program that counts towards their RA program requirements.
Quad Councils

- Quad Council Retreat - TBD
- Quad Councils are to encourage buildings to work together to put on specific Quad wide programming.
  - 1-2 representatives from each building

Consist of:
- Pro-Staff Advisor, Chair, Secretary, Treasurer
- Must put on one main event per semester.
- Meetings must at least be bi-weekly and minutes must be submitted.
  - Budget is $500 per year.

Quad Councils:
- Create a group on SB Life and complete the roster.
  - Create a Constitution. (RHA will help!)
  - Allocate on SB Life like the Hall Councils.
  - Deadlines for these will be released shortly
Important Fall Dates

- **RHA Block Party**: August 24, 2014
- **RHA Ice Cream Social**: September 8, 2014
- **Hall Council Rosters on SB Life Due**: September 19, 2014
- **Hall Council Retreat**: September 14, 2014
- **First Official General Body Meeting**: September 15, 2014
- **Hall Council Constitution on SB Life Due**: September 19, 2014
- **Registration on SB Life Due**: September 19, 2014
- **Signature Verification Forms Due**: September 19, 2014

- **Last Day to Allocate**: TBD
- **Last Day to Return Receipts**: TBD

- **Presidents’ Retreat**: Mid to late October
- **Quad Council Retreat**: End of September

Mark Your Calendar! Dates to Remember.
Supplemental Materials

The supplemental booklet to this manual provides a more in depth view on student development theories, do’s and don’ts of advising, and numerous examples of successful icebreakers and team builders.

If you should have any more inquiries about advising, hall councils, or if you wish to become more involved with RHA or NRHH, please do not hesitate to contact the RHA Advisor, Jay Hicks (James.hicks@stonybrook.edu) or the NRHH Advisor, Ross Iosefson (Ross.iosefson@stonybrook.edu). In addition, you can also reach out to the RHA Assistant Coordinator, Mariah Geritano (Mariah.geritano@stonybrook.edu), or the NRHH Assistant Coordinator, Jessica O’Brien (Jessica.Obrien@stonybrook.edu).