Stony Brook University
Residence Hall Association
Code
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§ 101. Words denoting gender and so forth

In determining the meaning of any Act of the Senate, unless the context indicates otherwise—

(a) words importing the singular include and apply to several persons, parties, or things;
(b) words importing the plural include the singular;
(c) words importing the masculine gender include the feminine on equal parity as well;
(d) words used in the present tense include the future as well as the present;
(e) “officer” includes any elected person authorized by law to perform the duties of the office;
(f) “position” includes any role within RHA that is prescribed by law

§ 102. Common Acronyms

In determining the definition of any acronym found in any Act of the Senate, unless the Act shall state otherwise—

(a) the acronym “RHA” shall mean “Residence Hall Association”;
(b) the acronym “USG” shall mean “Undergraduate Student Government”;
(c) the acronym “VP” shall mean “Vice President”;
(d) the acronym “US” or “USA” shall mean “United States” or “United States of America, respectively;
(e) the acronym “NY” or “NYS” shall mean “New York” or “New York State”, respectively.
(f) the acronym “SBU” shall mean “Stony Brook University”
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§ 201. Enacting Clause

The enacting clause of all Acts of the Senate shall be in the following form: “Be it enacted by the Senate of the Residence Hall Association.”

§ 202. Resolving Clause

The resolving clause of all resolutions shall be in the following form: “Resolved by the Senate of the Residence Hall Association.”
Chapter 3 - Identity of Organization

§ 301. Name of Organization

The name of this organization is the Stony Brook University Residence Hall Association

§ 302. Description of Organization and Statement of Mission

RHA is a student run organization which represents and protects the views, concerns, rights and privileges of the residential community and strives to improve the quality of life on campus.

§ 303. Affiliation

RHA is a charter member of the North East Affiliate of College and University Residence Halls (herein after referred to as NEACURH) and part of NACURH and enjoys the rights, privileges and responsibilities of this membership.

§ 304. Statement of Non-Discrimination

RHA shall not discriminate, in any of its practices or procedures, against any student on any basis, including but not limited to race, creed, national origin, gender, gender identity, religion, sexual orientation, age, or level of ability.
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Chapter 1 - Statement of Duties

§ 101. Statement of Duties and Compensation

The RHA Executive Board shall receive compensation, as determined by the Division of Campus Residences, in recognition for the fulfillment of the duties/responsibilities outlined in this Article. Any changes made to this Title may affect the aforementioned compensation.
Chapter 2 - General Responsibilities

§ 201. Other Responsibilities, Not Specific to Individual Positions

RHA Executive Board members shall perform the following additional responsibilities:

(a) Attend all Executive Board and General Body meetings, unless excused by the chair of that meeting and Advisor(s).
(b) Hand in weekly time sheets to the RHA President and Advisor(s)
(c) Sit on a minimum of one bi-weekly or two monthly departmental/campus wide committees
(d) Participate in Quality Assurance Tours in accordance with Section 206 of this Title
(e) Participate in Hall Council Rounds in accordance with Section 207 of this Title
(f) Facilitate On Campus Marketing in accordance with Section 208 of this Title
(g) Submit a midyear and annual positional summary report
(h) Contribute to the development, preparation, and implementation of the Fall and Spring Hall Council retreats
(i) Uphold the RHA Constitution and RHA Legislation

§ 202. Committees

Each elected officer shall co-chair a committee, designated by the RHA President. The duties shall consist of, but are not limited to, the following:

(a) Provide direction and coordinate the membership of their respective committee
(b) Report the progress of their committee to the RHA Executive Board
(c) Facilitate Committee activities and meetings
(d) Meet with Ad Hocs as needed.

§ 203. Large Scale Programs and Initiatives

The RHA Executive Board shall coordinate at least one large scale campus wide event or initiative per semester

§ 204. Training

Each Executive Board Member shall partake in training prior to each semester; if not able to attend, he or she must be excused at the discretion of the RHA Advisor(s)

§ 205. Mid-year and Annual Reports
Mid-year and Annual Reports shall be compiled by the end of each semester. Each Executive Board member shall submit any other reports delegated by the Advisor(s) by the given due date. Reports must include but are not limited to the following:

(a) Goals  
(b) Summary  
(c) Pros/Cons  
(d) Suggestions for the future

§ 206. Quality Assurance Tours (hereinafter “QATs”)

Each Executive Board Member is responsible for participating in QATs in their designated Quad(s). The Quad shall be assigned to each Executive Board Member at the beginning of the semester and each member is responsible for contacting the Quad Office Service Managers in that Quad Office to receive dates of the QATs. The Executive Board Member must attend the QAT or find a replacement with another member of RHA. Each Executive Board Member shall submit information about the date and time of their QATs and contact information for the person attending, if applicable, to the Advisor(s)

§ 207. Hall Council Rounds

Each Executive Board Member, with the exception of the Vice President of Hall Council Affairs, is required to attend one of their assigned Hall Councils’ meetings or programs every week during the semester, unless there are no scheduled meetings for that week. Individual Hall Councils shall be assigned to each Executive Board Member at the beginning of the semester and each member is responsible for contacting the Hall Council Advisor(s) and President before attending the meeting. The Vice President of Hall Council Affairs shall provide RHA Executive Board Members with assessment tools to further develop their Hall Councils. Each Executive Board Member shall submit a Hall Council report about the meeting or event to the Vice President of Hall Council Affairs within seven days

§ 208. OCM Care Package Distribution

Each Executive Board Member shall participate in On Campus Marketing (OCM) Care Package distribution as determined by the Vice President of Corporate Affairs and RHA Advisor(s).

§ 209. Responsibilities for Conference
Specific requirements for each conference shall be decided by the RHA President, Vice President of Corporate Affairs and Advisor(s) prior to the conference. General guidelines for conference preparation and the Conference Delegation are as follows:

(a) The Vice President of Corporate Affairs shall make the Executive Board aware of requirements for Conference and due dates well in advance.

(b) Preparations for Conference shall be discussed and implemented by the Conference Delegation.

(c) The Vice President of Corporate Affairs shall present the Executive Board a list of potential bids to submit at Conference, if applicable. If the Executive Board decides to write the bid, the Vice President of Corporate Affairs shall coordinate the writing and submitting of the bid with the support of the Executive Board.

(d) Conference delegates must attend all possible Conference programs and submit Conference Reports to the Vice President of Corporate Affairs to further the development of RHA and Stony Brook University.

(e) Stony Brook's delegation shall meet NEACURH/NACURH program submission requirements. The Vice President of Corporate Affairs shall coordinate the program submission process and shall help presenters create their programs.

(f) RHA will communicate with NRHH to form the most senator delegation of each organization.

(g) RHA will cover the costs of a maximum of one NRHH representative per conference, as denoted by the NRHH Constitution.

(h) RHA will cover the costs of an NRHH Advisor to attend any conference in which it is deemed necessary by the RHA Executive Board.
Chapter 3 - Offices of the Executive Board

Subchapter 1 - President

§ 311. Duties of the President

The duties of the RHA President are as follows:

(a) Serves as the primary liaison to Campus Residences for the residential student population and as a campus wide senator for RHA
(b) Chairs the RHA Executive Board Meetings
(c) Serves as a senator to the Undergraduate Student Government Senate or appoints a designee
(d) Works with the RHA Advisor(s) and the Treasurer on budget oversight and reconciliation
(e) Meets with the Assistant Vice President for Campus Residences, the Dean of Residential Education and Director for Residential Programs as needed

§ 312. Office Hour Commitment for the President

The RHA President holds a minimum of eight office hours per week in the RHA office.

§ 313. Advisor Meeting Commitment for the President

The RHA President meets weekly with the RHA Advisor(s) as needed.
Subchapter 2 - Senior Vice President

§ 321. Duties of the Senior Vice President

The duties of the RHA Senior Vice President are as follows:

(a) Assumesthe duties of the President in the event that the President is not able to perform their duties
(b) Chairs the General Body meetings
(c) Oversees the coordination of RHA programming not facilitated by an RHA Committee
(d) Actively seeks opportunities to work with other campus organizations and groups for collaborative programming
(e) Meets with the Associate Director for Residential Programs as needed
(f) Oversees the amendment and revision of the Constitution, ensures that the Constitution is upheld in all RHA matters and chairs the annual Constitutional Review

§ 322. Office Hour Commitment for the Senior Vice President

The RHA Senior Vice President holds a minimum of eight office hours per week in the RHA office.

§ 323. Advisor Meeting Commitment for the Senior Vice President

The RHA Senior Vice President meets weekly with the RHA Advisor(s) as needed.
Subchapter 3 - Vice President of Finance

§ 331. Duties of the Vice President of Finance

The duties of the RHA Vice President of Finance are as follows:

(a) Oversees all financial transactions for RHA
(b) Develops and oversees the RHA budget in conjunction with the Advisor(s) and the President
(c) Submits a revised budget in the Fall and Spring based upon the actual amount allotted for the organization
(d) Prepares a budget report for presentation at RHA General Body meetings and makes it readily available on Blackboard each semester.
(e) Maintains a record of all allocations and allocation requests
(f) Reviews existing procedures and documents
(g) Works with Advisor(s) to learn the procedures used when handling Undergraduate Student Government (USG) and State money
(h) Processes co-sponsorship requests
(i) Attends Review Board meetings when a budget’s being discussed.

§ 332. Office Hour Commitment for the Vice President of Finance

The RHA Vice President of Finance holds a minimum of eight office hours per week in the RHA office.

§ 333. Advisor Meeting Commitment for the Vice President of Finance

The RHA Vice President of Finance meets weekly with the RHA Advisor(s) as needed.
Subchapter 4 - Vice President of Administration

§ 341. Duties of the Vice President of Administration

The duties of the RHA Vice President of Administration are as follows:

(a) Keeps attendance and takes accurate minutes of all Executive Board and General Body meetings
(b) Maintains all RHA correspondence with the General Body and hall councils.
(c) Posts minutes of all General Body meetings on RHA website and submits minutes to the RHA Advisor(s) and the RHA Executive Board weekly
(d) Makes copies of the minutes of Executive Board meetings available to the Executive Board and Advisor(s) within three days
(e) Oversees RHA marketing and publicity on campus
(f) Notifies members of all regular and special meetings
(g) Notifies the RHA Vice President of Finance, Hall Council Advisors and Hall Council Presidents about Senators’ absences
(h) Oversees office supplies and maintains organization and cleanliness of RHA office
(i) Coordinates the creation of the office hours schedule

§ 342. Office Hour Commitment for the Vice President of Administration

The RHA Vice President of Administration holds a minimum of five office hours per week in the RHA office.

§ 343. Advisor Meeting Commitment for the Vice President of Administration

The RHA Vice President of Administration meets bi-weekly with the RHA Advisor(s) as needed.
§ 351. Duties of the Vice President of Corporate Affairs

The duties of the RHA Vice President of Corporate Affairs are as follows:

(a) Serves as a senator for Stony Brook University within NEACURH and NACURH and shall attend all conferences and meetings in which a Stony Brook delegation is registered and attending including but not limited to Sub-Regionals, Regionals, Mini No-Frills, and NACURH Conferences

(b) Attends National Communications Coordinator (NCC) boardroom meetings

(c) Facilitates the selection process and preparation of conference delegates

(d) Registers RHA for conferences

(e) Maintains files on conference bidding materials

(f) Keeps Stony Brook affiliated with NACURH

(g) Maintains communication through all required channels between RHA and NEACURH/ and NACURH

(h) Appoints a delegation leader prior to any conferences attended by a Stony Brook RHA delegation

(i) Acts as the Parliamentarian for General Body and Executive Board meetings

(j) Sits on a NEACURH or NACURH committee

(k) Organizes a conference report after each conference which Stony Brook’s RHA attends

(l) Shall chair the Review Board

(m) Coordinates and monitors the distribution of OCM care packages and Executive Board hours. They may also ask for volunteers from the General Body to participate in distribution

§ 352. Office Hour Commitment for the Vice President of Corporate Affairs

The RHA Vice President of Corporate Affairs holds a minimum of five office hours per week in the RHA office.

§ 353. Advisor Meeting Commitment for the Vice President of Corporate Affairs

The RHA Vice President of Corporate Affairs meets bi-weekly with the RHA Advisor(s) as needed.
Subchapter 6 - Vice President of Hall Council Affairs

§ 361. Duties of the Vice President of Hall Council Affairs

The duties of the RHA Vice President of Hall Council Affairs are as follows:

(a) Attends a minimum of one Hall Council meeting per academic week during which Hall Councils are in session, attending no Hall Council more than once unless otherwise requested and submitting a weekly summary report to the RHA Executive Board.

(b) Meets with Hall Councils upon request and serves as primary liaison between Hall Council Executive Board members and RHA.

(c) Coordinates and organizes Hall Council retreats for the Fall and Spring semester.

(d) Documents and reports strengths and areas of concern of Hall Councils and makes recommendations.

(e) Collects all Hall Council constitutions no later than the third General Body meeting of the semester and reviews them no later than the fifth.

§ 362. Office Hour Commitment for the Vice President of Hall Council Affairs

The RHA Vice President of Hall Council Affairs holds a minimum of five office hours per week in the RHA office.

§ 363. Advisor Meeting Commitment for the Vice President of Hall Council Affairs

The RHA Vice President of Hall Council Affairs meets bi-weekly with the RHA Advisor(s) as needed.
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Chapter 1 - Organization of the General Body

§ 101. Duties of RHA Senators

The duties of elected RHA Senators are as follows:

(a) Elected Senators shall be required to attend all weekly RHA meetings and serve as the liaison between their respective Hall Council and RHA, and vice versa

(b) Elected RHA Senators must maintain good academic (GPA >2.5) and judicial standing as deemed by the RHA Advisor
   i. This requirement shall not apply to first-semester freshman students as they will not have a GPA.

(c) Shall uphold all responsibilities listed within respective Hall Council Constitution

(d) Shall sit on a RHA committee and be an active member
   i. Active member is defined as participating in all committee initiatives and attending all events. If a member cannot attend an event, they must first receive permission from the co-chairs.

§ 102. Duties of non-elected RHA members

The duties of non-elected RHA members are equivalent to those outlined in Section 101 of this Title. Sections 101(a) and 101(c) do not apply.

§ 103. Entitlements of RHA Senators

RHA Senators shall have voting rights through their building’s vote.

§ 104. Entitlements of RHA Senators and RHA non-elected members

Both RHA Senators and RHA non-elected members shall:

(a) Be eligible to apply for an Ad-Hoc or Executive Board position;

(b) Shall have voting and speaking rights within RHA.

§ 105. Review Board

The Review Board shall be created no later than the third General Body meeting of the Fall and Spring academic semesters and shall consist of two Senators from each Quad.
(a) The Senators are elected to the Review Board by a simple majority vote by the RHA Senators from their respective Quad

(b) The duties and responsibilities of the Review Board shall include, but are not limited to the following:
   i. Review appeal of the suspension of RHA Senator and General Body Members in accordance with the RHA Constitution
   ii. Review the charges presented for impeachment of an RHA Executive Board member in accordance with the RHA Constitution.
   iii. Review all appeals of RHA Executive Board decisions
   iv. Review all appeals of frozen Hall Council budgets and suspended voting rights

§ 106. Residence Hall Advocacy Committee

(a) The objective of this committee will be to address residents' quality of life.
(b) This committee will meet outside RHA General Body Meeting times.
(c) This committee shall consist of two representatives from each of the quads on West Campus.
(d) The representatives from this committee shall attend the Campus Residences Room Rate Committee meetings in the spring semester.
(e) The committee shall be chaired by the Vice President of Hall Council Affairs.
Chapter 2 - Attendance Policy

§ 201. Purpose

In order for RHA to maintain functionality, two Elected RHA Senators must be present at all General Body meetings.

§ 202. Proxies

Elected RHA Senators may proxy as outlined in the RHA Constitution.

§ 203. Penalties.

If a building incurs more than 2 unexcused absences, 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.

§ 204. Vacancy of RHA Senator for a Building

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 Vice President of Administration 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.
Chapter 3 - Committee Policies

§ 301. RHA General Body Committees Listing

There shall be five RHA General Body Committees. The committees along with its objective are as follows:

(a) Regional Advocacy Committee
   i. Objective of Regional Advocacy:
      1. The committee shall educate the general body about our region, participate in the regional philanthropy, and promote NEACURH and NACURH Pride.

(b) Personal Development Committee
   i. Objective of Personal Development Committee
      1. The committee shall foster the growth of its committee members on social, academic and physical wellness level.

(c) Social Programming Committee
   i. Objective of Social Programming Committee
      1. The committee shall facilitate and coordinate the planning of a major RHA social program in both Fall and Spring Semesters.

(d) Spirit, Pride and Community Involvement Committee
   i. Objective of the Spirit, Pride and Community Involvement
      1. The committee shall facilitate and coordinate initiatives that foster a sense of community within Stony Brook University.

(e) Hall Council Development Committee
   i. Objective of the Hall Council Development Committee
      1. The committee shall facilitate hall council training and development.

§ 302. Committee Composition

Each Committee is comprised of at least one Executive Board Co-chair, who gives direction and acts as a liaison between the Executive Board and the Committee.

§ 303. Ad Hocs

There is also at least one Ad Hoc Committee Co-chair who is responsible for presiding over their respective Committee and coordinating with their Executive Board Co-Chair.
on all activities of the Committee. Except in the case of the Regional Advocacy Committee, the Ad Hoc is a General Body Member of RHA.

(a) The Ad Hoc of the Regional Advocacy Committee shall be the NACURH Outreach Coordinator of the Gina M. Vanacore Chapter of the National Residence Hall Honorary.

i. In the event that the NOC is not elected by the NRHH Constitution by the fourth week of the academic year, RHA will open applications for the ad-hoc position for the Regional Advocacy Committee in congruence with all other ad-hoc appointments.

ii. If after appointing an ad-hoc from the General Body, NRHH elects an NOC, the ad-hoc appointment will continue until the end of the semester; and will not be eligible for re-appointment if applicable. Both the NOC and the ad-hoc will serve concurrently.

§ 304. Committee Membership

There must be a minimum of five General Body Members in a Committee and they are expected to participate in their assigned Committees.

§ 305. Committee Meetings

Committees shall meet during General Body Meetings as determined by the Chair of the General Body Meetings with approval of the Executive Board. Attendance and participation by General Body Members in Committees during this committee meeting time is mandatory. Committees may be asked to assemble outside of General Body Meeting time, at the request of the Committee Co-chairs with agreement by the majority of Committee members.

§ 306. Committee Formation

The Executive Board may elect to introduce a new committee as follows:

(a) A proposal must be written including a mission statement which explains the purpose and expectations of the committee. The proposal must also contain examples of possible actions to achieve its goals.

(b) An Executive Board Member must be available to co-chair the committee. If the committee is created mid semester there must be a minimum of five General Body Members willing to join the committee.

(c) The committee proposal may be brought to the General Body by a two-thirds majority vote by the Executive Board.
(d) The proposal must be approved by a two-thirds majority vote by the General Body.
(e) Once this committee proposal is approved the process of appointing an Ad Hoc Co-chair will be begin according to the RHA Constitution
Chapter 4 - Voting Procedure

§ 401. Governing Rules

All voting procedures will follow the most recent edition of Robert’s Rules of Order, notwithstanding anything to the contrary within this Chapter.

§ 402. Eligibility of a Voting Member

Two Hall Council Senators or an approved proxy(-ies) must be present at the time of voting for a Hall Council to have a vote.

§ 403. Discussion

Voting on general motions shall be preceded by a period of questions and a period of discussion by the General Body. The duration of these periods will be established at the beginning of the meeting and shall be enforced by the Chair or designee(s) of the Chair. After discussion is complete, a motion to vote will be allowed by the Chair. The motion must be specific and lead to a definite outcome if passed.

§ 404. Voting on Budgetary or Co-Sponsorship Requests

For approving budgetary changes or co-sponsorship requests, a Hall Council may call for a Call for Acclamation after a motion to vote has been made. If there is General Consent, the motion is passed. If there is no Call for Acclamation, a vote is taken by roll call. The motion is passed with two thirds approval.

§ 405. Voting on Appointments

For approving Ad Hoc or Executive Board Member appointments, the appointee must leave the room before a vote is taken. Call for Acclamation may not be called for. A vote is taken using roll call. The appointee may return to the room once the vote is complete and the result is determined.

§ 406. Executive Board Elections

Elections are facilitated by the Chair of the General Body Meetings or designee(s) of the Chair in accordance with the provisions of this Section.

(a) The positions are filled from President to Vice President of Hall Council Affairs, following the order in the RHA Constitution, Article IV.
(b) Roll call is taken before elections for each position. Each nominee will give a speech to the General Body followed by a session of question and answer. A
pro-con debate by the General Body will follow. This process is repeated for each nominee. After all nominees have spoken, a discussion is opened. The current Executive Board may not participate in discussion. When satisfied, the General Body may move to vote. Roll call is taken again and the vote is done by secret ballot.

(c) The votes are counted by the RHA Advisor(s) or their pre-approved designees, who disclose the winner to the chair of the meeting.

(d) Nominees will wait outside the room when they or other nominees for that position are being discussed by the General Body.
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Chapter 1 - The Logo

§ 101. Logo of the Residence Hall Association

The logo of the Residence Hall Association, which contains the logo of Stony Brook University depicting a shield is declared to be the logo of the Residence Hall Association.
Chapter 2 - Web Identity

§ 201. Uniform Resource Locator

The official Uniform Resource Locator (herein referred to as URL) of RHA shall be http://www.stonybrookrha.com.

§ 202. Same; Redirects

The URL of Section 201 shall be permitted to redirect to the URL of the actual website content. This URL shall be http://you.stonybrook.edu/sbrha.
Chapter 3 - Office

§ 301. Permanent Office

West Campus of Stony Brook University, Campus Residences shall be the location of the office of the Residence Hall Association.

§ 302. Same; Location of Office

The location of the RHA Office shall be Room D133 in the joint Lobby of O’Neill College and Irving College.
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Chapter 1 - RHA Funding

§ 101. Sources of Funds

Sources of Funds for RHA Operations are comprised of three sources.

(a) Campus Residences – As determined by Campus Residences, a set amount of money is given to the RHA at the beginning of the academic year. This money will be used for the operating expenses of the RHA.

(b) Undergraduate Student Government (herein “USG”) – As determined by the Undergraduate Student Government, a set amount of money is given to the RHA to fund all eligible Hall Councils on campus. This money is derived from the Student Activity Fee (herein referred to as the SAF).

   i. Student Activity Fee – A fee billed to each full-time and part-time (on a prorated basis) undergraduate student through the University billing process.

(c) OCM Private Account - RHA will fundraise different linen and care package programs offered through the On Campus Marketing, Inc. company, a corporate sponsor of NACURH. This money is used to fund RHA’s ability to attend conferences.

§ 102. Fiscal Year

The RHA Budget operates on a fiscal year. The fiscal year ends June 30 for Campus Residences, USG, and Private funds.
Chapter 2 - Hall Council Funding

§ 201. Definitions

For the purpose of this Chapter, the following definitions shall apply, unless the context indicates otherwise:

(a) **CONSTITUTION** – The term ‘Constitution’ shall include the Constitution, bylaws, operating guidelines or any other like documents binding the operations of Hall Councils.

(b) **STUDENTS** – The term ‘students’ shall mean only current undergraduate students at Stony Brook University.

(c) **RESIDENTS** – The term ‘residents’ shall mean only current undergraduate students at Stony Brook University who live in the undergraduate Residence Halls and undergraduate Apartments.

(d) **YEAR** – The term ‘year’ shall include the Fall and Spring semesters.

(e) **FUNDRAISER** – The term ‘fundraiser’ shall include any means of raising revenue by a funded Hall Council including publishing advertisements.

(f) **PROBATION** – The term ‘probation’ shall refer to a hall council or quad councils ability to spend money being unrestricted; but at risk for losing their budget, if a significant error is to occur.

§ 202. Restrictions on Allocation Process - RHD Restrictions

A Residence Hall Director (herein referred to as an “RHD”) may not veto any expenditure of a Hall Council including preventing its placement on the Hall council agenda. If the RHD wishes to prevent the expenditure, they may send a written request to the Vice President of Finance of RHA who may consider the request during their approval of the expenditure. A copy of this request must also be sent to the USG Treasurer.

§ 203. Restrictions on Allocation Process - Voting

Hall Councils may restrict their voting membership to residents of the building, though its events must be open to all students who pay the SAF.

§ 204. Restrictions on Allocation Process - RHA Grant Fund

Any allocation request to use the RHA Grant Fund shall be subject to the following restrictions:

(a) The RHA Grant Fund may only be used by Quad Councils and Hall Councils.
(b) Each Quad or Hall Council may request up to $300.00 per semester.
(c) Each Quad or Hall Council may only allocate from the RHA Grant Fund up to 3 times per semester.

§ 205. Restrictions on Expenditures

Any expenditures of Hall Councils and Quad Councils shall be subject to the following restraints and restrictions.

(a) No part of the SAF may be used to purchase alcoholic beverages.
(b) Expenditures for Food and Beverages for use at Hall Council general body meetings shall not exceed 20% or $250 of the annual budget.
(c) Expenditures for equipment for Residence Halls may not exceed 20% of the annual budget.
(d) Expenditures for programming supplies may not exceed 60% of the annual budget.
(e) Gifts and awards may not exceed $200.00 in value per funded organization. These gifts may not be given as cash or gift cards and cannot be utilized at restaurants. An explanation of the gift or award must be submitted to the RHA Vice President of Finance. No Executive Board members shall receive any gift/award from their own Hall Council.
(f) No part of a Hall Council’s budget can go towards paying tuition or granting scholarships.
(g) No part of a Hall Council’s budget shall be used for the purposes of purchasing equipment, uniforms, or gifts for non-students, including alumni or guests.
(h) No monies appropriated by RHA shall be used to print, publish or broadcast obscene or libelous material.
(i) For legal reason and to comply with aforementioned requirements, all material printed, published, or broadcast by funded organization in languages other than English must also be made available to RHA and its members in English.
(j) Expenditures or events or activities that significantly deviate from the Hall Council’s mission statement or constitution shall not be permitted.
(k) No part of a funded organization’s budget shall be used to pay or give a stipend to Executive Board Members or Advisors.
(l) Hall Councils may not sponsor any off-campus trips.
   i. Off-campus trips shall consist of activities which occur on property not belong to Stony Brook University, including but not limited to, the following types of activities:
      A. Trips to hotels and conference halls.
      B. Trips to amusements parks and recreational facilities.
      C. Trips to athletic or academic competitions, or similar activities.
      D. Trips to performances or theaters.
(m) Any Hall Council expenditure may not be used for purchases that may be considered “building maintenance” and would otherwise be paid for by Campus Residences.
   i. This clause shall not be misconstrued to include purchases for common
areas of the building that build community amongst its members.

§ 206. Fundraising

Neither Hall Councils nor Quad Councils may carry out fundraisers, either to raise revenue for their organization or for charities.

§ 207. Eligibility for Funding

In order to be eligible to receive funding from RHA, hall councils and quad councils must comply with the following requirements; the hall councils and quad councils must:

(a) must be a registered club with RHA and Student Activities;
(b) must be open to all Undergraduate students;
(c) must function under a duly-adopted constitution in accordance with the laws of the RHA;
(d) must meet on a weekly basis (hall councils), or biweekly basis (quad councils); and be in accordance with its constitution;
(e) must be in good standing with RHA;
(f) must be in compliance with this act and all other laws of the RHA.

§ 208. Same; New Hall Councils

If a Hall Council is new, it will automatically receive funding its first year of existence based on a head count.

§ 209. Same; Loss of eligibility

No funded Hall Council operating in violation of this Act shall be eligible for funding until they come into compliance with this Act. The RHA Vice President of Finance may freeze the budget of a Hall Council due to the following, but not limited to:

● Not attending the mandatory RHA Training;
● Not handing in receipts within 7 days of taking a check;
● Hall Council RHA Senators missing a certain number of RHA general body meetings in accordance with the RHA Attendance Policy, RHA Code, Title 3, Chapter 2.

§ 210. Types of Funding

The money allocated to RHA from the Undergraduate Student Government is to be allocated to all Hall Councils on the Stony Brook University Campus unless otherwise specified. The money available to Hall Councils shall be split into two types of funding as follows:

(a) Hall Council/Quad Council Fund: A line budget is the account given to funded Hall Council or Quad Council for the entire year to be expended by them in
accordance with the laws of the RHA.

(b) RHA Grant Fund: A fund in which Hall or Quad Council may request extra funding for a program on a case to case basis during the course of the year.

§ 211. Constitutions

Every funded Hall Council and Quad Council shall submit to the RHA Vice President of Hall Council Affairs a copy of its current duly adopted constitution.

§ 212. Same; Requirements of Constitutions

Every funded hall council and quad council constitutions must contain and adopt the following elements:

(a) The times, places, and manner of holding elections for positions on the Executive Board of the hall council or quad council

(b) An open attendance clause stating that any member of Stony Brook University may attend its meetings

(c) An open membership clause stating that:
   i. Any resident of said Residence Hall can become a member of said Hall Council; or
   ii. Any resident of said Quad can become a member of said Quad Council.

(d) Must provide qualification for voting rights of member on the basis of the number of meetings attended or the student’s length of membership; but all such qualifications shall apply uniformly to all members.

(e) Constitution shall provide qualifications on serving on the Executive Board of Hall Council provided that such qualifications do not discriminate on the basis of race, religion, sex, color, national origin, age marital status, ability, viewpoint, or sexual orientation, or other like criteria required by the laws of New York State.

(f) A dissolution clause stating that all funds left over shall revert back to the RHA.

(g) A mission statement explaining the purpose and goals of the Hall Council.

§ 213. Bill of Rights

The foregoing are the rights afforded to members of hall council:

(a) All residents shall have the right to join the Hall Council for the Residence Hall to which they are assigned.
(b) All member of Hall Councils shall have the right to participate in the benefit and activities thereof, including the right to vote and run for office, on an equal-opportunity basis; no Hall Council shall place an undue burden upon members, nor impose excessive requirements to gain such rights.

(c) To secure the right to vote free from intimidation and corruption, upon the request of a single voting member, elections for positions in Hall Councils shall be by secret ballot, and all legible ballots shall be counted and the election results certified by the Secretary of the Hall Council. Members of funded Hall Councils shall have the right to challenge the results of the elections to the RHA Executive Board for review by the entire board. The RHA Executive Board shall be responsible for reviewing if any funded Hall Council failed to carry out certifiable elections in accordance with its constitution. All decisions by the RHA Executive Board about Hall Council elections may be appealed to the Review Committee.

(d) All funded Hall Council meetings shall be open and public in accordance with New York State’s Open Meeting laws and no person shall be denied access to the meeting but may be removed by the proper authorities for disorderly conduct.

(e) All promotional media and the advertisement of meeting times by Hall Councils must be in English in addition to any other language.

(f) All expenditures of the SAF monies by Hall Councils and attendance sheets of the meeting where such expenditures were voted upon, shall be public record and accessible by any persons in the USG Accounting Office.

§ 214. Spending Appropriated Money; Voucher Process

In order to utilize monies appropriated by law, the Hall Council must submit an Allocation Request Voucher and any other documents as determined by the RHA Vice President of Finance depending on the nature of the allocation. Completed vouchers and accompanying documents must be submitted to the RHA Vice President of Finance, 2 weeks before the check is required, except in the case of contracts which are required 4 weeks prior to the event.

§ 215. Same; Requirements for a valid Allocation Request

In order for a voucher to be valid, it must meet the following requirements:

(a) The Voucher must be completely filled out;

(b) The itemized invoices are attached, when applicable;

(c) The food permits are attached, when applicable;
(d) The Voucher must have the signature of the Hall Council President, Treasurer, and Hall Council Advisor;

(e) A detailed list of the items being purchased with a final price quote, for online orders

(f) If a Hall or Quad Council chooses to allocate money from the RHA Grant Fund, a Grant Fund Allocation Request Form must also be submitted to the RHA Vice President of Finance

§ 216. Same; Check Pickup

Checks will be available for pickup during the office hours of RHA and NRHH Executive Board Members, which shall be determined at the beginning of each semester.

§ 217. Same; Allocation hold or rejection by RHA

Vouchers may be rejected or put on hold for the following reasons by the RHA Treasurer:

(a) Missing documentation;

(b) Incomplete information;

(c) Paperwork submitted late;

(d) Lack of funds in the Hall or Quad Council's account;

(e) The Hall or Quad Council's budget is frozen;

(f) Wrong or improper signature on the voucher;

(g) Current signature verification form showing signatures of registered Hall Council President, Vice President, Treasurer, Secretary, RHA Senators, and Advisor is not on file, or differs from the roster in SB Life;

(h) Current signature verification form showing signatures of registered Quad Council Chair, Treasurer, Secretary and Advisor is not on file, or differs from the roster in SB Life;

(i) Current Hall Council's constitution or bylaws is not on file.

(j) Outstanding or missing receipts

§ 218. Same; Types of Disbursements:

Request for the disbursements of funds are divided into the following categories:
(a) **Advances** – These are requests for checks made payable to vendors on the approved vendors list. Advances may not be made payable to an individual.

(b) **Contracts** – An agreement between a Hall or Quad Council and an outside vendor for a specific service.

(c) No reimbursements will be allowed, unless approved by both the RHA Vice President of Finance and USG Treasurer.

   i. Reimbursements will only be given in extenuating circumstances.

§ 219. Equipment

   Equipment should be purchased for the benefit of the residents living in the Residence Halls and should not be purchased for the benefit of any officer or member thereof.

§ 220. Budget Process

   Each year, Hall Councils and Quad Councils will be given a certain percentage of the overall funding from the Undergraduate Student Government. This percentage will be based on all monies given to RHA by the Undergraduate Student Government as well as the predetermined number of spaces and occupied spaces in each individual Residence Hall.

§ 221. Redistribution of Funds

   If the Hall/Quad Council Fund and/or Grant Fund is not exhausted 3 weeks before the Spring allocation deadline as determined by the Undergraduate student Government, the leftover money shall be re-dispersed into the RHA operating budget or wherever appropriate as determined by the RHA Vice President of Finance.

(a) In the event that the redistributed line budget is that of a Hall Council or Quad Council. The Vice President of Finance shall notify said Hall Council or Quad Council of the change in their budget status. In this case, said hall council or quad council must submit an allocation within one week to keep its budget. This subsection shall not apply if a Signature Verification Form has never been submitted.