Constitution of the
Stony Brook University Residence Hall Association
(est. 1983)

Preamble

The name of this organization is the Stony Brook University Residence Hall Association (herein after referred to as RHA). 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.

Article I: Mission Statement

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.

RHA shall not discriminate, in any of its practices, policies, 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.

Article II: Organization and Membership

Section A: General Attendance
All Stony Brook University students and administration are able to attend RHA General Body meetings and events.

Section B: General Body Membership
The General Body shall consist of three types of Membership:

1. Elected RHA Senator
   a. Two RHA Senators shall be elected from each Undergraduate Hall Council in accordance with each Hall Council’s Constitutional guidelines
   b. 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
   c. Elected RHA Senators must maintain good academic (GPA > 2.0) and judicial standing as deemed by the RHA Advisor
d. Shall uphold all responsibilities listed within respective Hall Council Constitution
e. Shall sit on a RHA committee and be an active member of that committee.
   1. Active membership 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.
f. Shall have voting and speaking rights within RHA
g. Shall be eligible to apply for an Ad-Hoc or Executive Board position
h. The elected RHA senators from each building compose the RHA Senate.

2. Non-Elected RHA Member
   a. Any undergraduate student of Stony Brook University shall be eligible to apply for a Non-Elected RHA Senator position, as outlined in Article IV, Section B of the RHA Constitution.
b. Must maintain good academic and judicial standing as deemed by the RHA Advisor
c. Shall not have voting rights, but shall have speaking rights
d. Shall sit on a RHA committee and be an active member, as outlined in Section B, subsection 1f.
e. Shall be eligible to apply for an Ad-Hoc or Executive Board position

3. Honorary Member
   a. All Advisors of Hall Council, RHA and NRHH shall be considered Honorary Members
   b. Honorary members shall not have voting rights, but shall have speaking rights

Section C: The RHA Executive Board
The RHA Executive Board shall consist of six elected officers.

Section D: Elected Executive Officers
Executive officers shall be elected by the General Body, in accordance to Article VI, and shall include the President, Senior Vice President, Vice President of Finance, Vice President of Administration, Vice President of Corporate Affairs and Vice President of Hall Council Affairs.

Section E: Ad Hoc Positions
Ad hoc appointments shall be made as the RHA Executive Board deems necessary for RHA in accordance with article V. All Ad Hoc appointments are subject to the consent of the RHA Senate.
Section F: RHA Advisor(s)
The Advisor(s) shall be appointed by Campus Residences.

Article III: Meeting Procedures

Section A: General Procedures
The RHA Executive Board and General Body shall meet on all weekly designated
meeting days that classes are in session during the Fall and Spring semesters. The
first official General Body meeting shall be determined by the RHA Executive Board and
the Executive Board shall notify the General Body of this date at least one week in
advance.

1. The meetings shall be run in accordance with the basic tenets of the most recent
2. The meetings of the General Body shall be called to order and chaired by the
   Senior Vice President, or a designee of the Senior Vice President, with approval
   by a two-thirds majority vote of the Executive Board.
3. An Executive Session of the General Body shall be called to order on an as
   needed basis by the RHA Executive Board. The composition of an Executive
   Session will be determined by the Chair of that session, with a two-thirds majority
   vote of approval by the General Body.
4. Participants at General Body meetings shall model cooperative behavior at all
   times. Disruptive or disorderly conduct will not be tolerated. Anyone exhibiting
   such behavior shall be issued a verbal warning by the Advisor(s) and/or any
   member of the RHA Executive Board. If that person is expelled from the meeting
   and said person is a Senator or acting as a proxy, then this expulsion shall count
   as an absence against the respective Hall Council.

Section B: Meeting Procedure
1. 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.
   a. The Elected RHA Senator must submit a Proxy Form to the RHA Vice
      President of Administration for approval prior to the meeting
   b. Proxy will gain all rights of an Elected RHA Senator for the duration of
      specified meeting
   c. Any proxy requests exceeding the two allotted shall be at the discretion of
      the RHA Vice President of Administration.
2. Voting on general motions shall be preceded by a period of questions and a
   period of discussion. The duration of these periods will be established at the
   beginning of the agenda item and shall be enforced by the Chair.

Section C: Quorum
1. Quorum for the RHA Executive Board shall be constituted by a two-thirds presence of the recognized Executive seats, as outlined in Article II, Section C of the RHA Constitution.

2. Quorum for the General Body shall be constituted as two-thirds presence of the total Hall Councils.
   a. A recognized Hall Council has two Senators present at the General Body Meeting.

Section D: Voting
1. The voting body is comprised of every residence hall that operates under Campus Residences on West Campus.
   a. There is one vote per residence hall.
      i. The vote must be by unanimous consent of both senators.

Article IV: Forming the General Body

Section A: Senator Election
The election process for the RHA Senators must be completed before the first official RHA General Body Meeting, according to each Hall Council's Constitution. Each Hall Council shall elect within that time two Senators.

Section B: Acquisition of General Membership
After an Undergraduate Stony Brook University student has attended 3 consecutive RHA meetings, they shall qualify to apply for Non-Elected Membership. Application must be reviewed and approved by the General Body. If a Non-Elected Member is not in attendance of three RHA meetings, they shall lose their membership and must attend three consecutive RHA meetings to qualify for reapplication.

Section C: Suspension of General Body Members
If a General Body Member fails to meet the minimum requirements of their membership as outlined in Article I of the RHA By Laws he or she shall no longer be recognized as a Member of the General Body by the RHA Executive Board pending a two thirds vote of the RHA Executive Board.

Section D: Forming the Review Board
There exists an established board within RHA that handles tasks as deemed necessary by the Constitution and other RHA Bodies of Law. The Review Board is chaired by the Vice President of Corporate Affairs and is comprised of exactly two representatives from each Quad. The voting body is comprised of every quad that operates under Campus Residences on West Campus. The assignment of representatives to the review board is as the discretion of the Senior Vice President, unless otherwise specific in other RHA Bodies of Law.
Article V: Ad Hoc Appointments

Section A: Eligibility
1. RHA General Body Members can apply to be an Ad Hoc.
2. Minimum of having one complete semester’s experience as an RHA General Body Member.

Section B: Process
In the event of an Ad Hoc appointment the following criteria shall be met:
1. A proposal from the Executive Board, for the position, shall be presented to the General Body at least two weeks before applications are due. The proposal shall include but is not limited to the following:
   a. Purpose
   b. Specific duties/responsibilities
   c. Duration of appointment
2. Applications must include a resume, a positional application, and a signed and sealed letter of recommendation from an employee of Campus Residences.
   a. Returning Ad Hocs in the same academic year are not required to include a resume or signed and sealed letter of recommendation.
3. The appointee shall be selected by a unanimous vote by the RHA Executive Board.
4. If the Executive Board cannot reach a decision, it may choose to have interviews of the applicants or reopen for more applications.
5. The appointee shall be presented to the General Body no later than the second General Body meeting following his or her selection for a two thirds majority vote, quorum being met.

Article VI: Terms and Conditions of the RHA Executive Board Officers

Section A: Officer Eligibility
Eligibility to run and hold an Executive Board position includes the following:
1. Minimum cumulative Stony Brook G.P.A. of 2.50 and a minimum semester Stony Brook G.P.A. of 2.00
2. Good judicial standing as determined jointly by the Associate Director of Residential Programs and RHA Advisor(s).
3. Conflict of interest prevents a Stony Brook University Resident Assistant from being an RHA Executive Board Member
4. Eligibility for specific offices include the following, with active participation defined as holding RHA Membership:
   a. President: One year in a Stony Brook University Residence Hall and one year active participation in RHA upon commencement of the aforementioned position
   b. Senior Vice President: One year in a Stony Brook University Residence
Hall and one year active participation in RHA upon commencement of the aforementioned position
c. Vice President of Finance: One year in a Stony Brook University Residence Hall and one-year active participation in RHA or Hall Council Executive Board upon commencement of the aforementioned position
d. Vice President of Administration: One semester in a Stony Brook University Residence Hall and one semester active participation RHA or Hall Council Executive Board upon commencement of the aforementioned position
e. Vice President of Corporate Affairs: One semester in a Stony Brook University Residence Hall and one semester active participation RHA upon commencement of the aforementioned position
f. Vice President of Hall Council Affairs: One semester in a Residence Hall and one semester active participation in RHA or Hall Council Executive Board upon commencement of the aforementioned position

Section B: Election Process
Executive officers are elected by a simple majority vote of the Voting Body. The election process shall commence at the first General Body meeting in March. The nomination process shall last for two General Body meetings. Following two General Body meetings of open nominations, all bids must be submitted to the RHA Executive Board. Elections shall be conducted at a General Body meeting within two successive meetings following the submission of all bids. The elections shall be conducted by secret ballot supervised by the RHA Advisor(s). All electoral voting procedures of RHA shall be executed in adherence to the basic tenets of the most recent edition of Robert’s Rules of Order in accordance with the following stipulations:

1. Candidates are required to present a bid to the General Body prior to each positional election. Campaigning is limited to these bids. Criteria for bids will be determined by the RHA Executive Board and announced at the commencement of elections.
2. If an elected senator or proxy of a building is not present at elections, a resident of that building may hold the proxy for the senator. One senator or proxy from that Hall Council must be present for the Hall Council to be recognized.
3. If a senator is a candidate, they shall not be recognized as a senator of their Hall Council for the duration of that voting session. One senator and a proxy from that Hall Council must be present for the Hall Council to be recognized.
4. There shall be no sliding ballot. A candidate can be nominated for all qualified Executive positions but can only run for three. Bids must include a letter of intent and must be submitted for each position, which is relevant to the position they are running for. These bids must be submitted to the RHA Vice President of Administration.
5. There shall be one voting session for each Executive Board position.
6. In the event that a simple majority is not reached or there is a tie for a simple majority vote, a runoff election shall occur among the top candidates.
7. If a position is not filled by the designated election day, elections for that position
will be closed and a new electoral process will be opened for a minimum of one week at the discretion of the Executive Board. The electoral process will be determined by the Executive Board.

8. The Executive Board Elect officially takes over as the New RHA Executive Board at the last General Body Meeting of the Spring semester.

Section C: Impeachment Process
The General Body and RHA Executive Board may impeach an RHA Executive Board Members should they fail to meet eligibility in accordance with Article V, Section A of the RHA Constitution, fulfill the responsibilities of their positions or are found responsible for impropriety, wrongdoing, or misconduct. The steps for removal are:

1. An initial letter of inquiry shall be submitted by an RHA Executive Board Member or an RHA member as defined in Article II Section B.
2. The letter of inquiry shall be submitted to the President. In the event the inquiry is in regards to the President, the letter of inquiry shall be submitted to any other Executive Board member.
3. The recipient of the letter of inquiry shall bring the letter of inquiry to the RHA Executive Board and Advisor(s) no later than one RHA Executive Board meeting following receipt of the letter.
4. All letters of inquiry shall be presented to the Review Board for consideration of initiating the impeachment process no later than one General Body meeting following receipt of the letter.
5. A two-thirds majority vote of the Review Board shall be required to bring any letter of inquiry to the General Body.
6. If a member of the Review Board is the individual who submitted the letter of inquiry, they must proxy the vote.
7. A list of charges shall be presented by the Review Board prior to the second scheduled General Body meeting following the presentation of the letter of inquiry to the Review Board.
8. Voting on the impeachment will commence at the second scheduled General Body meeting following the presentation of the letter of inquiry to the Review Board. A two-thirds majority vote is needed to remove an RHA Executive Board Officer.
9. The due process protection of the Officers in question shall be:
   a. Upon the decision of the Review Board to move forward with a letter of inquiry, the Officers in question shall temporarily be suspended from their positions and denied access to Executive Board privileges and rights pending the completion of the impeachment process.
   b. The Officers has the right to rebut any charges and/or any questionable conduct to the General Body and to bring outside witnesses to testify should it be deemed necessary by the Officers in question.
   c. Upon removal from the office, the Officers in question shall not retain membership in RHA and shall cease all RHA related communication.
   d. All impeachment processes will cease and desist if resignation occurs.
Section D: Vacancy of Elected Office Positions

1. In the event of a Presidential vacancy, the Senior Vice President shall assume the office of the President.

2. In the event of an RHA Executive Board vacancy, with the exception of the Presidency, the RHA Executive Board shall make an appointment in accordance with Article VI, Section A. An appointee cannot be a current RHA Executive Board Member.
   a. The appointment process shall be determined by the Executive Board provided its appointee is brought to the General Body for a vote of approval.

3. The appointee shall be selected by a unanimous vote by the RHA Executive Board.

4. Upon the appointee’s selection, the appointee shall be presented to the General Body, no later than the second General Body meeting following Executive Board approval, for a two-thirds majority vote.

5. In the event that the General Body does not approve the appointment, the floor shall be open for nomination, and an election shall be held at the discretion of the Executive Board.

6. Once the position has been filled, the selected appointee shall take office immediately.

Article VII: Intersession Protocol

During the Summer and Winter academic sessions, the RHA Executive Board Members shall perform necessary duties and responsibilities as outlined in Article IV, in accordance with the following:

1. Budget use shall be limited to a discretionary fund amounting to twenty-five percent of the budget determined by Campus Residences. A Summer budget must be presented and approved by the last General Body meeting of the Spring academic session.

2. Shall not conduct any business that requires the participation and/or approval of the General Body with the exception of reallocating money within the intersession budget.

Article VIII: Legislation and Resolutions

Section A: Legislation and Resolution Proposals

1. Legislation may be proposed by any General Body member or Executive Board member, by submitting the legislation or resolution proposal to the Senior Vice President.
   a. The Senior Vice President must submit the legislation to the Vice President of Corporate Affairs
   b. The Vice President of Corporate Affairs must convene the Review Board
within three General Body meetings upon receiving the proposal from the Senior Vice President.
c. The legislation passes the Review Board by simple majority vote.
d. The Senior Vice President must place the proposed legislation or resolution on the agenda within three General Body meetings upon approval from the Review Board.

Section B: Legislation Enactment and Enforcement
1. Legislation may be enacted by simple majority vote among the voting body.
2. Enforcement of legislation shall be vested to the individual office(s) affected by the legislation.
   a. The RHA President is to ensure legislation is being followed by the Executive Board.

Section C: Resolution Adoption
1. Resolutions may be adopted by simple majority vote among the voting body.

Section D: Prior Resolutions
1. All resolutions that have been adopted previously by RHA remain in effect.

Article IX: Amendments/Revisions to the RHA Constitution

An annual Constitutional review shall be performed by the outgoing RHA Executive Board, the incoming RHA Executive Board, and the Chair of the Review Board. The outgoing and incoming Senior Vice Presidents shall co-chair the annual RHA Constitutional review. Only incoming Executive Board members vote on proposed constitutional amendments and revisions.

Section A: Amendments
Amendments to the RHA Constitution shall be made in accordance with the most recent edition of Robert’s Rules of Order and the following:
1. Any recognized member of RHA, excluding the Advisor(s) may propose amendments to the RHA Constitution.
2. Proposed amendments shall be submitted during the Fall and Spring academic semesters and must be submitted in writing to the RHA Executive Board upon which the RHA Executive Board shall make recommendations to the author of the amendment.
3. Proposed amendments shall be presented to the Review Board no later than one General Body meeting after recommendations have been made to said author.
4. The Review Board will meet to discuss proposed amendments. Authors of proposed amendments shall be in attendance to explain the rationale behind their amendments. An Executive Board Member who is not an author of an
amendment shall chair the meeting.

5. The Review Board may make any changes to proposed amendments and will vote whether to take them to the General Body. A two-thirds majority vote of approval is required to bring changes to the General Body.

6. A two-thirds majority vote of the General Body is required for approval of a proposed amendment.

Section B: Revisions
Revisions to the RHA Constitution shall be made in accordance with the most recent edition of Robert’s Rules of Order and the following:

1. Following an annual review, the RHA Executive Board shall determine the necessity for revisions to the RHA Constitution.

2. The Senior Vice President shall be the author of a Constitutional revision. The revision must be approved by a two-thirds majority of the RHA Executive Board.

3. Copies of the proposed revision shall be presented to the Review Board during the Fall and Spring academic semesters.

4. The Review Board will meet to discuss proposed amendments. Authors of the proposed revision shall be in attendance to explain the rationale behind the revision.

5. The Review Board may make any changes to the revision and will vote whether to take it to the General Body.

6. The reviewed revisions shall be presented and explained to the General Body by the Senior Vice President and/or Chair of the Review Board and shall be approved in one vote.

7. A two-thirds majority vote is required for approval of a proposed Constitutional Revision.

8. During the annual review, the decision as to when changes will take effect must be made and recorded.

Section C: Friendly Changes
The Senior Vice President or a designee of the Senior Vice President may make any “Friendly Changes” to the Constitution and By Laws, with unanimous approval of the Executive Board.

1. Friendly changes shall be defined as those which do not hinder or change the meaning of the Constitution; i.e. spelling, spacing, grammar, punctuation, and renumbering.