



Syracuse University Residence Hall Association

Constitution

Revised: August 27th, 2019

Article I

Name

Our organization name shall be: Syracuse University Residence Hall Association; hereafter, referred to as RHA.

Article II

Statement of Mission, Vision and Goals

1. The mission of RHA shall read:
 - a. Advocating for residents, fostering student leadership.
2. The vision of RHA shall read:
 - a. Offering leadership opportunities through educational programming, impactful service and resident driven advocacy.
3. The goals of RHA shall be:
 - a. Develop and provide events in order to improve the diversity, educational, civic engagement and social materials of residential experience;
 - b. Continuously provide worthwhile leadership experience for students, including teambuilding and opportunities for growth and development;
 - c. Serve as a student liaison, advocacy board and a resource to residents, residence hall staff, the Office of Residence Life, the Syracuse University campus, our local community and global community;
 - d. Promote and adhere to the principle of appreciating diversity by:
 - i. Pledging action and committing ourselves to the pursuit of a peaceful, open and equal community, by embracing differences;
 - ii. Recognizing that our varied representation and efforts for the greater understanding of said commitments strengthens us as a whole.

- e. Sponsor activities conducive to the mission, vision and goals of RHA;
- f. Develop and maintain communication and involvement with the Regional and National affiliates of the National Association of College and University Residence Halls (NACURH).

Article III

Membership

1. All students currently living in University housing managed by the Office of Residence Life shall be eligible for membership in RHA;
2. In addition to those members, we encourage at least one representative from the following organizations to serve as liaisons to RHA:
 - a. National Residence Hall Honorary (NRHH);

Article IV

The Executive Board

1. Positions:
 - i. The RHA Executive Board will consist of seven (7) Executive Board members:
 - i. President;
 - ii. Vice President;
 - iii. National Communications Coordinator;
 - iv. Director of Administration and Finance;
 - v. Director of Diversity and Inclusion;
 - vi. Director of Civic Engagement;
 - vii. Director of Programming;
 - viii. Director of Public Relations and Marketing.
2. Requirements for an elected Executive Board Candidate:
 - i. To be eligible and hold the office on the RHA Executive Board, the Candidate must meet the following requirements:
 - i. Hold a one-year (1) in office within the Residence Hall Association or a Hall Council;
 - ii. The Candidate must hold a term of office for one calendar year from May to May;
 - iii. The Candidate must reside in University housing under the Office of Residence Life, either on North or South Campus, for the academic duration of their term;
 - iv. The Candidate may not study abroad during the duration of their term;
 - v. The Candidate should not be enrolled in more than 18 credit hours per week per semester without consulting advisors and the RHA President;
 - vi. The Candidate may not hold a Resident Advisor (RA) position for the duration of their term;
 - vii. The Candidate must arrive on campus early, a timeframe set by the RHA Advisor(s), for Executive Board training, team building and event planning before the start of the fall and spring semester;

- viii. The Candidate must hold 15 RHA hours per week, with the President holding 20 RHA hours per week. These hours are to include:
 - 1. Attending Executive Board and General Body meetings;
 - 2. Office hours:
 - a. For the President, 10+ office hours;
 - b. Other positions, 5+ office hours.
 - 3. Attend one-on-one sessions with the RHA Advisor(s);
 - 4. Serve as a hall/community liaison and fulfill all hall/community liaison requirements.
 - ii. In addition to the above requirements, for a Prospective Candidate to be eligible for the National Communications Coordinator position, the Prospective Candidate must have attended at least one (1) NEACURH conference or NACURH conference.
- 3. Roles and responsibilities for all elected Executive Board members:
 - i. Attend all Executive Board meetings;
 - ii. Attend all General Body meetings;
 - iii. Attend all RHA hosted events;
 - iv. Attend all RHA training sessions in both the Fall and Spring semesters;
 - v. Attend any RHA co-sponsored event, as deemed appropriate by the President;
 - vi. Schedule and attend meetings with their designated Advisor, as deemed necessary by the Advisor and the Executive Board member;
 - vii. Maintain active communication with the Executive Board, General Body and RHA Advisor(s);
 - viii. Collaborate with the Director of Public Relations and Marketing on publicity needs when necessary;
 - ix. Collaborate with the Director of Administration and Finance on funding needs, when necessary;
 - x. Meet with the President, as deemed necessary by the President and Executive Board member;
 - xi. Maintain their committee budget, if any and when necessary;
 - xii. Maintain contact, and ensure that proper arrangements are made, for programs and event planning in a timely fashion;
 - xiii. Attend and help to facilitate RHA's opening event for newly elected Hall Council Executive Board members;
 - xiv. Serve as a liaison to a Hall Council by attending their meetings on a regular basis, as determined by Adopt-A-Hall, and acting as a resource;
 - xv. Maintain and uphold the standards and goals of RHA, as set forth in the community standards and this Constitution;
 - xvi. Be prepared to run meetings in the President's absence, if selected to do so;
 - xvii. Be prepared to take minutes in the absence of the Director of Administration and Finance;
 - xviii. Create a transition binder for each position of the incoming Executive Board;
 - xix. Submit at least one (1) NRHH Of the Month (OTM) every month, to be tracked by the Advisor(s).
- 4. In addition to the requirements and responsibilities, Executive Board members must also be accountable for the following individual responsibilities:

- i. The President must:
 - i. Preside over all Executive Board and General Body meetings;
 - ii. Serve as the spokesperson for RHA;
 - iii. Oversee agendas for General Body and Executive Board with the assistance of the Advisor(s);
 - iv. Help oversee and provide training to the Executive Board with the assistance of the Advisor(s);
 - v. Provide assistance to Hall Council Presidents;
 - vi. Chair the Advocacy Committee;
 - vii. Recruit members to the Advocacy Committee;
 - viii. Work with the committee to develop initiatives as outlined in the Advocacy Committee description;
 - ix. Appoint sub-committee chairs at their discretion;
 - x. Plan and coordinate a President's Roundtable at the beginning of each semester:
 1. First semester:
 - a. Introduction to RHA;
 - b. Expectation of roles and duties;
 - c. Workshops (for agendas, meetings, etc...);
 - d. Discuss programming ideas;
 - e. Review conflict-resolution strategies.
 2. Second semester:
 - a. Discussion of first semester (strengths and weaknesses);
 - b. Discuss further programming ideas;
 - c. Discuss retention strategies;
 - d. Review conflict-resolution strategies.
 - xii. Coordinate policy proposals and issues which affect RHA with those deemed necessary for the change's success;
 - xiii. Communicate with RHA Executive Board members one-on-one on an alternating schedule in coordination with the Vice President;
 - xiv. Communicate with the Executive board, General Body, Office of Residence Life (ORL), other student organizations or other University entities as necessary;
 - xv. Sit on ORL's Assessment and Strategic Planning Committee
 - xvi. Sit on ORL's Climate Assessment Committee
 - xvii. Communicate with NACURH, NEACURH and other RHA Presidents;
 - xviii. Attend all NEACURH and NACURH President's Roundtables and online chat rooms;
 - xix. Attend and prepare for NACURH, NEACURH and sub-regional meetings;
 - xx. Attend sub-regional meetings with the National Communications Coordinator(s), when possible;
 - xxi. Apply for and join NEACURH and NACURH Committees, when possible;
 - xxii. Select a replacement to run meetings in the President's absence in consultation with the Executive Board and Advisor(s);
 - xxiii. Responsible for overseeing the other Executive Board members;

- xxiv. Meet with ORL's CODCOR (Central Office Directors and Coordinator) group or a member from the CODCOR group at least once a month;
- xxv. Responsible for making the final decision in any situation that reaches their position in conjunction with the Advisor(s).
- ii. The Vice President must:
 - i. Assume the duties of the President on a temporary basis when the President is absent or assuming the Presidency upon voluntary or involuntary removal of the President;
 - ii. Assist the RHA President and Advisor(s) in coordinating RHA Retreats and all other RHA training initiatives;
 - iii. Assist the President in the President's Roundtable;
 - iv. Communicate with RHA Executive Board members one-on-one on an alternating schedule in coordination with the President;
 - v. Attend to the sub-committee chairs;
 - vi. Coordinate speakers for RHA General Body;
 - vii. In charge of creating leadership opportunities at General Body;
 - viii. Coordinate member retention efforts;
 - ix. Survey General Body and Executive Board members for feedback each semester;
 - x. Coordinate leadership opportunities for both the campus-wide community, individual Hall Council's and other student organizations;
 - xi. Liaise with the other student organizations as deemed necessary by RHA;
 - xii. Review Hall Council Constitutions to ensure compliance with the RHA Constitution in conjunction with the Director of Administrator and Finance;
 - xiii. Facilitate transition efforts at the end of each year;
 - xiv. Facilitate awards RHA is responsible for at EOY's;
 - xv. Attend Advisor Roundtables, when possible;
 - xvi. Sit on ORL's Leadership Committee
 - xvii. Sit on any other ORL Committees if possible;
 - xviii. Create and maintain Adopt-A-Hall;
 - xix. Coordinate with Executive Board members to assure that they are actively involved in the hall elections of each of their respective Adopt-A-Halls with the Hall Advisor(s)
 - xx. Send out weekly Adopt-A-Hall Updates to assist the Executive Board Members with their meetings
 - xxi. Assist in transitioning newly elected Hall Council and RHA Executive Board members;
 - xxii. Assist the National Communications Coordinator with planning leadership activities for the Conference delegation
- iii. The National Communications Coordinator (NCC) must:
 - i. Ensure that affiliation with NACURH is maintained by filing the NCO Report, paying dues on time and resubmitting the affiliation form;
 - ii. Train the Executive Board on the use of the NACURH Connection;
 - iii. Maintain active communications with NEACURH;
 - iv. Stay informed, familiar and up-to-date with the Regional Policy Book and legislation;

- v. Mediate applications for Conference(s) to the RHA Executive Board to select the delegation for NEACURH and/or NACURH;
 - vi. Work with the President to prepare and train NEACURH and NACURH conference delegations;
 - vii. Attend all NEACURH and NACURH conferences;
 - viii. Attend sub-regional meetings with the President, when possible;
 - ix. In coordination with the Advisor(s), lead NEACURH and NACURH conference delegates when attending conference(s);
 - x. Required to prepare and coordinate at least one (1) bid proposal and/or initiative for each of the two (2) national conferences;
 - xi. Represent Syracuse University at NACURH and/or NEACURH related meetings;
 - xii. Educate the Executive Board and General Body about NEACURH and/or NACURH policy and legislation changes, as deemed necessary;
 - xiii. Create and maintain an online bid database for Syracuse, both accepted and denied;
 - xiv. Serve as parliamentarian of the RHA;
 - xv. Create a historic journal for the current year in conjunction with the Director of Public Relations and Marketing;
 - xvi. Highly recommended to apply for a task force when NEACURH and/or NACURH task forces are made available to the National Communications Coordinator.
- iv. The Director of Administration and Finance must:
- i. Record minutes at Executive Board and General Body meetings;
 - ii. Create a database with RHA minutes for future reference;
 - iii. Maintain a record of attendance at Executive Board and General Body meetings;
 - iv. Maintain and update the RHA email contact list in coordination with the Advisor(s);
 - v. Keep members updated on program times and location using the RHA email contact list;
 - vi. Set the RHA budget for the financial year, with the approval of the President and Advisor(s) during a training session;
 - vii. Keep current records of the budget;
 - viii. Balance all procurements, bills and receipts;
 - ix. Chair the RHA Finance Committee;
 - x. In adherence with the Committees Article (Article X), select and train the members of the RHA Finance Committee;
 - xi. Provide training to Hall Council Administrative Coordinators as to the budgeting process;
 - xii. Communicate with committee members and Hall Council Administrative Coordinators, as necessary;
 - xiii. Mediate any proposals for Co-Curricular Funding on behalf of RHA through the Finance Committee;
 - xiv. Meet with the Director and Assistant Directors within ORL, as needed;
 - xv. Email individuals who are in danger of losing voting rights;
 - xvi. Keep a record of points for each member hall in the Hall Cup;

- xvii. Must attend a Student Association (SA) Fiscal Agent Training, once a semester;
- xviii. Apply for an SA yearly budget, when deemed necessary by this position, the President or the Advisor(s).
- v. The Director of Diversity and Inclusion must:
 - i. Serve as the point person for any one person who requests accommodations or has concerns regarding diversity and inclusion in the organization;
 - ii. Educate the organization on methods to ensure that all programs, events, and meetings hosted by RHA are accessible to different communities by:
 - 1. Ensuring that spaces booked are physically and technologically accessible;
 - 2. Working with the Director of PR & Marketing to ensure that all media (flyers, emails, social media, etc) are accessible in terms of coloring, text, and image descriptions;
 - 3. Keeping up to date with and utilizing all funding sources and resources available to increase accessibility of events and meetings (e.g. CART services, translators, and accessible food options);
 - iii. Design and execute a minimum of one (1) comprehensive social media campaign, Campus-Wide event or Hall – Level initiative per semester regarding topics surrounding diversity and inclusion. This may be done individually or in conjunction with any RHA committee or other RSOs;
 - iv. Research and seek feedback from the residents on how the residential experience is different for different diverse communities and how we can improve the diversity and inclusion of our organization and campus;
 - v. Serve on the advocacy committee in order to encourage advocacy initiatives that improve issues of lack of diversity and inclusion on campus, especially within the residence halls;
 - vi. Chair the Diversity & Inclusion Committee
 - vii. Sit on the DSA Council
 - viii. Sit on ORL's Inclusion Education Committee
 - ix. Communicate with the staff of the cultural and resource centers at the university to keep up to date with services available to for residents and to determine how they can support RHA in these endeavors;
 - x. Communicate with other RSOs on campus who emphasize diversity and inclusion to determine opportunities for partnerships on initiatives;
 - xi. Incorporate trainings on diversity, inclusion, and accessibility during RHA Executive Board training, Hall Council Meetings, and Impact U;
 - xii. Facilitate discussions and activities regarding diversity and inclusion during general body, as necessary;
 - xiii. Work with the NCC to write legislation to improve diversity, inclusion and accessibility of NEACURH and NACURH.
- vi. The Director of Civic Engagement must:
 - i. Chair the Civic Engagement Committee;
 - ii. Recruit members to the Civic Engagement Committee;
 - iii. Plan the Civic Engagement Committee's meeting agenda;
 - iv. Appoint sub-committee chairs, at their discretion;

- v. Develop, plan and execute a minimum of three (3) campus-wide Civic Engagement programs or initiatives during the academic year in office;
 - vi. Develop, plan and execute a minimum of one (1) campus-wide program or initiative in partnership with the National Residence Hall Honorary (NRHH);
 - vii. Coordinate civic engagement initiatives and service opportunities for the RHA Executive Board, General Body and residents;
 - viii. Make proper arrangements for event space and scheduling;
 - ix. Meet with the OSA Advisor as necessary;
 - x. Communicate with RHA, other student organizations, on-campus resources and off-campus organizations;
 - xi. Coordinate business and communicate with corporate partners, such as OCM, local businesses and sponsors, with other members of the Executive Board;
 - xii. Coordinate leadership opportunities for both the campus-wide community, as well as, individual Hall Council's and other student organizations, as necessary;
 - xiii. Coordinate leadership development programs for RA's to use as floor programs, Hall Council's and other student organizations, as necessary;
 - xiv. Submit proposals for co-curricular funding for programs with the approval of the Director of Administration and Finance.
- vii. The Director of Programming must:
- i. Chair the Programming Committee;
 - ii. Recruit members to the Programming Committee;
 - iii. Plan the Programming Committee's meeting agenda;
 - iv. Work with the Programming Committee to develop programming as outlined in the Programming Committee description (see Article X – Section 2 – Clause A – Sub-Clause II);
 - v. Appoint sub-committee chairs, at their discretion;
 - vi. Develop, plan and execute a minimum of three (3) campus-wide programs or initiatives during each academic year in office;
 - vii. Make proper arrangements for event space and scheduling;
 - viii. Meet with OSA Advisor(s), as necessary;
 - ix. Communicate with RHA Programmers, other student organizations, on-campus resources, non-profit and educational organizations;
 - x. Submit proposals for co-curricular funding for programs with the approval of the Director of Administration and Finance;
 - xi. Maintain the Programming budget with the Director of Administration and Finance.
- viii. The Director of Public Relations and Marketing must:
- i. Develop a year-round plan for the organization's public relations needs;
 - ii. Create a public relations request to be submitted by the Executive Board members when PR is needed (the process for request form will be determined by the Director of Public Relations and Marketing);
 - iii. Write, compose and/or create any publicity and other materials (letters, posters, advertisements, etc...) as requested;
 - iv. Ensure that the RHA website is kept up-to-date;

- v. Ensure that the RHA forms of social media are updated;
- vi. Create graphics for any RHA conference bids, spirit items, t-shirts and/or banners in accordance with the National Communications Coordinator;
- vii. Serve as RHA's contact, with the President, to media outlets on campus and within our community;
- viii. Work with ORL's Coordinator of Communications on press releases and other public relations initiatives;
- ix. Coordinate to have photos taken for:
 - 1. The Website;
 - 2. Bids;
 - 3. A scrapbook, if desired;
 - 4. Advertisements.

5. Accountability

- i. Should an Executive Board member violate their requirements, roles or responsibilities as set forth in this Constitution, whether through actions, words, language or anything that undermines the standards of RHA as set forth in this Constitution, the following sanctions may be levied against them to hold them accountable at their discretion of their Advisor(s);
- ii. An Executive Board member may be required to attend a meeting with the RHA Advisor(s) and/or the RHA President;
- iii. An Executive Board member may have their stipend reviews, and if deemed necessary by the RHA Advisor(s) in consultation with the RHA President, reduced or denied.

6. Appointed Position(s)

- i. The Executive Board may create and appoint positions within their own Executive Board, with the two-thirds (2/3) majority approval;
- ii. The process for creating an Appointed Position is:
 - i. Any Executive Board member can present the opportunity for a new Appointed Position to the rest of the Executive Board;
 - ii. After discussion, the Executive Board may vote on whether or not the Appointed Position will be created with the two-thirds (2/3) majority approval declared above;
 - iii. After the position has been created, the President and Advisor(s) will meet to set the desired requirements and expectations for the Appointed Position.
- iii. With approval from the Executive Board, appointed positions may or may not serve on the Executive Board of their hall while holding their position on the RHA Executive Board;
- iv. Members appointed to such positions will serve from their date of appointments up until the end of the academic year in which they were appointed, unless repealed by the President as they see fit in consultation with the Executive Board and Advisor(s).

7. Adopt-A-Hall Liaison Requirements

- i. All Executive Board members, except for any Appointed Position(s), must have at least one (1) Adopt-A-Hall, as assigned by the Vice President;
- ii. Adopt-A-Hall's will be assigned based on the availability of each member of the Executive Board's schedule;
- iii. If an Executive Board member is unable to attend a hall meeting, they will organize to have another Executive Board member attend the meeting in their place;
- iv. An Executive Board member must attend all Adopt-A-Hall meetings:
 - i. Two (2) excused meetings are allowed with notification to the member's Adopt-A-Hall(s) per semester, regardless of the number of Adopt-A-Hall(s) the member has;
 - ii. These meetings do not include meetings that are covered by other Executive Board members.
- v. Executive Board members will attend at least one (1) of their Adopt-A-Hall events per semester:
 - i. In the event an Executive Board member has more than one (1) Adopt-A-Hall, they will only have to attend one (1) event from each of their assigned Adopt-A-Halls.
- vi. Executive Board members will attend at least one (1) event with a hall that is not their assigned Adopt-A-Hall per semester and maintain that the events attended are not from the same hall(s);
- vii. Attendance to Adopt-A-Hall or non-assigned Adopt-A-Hall events will count for office hours during the week the week, if the following requirements are met:
 - i. Executive Board members will provide a timesheet signed by a hall Executive Board member to the Vice President to receive credit for hours;
 - ii. The maximum amount of office hours to be taken off is two (2) hours per week;
 - iii. Executive Board members who attend an event must attend an event for more than thirty (30) minutes for it to count for at least one (1) office hour(s);
 - iv. Executive Board members who attend an event for more than thirty (30) minutes to two (2) hours will receive the exact number of minutes off their office hours, with the maximum being two (2) hours.
- viii. The Vice President will continuously check to make sure that all Executive Board members are attending their Adopt-A-Hall meetings;
- ix. Executive Board members will give updates about each of their Adopt-A-Halls at all Executive Board meetings;
- x. Failing to complete an Adopt-A-Hall requirement:
 - i. If an Executive Board member continuously does not attend their Adopt-A-Hall, a meeting will be held between the President and the RHA Advisor(s) with the Executive Board member;
 - ii. The Executive Board member will then be placed on probationary status for the rest of the semester:
 1. Compliance with probationary status will be determined by the Adopt-A-Hall's Advisor(s);
 2. The Vice President will reach out to the Adopt-A-Hall Advisor(s) for an update on how the Executive Board member is doing during

- hall meetings and if they are attending the meetings. An Adopt-A-Hall Advisor can recommend a Hall Council Executive Board member for this task if they are unable to accomplish this task.
- iii. If the Executive Board member fails to comply during the probationary period, the member will have 20% deducted from their stipend per semester;
 - iv. If the Executive Board member still fails to comply, the accountability measures (Section 6) will be followed.
8. For hosting members of the NACURH Executive Board or NEACURH Regional Board of Directors, refer to Article XIV.
 9. RHA-RA Liaison Requirements
 - i. Each executive board member will serve as an RHA Liaison at the hall in which they reside
 - i. If an RHA executive board member lives on South Campus, they will serve as an RHA Liaison in a hall which does not host an executive board member
 - ii. If a hall hosts two RHA executive board members, only one will serve as the RHA Liaison and the other will serve as an RHA Liaison in a hall which does not host an executive board member
 - ii. The RHA Liaison will attend two RA Meetings a month on the second and fourth Wednesday of the month

Article V

Selection and Impeachment of Officers

1. Requirements to run for the Presidential election:
 - a. To be eligible to hold the Presidency, the Presidential candidate must fulfill the requirements listed under Article 4 – Section 2 of this Constitution;
 - b. However, if the General Body votes “no confidence” for a Candidate, that Candidate may not seek an RHA Executive Board position until the following academic year’s General Elections;
 - c. If a Candidate received a vote of “no confidence” and the position remains vacant into the following semester, the Candidate shall not be eligible to run for this position.
2. RHA Executive Board election timeline
 - a. The RHA President will be elected in the month of February;
 - b. The RHA Vice President will be elected in the month of February, one week after the election of the President has been announced;
 - c. All other RHA Executive Board positions will be elected after the President and Vice President have been elected;
 - d. All other RHA Executive Board positions are recommended to be elected before April 1st, with the deadline for elections being the NACURH Conference registration deadline.
3. The RHA President elections

- a. There will be an annual Residence Hall-Wide Election held once (1) a year for the election of the Presidency;
 - b. The Presidential Candidate with the most votes from all current residents residing in Syracuse University residence halls will be elected as the incoming President;
 - c. In the case of a time in the Presidential election, the current RHA Executive Board will decide who the incoming President will be, based on all the Candidates running for the President position while excluding current Executive Board members who are running as a Presidential Candidate.
4. Residence Hall-Wide election structure
 - a. Every Presidential Candidate can declare a campaign;
 - b. Presidential flyers and promotional materials need to be approved by the Office of Residence Life (ORL) before it can be allowed to be displayed in Syracuse University residence halls;
 - c. The election process shall occur as follows;
 - i. At a selected General Body meeting, the candidate(s) will deliver (1) three (3) minute speech, and partake in a question and answer period with all Candidates in the room for up to seven (7) minutes extendable three (3) times
 - ii. The speech(es) and question and answer period will be video recorded by the current Director of PR & Marketing
 - iii. The voting ballot along with the videos of the candidates will be sent out electronically to all current residents the next day (Wednesday)
 - d. The election will start Tuesday and end the coming Sunday at midnight;
 - e. The results of the election will be announced Monday at noon the day after the voting closes
 - f. In the case that there is no Presidential Candidate, the Executive Board will nominate three Prospective Candidates and have a General Body election to elect a President for the upcoming semester or academic year.
5. The National Communications Coordinator (NCC) election structure
 - a. The National Communications Coordinator (NCC) must have been to at least one (1) NEACURH, NACURH or Sub-Regional meeting;
 - b. The NCC will be elected by a two-thirds (2/3) majority vote by the Executive Board;
 - c. In the case that there is no NCC, the Executive Board will nominate at most three (3) Prospective Candidates and have a General Body election to elect a NCC for the upcoming semester or academic year.
6. The positions of Vice President, Director of Administration and Finance, Director of Civic Engagement, Director of Public Relations and Marketing and Director of Programming election structure
 - a. Voting rights will be determined as per Article IX – Section 2;
 - b. Elections will take place during General Body meetings and will be scheduled to take place no later than the fourth (4th) Monday of March;
 - c. Each position will be contested separately before voting on another position;

- d. The election will occur in a structured manner and proper parliamentary procedure will be utilized;
- e. The RHA Parliamentarian will moderate the election;
- f. The election procedure will be as follows: one (1) three (3) minute speech, a question and answer period with all Candidates in the room for up to seven (7) minutes extendable three (3) times and a discussion period with all Candidates outside of the room for up to seven (7) minutes extendable three (3) times:
 - i. The first Candidate to respond during the question and answer period will rotate each time a new question is asked;
 - ii. The discussion period can only pertain to information disclosed in the speech and / or question and answer period.
- g. Voting shall follow Article IX – Section 2;
- h. In addition to the guidelines provided by this section, the RHA Executive Board may add additional parameters to the election process as it deems appropriate;
- i. If there is a vacant position on the Executive Board due to the position going unfilled after a general election, resignation or impeachment, a bi-election may be held as deemed necessary by the Executive Board;
- j. In the case of no viable candidates during a bi-election for an unfilled position, an emergency appointment can be created to ensure that the position is filled in a timely manner.

7. Resignation

- a. If an Executive Board member shall leave office for any reason during their term:
 - i. The Executive Board member shall submit a letter of resignation two weeks in advance, if possible;
 - ii. A bi-election will be held to fill the vacant position
 - iii. Bi-elections and emergency appointments will follow the same provisions as detailed in Section 6;
 - iv. The Executive Board can decide whether or not to host a bi-election if less than two (2) academic months remain in the current academic year.

8. Impeachment

- a. If a member of the Executive Board has failed to fulfill their requirements and responsibilities as outlined in this Constitution, they may be removed in the following manner:
 - i. An RHA Executive Board member may submit a written letter for the removal of the offending Executive Board member to the RHA President:
 - 1. If the letter is for the removal of the President, the Executive Board member may present the written letter to the RHA Advisor(s).
 - ii. The letter must cite specific examples of the Executive Board member's failure to comply with their duties;
 - iii. The President, or Advisor(s), shall then contact the member of the Executive Board in question, informing them of the letter;
 - iv. The President, or Advisor(s), shall schedule a mandatory meeting of the Executive Board, at which all officers must be present;

- v. At this meeting, the Executive Board will determine whether or not there is enough evidence to warrant the continuation of the removal of the officer to the General Body on the charges of impeachment through a two-thirds (2/3) majority vote by the Executive Board members;
- vi. If the Executive Board determines the letter's validity and that the Executive Board member should be removed, the letter shall be presented to the General Body at the next RHA General Body meeting;
- vii. The General Body shall vote to determine whether the impeachment is warranted;
- viii. Voting shall follow Article IX – Section 1:
 - 1. If the General Body votes in favor of impeaching the officer, the Parliamentarian will implement the process of removing the member from their position;
 - 2. If the officer being impeached is the Parliamentarian, the process will be fulfilled by the Advisor(s).

Article VI

Order of Succession

1. In the case of the inability of the President to run the organization or the President's resignation or impeachment:
 - a. The President pro Tempore will assume the role of the President until the President's return or the completion of elections in the General Body;
 - b. The Order of Succession is as follows:
 - i. Vice President;
 - ii. National Communications Coordinator;
 - iii. Director of Administration and Finance;
 - iv. Director of Diversity and Inclusion
 - v. Director of Civic Engagement;
 - vi. Director of Programming;
 - vii. Director of Public Relations and Marketing.
 - c. For an Executive Board member to assume the Presidency from succession, the member must:
 - i. Be confirmed by the Executive Board with a two-thirds (2/3) majority vote;
 - ii. Agree to the terms of taking on the role of the Presidency.
 - d. In the case a two-thirds (2/3) approval is not met, then the next Executive Board member in line shall go through the same process;
 - e. If no Executive Board member received a two-thirds (2/3) approval vote, then the first Executive Board member in the Order of Succession shall become the President pro Tempore, by default;
 - f. A bi-election, which follows the provisions outlined in Article V – Section 7, must be held at least within two (2) weeks of the President pro Tempore being confirmed by the Executive Board:
 - i. The President pro Tempore may run in the bi-election for the Presidential position;

- ii. If there are less than two (2) months remaining in the academic year, than it is at the discretion of the Executive Board if they are to host a bi-election, as outlined in Article V – Section 7 – Clause E.
- 2. A President pro Tempore who ascends to the Presidency VIA elections in the General Body shall:
 - a. Be required to hold a bi-election in the General Body as outlined in Article V – Section 7, to fill their previous position on the Executive Board as well as any vacant Executive Board positions;
 - b. Maintain the right to hold their old Executive Board position dually if no candidate(s) enter an election to fill their, otherwise, vacant position:
 - i. If the Executive Board member holds both positions dually, they will not receive double stipends for both the Presidency and their other held Executive Board position.

Article VII

Hall Councils

- 1. Hall Council Membership
 - a. All Hall Council Representatives must reside within the residential community they represent;
 - i. Shall a Hall Council Representative leave the community they represent, they must step down from their position.
 - b. All Hall Council Representatives must be in good University Standing;
- 2. Hall Council Voting Rights
 - a. Any hall council will have voting rights as outlined in Article XI.1.a.i
 - b. Suspension of Hall Council voting rights:
 - i. If deemed necessary by the Executive Board, a Hall Council may lose its voting rights in the General Body and/or Finance Committee;
 - 1. This process will be outlined in Article XI
 - ii. Upon such a decision, the Hall Council's Chairperson and Advisor(s) will be notified immediately
 - c. Hall Council Structure
 - d. Each Hall Council will be minimally comprised of at least one (1) Chairperson, and two (2) additional representatives from the list below;
 - e. The Hall Council Structure should be as follows:
 - i. Chairperson
 - ii. Administration and Finance Chair
 - iii. Advocacy Chair
 - iv. Diversity and Inclusion Chair
 - v. Civic Engagement Chair
 - vi. Programming Chair
 - vii. Marketing Chair
 - viii. Community Representative(s)
- 3. Hall Council Representative Responsibilities
 - a. The Responsibilities to be shared by all Hall Council Member are:

- i. Attend all Hall Council meetings
 - ii. Attend all Hall Council events in their own Hall;
 - iii. Attend and participate in RHA General Body meetings;
 - iv. Be responsible for distributing materials and information from RHA General Body meetings and RHA committee meetings to their Hall Council;
 - v. Serve as a liaison between their assigned community and the Hall Council;
 - vi. Communicate community needs to their respective Hall Council;
 - vii. Recruit Community Representatives to their Hall Council.
- b. The following Hall Council positions shall fulfill the following responsibilities:
 - i. The Chairperson must:
 - 1. Lead all Hall Council meetings;
 - 2. Attend and participate in all RHA General Body meetings;
 - a. The Chairperson shall be responsible for sending a representative in their place should they not be able to attend.
 - 3. Attend President's Roundtable meetings;
 - a. The Chairperson shall be responsible for sending a representative in their place should they not be able to attend.
 - 4. Join and participate in at least one (1) RHA committee;
 - 5. Attend all Hall Council events in their own Hall;
 - 6. Attend, or send a representative in their place, to all RHA events;
 - 7. Give a report of their Hall Council events and activities during RHA General Body meeting;
 - 8. Give a report of their Hall Council events and activities to their own hall, Advisor(s), Hall Senior Staff and Resident Advisor(s);
 - 9. Be responsible for providing information about all of RHA's resources to their Hall Council.
 - 10. Be the Hall Council liaison between the RHA Executive Board.
 - 11. Oversee the fiscal responsibilities of the Hall Council, should there be no Administration and Finance Chair elected;
 - 12. Ensuring that they fulfill the requirements for attendance at RHA General Body meetings
 - 13. Scheduling their meetings so that they do not take place during the scheduled time and date of RHA General Body meetings;
 - 14. Must ensure their Hall Council abides by the RHA Constitution;
 - ii. The Administration and Finance Chair must:
 - 1. Assist the Hall Council Advisor(s) in maintaining the budget, if one exists;
 - 2. Prepare co-sponsorship proposals for the RHA Finance Committee;
 - 3. Keep an accurate record of the budget and provide a budget report update to their Hall Council;
 - 4. Shall serve on the RHA Finance Committee, directed by the RHA Director of Administration and Finance;

5. Take accurate minutes during Hall Council meetings;
 6. Distribute minutes promptly after meetings to the rest of the Hall Council Executive Board members, Community Representative(s) and Hall Council Advisor(s);
 7. Lead Hall Council Meetings should the Chairperson not be in attendance
- iii. The Advocacy Chair must:
1. Be the Hall Council liaison between the Executive Board and the Community Representative(s);
 2. Be an active participant within the RHA Advocacy Committee;
 - a. Bring forth advocacy concerns that their respective hall has brought forward;
 - b. Work with the RHA President to accomplish the advocacy initiatives they bring forward.
 3. Create ways in which the residents of their respective community can report issues of inequity to the Hall Council
- iv. The Diversity and Inclusion Chair must:
1. Be an active member of the RHA Diversity and Inclusion Committee;
 2. Work to create Diversity and Inclusion Initiatives that may fit the needs of the hall;
 3. Promote Hall Council Diversity and Inclusion Initiatives;
 4. Promote RHA Campus-Wide Diversity and Inclusion Initiatives to the hall;
 5. Promote Syracuse University Diversity and Inclusion Initiatives to the hall.
- v. The Civic Engagement Chair must:
1. Be an active member of the RHA Civic Engagement Committee;
 2. Work to create Civic Engagement Initiatives that may fit the needs of the hall;
 3. Add Hall Council Civic Engagement initiatives to the RHA programming database;
 4. Promote RHA Campus-Wide Civic Engagement Initiatives to the hall;
 5. Promote Syracuse University Civic Engagement Initiatives to the hall.
- vi. The Programming Chair must;
1. Be an active member of the RHA Programming Committee;
 2. Work to create events to build community in the hall;
 3. Add Hall Council Programming initiatives to the RHA programming database
 4. Promote RHA Campus-Wide Programming Initiatives to the hall;
 5. Promote Syracuse University Programming initiatives to the hall
- vii. The Marketing Chair must;
1. Be an active member of the RHA Public Relations & Marketing Committee;

2. Work with the rest of the Hall Council to creatively market their Hall Council, and Hall Council events;
3. Work with the RHA Director of Public Relations and Marketing to promote Hall Council events on RHA social media and the RHA Newsletter;
- viii. A Community Representative must:
 1. Attend Hall Council meetings;
 2. Be encouraged to participate in Hall Council and Campus Wide committees;
 3. Serve as a liaison between their assigned floor community and the Hall Council;
 4. Communicate floor needs to their respective Hall Council
 5. Develop and implement floor programs;
 6. Work in conjunction with their Hall Council and RHA to publicize events.

Article VIII

Responsibilities of Hall Council's

1. Hall Council's shall be responsible for:
 - a. Ensuring that they fulfill the requirements for attendance at RHA General Body meetings;
 - b. Scheduling their meetings so that they do not take place during the scheduled time and date of RHA General Body meetings;
 - c. Must ensure their Hall Council Constitution agrees with the RHA Constitution;
 - d. Each Hall Council must submit their individual Constitution to the RHA Executive Board for approval.
2. If a Hall Council fails to meet its requirements and such failure has been justly determined by the RHA Executive Board and Advisor(s), the following sanctions may be employed:
 - a. Suspension of Hall Council voting rights:
 - i. If deemed necessary by the Executive Board, a Hall Council may lose its voting rights in the General Body and/or in the Finance Committee;
 - ii. Upon such a decision, the Hall Council's representatives and Advisor(s) will be notified immediately.

Article IX

Meetings

1. Membership shall follow Article III;
2. General Body meetings shall:
 - a. Be weekly;
 - b. Take place at a consistent designated time and day of the week, to be decided at the beginning of each semester;

- c. Follow voting procedures as outlined in Article XI – Sections 1 or 2, depending on the item being voted upon;
 - d. Be held on campus as the Executive Board members see fit.
- 3. Executive Board meetings shall:
 - a. Be weekly;
 - b. Take place at a consistent designated time and day of the week, to be decided at the beginning of each semester;
 - c. Be held on campus as the Advisor(s) see fit;
 - d. Be restricted to Executive Board members, including elected officer, Appointed Positions and Advisor(s), as well as any other parties approved by the Executive Board;
 - e. Follow parliamentary procedure when business items are brought forward;
 - f. Follow voting procedures as outlined in Article XI – Sections 3 or 4, depending on the item being voted upon.

Article X

Committees

- 1. Membership
 - a. Any member of the Syracuse University community that lives on-campus shall be considered eligible to be a member of an RHA Committee. Membership is not exclusive of RHA General Body members, however, Hall Council Chairpersons and Administration and Finance Chair are expected to serve on at least one (1) of the RHA's Committees.
- 2. Standing Committees
 - a. The following shall be permanent committees within RHA:
 - i. The Advocacy Committee, which shall:
 - 1. Be chaired by the President and be comprised of members that join the committee;
 - 2. Be primarily responsible for advocacy initiatives;
 - 3. Meet with University departments and student organizations respective to advocacy initiatives, as necessary;
 - 4. Meet at times and on dates as decided by the President and Vice President, in consultation with the Committee;
 - 5. Submit reports to the RHA General Body, as necessary.
 - ii. The Programming Committee, which shall:
 - 1. Be chaired by the Director of Programming and be comprised of members that join the committee;
 - 2. Be primarily responsible for coordinating and planning campus-wide programming initiatives;
 - 3. Oversee programming initiatives in Hall Council's;
 - 4. Be responsible for ensuring that resources are made available to Hall Council's and aid in promoting successful Hall-wide programs;

5. Meet at times and on dates as decided by the Director of Programming, in consultation with the Committee;
 6. Submit reports to the RHA General Body, as needed.
- iii. The Civic Engagement Committee, which shall:
1. Be chaired by the Director of Civic Engagement and comprised of members that join the committee;
 2. Be primarily responsible for coordinating and planning campus-wide civic engagement and outreach initiatives;
 3. Meet with individuals inside and outside of the University, as needed;
 4. Meet at times and on dates as decided by the President and Vice President, in consultation with the Committee;
 5. Submit reports to the RHA General Body, as necessary;
- iv. The Finance Committee, which shall:
1. Be chaired by the Director of Administration and Finance and comprised of members of the RHA General Body, explicitly;
 2. The primary purpose of the Finance Committee shall be to vote on Co-Sponsorship Proposals and ensure that the RHA Co-Sponsorship budget is used to put on effective programs;
 3. Other goals of the Finance Committee shall be to foster the growth of emerging student leaders, promote successful programs, promote RHA through sponsorship, provide training to Hall Council Administrative Coordinators, provide financial advice to Hall Council's and to deliberate on other financial matters as deemed fit by the Director of Administration and Finance;
 4. Voting rights:
 - a. Voting membership is comprised of each Hall Council's Administrative Coordinator:
 - i. If a Hall's Administrative Coordinator is unable to attend a meeting that includes voting, the Coordinator may send a proxy in their place.
 - b. Each Hall Council shall have one (1) vote on the Finance Committee;
 - c. The Administrative Coordinator will receive priority for their Hall's voting rights on the Finance Committee;
 - d. National Residence Hall Honorary, Orange Chapter (NRHH) shall not have a vote on the Finance Committee;
 - e. Voting rights on the Finance Committee may be granted or rescinded by the Director of Administration and Finance at their discretion, subject to the other constraints in this Article.
 5. Voting:
 - a. Parliamentary procedure shall be used when voting on Co-Sponsorship proposals at Finance Committee meetings;
 - b. The votes shall be yay, nay or abstain;

- c. Abstentions shall be subtracted from the total number of votes and if more than one-third (1/3) of the voting members abstain, a re-vote will be conducted;
 - d. Voting rights shall be subject to “Voting Rights” (Sub-Clause IV – Item 4);
 - e. Quorum shall be defined as fifty-percent (50%) plus one (1) of all members currently in possession of voting rights;
 - f. A vote shall be passed if two-thirds (2/3) of the voting members agree on the vote.
6. Co-Sponsorship Process:
- a. Proposals shall:
 - i. Be submitted to the Director of Administration and Finance by a deadline to be set by the Director at the beginning of the academic year;
 - ii. Be heard by the Finance Committee on a first-come, first-served basis;
 - iii. Be submitted using the appropriate Co-Sponsorship proposal form;
 - iv. Be presented to the Finance Committee by a representative from the Hall Council submitting the proposal at the meeting whose date shall be determined by the Director of Administration and Finance;
 - v. Finance Committee members with voting rights may not present Co-Sponsorship proposals;
 - vi. Only be voted on once (1) per semester.
 - b. Finance Committee meetings and activities shall be structured:
 - i. Once a presentation has finished, the Finance Committee will be allowed to question the presented about the program;
 - ii. Once the question and answer period has elapsed, any attendees without voting rights shall be asked to leave the room while the Finance Committee discusses and votes on the proposal;
 - iii. Once voting is complete, the other attendees shall be allowed back into the room;
 - iv. The Director of Administration and Finance shall provide feedback as to the result of the vote;
 - v. Once approved, the necessary funds shall be made available to the requesting Hall Council or organization by the Director of Administration and Finance;
 - vi. Additional structure and limitations may be imposed on the presentation, voting and discussion processes as deemed appropriate by the Director of Administration and Finance.

- v. The Diversity & Inclusion Committee, which shall:
 - 1. Be chaired by the Director of Diversity & Inclusion and be compromised by members that join the committee
 - 2. Be primarily responsible for diversity & inclusion initiatives
 - 3. Meet with University departments, resource centers, and student organizations respective to these initiatives
 - 4. Meet at times and on dates as decided by the Director of Diversity & Inclusion, in consultation with the committee
 - 5. Submit reports to RHA General Body as necessary
- 3. Ad-Hoc Committees
 - a. Annual Committees may be created by the Executive Board to suit the need of the organization as deemed necessary and will:
 - i. Serve from the date of their formation and dissolve by the end of the academic year;
 - ii. Be chaired by an Executive Board member or a General Body member, if deemed appropriate by the Executive Board, and be met with a two-thirds approval from the Executive Board and General Body.

Article XI

Voting

- 1. Non-Election voting at General Body
 - a. Rights:
 - i. Any member from a hall of the General Body that has attended at least two (2) of the previous three (3) meetings, including the current meeting, shall be afforded the right to vote on behalf of their Hall:
 - 1. For voting rights to be afforded for a Hall, only one (1) member from the Hall is required to have met this requirement;
 - 2. In the case that a member hall has voting rights and is in danger of losing them, the Hall shall be notified by the RHA Director of Administration and Finance.
 - ii. The Executive Board shall not retain voting rights for non-election items;
 - iii. One liaison from the National Residence Hall Honorary, Orange Chapter (NRHH) as designated by their President, shall each receive voting rights;
 - iv. In the case of an emergency election, all member Hall(s) in the presence of the General Body shall receive voting rights;
 - v. Any member hall that has voting rights in this case shall receive one (1) vote;
 - vi. If a member Hall has voting rights, they will be provided with a placard at the beginning of the meeting in which a vote will be held.
 - b. Procedure:

- i. Parliamentary procedure shall be used at the discretion of the parliamentarian;
- ii. Quorum shall be defined as fifty percent (50%) plus one (1) of a representative in the General Body from each established Hall Council;
- iii. Votes shall be yay, nay or abstain;
- iv. Abstentions shall be subtracted from the total number of votes and if more than one third (1/3) of the voting members abstain, a re-vote will be conducted;
- v. A vote shall be passed if two-thirds (2/3) of the voting members agree on the vote;
- vi. Voting shall take place with the use of placards.

2. Election voting at General Body

a. Rights:

- i. Any members of the General Body that have attended at least two (2) of the previous three (3) meetings, including the current meeting, shall have rights to vote:
 - 1. In the case that a member has voting rights and is in danger of losing them, the member shall be notified by the RHA Director of Administration and Finance.
- ii. The Executive Board shall retain voting rights for election items;
- iii. All member(s) from National Residence Hall Honorary, Orange Chapter (NRHH) and shall each receive voting rights;
- iv. In the case of an emergency election, all members in the presence of the General Body will receive voting rights;
- v. Any member that has voting rights shall receive one (1) vote;
- vi. If a member has voting rights, they will be provided with a ballot at the beginning of the meeting in which an election vote will be held.

b. Procedure:

- i. Elections shall follow Article V – Section 6;
- ii. Quorum shall be defined as fifty percent (50%) plus one (1) of a representative in the General Body from each established Hall Council;
- iii. Votes shall be the Candidate(s) name, no confidence or abstain:
 - 1. Abstain should only be used in cases where objectivity is not possible.
- iv. Abstentions shall be subtracted from the total number of votes and if more than one-third (1/3) of the voting members abstain, a re-vote will be conducted;
- v. The votes shall be counted as:
 - 1. In the case that there are more “no confidence” votes than any Candidate(s) name, then no candidate wins and the Candidate(s) must follow Article V – Section 6 – Clause H;
 - 2. The Candidate with two-thirds (2/3) votes, minus abstentions, shall win the election.

3. Non-Election voting at Executive Board meetings

a. Rights:

- i. All elected Executive Board members shall have voting rights;
 - ii. Appointed Position(s) and Advisor(s) are not permitted to vote, unless in the case of a tie.
 - b. Procedure:
 - i. The process shall follow parliamentary procedure, led by the parliamentarian;
 - ii. Quorum shall be defined as at least four (4) elected Executive Board members;
 - iii. Votes shall be yay, nay or abstain;
 - iv. Abstentions shall be subtracted from the total number of votes and if more than one-third (1/3) of the voting members abstain, a re-vote will be conducted;
 - v. When a tie occurs:
 - 1. Any Appointed Position(s) may vote to break the tie;
 - 2. In the case that there are no Appointed Position(s) or the tie remains after the Appointed Position(s) have voted, the Advisor(s) may break the tie.
 - vi. A vote shall be passed if two-thirds (2/3) of the voting members agree on the vote.
4. Election voting at Executive Board meetings
- a. Rights:
 - i. All elected Executive Board members have voting rights;
 - ii. Appointed Position(s) and Advisor(s) are not permitted to vote, unless in the case of a tie.
 - b. Procedure:
 - i. Elections shall follow Article V – Section 6;
 - ii. Quorum shall be defined as at least four (4) elected Executive Board members;
 - iii. Votes shall be Candidate(s) name, no confidence or abstain:
 - 1. Abstain should only be used in cases where objectivity is not possible.
 - iv. Abstentions shall be subtracted from the total number of votes and if more than one-third (1/3) of the voting members abstain, a re-vote will be conducted;
 - v. When a tie occurs:
 - 1. Any Appointed Position(s) may vote to break the tie;
 - 2. In the case that there are no Appointed Position(s) or the tie remains after the Appointed Position(s) have voted, the Advisor(s) may break the tie.
 - vi. The votes shall be counted as:
 - 1. In the case there are more “no confidence” votes than any Candidate(s) name, then no Candidate wins and Candidate(s) must follow Article V – Section 6 – Clause H;
 - 2. The Candidate with two-thirds (2/3) votes, minus abstentions, shall win the election.

Article XII

The Treasury

1. Funding
 - a. Funding shall be received from the Office of Residence Life (ORL);
 - b. Other sources of funding available to RHA shall be:
 - i. The Division of Enrollment and Student Experience;
 - ii. OSA Co-Curricular Fund;
 - iii. Student Association budget(s);
 - iv. Other fundraisers;
2. The Budget
 - a. The RHA Budget shall be set by the Director of Administration and Finance in consultation with the President and Advisor(s) and approved by the Executive Board;
 - b. The RHA Budget may be amended by the Director of Administration and Finance in consultation with the President and Advisor(s).
3. Co-Sponsoring Events
 - a. Internal Events:
 - i. The RHA Finance Committee shall be responsible for hearing Co-Sponsorship requests from Hall Council's and the other student organizations within ORL;
 - ii. The maximum level of funding available in this manner to such Hall Council's will be limited to \$150 per request for an individual Hall Council or \$250 per request for a group of Hall Council's (which is at least two (2) groups working in collaboration with each other);
 - iii. The maximum level of funding available in this matter to such organizations will be limited to \$250 per request for each organization.
 - b. External Events:
 - i. The RHA Executive Board shall be responsible for hearing Co-Sponsorship requests from other student organizations on-campus and Resident Advisor(s);
 - ii. A maximum level of funding available in this manner to such organizations will be determined by the RHA Executive Board before voting on the proposal;
 - iii. The maximum level of funding available must be agreed upon and approved by the President, Director of Administration and Finance and the Advisor(s) before the vote may proceed;
 - iv. Any vote on a proposal violating this restriction for any reason, whatsoever, will be rendered null and void.

Article XIII

Regional and National Board Members

If a National or Regional Board member is elected to the board(s) of NACURH or NEACURH from Syracuse University:

1. Board members wishing to be hosted by Syracuse University as a National or Regional Board of Directors member must present a proposal:

- a. If the member wishes to be considered for compensation, they must include this in their proposal to ORL;
 - b. The proposal must be presented to the Advisor(s), President, Vice President, National Communications Coordinator and Director of Administration and Finance;
 - c. The proposal must include:
 - i. NEACURH/NACURH job duties, Syracuse University campus job duties, number of hours anticipated to work and total amount of funds requested (including stipend and their travel).
2. After gaining approval from the members mentioned above, the RHA President, Advisor(s) and a member from the ORL Central Office Directors and Coordinator (CODCOR) group may sign the Host School Acknowledgement form;
3. After the Host School Acknowledgement form has been signed, the Prospective Member must present the proposal to the Executive Board;
4. The National or Regional Board member shall meet with an Advisor from the ORL professional staff bi-weekly;
5. National and Regional Board members shall serve as ex-officio, appointed members of the RHA Executive Board and this be held to the same standards as detailed by this Constitution. Namely, said Board member shall attend Executive Board and General Body Meetings and retain their access to the RHA office, however shall not retain their voting rights on the RHA Executive Board;
6. The National or Regional Board member shall adhere their responsibilities and requirements as detailed by the NEACURH and NACURH policy books and their approved proposal;
7. National or Regional Board members will present a weekly report to the Executive Board and a monthly report to the General Body detailing their activities within their position;
8. The RHA budget shall include a clause in the National Communications Coordinator budget that at the discretion of the National or Regional Board member, and in conjunction with the National Communications Coordinator, shall be used to cover the funds requested in the original proposal. For any extra funding other than allocated, the National or Regional Board member shall apply for a co-sponsorship and follow the same guidelines as described by this Constitution.

Article XIV

Amendment Process

1. The Constitution may be reviewed and amended by any member of RHA at any time during the academic year;
2. Proposed amendments must be typed, and refer to a specific article, and if necessary, section, clause and sub-clause;
3. Proposed amendments must be submitted to the President at least one week before a vote to change the Constitution shall occur;
4. Proposed amendments presented will be voted on by the Executive Board and General Body, when in session;
5. A majority two-thirds (2/3) vote shall be necessary to pass an amendment and changes will be made effective immediately after the vote(s) have been counted;

6. An amendment may be returned to the submitter, without being heard by the Executive Board, for changes if the content of the proposal is deemed inappropriate, incomplete or improper by the Executive Board;
7. An amendment may only be voted on once per semester and must be postponed to the following semester to be voted on again;
8. There will be no suspension of the Constitution, or any part thereof, for any reason, at any time, for any length of time, to change the Constitution.

Article XV

By-Laws

The following shall be the by-laws of RHA:

1. RHA will remain an active member in good standing with the National Association of College and University Residence Halls (NACURH) and the North East Affiliate of College and University Residence Halls (NEACURH);
2. RHA will remain an active member and in good standing with the Office of Residence Life (ORL) at Syracuse University;
3. RHA will remain an active member in good standing with the Office of Student Life (OSL) at Syracuse University;
4. RHA will maintain communication with the national Residence Hall Honorary, Orange Chapter (NRHH).

Article XVI

Not-for-Profit Statement

This is a not-for-profit organization.

Article XVII

Statement of Non-Discrimination

Syracuse University has a policy of employing, advancing in employment, and otherwise treating individuals without discrimination or harassment on the basis of race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. The University prohibits any such discrimination or harassment.

Article XVIII

Statement of Non-Hazing

This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article XIX

Statement of Compliance with Campus Regulations

This organization shall comply with the *Syracuse University Code of Student Conduct*.