Constitution and Bylaws of the Residence Hall Council

Article I: Name
The name of the organization shall be the Residence Hall Council of SUNY Downstate Medical Center, henceforth referred to RHC.

Article II: Purpose
The purpose of the organization shall be to promote the interest, welfare and community of the residents living in the Residence Halls of SUNY Downstate Medical Center, henceforth referred as DMC, located at 811 and 825 New York Avenue, Brooklyn, New York.

Article III: Authority
All authority and power granted by this Constitution, and all responsibilities delegated to the organization by the administration of the University shall be vested in the RHC.

Article IV: Functions and Responsibilities of RHC

Section A: The general functions and responsibilities of the RHC shall be to promote the interests, welfare, and community of the residents of the residence halls, in accordance with all applicable regulations of the University

Section B: Specific functions and responsibilities of the RHC shall be as follows:
1. Determine, plan, and coordinate student activities in the residence halls.
2. Listen to residents' suggestions, complaints, or issues regarding any aspect of living or housing conditions in the residence halls.
3. Make recommendations to the DMC Director and/or Assistant Director of Residential Life or their respective equivalent DMC titles, concerning matters related to residents’ welfare.
4. Propose and approve an annual budget for the student activity fees pursuant to sections VI.B.4 and VII that shall be submitted to the Faculty Student Association, henceforth referred to as FSA, prior to the start of each fiscal year each June 1st for DMC certification.
5. Serve as a liaison group between the residents and the DMC Administration and Faculty, and interact with the other DMC student groups for the purpose of coordinating and co-sponsoring activities.

Article V: Meetings, Membership and Voting Privileges

Section A: Membership: All residents of 811 and 825 New York Avenue are general members of the RHC, and as such, may attend and participate in all general meetings and functions sponsored by the RHC.

Section B: Voting Privileges: All general members who pay the DMC RHC Student Activity fee are voting members of the council and will be allowed to vote on all issues at any RHC general meeting unless otherwise specified in this Constitution.

1. Four RHC Officers are elected at the end of each DMC academic year, and prior to May 1 of each year, pursuant to Article VI, section C. Each Officer has voting privileges on all matters of the Council with the exception of the President, who shall not vote on general issues except in the event of a tie.
2. The DMC Residential Life Staff (Resident Director and Resident Assistants) are currently required by their job descriptions to participate as active members of the Council. As employees of the University and representative of other residents, they are welcome to attend RHC meetings, voice opinions, propose programs, and serve as Executive officers.
3. The DMC Director and Assistant Director of Residential Life, or their respective equivalent DMC titles, shall participate as non-voting advisers to the RHC.

Section C: Meetings General meetings of the RHC will be held monthly from August through May to discuss pertinent residence hall issues and plan residence hall events.

1. Special meetings of the RHC may be called for by the President.
2. The general meetings of the RHC will run in accordance with Roberts Rules of order except where otherwise provided herein, and be chaired by the President. Normal business shall be conducted by majority vote of voting members in attendance.
3. The Agenda will be as follows:
   a. Approval of minutes from last meeting.
   b. Old business.
   c. New business.
   d. Open forum.
   e. Advisors comments.
4. Quorum: A quorum of at least 10% of all voting members of each building, 811 and 825 (ie: 10% of 811NYA members plus 10% of 825NYA members), must be present to conduct business, except as provided by section VI.D. The Secretary will determine if the number of voting members present meets the number required for quorum. The total number of voting members residing in each building will be obtained by the Secretary from the Office of Residential Life and Services at the beginning of each academic year.

Articles VI: Executive Officers

Section A: Executive Officers of the RHC shall be elected from among student residents and shall consist of a President, Vice-President, Secretary and Treasurer. The terms of office shall begin on May 1, prior to the academic year of their service and continue until the April 30 of the successive year or until a successor is elected.

Section B: In addition to attending all general RHC meetings except if due to an unavoidable reasonable absence, the Duties of the officers shall be as follows:
1. President-
   a. Shall serve as chief spokesperson for the RHC, and, as such communicate regularly with the Director and/or Associate Director of Residential Life and Services, and with other administrative bodies as needed, to discuss RHC issues.
   b. Shall preside as chairperson at all meetings.
   c. Shall establish subcommittees as needed and appoint members to these committees.
   d. May co-sign all fund payment requests.
   e. Oversee elections of representatives in conjunction with other officers.
   f. Shall cast a deciding vote where warranted in case of tie.
2. Vice-President-
   a. Shall assist the president in carrying out his/her duties as needed.
   b. Shall be familiar with this Constitution and ensure that its policies are upheld.
   c. Shall serve as chairperson at meetings of any subcommittees that have been established.
   d. Shall assume the president’s duties in his/her absence.
Article VIII: Ratification and Amendments

Section A: This constitution shall be considered ratified and in force when:
1. Approved by a simple majority of all eligible voting members in a residence hall ratification ballot at a duly called RHC meeting in which this matter has been appropriately placed on the agenda with a copy of this document provided at least 7 calendar days in advance to all eligible voting members, and
2. Approved on behalf of the University by the FSA President in accordance with pertinent FSA policies and procedures as well as SUNY guidelines.

Section B: The Secretary shall record the applicable date and time of voting, as well as the final tabulation of the vote and submit the same to FSA.

Section C: Amendments. Any and all subsequent amendments shall be adopted pursuant to Section VIII.A

Unanimously approved on 12/14/11 by RHC 33-0-0; Approved by Campus effective 12/14/11.