SNYDER-PHILLIPS HALL ASSOCIATION CONSTITUTION
MICHIGAN STATE UNIVERSITY

Preamble

We believe that this document represents the framework from which we function in our collective efforts to meet the needs and the interests of the residents of Snyder-Phillips Hall. We contend that this constitution serves three major functions:

1. It represents an ideal. It is our commitment to encourage the active participation of all Snyder-Phillips residents in building the best community.

2. It provides a mechanism. It recognizes that no environment is Utopian and the goals of the community are always developing. The means of the development are set forth in the body of the constitution and are the responsibility of both students and staff.

3. It is educative. It recognizes and affirms the need for an informed electorate. The constitution serves as a central tool in the education of its constituency.

Article I: Membership

Section 1 This organization shall be called the Snyder-Phillips Hall Association.

Section 2 As residents of Snyder-Phillips Hall, each person is a member of the Snyder-Phillips Association system and certain members may be elected or appointed to various positions. Each resident is subject to the rules and regulations of Michigan State University, as stated in Spartan Life, and of this constitution of Snyder-Phillips Hall.

Section 3 All guests of Snyder-Phillips Hall residents are subject to the rules and regulations of Michigan State University, as stated in Spartan Life, and of this constitution of Snyder-Phillips Hall.

Section 4 This Hall Association and all organizations recognized by it shall not discriminate on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation or handicap.

Article II: Government

Section 1 The governing council of Snyder-Phillips Hall shall be called the Snyder-Phillips General Assembly.

Section 2 The Snyder-Phillips General Assembly shall consist of the elected executive board (President, Vice-President, Secretary, Treasurer and Residence Hall Association Representative), representatives from approved Special Interest Organizations (defined in ARTICLE II, SECTION 5), Residence Life staff, Management staff, committee chairpersons and the House Representatives from each House in Snyder-Phillips Hall. Voting shall be conducted as stated in ARTICLE V, SECTION 1-4.

Section 3 The Snyder-Phillips General Assembly shall perform the following tasks, including:

A. Treasury allocations through two-thirds majority of those present.
B. Sponsoring and promoting programs which shall help support the goals found in the preamble.
C. Publicizing and holding elections as stated in ARTICLE VIII.
D. Impeachment proceedings as stated in ARTICLE IX.

Section 4 The Snyder-Phillips General Assembly has established and shall maintain the following Standing Committees:

A. Athletic Committee
The Athletic Committee shall sponsor athletic, recreational, and healthy activities for the enjoyment and benefit of Snyder-Phillips residents. In addition, the committee shall:

1. Inventory, maintain, replace and administer charges for the neglect of the recreational equipment available through the reception desks. Also, these charges shall be equal to the replacement value of the said goods.
2. Establish a Health Center sub-committee, if need be. Members of the sub-committee shall be elected by the members of the Athletic (or be appointed by its Chairs) at the beginning of the Fall Semester. The position on the sub-committee shall be year-round, unless the sub-committee are no longer able to participate, at which time the Athletic Committee shall elect (select) new members.
3. The Health Center shall be run with a Membership system and membership fees shall be determined by the Athletic Committee and approved by the General Assembly. This system shall be comprised of members and supervisors who shall be the only persons authorized to use the Health Center. The supervisors shall be trained in Health, Fitness and Safety issues relating to the Health Center.

B. Resident Concerns Committee
1. The Resident Concerns Committee will provide debates and discussions on topics of current interest to Snyder-Phillips residents, including areas of academic interest. The committee will foster an openness to and a tolerance of varying viewpoints on current issues.
2. To recognize the achievements of individuals or groups within Snyder-Phillips.
3. The Resident Concerns Committee will foster a sense of service within Snyder-Phillips and will plan activities or events which support social service agencies in the East Lansing (MSU) or Greater Lansing area.

C. Fundraising Committee
The Fundraising Committee will initiate and coordinate fundraising efforts for Snyder-Phillips Hall Association and for any other groups, as approved by the members of the committee.

D. Programming Committee
The Programming Committee shall provide social programs for the enjoyment and benefit of Snyder-Phillips residents.

E. Welcome Week Committee
1. Shall be known as S.P.O.T. (Snyder-Phillips Orientation Team).
2. Shall be responsible for providing arriving students (Fall Semester) assistance in:
   a. Moving into the Residence Hall.
   b. Orienting new students to Snyder-Phillips Residence Hall.
   c. Providing activities for the residents to participate in during Welcome Week.
3. All members of the Welcome Week Committee shall have to apply for the position.
   a. All applicants shall be residents of Snyder-Phillips at the time of application and shall reside in Snyder-Phillips while serving on the committee.
   b. All members of Snyder-Phillips Executive Board may participate as members of the Welcome Week Committee, and need not apply, they need only notify the Committee Chair.
   c. Providing activities for the residents to participate in during Welcome Week.
4. Encourage the participation of new and returning students in the Snyder-Phillips Hall Association.
F. Ad Hoc Committees
   May be established by the President (or General Assembly) as needed.
   1. Ad hoc committees may petition for standing committee status and by Amendment to this Constitution, upon approval of the General Assembly.
   2. House attendance shall not be counted towards or against House Funds until created as a standing committee, or as stipulated by the General Assembly.

Section 5 Special Interest Organizations
The Snyder-Phillips General Assembly acknowledges and supports Special Interest Organizations as they meet the following criteria.
A. Membership shall be voluntary; Special Interest Organizations shall not be required to have House representatives.
B. All Special Interest Organizations shall be required to have a constitution defining the organization’s purpose and structure. A copy of this constitution shall in turn be submitted to Snyder-Phillips General Assembly, and to the Residence Halls Association Executive Office.
C. All Special Interest Organizations shall present their constitution to the General Assembly for their approval. Approval by the General Assembly shall require a two-thirds vote of members present to be recognized.
D. If a Special Interest Organization fails to follow the constitution presented to the General Assembly, the General Assembly may suspend its support to that Special Interest Organization by a two-thirds vote of members present.
E. A Special Interest Organization may re-establish itself by resubmitting its constitution (to match its new goals), being approved by the General Assembly by a two-thirds vote of those members present.
F. All amendments to any Special Interest Organization’s constitution or by-laws must be approved by the General Assembly before it becomes part of their constitution by majority vote.

*** All Special Interest Organizations currently recognized (4/2004) by the General Assembly are: North Campus Black Caucus (NCBC) and Respecting Individuals on Neutral Ground (RING).

Article III: Responsibilities of General Assembly Members

Section 1 Elected Executive Board
A. President
   1. Presides over the General Assembly meetings, and attends Executive Board meetings.
   2. Is responsible for the overall functioning of hall government.
   3. Represents the hall at certain campus meetings.
   4. Shall have signatory power over the hall government account.
   5. Initiates ad hoc committees as s/he sees fit.
   6. Assists in the selection of committee chairs and appointed representatives.
   7. May serve on the Welcome Week Committee.
   8. Oversees the processes of the Election Committee, unless s/he is running for a position.
B. Vice-President
   1. Presides over weekly Executive Board meetings, attends General Assembly meetings and maintains good communications with all Special Interest Organizations.
   2. Runs meetings in the absence of the President. If the President is unable to carry out his/her duties, the Vice-President shall assume the role of the President, and the Secretary shall assume all vice-presidential duties.
   3. Supervises the operations of all of the committees.
   4. Assists in the selection of committee chairs and appointed representatives.
   5. May serve on the Welcome Week Committee.
C. Secretary
   1. Attend Executive Board meetings and General Assembly meetings.
2. Prepares minutes of General Assembly meetings and distributes them to General Assembly members.
3. Ensures that House Representatives are disseminating government information to residents at floor meetings.
4. Assists in the selection of committee chairs and appointed representatives.
5. Takes attendance and records absences of members.
6. Provide continual updates of attendance records to the Treasurer.
7. May serve on the Welcome Week Committee.
8. Should the Vice-President position become vacant, the Secretary shall fill that position, and within two weeks, a special election shall be held to fill the secretarial post.
9. Responsible for updating the Student Government Calendar and Bulletin Boards.
10. Shall maintain a scrapbook of events happening within Snyder-Phillips Hall and all events put on by the Snyder-Phillips Hall Association.

D. Treasurer
1. Attend Executive Board meetings and General Assembly meetings.
   a. Set aside $50.00 to each House at the beginning of Fall and Spring semesters. Depending on House attendance, this amount may then be adjusted.
   b. Allocate funding to Standing Committees and Special Interest Groups following the approval of a submitted budget by the General Assembly on a per-semester basis.
   c. Allocate additional funding for all other means following the approval of the General Assembly.
3. Represents the hall at appropriate Treasurer meetings.
5. Appropriately allocates House funds as stated in ARTICLE VII.
6. May assist in the selection of committee chairs and appointed representatives.
7. May serve on the Welcome Week Committee.
8. May serve as an ex-officio or advisory member to the Fundraising Committee.
9. Shall have signatory power over the hall government account.
10. Submits appropriate financial paperwork to the Residence Halls Association.

E. Residence Halls Association Representative
1. Attend Executive Board meetings and General Assembly meetings.
2. Represents the hall at all weekly Residence Halls Association meetings, as required, brings the opinions of Snyder-Phillips residents to that meeting and returns Residence Halls Association information to the Snyder-Phillips General Assembly.
3. May serve on the Welcome Week Committee.
4. May assist in the selection of committee chairs and appointed representatives.

Section 2 Appointed Members of Executive Board

A. Committee Chairpersons
1. May attend Executive Board meetings.
2. Attend weekly General Assembly meetings and presents a committee report.
3. Preside over committee meetings and plans hall activities.
4. Submit a budget at the beginning of each semester to the General Assembly for approval.
5. May serve on the Welcome Week Committee.

B. Special Interest Organization Representatives
1. May attend Executive Board meetings.
2. Attend weekly General Assembly meetings and presents a report on their group.
3. Attend appropriate Special Interest Organization meetings.
4. May serve on the Welcome Week Committee.

Section 3 There shall be representative members to Executive Board and General Assembly meetings that originate from the following groups: Management Staff, Residence Life Staff, and Special Interest
Organizations. Representatives are elected or appointed by their individual groups to represent them as members at the Executive Board and General Assembly meetings.

Section 4  House Representatives
A. Attend General Assembly meetings.
B. Serve as voting members of the General Assembly.
C. Present information from the General Assembly to House residents at floor meetings established by Resident Mentor.

Article IV: Operation of Meetings

Section 1  Each House in Snyder-Phillips Hall may have only one (1) voting member. That voting member must be a resident from the House (Resident Mentors included). Roll call will be taken once preceding the call to order and once preceding adjournment at each meeting.

Section 2  All motions approved by the General Assembly cannot conflict with federal laws, state laws, the Academic Freedom Report, the Residence Halls Association Constitution, University ordinances, or the Residence Hall Bill of Rights.

Section 3  Robert’s Rules of Order shall be used throughout each Snyder-Phillips Hall Association General Assembly meeting, as deemed necessary by the Snyder-Phillips Hall Association President, unless otherwise stated in this constitution.

Article V: Voting

Section 1  Only House Representatives shall have the power to make motions.

Section 2  Only House Representatives shall have the power to vote, with each member having one vote. In the event that a House has two or more representatives, only one may vote.

Section 3  Voting procedures shall follow Robert’s Rules of Order.

Section 4  Allocations of funds and budgets shall be approved by two-thirds of those members present. An abstention shall be counted as a lack of support. Thus, an abstention shall be counted against the motion.

Section 5  All motions shall need a simple majority of those members present (to pass) unless otherwise noted. An abstention shall be counted as a lack of support. Thus, an abstention shall be counted against the motion.

Article VI: House Council

The House Council shall aid in accomplishing the goals of the General Assembly and Executive Board, by attending meetings, and disseminating information to the residents of their House. Failure to do so may result in the loss of House funds.

The House Council system is designed to allow for maximum participation of the residents of each House in planning and implementing their own activities. The members of each House in Snyder-Phillips shall either elect or select a House Council composed of:
Section 1

House Representative

A. See ARTICLE III, SECTION 4.
B. Each House shall have a seat and one vote in the General Assembly.
C. Shall serve as a liaison between the General Assembly and the House Council, soliciting suggestions from and encouraging participation by House residents.
D. Should attend the meetings of one Standing Committee listed in ARTICLE II, SECTION 4, as chosen by that person.

Section 2

House Council

The House Council shall have the following responsibilities:

A. Active involvement with Snyder-Phillips Hall Association.

Article VII: Funding Procedures

Section 1

House Funding

A. Funds will be provided for each House to use for the purpose of programming projects that follow University guidelines. House funds shall be up to $50.00 per semester from the Residence Halls Association allocation.
B. A Mentor must present the activity that the floor fund money will be used for to all residents in the House. Upon a two-thirds vote of approval from the House residents for the floor fund request, the requested amount shall be allocated.
C. House funds shall be allocated according to the following procedure:
   1. Thirty percent ($15.00) of the House allocation shall be allocated at the beginning of the semester.
   2. The rest of the allocation shall be distributed at five percent ($2.50) per week that the House is in good standing. Good standing shall be attendance at an entire government meeting by a voting member from the House.
   3. There shall be a roll-over of House funds from Fall Semester to Spring Semester. At the end of Spring Semester, any remaining funds shall be returned to the General Assembly Account.
D. Money shall be budgeted to Houses before allocations are made to Standing Committees or Special Interest Organizations.

Section 2

Standing Committee Funding

A. Standing Committees shall receive not more than forty percent of the total Residence Halls Association allocation for that semester. This amount must be approved by the Snyder-Phillips Hall Association General Assembly before allocation.
B. Standing Committees shall present budgets to the General Assembly for their approval. If the budget is not approved, a compromise shall be reached between the two.
C. Standing Committees shall receive the first priority to any roll-over funds in the General Assembly account, during the allocation process, at the beginning of the semester.
D. All Standing Committees shall have any funds in their accounts rolled over from Fall to Spring Semester. At the end of Spring Semester, any remaining funds shall be returned to the Snyder-Phillips Hall Association General Assembly Account.

Section 3

Special Interest Organization Funding

A. Special Interest Organizations shall receive not more than ten percent of the total Residence Halls Association allocation for that semester. This amount must be approved by the Snyder-Phillips Hall Association General Assembly before allocation.
B. Special Interest Organizations shall present budgets to the General Assembly.
C. Special Interest Organizations shall operate their own organization account. The Special Interest Organization President and Treasurer shall be responsible for these accounts.
D. Special Interest Organizations are defined in ARTICLE II, SECTION 5.

Section 4

Remaining Funds

All remaining funds shall be made available for supplemental funding (to any committee or Special Interest Organization) or private interests, as presented and approved by the Snyder-Phillips Hall Association General Assembly.

Article VIII: Election Procedure

The President, Vice President, Secretary, Treasurer and Residence Halls Association Representative shall be elected in a general election by the entire hall. The Committee Chairs and Special Interest Organization Representatives shall be selected by the newly elected executive board. Announcements of these positions shall be made public after the elections.

Section 1

Candidate Requirements

A. Each candidate shall be in good standing with the University both in academics and discipline.
B. Each candidate shall reside in this residence hall for at least one semester.
C. Each candidate shall be a resident of Snyder-Phillips at the time of application and also throughout the year of service.
D. At the time of elections, any current resident of Snyder-Phillips Hall who is planning to live in Snyder-Phillips Hall the next academic year are qualified to be write-in candidates.

Section 2

Publicity

A. Limit of 20 campaign posters.
B. Only one poster may be placed in each House.
C. No posters may be placed on fire doors.
D. No active campaigning may take place during election or voting hours.
E. Candidate or representative is required to participate in Candidate Night unless excused by the executive board at least 24 hours in advance.
F. Candidates and their campaigns shall be respectful of residents’ rights to sleep and study.
G. Follow bulletin board policies; posters are not to exceed 12” by 18”.
H. Any other publicity utilized shall be distributed person to person, and may not be placed into a resident’s mailbox or under a resident’s door.

Section 3

Election Structure

A. Elections shall take place during the eleventh week of the Spring Semester.
B. Elections must take place during the Spring Semester.
C. Meal cards shall be used for balloting.
D. Voting shall take place outside both cafeterias during dinner hours, as applicable.
E. Winners shall be determined by majority, if a majority is not attained, then a run-off election shall be held, between the top two vote totals. The winner shall then be determined by plurality.
F. Suggested Timeline:
   1. Week 9 of Spring Semester
      a. Election guidelines and office descriptions distributed at General Assembly meeting.
      b. Petitions made available at Snyder and Phillips reception desks.
      c. General information meeting for all interested candidates will be held by the executive board during this week.
   2. Week 10 of Spring Semester
      a. All completed petitions are due by that Friday at the Residence Life Staff office, or an area deemed by the executive board.
   3. Week 11 of Spring Semester
a. Candidate Night will coincide with the General Assembly meeting for that week.
   Candidates make presentations and answer questions at the General Assembly meeting.
   b. Elections held on the day following Candidate Night.
   c. Run-off elections shall be held the day following the main election.

G. The election timeline is subject to change at the discretion of the executive board and General
   Assembly based on circumstance and schedule of events taking place within the weeks listed in
   the timeline.

Section 4  Election Committee
A. The Executive Board shall coordinate and run the election process.
B. Duties shall be as follows:
   1. Coordinate and organize election activities.
   2. Publicize Executive Board positions and job descriptions.
   3. Post-election procedures.
   4. Coordinate and run the voting procedures as stated in Robert’s Rules of Order.
   5. Together with the Government Advisor, count ballots and notify candidates and residents.
C. Penalties for violation of election shall be determined by the Election Committee.

Article IX: Impeachment Procedures

Any Snyder-Phillips Hall Association Executive Board member failing to maintain good standing or failing to
execute the duties of an office may be removed at any meeting of the General Assembly upon a two-thirds
majority of present voting members.

Article X: Replacement of Executive Board Due to Vacancy

Section 1  President
If the President’s position should become vacant, the Vice-President may then fill the vacancy. If
the Vice-President declines the position, the procedures stated in ARTICLE VIII will then be used
to fill the vacancy.

Section 2  Vice-President
If the Vice-President’s position should become vacant, the Secretary may then fill the vacancy. If
the Secretary declines the position, the procedures stated in ARTICLE VIII will then be used to fill
the vacancy.

Section 3  Secretary, Treasurer, and Residence Halls Association Representative
When a position listed above becomes vacant, the procedures stated in ARTICLE VIII will then be
used to fill the vacancy.

Section 4  Committee Chairpersons and Appointed Representatives
When a position listed above becomes vacant, the elected Executive Board members shall fill the
vacancy and the General Assembly shall approve the replacement.

Article XI: Space Use Policy

The facilities of Snyder-Phillips Hall are primarily designed for the use of the hall residents. They are available
to be used for social and educational activities and residents of the hall are encouraged to make the best possible
use of them. The following policies and procedures may be amended at any time by approval of the Hall
Manager, Complex Director, and General Assembly.
Procedures Governing Approval and Use of Space

Section 1

A. Individuals or groups desiring to use space should begin the registration process in the Manager’s Office. If further approval is needed, the registration form should be taken to the Complex Director and the General Assembly. The General Assembly shall act on requests at its regularly scheduled meeting only.

B. If charges or deposits are to be collected, arrangements for such shall be made with the Hall Manager. All deposits shall be paid in advance.

C. All in-hall groups that are recognized by the General Assembly need not seek approval to use hall space, however, they shall register the event with the Manager’s Office.

D. Groups given in-hall status include: Residence Life Staff, Management Staff, Executive Board, all government committees, and all Special Interest Organizations recognized by the Snyder-Phillips Hall Association.

B. Groups who need to secure approval from the Manager, Complex Director and General Assembly are:
   1. Special Interest Groups within the hall not recognized by the General Assembly as in-hall groups.
   2. Out-of-hall groups.

F. Closing hours: Since Snyder-Phillips Hall does not have a facility suitable for after-hours or all night events, the closing hours for all night events shall coincide with the closing hours of the hall. Exceptions can be made by the approval of the General Assembly and the Hall Manager.

G. Food Service, cleaning, set-up, and similar services shall be secured through the Food Service or Night Manager. Listed below are general guidelines and expectations:
   1. Events requiring food service need two weeks advance notification after approval is obtained and booking procedures are completed.
   2. Events requiring special set-up or maintenance need one week advance notification after approval is obtained and booking procedures are completed.
   3. Events requiring no special set-up need three working days advance notification after approval is obtained and booking procedures are completed.

Procedures Governing Use of Space by Out-of-Hall Groups

Section 2

In general, out-of-hall groups should be encouraged to seek space elsewhere. Since Snyder-Phillips Hall does not have an abundance of public areas, study facilities and meeting rooms, allocation of space to out-of-hall groups shall be judged by the residents of Snyder-Phillips through their government and by Management and Residence Life Staff in the building. Groups requesting such space shall follow the procedures outlined below, however, from time to time, permission shall be granted to out-of-hall groups to use space for special activities. In such instances, the event, meeting, etc. should be judged to be of interest to the residents of the hall, furthermore, since requests can cover a variety of events, no specific policy regarding space use shall be made. Decisions shall be made on the merits of the group requesting the use of Snyder-Phillips Hall facilities. The following guidelines should be considered when requesting space use.

A. Permission shall be secured by the Hall Manager, Complex Director, and the General Assembly.

B. Permission shall be granted by the General Assembly at its regularly scheduled meetings only.

C. Requests may be made for one facility for each individual event. Requests are to be made three weeks prior to the event. It is the responsibility of the groups requesting space to maintain this procedure.

D. All events shall end at the hour of hall closing.

D. Groups wishing to receive in-hall status shall petition the General Assembly at one of its regularly scheduled meetings. A statement of aims and purposes should accompany the request. The General Assembly shall take the Hall Manager and Complex Director’s advice before granting in-hall status to an out-of-hall group.
**Article XII: Television Policy**

*Section 1* This policy is the result of an agreement between the Hall Manager and the Snyder-Phillips Hall Association, therefore it can only be amended with the approval of the Hall Manager.

*Section 2* The Snyder-Phillips Hall Association reserves the right to request and use the television for hall programs at any time above all other residents of the hall, provided the request is posted at least 24 hours in advance.

**Article XIII: Cafeteria Study Policy**

*Section 1* This policy is the result of an agreement between the Hall Manager and the Snyder-Phillips Hall Association, therefore it can only be amended with the approval of the Hall Manager.

*Section 2* If there are any problems in the cafeteria (i.e., vandalism, or the cafeteria is not being cleaned), the cafeteria shall be closed until the next General Assembly meeting.

*Section 3* Any evening programs which are scheduled during cafeteria studying hours shall take precedence; the cafeteria shall be opened after the program for studying.

*Section 4* The Resident Concerns Committee shall maintain and enforce the guidelines of the Cafeteria Study Policy.

**Article XIV: Judiciary**

The Snyder-Phillips Hall Association joins with North Complex to establish a student judiciary who shall conduct formal hearings on matters defined by “Academic Freedom for Students at Michigan State University”. This judiciary shall function within the guideline provided in ARTICLE IV of “Academic Freedom for Students at Michigan State University”.

*Section 1* The selection committee is comprised of any returning judiciary members, the appointed judiciary advisor, and (if possible) representatives from the hall governments establishing the judiciary.

*Section 2* The selection committee shall be responsible for:

A. Developing a process for the selection of members.
B. Recruiting and screening applicants.
C. Submitting the names of those selected for confirmation to the hall governments.
D. Developing and implementing a process for determining whether or not a member should be re-appointed.
E. Submitting the names of those members recommended for re-appointment to the hall governments.

*Section 3* Removal of a judiciary member shall be initiated by the judiciary and shall require a two-thirds vote of the hall governments approving the appointment.

**Article XVI: Amendments**

*Section 1* Amendments to this constitution shall be presented in printed form to the Snyder-Phillips General Assembly.
Section 2  If a decision on an amendment is not made within two weeks of its presentation, the amendment shall be required to be presented again before a decision can be made.

Section 3  Having been approved by a simple majority of those votes cast by voting members of the Snyder-Phillips General Assembly, a proposed amendment shall immediately become a part of this constitution.

Last revised April 27, 2004.