Preamble
The members of DuBois Hall Government are to act with integrity and sincerity. They are to always keep in mind that they not only represent their residential peers but also the entire body of SUNY New Paltz students. DuBois Hall Government members promise to fulfill all duties, and go above and beyond their position descriptions.

Article One: Purpose and Goals
The purpose of Hall Government is to represent all residents of DuBois to the Resident Assistants, Resident Directors, Residence Hall Student Association, and to the Student Association. This organization has been formatted to meet the needs and concerns of the residents of DuBois Hall. It also includes planning activities and programs to inform, entertain, and involve all residents of DuBois.

The key focuses of DuBois Hall Government are to encourage hall participation, promote spirit, foster positive community, and embody goodwill. The hall government exists to assist and cater to what the residents of the hall find necessary by being committed to connecting each student to their hall.

Article Two: Election Procedures
Section One: Elections
Any DuBois resident is eligible to run for any position. A decision will be accepted when there is a simple majority reached within the voting poll. All positions obtained during the fall semester will carry over to the spring semester.

Section Two: Voting Procedures
Four Vote “Responses”
All group voting within Hall Government shall allow each Government member four voting options, which include:
Section Three: Inter-Semester Presidential Elections

If the DuBois Hall Government President must step down or leave for any reason, the Vice President will be given priority to fill the position. If they do not want the position, the Presidency will be selected from the e-board. If neither the Vice President nor anyone from the rest of the e-board would like to fill the position, the Presidency will become an eligible position for someone from the hall.

Section Four: Between-Semester Presidential and Position Elections

If any member of the DuBois Hall Government board leaves board for any reason between semesters, the position is open to any DuBois Hall residents. Elections for the position will follow standard election procedures.

Section Five: Impeachment

If the President, or whomever is the next highest position if the President is to be impeached, believes a member should be impeached, this person will be contacted and given 24 hours to decide whether or not they would like to resign. If they decide not to, the decision on impeachment will be made at the next meeting.

Article Three: Positions and Responsibilities

Section One: Dubois Hall Government Positions

The Hall government of Dubois Hall is to consist of:

1. President or 2 Co-Presidents
2. Vice President
3. Treasurer
1 Secretary

3 RHSA Representatives/ Associate Council Members (minimum)

3 Public Relations (PR)/ Communications

2 Historian

2 Floor Representatives (Optional)

Section Two: Responsibilities of Hall Government Members

President

● To be present at all DuBois Hall Government meetings.

● To oversee the government and provide critical decisions as to the direction of the hall government.

● To give creative and procedural ideas, to take suggestions from hall government members, and to manage the other members of the Hall Government.

● To create an agenda that contains the layout and format for each meeting.

● To be filled with spirit for DuBois Hall and committed to its community.

● Presidents are strongly encouraged to attend Associate Council Meetings.

Vice President

● To be present at all Hall Government meetings.

● To support and interact with the President in meetings, at programs, and all Hall Government-related activities.

● To help the President in all tasks, and paperwork.

● To provide a second voice in all managerial and procedural decisions.

● To stand in for the President during extenuating circumstances, such as sickness or unavoidable absence.

● To handle hall government Program Evaluations, and fill out PUP (pretty unbeatable program) sheets for the RHSA E-board.
● To manage the technical aspects of the calendar.

● Vice Presidents are *strongly* encouraged to attend Associate Council Meetings.

*Treasurer*

● To oversee all financial matters and financial transactions, including but not limited to disbursement orders, reimbursements, inter-hall disbursement orders, and current totals.

● To confer with the President and Vice President on specific budgets.

● To confer with DuBois Hall Government members as to current budget amounts during each weekly meeting.

● To organize all financial paperwork.

● To handle the DuBois receipt envelope, and to make sure that receipts are detailed accurately.

*Secretary*

● To be present at all Hall Government meetings.

● To accurately record each weekly Hall Government meeting through note-taking, either on notepad or laptop.

● To appropriately provide a stand-in during extenuating circumstances where the secretary is unable to attend meetings.

● To type all minutes for each meeting and send them in within two days subsequently to the hall government and resident director through email.

● To take and keep track of attendance for e-board meetings and hall government programs.

*Public Relations/Communications (PR)*

● To create all fliers, advertisements, and announcements for DuBois Hall Government Programs, and other necessary handouts.

● To be the artistic direction for DuBois.

● To post all flyers and information given at the AC Meetings.
● To decorate and maintain the hall government board, which should include all hall government events as well as the office hours schedule

**Historian**

● To create and be the Administrator of the Facebook group and Hall Government Instagram account.
● To take and collect pictures of all events, and post them accordingly.
● Keep a record of the club’s accomplishments and activities for the year.

**RHSA Representatives/ Associate Council Members**

● To be the main communication and connection to the RHSA AC Meetings.
● To attend the weekly AC Meetings held in different halls throughout the semester.
● To bring up all of DuBois Hall’s questions and concerns, bring back any necessary information including upcoming events, programs, issues, and a short description of the goings-on at the meetings.

The duties of each position are to be taken seriously and with efficiency.

**Section Three: Presidential and Vice-Presidential Meetings**

The President and Vice President are advised to have their own weekly meetings, in which both discuss the state of the Hall Government, plan the DuBois Program calendar, and brainstorm upcoming events.

The President and Vice President, will meet with the DuBois Residence Director bi-weekly, to discuss Hall Government program evaluations, the state of the Hall Government, and confirm the possibility of program dates.

**Section Four: Mediation Procedures**

The DuBois Hall Government members will mediate their issues between members on several levels. If they cannot find a compromise or agreement on the first level, they will move onto the next level, and so forth.

● Mediate problems between each other
● Mediate with President and Vice President present, as occasion dictates
● Mediate with the RA Liaison

● Mediate with the Residence Director

If problems cannot be resolved, the members must maintain composure and professionalism throughout every meeting, program, and hall government-related activity.