

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

Residence Hall Association Constitutional Addendum

A. Job Descriptions

Section 1. Representatives.

- A. Shall represent the interests of their Hall or Staff, if student staff representatives.
- B. Shall attend Hall Government meetings if they are an RHA Representative or Finance Representative.
- C. Shall attend Staff Meetings as the Student Staff representative and give updates therein.
- D. Shall give weekly updates during RHA meetings.
- E. Shall comprise the voting body of the RHA.
- F. Shall have the sole power to pass funding requests, set RHA policy, or amend the Constitution, Bylaws, and Addendum of the RHA.
- G. Shall relay ideas and feedback as ways of communication with Hall Governments.
- H. Shall update and notify Hall Governments of programs on a weekly basis.
- I. Student staff members may only hold a student staff representative position.

Section 2. Executive Board Members.

- A. Shall attend weekly Executive Board meetings.
- B. Shall give weekly updates to the RHA General Council.
- C. Shall oversee all RHA Events and Activities.
- D. Shall be responsible for developing the General Council's goals and giving the General Council a direction.
- E. Shall commit to having 8 hours of office hours per week at times where students have access to the RHA Office.
- F. Shall be expected to attend RHA Training that occurs in September and have no other commitments during this time.
- G. Shall meet weekly with the RHA Advisor, unless otherwise specified.
- H. Shall submit at least one bid regionally during the year they have the position.
- I. The RHA Executive Board is expected to work approximately 20 hours a week for the amount of this compensation.
- J. Shall maintain a cumulative GPA above 2.5 during their time in office. Should it fall below 2.5 that member is to resign, though no formal reason is needed to be given.
 - i. Should the required GPA fall below a 2.5 Cumulative due to extenuating circumstances, that member may submit a written appeal to the adviser no later than one week after grades have been posted.
- K. Shall sign and abide by all stipulations written in the RHA Agreement with University Housing. Should an Executive Board member be found in

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

non-compliance with the Agreement by University Housing, they must adhere to any decision made by University Housing regarding the matter.

Section 3. President.

- A. Shall be responsible for organizing and facilitating RHA General Council meetings.
- B. Shall facilitate or delegate the facilitation of Executive Board meetings.
- C. Shall oversee all special committees or delegate oversight.
- D. Shall appoint, oversee, and if necessary remove cabinet members.
- E. Shall have the sole power to dissolve cabinet positions defined in Addendum A and to create new as they see fit.
- F. Shall attend Associated Students Presidential Advisory Council (ASPAC) and shall handle the organization's relationship with ASUO.
- G. Shall act as a liaison between RHA and all departments and organizations at the University of Oregon outside of University Housing.
- H. Shall act as a liaison between RHA and various staffs and administrators within University Housing.
- I. Shall set dates and facilitate or delegate facilitation task of all elections.
- J. Shall, prepare proposals that are submitted to the RHA.
- K. Shall enforce rules established by the RHA Constitution.
- L. Shall support and meet with individual executive board members twice per term.
- M. Shall support and meet regularly with Hall Government Presidents, through meetings once every two weeks.
- N. Shall plan RHA Executive Board Training in conjunction with the RHA Advisor.
- O. Shall collaboratively plan and lead the spring Executive Board Transitioning with the President Elect and Advisor.
- P. Shall be a member of University Housing's Student Advisory Board. Shall attend all advisory board meetings, or delegate the task therein.
- Q. Shall also be responsible for the filling of a RHA Designee position on the Student Advisory Board, by a student who is involved in RHA, but is not an Executive Board Member.

Section 4. National Communications Coordinator (NCC).

- A. Shall fulfill the duties of the President if necessary.
- B. Shall be responsible for communication with other universities.
- C. Shall represent the University of Oregon RHA during conferences.
- D. Shall head delegations to conferences and maintain and enforce contracts with delegation members from all conferences.
- E. Shall ensure PACURH and NACURH delegation members incorporate information learned into their leadership roles.
- F. Shall handle regional and national communications of RHA.
- G. Shall write 1 bid and be responsible for delegating and collaborating on 2 additional bids with the committee or members of RHA.

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

- H. Shall submit a Resource File Index for the year they held office, before the end of Spring Term.
- I. Shall be referred to as the NCC – IT (In Transition) after election but before succeeding the position.
- J. Shall effectively provide access to the RFI (Resource File Index) for program research and development.
- K. Shall offer support and liaison with the NRHH chapter at the University of Oregon by attending meetings at least every two weeks.
- L. Shall be responsible for developing advertising and recruitment strategies for PACURH and NACURH.
- M. Shall be responsible for the creation and delegation of promotions for RHA at the beginning of each academic year, this may include a video or other forms of electronic media.
- N. Shall chair the National Communications Committee, comprised of the RHA Representative from each Hall Government.
- O. Shall hold National Communications Committee meetings every two weeks, at a time determined by the committee.
- P. Shall, in conjunction with the National Communications Committee members, create an RHA Newsletter.
- Q. Shall, with the RHA Advisor, finalize and send out the RHA Newsletter.
- R. Shall, in conjunction with the RHA Advisor, set out the standards for the RHA Newsletter in a given year.

Section 5. Leadership Coordinator (LC)

- A. Shall plan Hall Government Training in the fall.
- B. Shall be responsible for the oversight and advertising of Hall Government Elections to be held no later than the third week of fall term.
- C. Shall coordinate any RHA group bonding activities to take place during the academic year.
- D. Shall plan two Hall Government in-services throughout the school year.
- E. Shall plan at least one in-service during the fall term, two in the winter term, and three in the spring term for residents for extended training on leadership skills.
- F. Shall plan at least one leadership retreat for members of the RHA to be held off campus during winter term.
- G. Shall plan a leadership event, held on campus, to be accessible to all residents, typically in the form of a conference, during the fall term.
- H. Shall be responsible for planning, a yearly social or leadership event where all Hall Government members can come together to interact.
- I. Shall chair the Leadership Committee, to be comprised of the Leadership Representative from each Hall Government.
- J. Shall hold Leadership Committee meetings weekly, at a time determined by the committee.
- K. Shall meet with the Holden Center once a term and shall also present at General Council about the Holden Center's events.

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

- L. Shall ensure that all information related to leadership events, such as records, receipts, contact information, evaluations, and schedules is electronically available to future RHA Executive Board Members.

Section 6. Events and Activities Coordinator (EAC).

- A. Shall develop at least four large-scale campus programs per term that stimulate growth, learning and development in the residence halls.
- B. Shall work closely with programs funded by RHA within University Housing to offer support and guidance.
- C. Shall chair and meet with the Events and Activities Representatives from each hall weekly.
- D. Shall market RHA events, and programs sponsored by RHA.
- E. Shall update and notify residents of programs on a monthly basis.
- F. Shall provide support, resources, program planning and guidance to Hall Government programming.
- G. Shall evaluate and assess all RHA programs and ensure their electronic accessibility to future RHA Executive Board Members This file should include but is not limited to: purchase orders, receipts, contact information, and events/activities evaluations
- H. Shall work with RHA President's Cabinet members in the creation of their own events as determined by the President's Cabinet and the RHA President.

Section 7. Administration Coordinator (ADC).

- A. Shall distribute and ensure record of weekly minutes as well as be responsible of attendance. Shall make minutes available from RHA General Council available by the Friday following the meeting.
- B. Shall coordinate internal communications, including the set-up and maintenance of a yearly list-serve.
- C. Shall, in conjunction with the RHA President, create all RHA meeting agendas to be emailed out to all RHA members 48 hours before a regular meeting, and 24 hours before a special meeting. Shall also post all RHA meeting agendas on the RHA Website by these same deadlines.
- D. Shall supervise Web Page maintenance and other forms of electronic media, including, but not limited to: YouTube, Facebook, and Twitter.
- E. Shall maintain accurate record of money in RHA accounts.
- F. Shall chair the Finance Committee.
- G. Shall present the yearly budget on or before the fifth week of fall term.
- H. Shall maintain records of after action reports from organizations.
- I. Shall oversee funding presentations when necessary.
- J. Shall email external organizations, reminding them to submit an after action report at least one week before it is due.
- K. Shall ensure that after action report guidelines are being followed.
- L. Shall coordinate and manage, in conjunction with the RHA Advisor any fundraising opportunities if necessary.

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

- M. Shall manage the RHA office, including but not limited to, ordering office supplies.
- N. Shall ensure the advertising of RHA Executive Board Elections throughout the halls.
- O. Shall be responsible for maintaining records and the creation of inter-hall competitions, as determined by the Executive Board, including, but not necessarily the Hall Points competition.
- P. Shall form the RHA Line Item Budget and propose the budget to General Council after the Executive Board approves.

Section 8. Cabinet.

- A. Shall be appointed through an application process by the President.
- B. Shall assist the Executive Board in completing the tasks required to accomplish the mission of the RHA.
- C. Shall report to the President, and may be released by the President if necessary.
- D. Shall provide a brief description of their position, including position titles and duties performed, before the commencement of the position at spring term, to be used by the future presidents.

B. Hall Government Guidelines

Section 1. Executive Requirements.

- A. Hall Government Executive Board.
 - 1. Shall be elected.
 - 2. Shall attend weekly Hall Government meetings.
 - 3. Shall be responsible for all position specific duties specified within Section 2. Executive Positions.
 - 4. Shall create transition documents at the end of spring term for the purpose of ensuring growth within each individual Hall.
 - 5. Shall assist the Programming Coordinator in the creation of hall programs.
 - 6. Live in student staff may not hold hall government executive positions.

Section 2. Executive Positions.

- A. President.
 - 1. Shall create agendas and facilitate meetings.
 - 2. Shall support other members of Hall Government.
 - 3. Shall have one meeting every two weeks with the RHA President with other Hall Government Presidents.
 - 4. Shall have weekly meetings with Hall Government Advisors (RLC/ARLC).
- B. Leadership Representative (LR).

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

1. Shall take meeting minutes to be sent to the ADC of RHA within two days of the meeting time to then be posted on the RHA website.
 2. Shall act as facilitator in the event of the President's absence.
 3. Shall fill the role of President should the position remain unfilled, until an election can take place.
 4. Shall lead and facilitate the creation of transition documents by the end of spring term.
 5. Shall delegate the responsibilities of meeting minutes in the event of the President's absence.
 6. Shall attend Leadership Committee Meetings with the Leadership Coordinator of RHA to assist in planning and implementing various leadership events, including but not limited to: retreats, conferences, and in-services.
- C. RHA Representative.
1. Shall attend General Council of RHA and vote on the funding slate and any information presented.
 2. Shall report to Hall Government any information required to move forth in RHA voting for the following week.
 3. Shall represent the view of Hall Government through being a voting member during RHA General Council. If the view of the hall government is unclear, representative shall represent the view of their respective hall.
 4. Shall attend the National Communications Committee Meeting and report to Hall Government PACURH and NACURH related information.
- D. Treasurer (RHA Finance Representative).
1. Shall handle Hall Government budget and keep records of finances.
 2. Shall submit budgets every term to the RHA Administration Coordinator.
 3. Shall attend RHA finance meetings, which will take place on Wednesdays at 5:00pm, shall vote during Finance meetings, as Hall Government would prefer. Shall additionally vote during RHA General Council meetings.
 4. Shall report to Hall Government any information from the Finance Committee that shall be voted on the following week.
- E. Programming Coordinator.
1. Shall be responsible for three programs, per term, two social and one educational program. In addition, one service-oriented program will be completed for the year.
 2. Shall lead and be responsible for the creation of flyers, posters and door tags for upcoming programs for Hall Government.
 3. Shall lead and be responsible for any electronic advertising for Hall Government.
- F. Events and Activities Representative (EAR).

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

1. Shall attend Event and Activities Meetings and act as a liaison between RHA and Hall Government to ensure attendance and knowledge concerning upcoming RHA programs.
2. Shall plan, coordinate, and facilitate RHA events alongside the RHA EAC.

Section 3. Other Rolls.

- A. RHA Student Staff Representative.
 1. Shall attend General Council of RHA and act as a liaison between RHA/Hall Government and Student Staff.
 2. Student Staff members will vote to maintain their voting rights in General Council termly. At their first staff meeting of the term they will vote and need at least 50% of the staff voting in favor of maintaining voting rights for the term to maintain voting rights. The Hall Government Advisor will notify the RHA President of the outcome of the vote before the next General Council Meeting.
 3. Student Staff members will select a singular representative for no less than one term. Selection will be based on the method selected by the Student Staff's supervisor. The Hall Government Advisor will alert the RHA President of the determined Representative.
 4. Should a Student Staff Representative fail to attend RHA General Council meetings twice in any one given term, their voting rights will be voided until the following term, at which point their staff can determine if they would like their voting rights in General Council.
 5. At any staff meeting in the term a hall's Student Staff may vote to remove their voting rights for the rest of the term.
 6. Should the RHA President not be informed about the status of voting rights of the Student Staff Representative, it is assumed they do not have voting rights, until other communication is made.

- B. Advisors (RLC/ARLC).
 1. Shall support Hall Government through presence and guidance during weekly meetings.
 2. Shall have weekly meetings with the President of Hall Government.
 3. Shall attend Hall Government Training in the Fall.
 4. Shall attend Hall Government Events whenever possible.
 5. Shall inform the RHA President about the voting rights of Student Staff Members and their termly representative.

Section 4. Selection of Hall Government Executives.

- A. Selection of Student Representatives.
 1. Elections shall take place no later than the third week of fall term to decide all executive positions.

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

2. Hall Government elections must be promoted at least two days in advance, with the time, date and location advertised.
 3. Prior to each position election the facilitator shall present an explicit description of responsibilities and expectations, including meeting times.
 4. Each candidate shall have an opportunity to give a speech during the election. No other candidates may be in the room. A question and answer period shall follow each speech. All questions must be directed at the facilitator, and must be appropriate for all candidates and may not be biased towards any candidate, unless it addresses something said in their speech. The facilitator has final say over what questions will be accepted or rejected. Elections will use a plurality first-past-the-post system, in which the candidate receiving the most votes will win the election. Ballots will be counted and the winning candidate will be announced as all candidates return into the room where elections take place.
 5. A Hall Government training will be held after the first meeting at a time set by the RHA Leadership Coordinator to acclimate new members and shall be facilitated by all RHA Executive Board members.
- B. In the event that an elected official in Hall Government has a conflicting academic obligation during their position's required meeting(s) they are allowed a leave for one term of the year. During this time they must find a single proxy for the meeting(s) they will be missing. This proxy will be obligated to fulfill all the absentee's elected official's requirements.
 - C. In the event of resignation of any member the Hall Government has two weeks from the date of resignation to find a replacement or hold an election to take place within that governing body and shall advertise according to the election guidelines.
 - D. The Hall Governments have the right to review their Hall Government's Members at any time during the duration of their membership. After consulting the Hall Government's advisor at least three days prior to a vote, Hall Government Members have a right to revoke their representative's power on a $\frac{2}{3}$ vote of the respective body. Impeachment proceedings must occur at the regular Hall Government meeting time, Tuesday at 8:00.

Section 5. Hall Government Senators

- A. The senator position is a non-elected position, within a hall, any resident can hold this position within their Hall Government.
- B. Shall attend 80% of their Hall Government meetings on Tuesdays.
- C. Shall share information on programs and initiatives in their Hall Government with their floor/wing.
- D. Shall plan at least one program per term for their floor/wing or in conjunction with their Hall Government.

Section 6. Quorum and Voting.

- A. Quorum representation can either be through membership within the executive board (excluding Student Staff and Advisors) or residents from floors/wings that are not represented with the Executive Board. At least $\frac{2}{3}$ of

University of Oregon Residence Hall Association - Addenda
Last Amended: Spring 2015

executive board members, as stated above, need to be present to meet quorum.

- B. Quorum of Representation will be as follows:
 - 1. Hamilton West, Hamilton East, Bean West, Bean East, Walton North, Walton South, and Earl Halls must have at least 50% of the wings within the hall represented.
 - 2. Global Scholars Hall and the Living Learning Center (LLC) shall have one representative of each of their wings within the hall represented.
 - 3. Barnhart, Carson, and Riley shall have at least 50% of the floors of the hall represented.
 - 4. Should the need arise for Quorum of Representation to be defined for a hall, quorum will be met only in compliance with the guidelines of board member attendance, until Quorum of Representation is defined.
- B. Voting requires 50% + 1 approval for funding and general decision making.

Section 7. Funding Requests.

- A. Funding requests exceeding \$100.00 shall be automatically tabled to be voted on in the next meeting. The purpose behind this is to talk with hall mates concerning attendance and participation in the program that funding is being requested for.
- B. Any funding request at or below \$100.00 can be approved within the meeting that it is requested in.

Section 8. Meetings.

- A. Weekly Hall Government meetings will occur Tuesday Nights at 8:00pm in a designated location for each hall.
- B. Hall Government In-Services will occur once per Winter and Spring term and will take place during normal meeting time.