

**University of Oregon Residence Hall Association - Addenda**  
**Last Amended: Spring 2012**

## Constitutional Addendum A. Job Descriptions

Section 1. All RHA Officers including Executive Board and Cabinet.

- A. Shall attend all weekly meetings.
- B. Shall hold no position within Complex Government.
- C. Shall write a one-page after-action report, which shall be filed with the President Elect within one month of leaving office. This complies in accordance with **Article IV**, Section 2, **Subparagraph C** of the RHA Bylaws.

Section II. Student Representatives.

- A. Shall represent the interests of their Complex.
- B. Shall attend Complex Government meetings.
- C. Shall give weekly updates during RHA meetings.
- D. Shall comprise the voting body of the RHA.
- E. Shall have the sole power to pass funding requests, set RHA policy, or amend the constitution.
- F. Shall relay ideas and feedback as ways of communication with Complex Governments.
- G. Shall update and notify Complex Governments of programs on a weekly basis.

Section III. 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 activities.
- D. Shall be responsible for developing the Council's goals and giving the Council a direction. commit two hours a week to office hours.
- E. Shall be expected to attend Student Staff training and have no other commitments during that.
- F. Shall be expected to attend the NACURH Conference of the board's elected year.
- G. Shall meet weekly with the RHA Advisor, unless otherwise specified.
- H. Shall collaboratively plan and host the fall Complex Government Training.
- I. Shall collaboratively plan and present the winter RHA and Complex Government in-service.
- J. Shall collaboratively plan and lead the spring Executive Board Transitioning.
- K. The RHA Executive Board will be expected to work 15 hours a week for the amount of this compensation.
- L. To be eligible to hold an Executive position within the RHA one must maintain a cumulative GPA of 2.5 or higher. Also, if an Officer's Cumulative GPA drops below 2.5 for one quarter, that Officer shall be placed on RHA specific academic probation for the following quarter. If that officer's Cumulative GPA does not meet the 2.5 requirement at the conclusion of the probation quarter, that officer's resignation is required, and the resignation is to be presented by the first RHA meeting of the following quarter. The reason for the officer's resignation shall be kept confidential from general council.

Section IV. President.

- A. Shall be responsible for organizing and facilitating RHA general meetings.
- B. Shall set all agendas for RHA general meetings.

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- C. Shall facilitate or delegate the facilitation of Executive Board meetings.
- D. Shall oversee all special committees or delegate oversight.
- E. Shall appoint, oversee, and if necessary remove cabinet members.
- F. Shall have the sole power to dissolve cabinet positions defined in Addendum A and to create new as he/she sees fit.
- G. Shall be charged with organizing the RHA each year
- H. Shall attend Associated Students Presidential Advisory Council (ASPAC) and shall handle the organization's relationship with ASUO.
- I. Shall increase communication with Holden Center.
- J. Shall act as a liaison between RHA and all departments and organizations at the University of Oregon outside of University Housing.
- K. Shall act as a liaison between RHA and various staffs and administrators within University Housing.
- L. Shall set dates, facilitate or delegate facilitation task of all elections.
- M. Shall, in conjunction with the ADC, prepare proposals that are submitted to RHA.
- N. Shall enforce rules established by the RHA Constitution.
- O. Shall support and meet with individual executive board members twice per term.

Section V. Vice President of Internal Affairs.

- A. Shall support and meet regularly with Complex Government Presidents, through bi-monthly meetings.
- B. Shall fulfill the duties of the President if necessary.
- C. Shall regularly attend the committee meetings (Activities & Events **Committee** and Finance **Committee**). Can offer support and lead initiatives within the group. Shall also send the President information concerning these meetings and progression thereof.
- D. Shall coordinate any RHA group bonding activities to take place during the academic year.
- E. Shall plan in-services for Complex Governments for extended training on leadership skills.
- F. Shall plan a leadership retreat for RHA General Council fall and winter term to be held off campus with the EAC.
- G. Shall be responsible for planning, in conjunction with the EAC, a yearly social or leadership event (fall term) where all Complex Government members can come together to interact.
- H. Shall oversee the Leadership Fund in conjunction with the NCC.
- I. **Shall supervise Web Page maintenance and other forms of electronic media. Including, but not limited to: Youtube, Facebook, Formspring, Twitter, and other forms of social media.**

Section VI. National Communications Coordinator (NCC).

- A. Shall be responsible for communication with other universities.
- B. Shall represent the University of Oregon RHA during conferences.
- C. Shall head delegations to conferences and maintain and enforce contracts with delegation members from all conferences.
- D. Shall ensure PACURH and NACURH delegation members incorporate information learned into their leadership roles.
- E. Shall oversee the Leadership Fund in conjunction with the VP.
- F. Shall handle regional and national communications of RHA.
- G. Shall write 1 bid fall term, 1 bid winter term, and a Resource File Index for spring affiliation.

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- H. Shall be referred to as the NCC – IT (In Transition) after election but before succeeding the position. (6/1/2009)
- I. Shall effectively provide access to the RFI (Resource File Index) for program research and development.
- J. Shall provide support to and liaison with NRHH.
- K. Shall work with the Administration Coordinator to develop advertising and recruitment strategies for PACURH and NACURH.
- L. Shall create a RHA brochure at the beginning of each year to promote RHA.

Section VII. Administration Coordinator (ADC).

- A. Shall distribute and ensure record of weekly minutes as well as be responsible of attendance.
- B. Shall coordinate internal communications, including the set-up of a yearly list-serve.
- C. Shall, in conjunction with the President, prepare proposals that are submitted to RHA.
- D. Shall maintain accurate record of money in RHA accounts.
- E. Shall chair Finance Committee; prepare and present budgets.
- F. Shall maintain records of after action reports from organizations, providing presentations when necessary.

Section VIII. Events and Activities Coordinator (EAC).

- A. Shall develop large-scale campus programs that stimulate growth, learning and development in the residence halls.
- B. Shall plan, in conjunction with the VP, a leadership retreat for RHA General Council fall and winter term to be held off campus.
- C. Shall work closely with programs funded by RHA within University Housing to offer support and guidance.
- D. Shall chair and meet with the Programming Committee.
- E. Shall market RHA events, and programs sponsored by RHA.
- F. Shall update and notify residents of programs on a monthly basis.
- G. Shall provide support, resources, program planning and guidance to Complex Government programming.
- H. Shall be responsible for planning, in conjunction with the VP, a yearly social or leadership event (fall term) where all Complex Government members can come together to interact.
- I. Shall evaluate and assess all RHA programs with action reports kept on file in a portfolio. This portfolio should include but is not limited to: purchase orders, receipts, contact information, and events/activities evaluations.
- J. Shall plan at least three leadership events with the purpose of building relationships, heightening leadership skills and encouraging camaraderie within the RHA General Council and with Complex Governments. One event, specifically, will occur during spring term and will be accessible to all residents.
- K. An event portfolio shall be maintained for all leadership events with information and records pertaining to the fall and winter retreat and the spring leadership event. This portfolio should include but is not limited to: purchase orders, receipts, itineraries, contact information, and retreat evaluations.

Section IX. Cabinet.

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- 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 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.

Section X. Grievance and Evaluations Committee Assessor(s).

- A. Shall be hired through the same application process as cabinet members, but shall serve on the president's cabinet.
- B. Shall abide by the Grievance and Evaluations Committee Guidelines (As stated in Article IV, Section 1, Subparagraph D of the RHA Constitution).
- C. Shall abide by Cabinet Guidelines (As stated in Addendum A, Section 9 of the RHA Addenda).
- D. Shall utilize any and all resources at their disposal to determine the validity of a grievance. Including, but not limited to:
  - 1. Contacting the griever, any co-griever, the respondent, or co-respondent.
  - 2. Sitting in on RHA Committee meetings which the griever or respondent also attend.
  - 3. Contacting the RHA Advisor.
  - 4. Contacting the Committee Chair.
- E. Shall cooperate with other Grievance and Evaluations Committee Justices so as to limit the individual workload.
- F. Shall be held accountable to remain unbiased by General Council, the Executive Board, the President, as well as the RHA Advisor.

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Constitutional Addendum B. Complex Government Guidelines

Section I. Executive Positions.

- A. President.
  - 1. Shall create agendas and facilitate meetings.
  - 2. Shall support other members, have bi-monthly meetings with the RHA VP with other Complex Government Presidents.
  - 3. Shall have weekly meetings with Complex Government Advisors (RLC/ARLC).
- B. Vice President (VP).
  - 1. Shall act as facilitator in the event of the President's absence.
  - 2. Shall take meeting minutes to be sent to the ADC of RHA within two days from meeting time and then be posted on the RHA website.
- C. Treasurer (RHA Finance Representative).
  - 1. Shall handle Complex Government budget and keep records of finances.
  - 2. Shall attend RHA finance meetings, which will take place on Mondays at 5:00pm, shall vote during Fiance meetings, as Complex Government would prefer. Shall additionally vote during RHA General Council meetings.

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3. Has voting rights in RHA General Council.
- D. 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 work with the Publicity and Outreach Coordinator to help create promotional material for programs.
- E. Publicity and Outreach Coordinator.
  1. Shall help to create flyers, posters and door tags for upcoming programs for Complex Government.
  2. Shall request help from other Complex Government members when creating promotional material.
- F. RHA Representative.
  1. Shall attend General Council of RHA and vote on the funding slate and any information presented.
  2. Shall report to Complex Government any information required to move forth in RHA voting for the following week.
  3. Shall represent the view of Complex Government through being a voting member during RHA General Council.
  4. Shall attend Constitution Review Committee starting at 5:00pm on Mondays prior to General Council, unless otherwise stated by the NCC.
- G. RHA Staff Representative.
  1. Shall attend General Council of RHA and act as a liaison between RHA/Complex Government and Student Staff.
  2. Has voting rights in RHA General Council.
- H. Events and Activities Coordinator Representative.
  1. Shall attend Event and Activities Meetings and act as a liaison between RHA and Complex Government to ensure attendance and knowledge concerning upcoming RHA programs.
- I. Advisors (RLC/ARLC).
  1. Shall support Complex Government through presence and guidance during weekly meetings.
  2. Shall have weekly meetings with the President of Complex Government.

Section II. Selection of Complex 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.
  2. Staffs must promote Complex Government elections 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

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said in their speech. The facilitator has final say over what questions will be accepted or rejected. There are three ways to vote in this election: for a candidate, no confidence, or write in a candidate. Elections will use a plurality system. Ballots will be counted and the winning candidate will be announced as all candidates return into the room where elections take place.

- 5. A Complex Government training will be held after the first meeting at a time set by the RHA President to acclimate new members and shall be facilitated by all RHA Executive members.
- B. In the event of resignation of any member the Complex Government has two weeks from the date of resignation to find a replacement or hold an election to take place within that governing body.
- C. The Complex Government or student staff members have the right to review their respective RHA representatives (students or staff members) at any time during the duration of their membership. After consulting the Complex Government’s advisor at least three days prior to a vote RHA representatives and student staff members have to right to revoke their representative’s power on a 2/3 vote of the respective body.

Section III. Quorum and Voting.

- A. At least 50% of the halls within the complex need to be represented. This representation can either be through membership within the executive board (excluding Student Staff/Advisor) or residents from hall/floors that are not represented with the Executive board. In addition at least 2/3 of executive board members, as stated above, need to be present to meet quorum.
- B. Voting requires 50% + 1 approval for funding and general decision making.

Section IV. Funding Requests.

- A. Funding requests exceeding \$75.00 shall be automatically tabled to be votes 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 \$75.00 can be approved within the meeting that it is requested in.

Section V. Meetings.

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

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Constitution Addendum C. After Action Report Template

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