Residence Hall Association Constitutional Addendum

A. Job Descriptions

Section 1. All RHA Officers including Executive Board, Cabinet, and Complaints and Evaluations Committee.
   A. Shall attend all weekly meetings as specified in job description.
   B. Shall hold no position within Hall Government.
   C. Shall write an after-action report of at least one page, which shall be filed with the President Elect within one month of leaving office. This complies with Article IV, Section 2, Subparagraph B of the RHA Bylaws.

Section 2. Student Representatives.
   A. Shall represent the interests of their Hall.
   B. Shall attend Hall 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 Hall Governments.
   G. Shall update and notify Hall Governments of programs on a weekly basis.
   H. Student staff members may only hold a student staff representative position or Complaints and Evaluations Committee, if appointed.

Section 3. 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 General Council’s goals and giving the General Council a direction.
   E. Commit two hours a week to office hours.
   F. Shall be expected to attend Student Staff training and have no other commitments during this time.
   G. Shall be expected to attend the NACURH Conference of the board’s elected year.
   H. Shall meet weekly with the RHA Advisor, unless otherwise specified.
   I. Shall collaboratively plan and host the fall Hall Government Training.
   J. Shall collaboratively plan and present the winter RHA and Hall Government in-service.
   K. Shall collaboratively plan and lead the spring Executive Board Transitioning.
   L. The RHA Executive Board will be expected to work a minimum of 15 hours a week for the amount of this compensation.
   M. If an executive member’s term GPA is below a 2.5 they must seek academic guidance and consult the advisor of RHA.

Section 4. President.
   A. Shall be responsible for organizing and facilitating RHA General Council meetings.
   B. Shall set all agendas for RHA General Council meetings and shall submit agendas to all members of General Council 48 hours in advance.
   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 attend Associated Students Presidential Advisory Council (ASPAC) and shall handle the organization’s relationship with ASUO.
H. Shall meet with the Holden Center once a term and shall also present at General Council about the Holden Center.
I. Shall act as a liaison between RHA and all departments and organizations at the University of Oregon outside of University Housing.
J. Shall act as a liaison between RHA and various staffs and administrators within University Housing.
K. Shall set dates, facilitate or delegate facilitation task of all elections.
L. Shall, in conjunction with the ADC, prepare proposals that are submitted to the RHA.
M. Shall enforce rules established by the RHA Constitution.
N. Shall support and meet with individual executive board members twice per term.

Section 5. Vice President of Internal Affairs.
A. Shall support and meet regularly with Hall Government Presidents, through meetings once every two weeks.
B. Shall fulfill the duties of the President if necessary.
C. Shall regularly attend the Finance Committee and Events and Leadership Committee. Shall offer support and lead initiatives within the committees as needed. 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 Hall Governments for extended training on leadership skills.
F. Shall plan a leadership retreat, in conjunction with the EAC for members of the RHA fall and winter term to be held off campus.
G. Shall be responsible for planning, in conjunction with the EAC, a yearly social or leadership event (fall term) where all Hall Government members can come together to interact.
H. 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.
I. Shall plan a spring leadership event in conjunction with the Events and Activities Coordinator to be accessible to all residents.
J. 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. This portfolio shall be submitted to the President Elect in conjunction with other transition materials supplied by the Vice President.

Section 6. 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 handle regional and national communications of RHA.
F. Shall write 2 bids that will be submitted regionally, and a Resource File Index that is for spring affiliation.
G. Shall be referred to as the NCC – IT (In Transition) after election but before succeeding the position. Shall effectively provide access to the RFI (Resource File Index) for program research and development.

H. Shall offer support and liaison with the NRHH chapter at the University of Oregon by attending meetings regularly.

I. Shall work with the Administration Coordinator to develop advertising and recruitment strategies for PACURH and NACURH.

J. Shall create a RHA brochure at the beginning of each year to promote RHA.

Section 7. 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, and shall submit proposals with the agenda to all members of General Council by Sunday night at 11:59pm.
D. Shall maintain accurate record of money in RHA accounts.
E. Shall chair the Finance Committee;
F. Shall prepare and present budgets.
G. Shall maintain records of after action reports from organizations, overseeing presentations when necessary.
H. Shall email external organizations, reminding them that they are to submit an after action report at least one week before it is due.
I. Shall ensure that after action report guidelines are being followed.
J. Shall coordinate and manage, in conjunction with the RHA Advisor and RHA Executive Board, any fundraising opportunities if necessary.
K. Shall manage the RHA office, including but not limited to, ordering office supplies.

Section 8. 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 the members of the RHA in 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 Events and Leadership Representatives from each hall.
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 Hall Government programming.
H. Shall be responsible for planning, in conjunction with the VP, a yearly social or leadership event (fall term) where all Hall 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. This portfolio shall be submitted to the President Elect in conjunction with other transition materials supplied by the Events and Activities Coordinator.
J. Shall assist the Vice President in at least three leadership events with the purpose of building relationships, heightening leadership skills and encouraging camaraderie within the RHA General Council and with Hall Governments. One event, specifically, will occur during spring term and will be accessible to all residents.

Section 9. 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.

Section 10. Complaint and Evaluations Committee Assessor(s).

A. Shall be hired through the same application process as cabinet members, but shall not serve on the president’s cabinet.
B. Shall abide by the Complaint 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 complaint. Including, but not limited to:
   1. Contacting the complainant, any co-complainant, the respondent, or co-respondent.
   2. Sitting in on RHA Committee meetings which the complainant, or respondent also attend.
   3. Contacting the RHA Advisor.
   4. Contacting the Committee Chair.
   5. Previous Complaint and Evaluations Committee Rulings.
E. Shall cooperate with other Complaint and Evaluations Committee Assessors 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.

B. Hall Government Guidelines

Section 1. Executive Positions.

A. President.
   1. Shall create agendas and facilitate meetings.
   2. Shall support other members, have one meeting every two weeks with the RHA VP with other Hall Government Presidents.
   3. Shall have weekly meetings with Hall Government Advisors (RLC/ARLC).
B. Vice President (VP).
   1. Shall take meeting minutes to be sent to the ADC of RHA within two days of the meeting time and then be posted on the RHA website.
   2. Shall act as facilitator in the event of the President’s absence.
   3. Shall assist the Programming Coordinator in the creation of hall programs.
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.
D. Treasurer (RHA Finance Representative).
   1. Shall handle Hall 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 Finance meetings, as Hall Government would prefer. Shall additionally vote during RHA General Council meetings.
3. Has voting rights in RHA General Council.

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 help to create flyers, posters and door tags for upcoming programs for Hall Government.
   3. Shall request help from other Hall Government members when creating promotional material.

F. Events and Leadership Representative.
   1. Shall attend Event and Leadership 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.
   3. Shall also assist the Vice President of RHA in planning and implementing various leadership events, including but not limited to: retreats, conferences, and in-services.

G. RHA Staff Representative.
   1. Shall attend General Council of RHA and act as a liaison between RHA/Hall Government and Student Staff.
   2. Has voting rights in RHA General Council.

H. 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.

Section 2. 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.
   2. Staffs must promote Hall 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 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 Hall 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 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 2/3 vote of the respective body.

Section 3. 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 3. Quorum and Voting.
   A. At least 50% of the floors/wings within the hall need to be represented. This 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. 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 4. Funding Requests.
   A. Funding requests exceeding $75.00 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 $75.00 can be approved within the meeting that it is requested in.

Section 5. 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.