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 by the 3rd week of May 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 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 at times where students have access to the RHA Office. Commit two hours a week to office hours.
   F. Shall be expected to attend RHA Training that occurs in September, Student Staff training and have no other commitments during this time.
   G. Shall commit to having 8 hours of office hours at times where students have access to the RHA Office. Commit two hours a week to office hours.
   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. Shall submit at least one bid regionally during the year they have the position.
   M. The RHA Executive Board will be expected to work a minimum of 15-20 hours a week for the amount of this compensation.

Section 4. President.
   A. Shall be responsible for organizing and facilitating RHA General Council meetings.
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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.

O. Shall support and meet regularly with Hall Government Presidents, through meetings once every two weeks.

P. Shall plan RHA Executive Board Training in conjunction with the RHA Advisor.

Q. Shall collaboratively plan and lead the spring Executive Board Transitioning with the President Elect and Advisor.

Section 5. Vice President of Internal Affairs-Leadership Coordinator (LC)

A. Shall support and meet regularly with Hall Government Presidents, through meetings once every two weeks.

B. Shall plan Hall Government Training in the fall.

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 the Winter and Spring Hall Government In-services to occur at 8:00 on Tuesday.

F. Shall plan a leadership retreat, in conjunction with the EAC for members of the RHA in 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 chair the Leadership Committee, to be comprised of the RHA Representative from each Hall Government. Shall hold Leadership Committee meetings weekly, at a time determined by the committee.

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.

J. Shall plan a spring leadership event in conjunction with the Events and Activities Coordinator to be accessible to all residents.

K. 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. 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 fulfill the duties of the President if necessary.
   A-B. Shall be responsible for communication with other universities.
   C. Shall represent the University of Oregon RHA during conferences.
   D-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 RFI (Resource File Index) that will be submitted regionally.
   H. Shall submit a Resource File Index for the year they held office, before the end of Spring Term, and a Resource File Index that is for spring affiliation.
   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 bi-weekly regularly.
   L. Shall be responsible for the Administration Coordinator to developing advertising and recruitment strategies for PACURH and NACURH.
   M. 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. Shall make minutes available from RHA General Council available by the Friday following the meeting.
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. Shall 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, Formspring, Twitter, and other forms of social media.
E. Shall maintain accurate record of money in RHA accounts.
F. Shall chair the Finance Committee.
G. Shall prepare and present budgets. Shall present the yearly budget on or before the fifth week of fall term.
H. Shall maintain records of after action reports from organizations, overseeing presentations when necessary.
I. Shall email external organizations, reminding them that they are to submit an after action report at least one week before it is due.
J. Shall ensure that after action report guidelines are being followed.
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 Activities Representatives from each hall weekly.
   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 and ensure their electronic accessibility to future RHA Executive Board Members 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.
   K. 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 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.