

**STATUTES**  
**OREGON STATE UNIVERSITY RESIDENCE HALL ASSOCIATION**

**SECTION I**  
**STATUTE SYSTEM**

1. Article XIII of the Residence Hall Association (RHA) Constitution establishes a statute system for the purpose of compiling the duties and remuneration of the RHA officers, rules and policies of the Executive Council (EC), General Assembly (GA), and a listing of the RHA committees.
2. The RHA Constitution shall have precedence over any statute or part of any statute and as such nullifies all contradictions.
3. Any constitutional amendment shall nullify all contradictory portions of the constitution and statute system.

**SECTION II**  
**OFFICERS' DUTIES**

1. Must preserve, protect, defend, and uphold the RHA Constitution and Statutes.
2. Attend all Events hosted by the RHA Exec and Meetings of the RHA.
  - a. An officer must request an excused absence from EC to miss events/meetings by appropriately communicating these intentions of absence to all EC members as soon as possible.
  - b. All EC members may be required to attend and serve in UHDS and Student Affairs division meetings pertaining to the work of the RHA.
  - c. Must attend Committee meetings in which the Officer is the chair.
3. Attend the RHA EC Training Retreat(s), and upon request assist with any GA or Area Council Training Retreats.
4. Responsible for coordinating all publicity related to the events or activities they are responsible for or chairing.
5. Submit information for the RHA publications and social media upon request to the relevant Officer or UHDS staff member.
6. Plan and coordinate with other EC officers:
  - a. Area Council and student leadership education trainings
  - b. The RHA retreats and trainings
  - c. Welcome Week activities, which shall include a large-scale evening event during Welcome Week
7. Stand ready and willing to render assistance to the RHA events or activities and fellow EC members.
8. Report to the EC any pertinent information from committee meetings outside of the RHA.
9. Coordinate Area Council Elections with the support of Residential Education Staff.

10. Represent the students of the RHA to University Housing and Dining Services (UHDS), the OSU faculty, other student organizations, and the public in their best interest.
11. Excluding the Fall Welcome Week event, Halloween late night event, Fall and Winter Training, and the Spring term recognition event, all RHA programs should be planned in conjunction with Area Council members. Collaboration between the Area Council members and RHA Officers is highly encouraged
12. Maintain a synopsis of duties and practices throughout the year
  - a. Keep all documents and materials in the Shared Student Folder.
  - b. Report on this synopsis to EC at the end of each term.
  - c. Personally orient the student succeeding the office.
  - d. Create a job transition packet made of the documents accumulated throughout the term.
13. Officers may be expected to attend in person and remote meetings during summer term, to further the work of the RHA and Area Councils
14. Officers are not required to work Winter break and Spring break unless work needs completion in preparation for subsequent terms.
15. Return to the Residence Halls before the beginning of each term, to be agreed upon by the Exec in Spring term prior to the start of their elected term. At a minimum, the Exec must return:
  - a. Before the start of fall term, in alignment with the Student Staff Training and consultation with the Residential Education Staff (usually two weeks before move in).
  - b. By the Saturday before Week 1 of Winter term.
16. Maintain 15-20 working hours per week, from the first week of every term through the Friday of the tenth week, excluding summer term.
  - a. Working hours include, but are not limited to:
    - i. Time spent in official RHA Meetings
    - ii. 1-on-1's
    - iii. Various administrative duties outlined in the Statutes
    - iv. Meeting with various campus and community partners
    - v. Required RHA events
  - b. At least 6 working hours each week should be spent in the office
    - i. RHA Executives may request to temporarily reduce the number of working hours spent in the office as part of an excused absence request.
  - c. Trainings and conferences shall not factor into the 15-20 working hours; however, the required hours can be adjusted as necessary with consultation with the Exec Board.
17. Responsible for maintaining a professional and inclusive atmosphere in all RHA spaces.
18. Meet all OSU Student Handbook, conduct code, and UHDS Policy Guide requirements.
19. If extenuating circumstances prevent officers from attending commitments, they are responsible for providing a written or verbal notification of a planned absence to EC as early as possible.
  - a. GA and Exec meetings can only be missed for personal extenuating circumstances and exams.
  - b. Reoccurring conflicts require approval by EC.

- c. Planned absences shall not be held against the officer in question for any purpose pertaining to the RHA Constitution or Statutes, unless otherwise specified therein.
- 20. All positions that chair a meeting must attend the last meeting of Spring term of the year they are elected so that they may become chair of that meeting. It is recommended that each RHA Executive member spend a minimum of 5 hours shadowing their predecessor. In addition, it is required to attend:
  - a. Spring RHA Training Retreat
  - b. Minimum of one GA
  - c. Minimum of one Area Council
  - d. 1:1's with current Exec
  - e. Complete other trainings as necessary
- 21. Duties of the RHA President
  - a. Is Chief Executive of the RHA with ultimate responsibility for all of its activities and duties, including:
    - i. Oversight and support the EC Officers and Area Councils.
    - ii. Individual meetings with other EC Officers weekly.
    - iii. Meet at least once a term with each individual delegate.
    - iv. Responsible to act in instances where the EC or Area Council members fail to perform duties.
    - v. Conduct a review of each Executive Officer at the end of each term based on their respective duties as outlined in the Statutes.
    - vi. Delegate responsibilities as necessary.
    - vii. Does not act contrary to the expressed intent of the RHA.
  - b. Responsible for the training of newly elected area council members.
  - c. Chair EC and GA meetings:
    - i. Set time and place of meetings.
    - ii. Determine the agenda.
    - iii. Equip the members with the information necessary to arrive at decisions.
    - iv. Maintain order at all times.
    - v. Call special meetings when deemed necessary.
  - d. Ex-Officio member of all committees and councils (non-voting, except EC) of the RHA, except elections committee.
    - i. Meet monthly with all standing committee chairs to assure those committees are making progress and GA is informed of this progress.
  - e. Act as a liaison officer:
    - i. Between the RHA and UHDS Professional Staff:
      - 1. Communicate UHDS' position on issues when necessary.
      - 2. Communicate and define the residents' position on issues when necessary.
      - 3. Meet as deemed necessary with the Associate Director of UHDS for Residential Education and the Director of UHDS.
    - ii. Between the RHA and other organizations:
      - 1. Communicate concerns of other organizations to the RHA and concerns of the RHA to other organizations.
      - 2. Communicate residents' concerns to administrators and their concerns to the residents.

3. Ensure proper representation of the RHA in the community.
  4. Communicate as necessary with and update the Vice-Provost for Student Affairs.
  5. Enhance the relationship of the RHA with other student organizations on campus.
  - iii. Between the RHA and ASOSU:
    1. Present updates on bills to the GA whenever necessary. It is up to the discretion of the GA as to the importance of the bills and the bill's effects on the residents.
    2. Develop resolutions and bills with the cooperation and approval of GA that will represent the views of the residents.
    3. Create surveys and questionnaires focusing on present or potential needs and wants of the residents.
    4. Make task force information available to the residents.
    5. Check in with ASOSU at least once per term
  - f. Maintain the RHA e-mail by answering and forwarding e-mails as necessary (may appoint a designee during all breaks and Summer term).
  - g. Responsible for coordinating a Student – RHA/UHDS Administration open forum a minimum of once per year.
  - h. Coordinate the revision of the RHA Constitution for GA, to be approved of during the first four weeks of Spring term.
  - i. See that all members of the RHA follow the guidelines set by the RHA Constitution and the GA's stated policies.
  - j. Track EC attendance of Area Council programs as stated in officer duties.
  - k. Responsible for the creation of documents for the use in publicity to be used as needed (such as for the UHDS Policy Guide or Giesa Communications).
  - l. Shall welcome students at Convocation.
  - m. Ultimately responsible for all of the student governments subsidiary to the RHA Constitution and their actions, while assisting in the coordination and development of the Residence Hall Student Leaders.
  - n. Is required to attend An Area Council meeting each week, rotating between each side.
22. Duties of the RHA Administration and Finance Officer (AFO)
- a. Member of the EC (voting).
  - b. Member of the GA (non-voting).
  - c. Shall serve as the Interim President if the President is unable to complete their duties and serve as the President's primary proxy.
  - d. Responsible for the RHA's financial records and accounts subject to the approval of the GA and ACs.
  - e. Responsible for coordinating and maintaining attendance records for GA, ACs, and committees.
  - f. Maintain the RHA Calendars.
    - i. Coordinate with EC to maintain updated office hours.
  - g. Responsible for accurately maintaining and updating the RHA's e-mail list serves.
  - h. Responsible for maintaining the RHA Equipment Check-out System.

- i. Provide the RHA President and Advisor with a copy of the preceding month's expenditures after audit is completed.
  - j. Reconcile the RHA expenditure and income records monthly with account listings from the MU Business Office.
  - k. Keep all necessary receipts.
  - l. See all branches of the RHA stay within their approved budgets.
  - m. Update the Memorandum of Understanding (MOU) between the RHA and UHDS in regards to the RHA Executive Officer compensation. Consult with UHDS Accounting in the event of officer turn-over.
    - i. The MOU for the following fiscal year must be initially reviewed by February 1<sup>st</sup> of the current year, and finalized by March 31<sup>st</sup>.
  - n. Provide training throughout the year for Area Council Officers in understanding their accounts and conducting appropriate spending.
  - o. Form and Chair a budget committee consisting of the treasurers of each AC and a UHDS Advisor.
    - i. Supervise preparation of all RHA budgets for GA and AC approval each term.
    - ii. Prepare a financial statement at the beginning and end of each term.
  - p. Assist the EC in setting up budgets for all activities of the RHA.
  - q. Maintain an accurate record of all proceedings at meetings of the RHA, and make those records available in an electronic format to a list of individuals as decided by the RHA EC, before the next meeting those minutes were taken from.
  - r. Train all AC Secretaries as to specifics of the AC minutes.
  - s. Shall be the primary signer on all AC accounts through the AABC.
    - i. Shall add Activity Coordinators as secondary signers to respective AC accounts.
    - ii. Shall add treasurers as secondary signers to respective AC accounts upon completion of training.
  - t. Responsible for maintaining and updating the administration details of the RHA website in conjunction with the MSAC.
  - u. Perform other Duties as prescribed by the NRHH Constitution.
  - v. Is required to attend An Area Council meeting each week, rotating between each side.
23. Duties of the RHA Media and Social Activities Coordinator (MSAC)
- a. Member of the EC (voting).
  - b. Member of the GA (non-voting).
  - c. Report to the GA on all pertinent activities.
  - d. Responsible for giving a regular report to EC regarding the respective Area Council.
  - e. Responsible for remaining within the budget set by the RHA and work with the AFO on monetary transactions including expenditures incurred when organizing events of the RHA. Must meet monthly with the AFO to go over budgeting specifics.
  - f. Attend at least one event per area council each term.
  - g. Forms and chairs the RHA Marketing Committee.
    - i. Is composed of a Marketing Officer from each side of campus and coordinates with UHDS Marketing.

- ii. Coordinates Instagram accounts.
    - iii. Supports Marketing Officers in their duties.
  - h. Coordinate creation of all publicity for the RHA.
    - i. Posters must be completed and public at least one week prior to the event, unless approved by GA.
    - ii. Additionally, coordinate all RHA social media presence.
  - i. Responsible for maintaining and updating the RHA website in conjunction with the AFO.
  - j. Responsible for coordinating a large event during Welcome Week and collaborating with OSUPC on high-incident weekend programming, including Halloween programming.
  - k. Coordinates with Area Council members to implement the following programs:
    - i. Casino Night
    - ii. Nightfall Carnival
    - iii. Supports other late-night programming each term in partnership with the campus late night programming initiatives.
  - l. Provide training for the newly elected Area Council Officers regarding publicity and advertisement of programs.
  - m. The RHA Activity Coordinators shall together have regular meetings with the Programming Advisor to discuss current and upcoming events.
  - n. Is required to attend An Area Council meeting each week, rotating between each side.
24. Duties of the RHA Leadership and Development Activities Coordinator (LDAC)
- a. Member of the EC (voting).
  - b. Member of the GA (non-voting).
  - c. Report to the GA on all pertinent activities.
  - d. Preside over an Area Council:
    - i. Set time and place of meetings.
    - ii. Determine the agenda.
    - iii. Equip the members with the information necessary to arrive at decisions.
    - iv. Maintain order at all times.
    - v. Call special meetings when deemed necessary.
  - e. Responsible for giving a regular report to EC regarding the respective Area Council.
  - f. Responsible for remaining within the budget set by the RHA and work with the AFO on monetary transactions including expenditures incurred when organizing events of the RHA. Must meet monthly with the AFO to go over budgeting specifics.
  - g. Ensure all activities are registered with the appropriate organizations.
  - h. Oversee the respective Area Council programs and activities.
  - i. Take appropriate action when Area Council Officers are not performing their duties.
  - j. Meet once a term with each of the respective Area Council Officers.
  - k. Excluding the Fall Welcome Week event, Fall and Winter Training, and the Spring term recognition event, all RHA programs should be planned in conjunction with the Representatives. Collaboration between the Representatives and Executive Officers is highly encouraged.

- l. Coordinates and plans the Fall Area Council Training, winter leadership development experience, and spring leadership development experience.
  - m. Forms and Chairs the recognition committee that administers the Of the Month recognition awards and other recognition events for student leaders on campus.
  - n. The LDAC is to attend at least one event per Area Council each term.
  - o. Coordinate creation of all publicity for their programs. Posters must be completed and public at least one week prior to the event, unless approved by EC and GA.
  - p. Provide training for the newly elected Area Council Officers regarding parliamentary procedure and communication.
  - q. The RHA ACs shall together have a weekly meeting with the Advisor to discuss current and upcoming events.
  - r. Serves on the Residential Education Recognition Committee
  - s. Serves as the NRHH Coordinator
    - i. Serves as interim chair of NRHH meetings when the NCC is absent.
    - ii. Works with Residential Education Staff to coordinate and host the annual end of the year recognition event.
    - iii. NRHH Representative to PACURH regional and business conferences, and NACURH national conference delegations (may appoint a designee from the recognition committee as a proxy to these delegations)
25. Duties of the RHA National Communications Coordinator
- a. Member of the EC (voting).
  - b. Member of the GA (non-voting).
  - c. Preside over an Area Council:
    - i. Set time and place of meetings.
    - ii. Determine the agenda.
    - iii. Equip the members with the information necessary to arrive at decisions.
    - iv. Maintain order at all times.
    - v. Call special meetings when deemed necessary.
  - d. Ensure all activities are registered with the appropriate organizations.
  - e. Oversee the respective Area Council programs and activities.
  - f. Take appropriate action when Area Council Officers are not performing their duties.
  - g. Meet once a term with each of the respective Area Council Officers.
  - h. Responsible for all fundraising activities including, but not limited to, Linens, Care Packages, and Survival Kits.
  - i. Coordinates selection committee for Pacific Affiliate of College and University Residence Halls (PACURH), Regional Business Conference (RBC), and National Association of College and University Residence Halls (NACURH) conference delegations.
  - j. Responsible for holding meetings for the purpose of coordinating the registration and transportation of conference delegates.
  - k. Act as a liaison between colleges and universities at the regional and national level.
  - l. Act as the PACURH and NACURH liaison, and follow all PACURH and NACURH guidelines.

- m. Write and submit a recognition bid by the RBC deadline that meets all criteria and is accepted.
  - n. Responsible for the re-affiliation process with NACURH by the end of the NACURH Conference.
  - o. Retrieve and present to each Area Council and GA at least two documents per term from the NACURH Connection each year.
    - i. Retrieve documents from the NACURH Connection when requested by any resident.
  - p. Meet with the AFO to go over budgeting specifics before each conference and as needed.
  - q. Report back to GA and EC with all applicable information, including relevant PACURH/NACURH legislation.
  - r. Attend the monthly Regional Online Chat as organized by the PACURH Director.
  - s. Attend all PACURH, RBC, and NACURH conferences during term of office.
  - t. Encouraged to join a PACURH committee or task force.
  - u. Train the newly elected NCC in training (NCCit).
    - i. The NCCit is required to attend the NACURH conference.
      - 1. The NCCit should not be required to pay any more out of pocket expenses to attend NACURH than the NCC.
      - 2. If unable to attend, an appeal to GA must be made.
  - v. Is the NRHH Executive Officer, and is responsible for:
    - i. Inductions
    - ii. OTMS
    - iii. National Residence Hall Month Projects
    - iv. Promotion and recruitment for NRHH
    - v. Chair meetings
    - vi. Provide training about OTM writing.
26. Duties of the RHA Social Justice Activities Coordinator (SJAC)
- a. Member of the EC (voting).
  - b. Member of the GA (non-voting).
  - c. Report to the GA on all pertinent activities.
  - d. Preside over an Area Council:
    - i. Set time and place of meetings.
    - ii. Determine the agenda.
    - iii. Equip the members with the information necessary to arrive at decisions.
    - iv. Maintain order at all times.
    - v. Call special meetings when deemed necessary.
  - e. Responsible for giving a regular report to EC regarding the respective Area Council.
  - f. Responsible for remaining within the budget set by the RHA and work with the AFO on monetary transactions including expenditures incurred when organizing events of the RHA. Must meet monthly with the AFO to go over budgeting specifics.
  - g. Liaison to the UHDS Diversity Initiatives and Programs Unit.
  - h. Ensure all activities are registered with the appropriate organizations.
  - i. Oversee the respective Area Council programs and activities.



- j. Take appropriate action when Area Council Officers are not performing their duties.
- k. Meet once a term with each of the respective Area Council Officers.
- l. Forms and Chairs the RHA Social Justice Committee that coordinates and plans large-scale social justice programs and initiatives.
  - i. Plans Speaking Justice each winter term, in collaboration with campus partners.
  - ii. Hosts one Halloween focused program.
- m. Attend at least one event per Area Council each term.
- n. Provide training for the newly elected Area Council Officers regarding socially just programming.
- o. The RHA AC's shall together have a weekly meeting with the Programming Advisor to discuss current and upcoming events.
- p. Act as a liaison between campus resources pertaining to social justice education with the RHA and Area Councils.

### **SECTION III**

#### **OFFICER REMUNERATION**

1. Full time Executive Officers:
  - a. Consist of the President, NCC, AFO, SJAC, MSAC, and the LDAC.
2. Will work no more than twenty hours per week, in accordance with Section II, Subsection 17. Will receive compensation in the form of room and board (meal plan) as defined in the RHA-UHDS Memorandum of Understanding (MOU).
3. Each officer will receive compensation as per the MOU. If Executive officers cannot fulfill their position's duties as described by the RHA Constitution and Statutes during their term in office, they will be responsible for paying room and board (meal plan) costs from that time forward and shall receive no compensation for the rest of the term or year from the RHA.
4. In the case of special elections, benefits and officer responsibilities will take effect the next business day after elections.

### **SECTION IV**

#### **GA RULES**

1. GA Agenda Policy
  - a. All topics to be placed on the RHA GA agenda must be turned in to the RHA Office the day prior to the scheduled meeting. Any subject not on the agenda may be brought up for discussion but does not have to be recognized by the Chair.
  - b. The RHA President reserves the right to add items to the agenda whenever deemed necessary.

2. The RHA Budget
  - a. All budget modifications must have prior approval by the GA.

## **SECTION V**

### **COMMITTEES**

1. All committees shall be terminated upon submitting a final report to the GA or by a majority vote of the GA.
2. The RHA EC may organize temporary committees as deemed necessary.
3. Each year there shall be the following standing committees. The chairs of these committees shall be selected by the EC and approved by the GA. All committees will follow applicable RHA policies:
  - a. Budget
    - i. The review process must include an update and approval of line item descriptions
  - b. Elections
    - i. To be chaired by an outgoing member of the EC
  - c. RHA Constitution and Statutes Review
  - d. Recognition Committee
  - e. Large Scale Programming Committee
  - f. Social Justice Committee

## **SECTION VI**

### **ELECTIONS AND APPOINTMENT PROCEDURES**

1. Elections Committee
  - a. Elections committee will be formed by Week 5 of Fall term.
  - b. Elections committee will be composed of the following:
    - i. One RHA Exec
      1. If all RHA Exec have expressed interest in running for the next year, GA will appoint a Student Staff member or previous RHA Executive to fill that role.
      2. The RHA Exec will chair elections committee, and in the above situation elections committee will appoint a chair.
    - ii. One representative from each side appointed by the respective Area Council.
    - iii. UHDS Advisor
  - c. Members of elections committee cannot run in that year's elections.
  - d. Responsibilities
    - i. Coordinate with the UHDS Student Staff Selection team to collaborate on promotion.

- ii. Publish and provide to candidates an Elections Manual detailing the elections process and requirements of each position.
  - iii. Creation of application, interview questions, selection rubrics, feedback forms, and ballots.
  - iv. Review candidate applications and conduct interviews with all candidates.
  - v. Recommend to GA candidates for each position based on GA feedback, applications, and interviews.
- 2. The elections process shall be as follows:
  - a. The elections process will start by Week 1 of Winter Term.
  - b. The elections shall be promoted to all residents and the Elections Manual published prior to the start of the application period.
  - c. The candidates will submit an application for their desired position to the elections committee.
    - i. Candidates may choose to run for up to three positions.
  - d. Elections Committee shall review all applications and interview all candidates meeting the requirements for candidacy as outlined in the Constitution.
  - e. GA shall host a Town Hall, open to all residents, in which:
    - i. Each candidate will give a speech for the position(s) they are running for.
    - ii. A period of questioning will follow each candidate's speech.
    - iii. All attendees will provide feedback of the candidates to Elections Committee.
  - f. Election Committee shall create a ranked list of up to three candidates for each position to recommend to GA.
  - g. GA shall host a selection meeting. Only attendees of the GA Town Hall are eligible to attend.
    - i. Elections committee shall present their candidate selections.
    - ii. There will be a discussion period.
    - iii. There will be a secret ballot vote. The ballot shall consist of the three candidates selected by elections committee for each position.
    - iv. Any candidate who receives a simple majority of votes wins the office.
    - v. If a position is unopposed, candidates must still present a bid and obtain a Simple Majority of the votes, opposed by no confidence.
  - h. All candidates will not be allowed to watch the selection process.
- 3. Selection and appointment procedures to fill the RHA vacant Executive positions shall be as follows:
  - a. A selection committee shall interview all prospective candidates for the vacant position.
    - i. The selection committee shall consist of the remaining EC members and representatives from the GA at the discretion of the EC.
    - ii. Candidates shall be approved by a Simple Majority vote of the GA voting membership.
  - b. Appointments and approval of the RHA Executive candidate shall take place no later than the second GA meeting after the vacancy occurs.
  - c. All candidates are to present a speech to the GA.

- d. In extreme circumstances as defined by the President with a 2/3 approval of the EC, GA, and the RHA Advisor, an open position may be appointed by an elections committee.
- e. In the case that there is a vacant position over the Summer term, in which the GA is not in session, it is the duty of the EC to organize and appoint a chair to an elections committee with the remaining Executive officers and the Advisor. This committee is in charge of sending out applications, as well as interviewing and selecting potential candidates.

## **SECTION VII**

### **ADVISOR EXPECTATIONS**

1. RHA Advisor
  - a. UHDS shall appoint a Professional Staff as the Advisor to the RHA.
    - i. The Advisor may delegate responsibilities to other Professional Staff as they see fit.
    - ii. Advisors shall act as liaisons between RHA and UHDS as needed, in conjunction with the RHA President.
  - b. RHA Advisor Duties
    - i. Support the Area Councils, The National Residence Hall Honorary (NRHH), and the Residence Hall Association (RHA), through partnership, program support, and meeting attendance.
    - ii. For any duty that is unable to be performed by the RHA Advisor, it is the RHA Advisor's responsibility to find a proxy to perform that duty.
    - iii. Meet weekly with the RHA Officers.
    - iv. Attend all EC meetings
    - v. Attend all GA meetings
    - vi. Assist with the timely University registration of RHA in the Fall term
    - vii. Maintain accurate and helpful records in their End of Year report of AC programs, traditions, and advising considerations.
      1. It is appropriate to share difficulties, challenges, or learning moments that occurred during the year and how the issues were addressed.
2. Area Council Advisors
  - a. Support the Area Councils, The National Residence Hall Honorary (NRHH), and the Residence Hall Association (RHA), through partnership, program support, and meeting attendance.
    - i. Attend an RHA GA meeting at least once per term.
    - ii. Attend an RHA program at least once a term.
  - b. For any duty that is unable to be performed by the AC Advisor, it is the AC Advisor's responsibility to find a proxy to perform that duty.
  - c. Register the group they advise in a timely manner within the parameters set by the RHA Advisor
  - d. Offer support and encouragement for AC-sponsored events and activities.

- e. Offer support and information on risk management, institutional resources and policies, and ethical concerns for AC activities as needed.
- f. Coordinate the elections process for their AC by the end of the third week of fall term in collaboration with the RHA Officer assigned to their AC.
- g. Support the mid-year elections and training for AC positions that experience turnover; communicate anticipated or known vacancies to the RHA Advisor and Officer that trains that position.
- h. Participate in training activities for their AC members, including attending Fall Training in the fall term and Winter Training in winter term.
- i. Participate in training activities for advisors.
- j. Attend the meetings of their AC.
- k. Meet with their Area Council officers regularly, at least every other week.
- l. Support their AC Officers in implementing a Statutes review.
- m. Ensure that the RHA properly records and maintains the AC Statutes with the RHA Advisor.
- n. Maintain accurate and helpful records in their End of Year report of AC programs, traditions, and advising considerations.
  - i. It is appropriate to share difficulties, challenges, or learning moments that occurred during the year and how the issues were addressed.

## **SECTION VIII**

### **THE SOCIAL FEE**

1. The Social Fee and Allocations
  - a. The Social Fee
    - i. Proposed changes to the Social Fee shall be presented to the Area Councils.
    - ii. The Social Fee must be approved by a supermajority of the General Assembly.
    - iii. The Social Fee may be changed only once per academic year. Proposed changes to the Social Fee must be made by February 1 of the year prior to the date of effectiveness.
    - iv. Final approval of the Social Fee lies with UHDS.
  - b. Allocations
    - i. Proposed changes to the allocations of the Social Fee shall be presented to the Area Councils.
    - ii. Allocations of the Social Fee must be approved by a supermajority of the General Assembly.
    - iii. Allocations of the Social Fee may be changed at any point over the course of the academic year. Changes will not take effect until at least the quarter following the approval of changes, depending on how early in the term changes are approved.