

Western
Oregon
University
Residence
Hall
Association

Comprehensive Statutes System

Revised May 2011

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Comprehensive Statutes System

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Section I Executive Officer Responsibilities

Part 1 Common Responsibilities Excluding Non-compensated Officers

- A) Maintain open communication with the Executive Board and University Housing Staff
- B) Build and maintain positive relationships with other organizations on campus, including but not limited to University Housing Staff, Hall Governments, Peer Mentors, NRHH, and ASWOU
- C) Contribute to the planning and execution of social, educational, community service, and diversity programs on campus
- D) Actively participate in all RHA meetings, programs, activities, training, retreats and other functions
- E) Submit weekly officer reports to the Executive Board and General Assembly
- F) Attend University Housing Staff In-Services
- G) Submit one "Of The Month" nomination to NRHH each month
- H) Provide training to corresponding Hall Government new members
- I) Transition incoming RHA Executive Board members
- J) Take on additional tasks and responsibilities as needed

Part 2 President

- A) Maintain twelve (12) posted office hours
- B) Meet every other week in one-on-ones with the NCC, Vice President, Publicist/Historian, Programming Coordinator, Finance Director, Secretary/Webmaster, and Freshman Liaison
- C) Call and conduct RHA Executive Board meetings and RHA General Assembly Meetings
- D) Meet weekly in one-on-ones with RHA Advisor
- E) Oversee RHA Executive Board and Hall Governments with the help of the RHA Advisor
- F) Develop Meeting Agendas
- G) Coordinate Hall Government Job Descriptions and Constitution Revisions
- H) Interpret and maintain RHA Constitution and Statutes
- I) Plan and Implement Staff Training and Retreats with the help of RHA Advisor
- J) Build Leadership
- K) Attend Regional and National Conferences
- L) Assist the NCC in writing conference award bids
- M) Assess Officer Progress
- N) Meet once a term with Hall Government Presidents
- O) Chair the Constitution Committee
- P) Attend all Advising Resident Assistant meetings
- Q) Coordinate Executive Board transition processes
- R) Coordinate and oversee the Executive Boards' Hall Government meeting attendance each term.
- S) Attend as a replacement for other Executive Board members' respective Hall Government meeting as needed.

Part 3 Vice President(VP)

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in on-on-ones with RHA President
- C) Meet every other week in one-on-ones with RHA Advisor
- D) Serve as a liaison between all on campus organizations
- E) Attend ASWOU Senate Meetings or meet with ASWOU Senate President five (5) times a term if unable to attend a meeting.
- F) Attend ASWOU Cabinet meetings or meet with the ASWOU President or Vice President if unable

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to attend a meeting five (5) times a term.

- G) Act as Director of Elections for RHA and assist Hall Government Advisors with Hall Government Elections:
 - (1) Publicize RHA elections
 - (2) Organize all dates for elections
 - (3) Organize Application Packet
 - (4) Set up rules/ poster policies for elections
 - (5) Organize Voters Forum
 - (6) Organize Voting booths
 - (7) Ballots: printed and counted
 - (8) Act as a resource for all RHA Elections.
- H) Inform residents through RHA General Assembly as needed about issues pertinent to WOU.
- I) Collect information concerning RHA committees and present to other on campus organizations.
- J) Meet once a term with Hall Government Vice Presidents.
- K) Attend all Advising Resident Assistant meetings
- L) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.

Part 4 National Communications Coordinator (NCC)

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with RHA President
- C) Meet every other week in one-on-ones with RHA Advisor
- D) Meet every other week with the RHA Advisor and the NRHH President
- E) Meet every other week with the NRHH Co-Advisor
- F) Serve as National Communication Coordinator for the Pacific Affiliate of College and University Residence Halls (PACURH) and the National Association of College and University Residence Halls (NACURH)
- G) Attend Regional and National Conferences
- H) Facilitate all conference registration
- I) Record and respond to PACURH List Serve
- J) Report regional and national information to Executive Board and General Assembly
- K) Attend PACURH Regional Chats
- L) Oversee regional and national bids
- M) Act as Co-Advisor with the RHA Advisor to the NRHH Chapter
- N) Oversee NCC- IT Training: to include attending NACURH; serving on the NACURH selection committee; assisting in writing bids; assisting with conference registration; and other duties assigned by the National Communications Coordinator
- O) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.
- P) Meet with all of the non elected representatives once a term.

Part 5 Programming Coordinator

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with RHA President
- C) Meet every other week in one-on-one with the RHA Advisor
- D) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.
- E) Attend ASWOU Student Activities Board (SAB) meetings or meet with the SAB Director if unable to attend a meeting five (5) times a term.
- F) Coordinate "Hall of the Year" program

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- G) Organize five (5) programs per term with the assistance of Executive Board and General Assembly:
At least two (2) must be educational
- H) Oversee All-Hall Activities
- I) Complete and file program evaluations from RHA sponsored events
- J) Stay informed on all activities sponsored by Hall Governments
- K) Meet once a term with Hall Government Activities Directors.

Part 6 Finance Director

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with RHA President
- C) Meet every other week in one-on-one with the RHA Advisor
- D) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.
- E) Organize at least four (4) large-scale fundraisers per year
- F) Responsible for filling out requisition forms within 48 hours of request
- G) Responsible for depositing all money collected by RHA within one business day
- H) Meet with RHA Advisor and President to assess budget monthly
- I) Order supplies needed from University Housing Office
- J) Establish and adhere to RHA Budget
- K) Maintain RHA General Assembly Budget
- L) Keep Records required by University Housing Bookkeeper
- M) Twice a month one-on-ones with University Housing Bookkeeper
- N) Chair the budget committee and develop the following year's budget
- O) Submit current budget report to the Executive Board and General Assembly weekly
- P) Maintain communication with contractual partners
- Q) Act as a Resource for Hall Government Fundraising ideas
- R) Meet once a term with Hall Government Treasurers

Part 7 Publicist/Historian

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with RHA President
- C) Meet every other week in one-on-ones with RHA Advisor
- D) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.
- E) Provide publicity for all RHA sponsored events
- F) Maintain visual records of RHA sponsored events
- G) Meet once per term with the Hall Government Publicist/ Historians.
- H) Responsible for Communication: Thank You Notes, Invitations, etc.
- I) Assemble a scrapbook to be completed by the end of Spring term
- J) Initiate event advisements as needed
- K) Reserve rooms and equipment for RHA sponsored programs

Part 8 Secretary/Webmaster

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with RHA President
- C) Meet every other week in one-on-ones with RHA Advisor
- D) Take attendance at all General Assembly meetings and publish attendance in the minutes.
- E) Type and distribute all minutes within 36 hours of meetings
- F) Develop, maintain, and distribute a monthly Inter-Hall Newsletter that includes a programming list of UH and RHA events.
- G) Keep an updated Hall Government contact list

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- H) Take minutes at Executive Board meetings and distribute to the following: Executive Board members, RHA Advisor, and Senior Staff members
- I) Take minutes at General Assembly and distribute to the following: Executive Board members, General Assembly members (including NRHH, Peer Mentor, and ASWOU representatives), RHA Advisor, Senior Staff members and Hall Government Advisors
- J) Assist the NCC in writing conference award bids
- K) Keep the RHA website updated and promoted campus wide
- L) Meet with the University Housing webmaster as needed
- M) Attend at least one (1) Hall Government meeting per term and report back to the RHA Executive Board.
- N) Meet once a term with Hall Government Secretaries

Part 9 Freshmen Liaison

- A) Maintain eight (8) posted office hours per week
- B) Meet every other week in one-on-ones with the RHA President
- C) Meet every other week in one-on-ones with the RHA Advisor
- D) Be an active voice of the Freshmen in Executive Board and General Assembly meetings
- E) Attend all Hall Government meetings that have an FGAR position
- F) Meet with Freshman General Assembly Representatives once per month.
- G) Implement one all Freshman program in coordination with the Freshman General Assembly Representatives per term
- H) Represent the freshman class in a responsible and respectable manner
- I) Write one Of The Month nomination per month that is Freshman Focused
- J) Assist the NCC in writing conference award bids
- K) Write a monthly article for the Secretary/Webmaster's newsletter
- L) Act as a liaison between the Peer Mentors and RHA
- M) Write a welcome letter to be distributed to each freshmen prior to move in day

Section II Accountability Contract

Part 1 Procedure

- A) Any Executive Officer neglecting duties, failing to fulfill their responsibilities as a member of the Executive Board, or failing to uphold the constitution and/or statutes shall be subject to disciplinary action.
- B) If the officer in question is the President, then the Vice President shall fill the role of the President.
- C) An officer must be placed on administrative warning, then administrative probation, before being subject to an administrative recall.

Part 2 Administrative Warning

- A) If the accountability contract is breached, the RHA President and Advisor will meet with the offending officer to explain the reasons for administrative warning.
- B) Written warning shall be given by the President and Advisor, explaining inadequacies and needed improvements, including a timeline for such improvements.
- C) Upon delivery of written warning, the officer is on administrative warning, during which time they will be closely monitored by the President and Advisor.
- D) If inadequate improvement is seen by the President and Advisor within the given timeline, the officer may then be put on administrative probation.

Part 3 Administrative Probation

- A) When an Executive Officer is placed on administrative probation, the President and Advisor shall designate a time for the officer to appear before the Executive Board in a closed meeting and present

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a plan for improvement to the Executive Board, and notify the officer no less than five (5) business days in advance.

- B) The officer shall present a detailed plan for improvement to the Executive Board, including a timeline to make the improvements. The Executive Officer in question and the remainder of the Executive Board may negotiate changes to the proposal and/or timeline at the conclusion of the presentation.
- C) During a closed meeting, the Executive Board shall vote in a secret ballot on accepting the proposal. Should the proposal be denied, the officer is immediately subject to an administrative recall vote.
- D) Administrative Probation may be lifted by a 2/3 vote of the Executive Board at any time after the proposal has been accepted.

Part 4 Administrative Recall

- A) If no improvement or inadequate improvement is seen by the Executive Board within the given timeline, the officer is then subject to administrative recall.
- B) The RHA President and RHA Advisor will designate a time for the officer to appear before the Executive Board in a closed meeting. The officer will be given time to defend their position.
- C) During a closed meeting, the Executive Board may vote in a secret ballot to recall an officer subject to Administrative Recall. The motion shall only pass with a 2/3 majority.

Section III Elections

Part 1 Campaigning

- A) Door-to-door campaigning by candidates is not allowed in any of the residence halls
- B) Individual candidates may set up a table for informational purposes in any of the residence hall lounges or lobbies with prior consent from the Area Coordinator. A candidate may not set up a table for longer than a 24-hour period of time.
- C) Individual candidates may set up a table for informational purposes in the Valsetz Dining Hall Alcove area for no more than one meal period. Candidates must reserve the Alcove in advance, which is available on a first come first serve basis. Contact University Housing for reservation information. This can only be done once during the campaign period.
- D) No campaigning may occur in any entranceway of any residence hall, the Valsetz Dining Hall, or the Residential Service Center.
- E) There will be no active campaigning in Valsetz or other designated voting areas while polls are open.
- F) The official campaign period will last seven calendar days prior to the first day the ballots open.

Part 2 Hall Flyers

- A) Candidates may have small flyers posted in individual residence hall communities using the following criteria:
- B) Flyers for community bulletin boards may not be any larger than 8.5" x 11"
- C) University Housing will designate the amount of flyers to be approved for each election season.
- D) University Housing will approve all candidate fliers
- E) Resident Assistants will hang and remove all campaign flyers in individual community areas.
- F) NO more than ONE candidate can be endorsed on each flyer

Part 3 Hall Posters

- A) Candidates may hang one 3' x 3' poster in each residence hall
- B) Posters hung in residence halls must be approved by the Area Coordinator. The AC will identify the area where campaign posters will be hung within their individual buildings.
- C) Posters must be hung by the candidate and removed by the candidate within 24 hours after the elections. Any tape residue, holes or damage to painted surfaces will result in damage charges.
- D) NO more than ONE candidate can be endorsed on each poster

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Part 4 Valsetz posters

- A) Candidates may hang one 3' x 2' poster in the Valsetz Dining Hall
- B) Posters hung in the Dining Hall must be approved by the Director of University Housing.
- C) All campaign posters will be hung on the wall across from the Valsetz dish return
- D) Posters must be hung by the candidate and removed by the candidate within 24 hours after the elections. Any tape residue, holes or damage to painted surfaces will result in damage charges.
- E) NO more than ONE candidate can be endorsed on each poster
- F) Posters improperly posted will be removed immediately by University Housing or Campus Dining Personnel

Part 5 Electronic Campaigning

- A) Any online campaign group must be started after the campaign period starts.
- B) A candidate may not join any other candidates online campaign group.
- C) Online campaign groups must be public to all.

Part 6 Attendance

- A) Every candidate must attend one complete General Assembly meeting prior to elections. A signature from the Vice President is required to receive credit. (exceptions for this must be discussed with the VP)
- B) Every candidate must attend one of two information sessions in order to be placed on the ballot. (exceptions for this must be discussed with the VP)

Part 7 Executive Board Members

- A) No endorsements for candidates may be made by a current RHA Executive Board member unless they are re-running for any position, in which they may endorse themselves with the same criterion as all other candidates.
- B) Current RHA executive board members that are running in the current election may NOT attend any interviews, ballot counting, polling stations, or other election specific meetings.
- C) NO campaign materials may be placed in the office, generated on the computer, created using RHA office supplies, or created during RHA office hours.
- D) In NO way should any extra assistance be given to current Executive Board members

Part 8 Violations

- A) Should any violation occur on any of the campaign guidelines, the candidate will be warned by the Executive Board via the Vice President, and a second offense will result in removal from the election.
- B) VP shall document all violations and make two copies, one for the candidate and one for the RHA election file

Section IV Transitioning Requirements

Part 1 General Requirements

- A) Incoming executive board members must meet with outgoing executive board members during office hours to complete at least four (4) hours of training, except for president who completes six (6) hours
- B) Incoming executive board members must attend at least one (1) Executive Board meeting
- C) Incoming executive board members must attend at least one (1) General Assembly meeting
- D) Incoming executive board members must set up a one-on-one with the RHA Advisor
- E) Incoming executive board members must help implement at least one RHA program
- F) The incoming president must call an executive board meeting with the incoming officers during spring term

Section V General Assembly

Part 1 Funds Proposal Guidelines

- A) The General Assembly shall explicitly approve all expenditures from the account OUR 913

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- B) A typed funds proposal must be provided for each of the voting members of the General Assembly
- C) Funds proposals must include the name of the program, the date(s) and location(s) of the program, the sponsoring person(s) or organization(s), the amount requested of the General Assembly, a destination for the allocation (i.e. an account or a vendor), and a breakdown of current and projected income and expenses for the program
- D) All funds proposals must be submitted to the President, at least 48 hours in advance of the General Assembly meeting at which the proposal is to be heard
- E) Funds proposals must be approved at least 48 hours in advance of the time at which the allocated monies are needed

Section VI Hall Government Officer Responsibilities

Part 1 Common Responsibilities

- A) Facilitate in establishing goals and objectives
- B) Voice student opinions and concerns in a positive and professional manner
- C) Develop and maintain a positive attitude toward position
- D) Work as a team with other Hall Government members
- E) Publicize for Hall Government
- F) Have one-on-ones with Hall Government Advisor as necessary
- G) Take on additional tasks and responsibilities as needed, including flexibility of the position and a willingness to take on additional tasks and obligations at any time

Part 2 President

- A) Responsible to call and conduct Hall Government meetings
- B) Meet in twice monthly one-on-ones with Executive Council members
- C) Meet weekly with Advisor
- D) Develop meeting agendas
- E) Interpret Hall Government Constitution
- F) Plan and implement staff training and retreats with Advisor
- G) Attend all RHA General Assembly meetings
- H) Build leadership skills within assisting in planning and implementing leadership
- I) Assess officer progress
- J) Oversee all Hall Government committees
- K) Keep open communication with staff and Advisor
- L) Meet with the RHA President once a term

Part 3 Vice President

- A) Attend all Hall Government meetings
- B) Attend all RHA General Assembly meetings
- C) Serve as a liaison between Executive Council and RHA General Assembly
- D) Meet twice monthly with Hall Government President
- E) Call and conduct Executive Council meetings in the absence of the Hall Government President
- F) Inform residents of RHA General Assembly events
- G) Coordinate Of The Month's in the hall
- H) Attend one NRHH Business meeting per month
- I) Coordinate the application and selection process for vacant positions
- J) Publicize for vacant positions
- K) Meet with the RHA VP once a term

Part 4 Activities Director

- A) Attend all Hall Government meetings
- B) Meet twice monthly with Hall Government President

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- C) Meet with RHA Programming Coordinator once a term
- D) Attend Student Activities Board meetings once monthly
- E) Write one Of The Month every month
- F) Responsible for writing program evaluations for hall of the year points
- G) Attend GA meetings twice a term or meet with the RHA Programming Coordinator if unable to attend a meeting

Part 5 Treasurer

- A) Attend all Hall Government meetings
- B) Meet twice monthly with Hall Government President
- C) Meet weekly with Social Accounts Bookkeeper in the Office of University Housing
- D) Meet with RHA Finance Director once a term
- E) Meet with advisor as needed to update budget
- F) Maintain accurate financial records for hall
- G) Responsible for filling out and acquiring signatures for requisition forms
- H) Work in conjunction with RHA on other major yearly community service fundraisers
- I) Attend GA meetings twice a term or meet with the RHA Finance Director if unable to attend a meeting

Part 6 Secretary

- A) Attend all Hall Government meetings
- B) Meet twice monthly with Hall Government President
- C) Type minutes at every meeting, post them weekly in the hall, and distribute to Hall Government members
- D) Responsible for taking attendance at meetings
- E) Maintain an accurate filing system of all Hall Government programs (i.e.: agendas, minutes, all hall programs)
- F) Write hall contribution for the RHA newsletter and have it to the RHA Secretary by the 1st of every month
- G) Meet once a term with the RHA Secretary/Webmaster
- H) Attend GA meetings twice a term or meet with the RHA Secretary/Webmaster if unable to attend a meeting

Part 7 Historian

- A) Attend all Hall Government meetings
- B) Meet twice a month with Hall Government President
- C) Responsible for taking pictures of all programs and residents of their own hall
- D) Puts together a hall scrap book at the end of the year
- E) Responsible for all hall correspondences; i.e.: thank you notes, invitations, etc.
- F) Reserves all rooms for Hall Government sponsored programs
- G) Write one Of The Month every month
- H) Coordinate publicity for the hall
- I) Attend GA meetings twice a term or meet with the RHA Publicist/Historian if unable to attend a meeting
- J) Meet once a term with the RHA Publicist/Historian

Part 8 Freshman General Assembly Representative

- A) Attend all Hall Government meetings
- B) Attend all RHA General Assembly meetings
- C) Meet twice monthly with Hall Government President
- D) Meet once monthly with the RHA Freshman Liaison
- E) Be an active voice of the freshmen at all Hall government and General Assembly meetings

F) Write one Of The Month every month

Section VII Hall of the Year Incentives Program

Part 1 Purpose

A) This program is to act as an incentive for Hall Governments. It is to encourage members' hard work and dedication of service all year long which benefits themselves, the residents, the staff, and the community living environment at Western Oregon University. The Hall of the Year program is designed to strengthen community development, morale, and appreciation for Western's residence halls.

Part 2 Disclaimer

A) The RHA Programming Coordinator reserves the right to determine the fair amount awarded to a hall for programs, activities, and other events.

Part 3 Programs

A) Depending on which program is completed, Hall Governments can earn various points from completed program evaluations. The points are as follows:

(1) Social: 20 pts

(2) Educational: 40 pts

(3) Traditional: 150 pts

(a) Only one traditional event will be considered for traditional category points per year.

(b) The traditional can only change with a legitimate reason and you must first contact the RHA executive board and the RHA Advisor.

(4) Community Service: 100 pts

(5) Service projects conducted with an on-campus organization: extra 100 pts

(6) Coordinated (more than financial support) with an RA: extra 10 pts

(7) Coordinate with a club or organization: extra 20 pts

(8) Organize a 10+ person work team: extra 10 pts

(9) Organize a 20+ person work team: extra 40 pts

(a) Note For Work Teams: Records need to be kept of names of volunteers and it needs signatures of verification from your hall AC and Advisor (or additionally with the signature of the community sponsor of the event)

B) Limit two "hall beautification" programs per term

C) Re-occurring social television programs can receive points only once per term

Part 4 Program Bonuses

A) Program Academic Faculty Interaction Bonus: 10 points per person attending

B) Program Professional Staff Interaction Bonus: 5 points per person attending

C) Teamwork Between Hall Governments Bonus

(1) Two hall governments working together on a combined program may up to an additional 40 points per government involved.

(2) Three hall governments working together on a combined program may receive up to an additional 60 points per government involved.

(3) Four hall governments working together on a combined program may receive up to an additional 80 points per government involved.

(4) Five hall governments working together on a combined program may receive up to an additional 100 points per government involved.

Part 5 Attendance and participation in your hall government program

A) Percentages are based on the number of people who attend the program from your entire residence hall community.

B) 0-10%=10 pts; 11-20%=20 pts; 21-30%=30 pts; 31-40%=40 pts; 41-50%=50 pts; 51-60 %=60 pts;

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61-70%=70 pts; 71-80%=80 pts; 81-90%=90 pts; 91-99%=100 pts; 100%=125 pts

Part 6 Hall Spirit Items

- A) Halls that produce Hall Spirit Items for the community will receive 50 points for each project completed. A sample of the item must be shown to the RHA Programming Coordinator in order for the item to receive points. Hall Spirit Items can include but are not limited to T-shirts, sweats, hoodies, bracelets, PJs, etc.

Part 7 Programming Evaluation Guidelines

- A) Program evaluations must be turned in to the RHA office within two academic weeks of the program to receive credit.
- B) You must make 2 copies of the program evaluation. One is for the RHA Programming Coordinator and one should be kept in your residence hall records.

Part 8 “Of The Month” (OTM) award submissions

- A) This is sponsored by the National Residence Hall Honorary (NRHH). Hall governments can earn points by submitting OTMs and having them win at different levels. OTMs must be submitted and accepted by the 5th of each month.
- B) Each OTM submitted on time to NRHH = 5 pts
- C) OTMs that win on the school level = 10 pts
- D) OTMs that win on the regional level = 20 pts
- E) OTMs that win on the national level = 50 pts

Part 9 All-Hall Competitions

- A) These are overseen by RHA and you must complete a program evaluation for the competitions.
- B) 1st = 100 pts; 2nd = 85 pts; 3rd = 70 pts; 4th = 50 pts; 5th = 40 pts; 6th = 30 pts; 7th = 20 pts.

Part 10 Attendance and participation in RHA Programs

- A) 10 pts will be awarded for participation in a meeting of an RHA committee, including, but not limited to, budget, constitution, and selection committees.
- B) 3 pts will be awarded for each guest brought to General Assembly (GA) who lives in the hall and attends the entire meeting. This includes hall government members who are not required to come to GA every week.

Part 11 RHA Challenges

- A) The RHA executive board may choose to challenge each hall government in a program of that hall's choice. After RHA announces who will be challenged, that hall will have a designated amount of time to choose their event and complete the competition.
- B) General attendance at the challenge = 10 pts
- C) Having your entire hall government attend = 10 pts
- D) Winning the challenge = 20 pts

Part 12 Other Leadership Activities

- A) Hall governments can earn points by participating in other WOU leadership activities. These include things like the ASWOU Retreat, Focus on Leadership, Leadershop, any RHA retreats, or any other leadership conferences.
- B) Participation per person = 2 pts
- C) Participation by entire hall government = 15 pts bonus
- D) Proof of attendance is absolutely necessary! Please get a note signed by your Advisor, AC, or the leadership sponsor.