
OCH Residential Government Constitution

Resident Government Council take on active roles by promoting True Bruin values on the Hill and upholding the Mission and Core Values of Residential Life.

Resident Government Council are afforded a plethora of opportunities to actively engage with their community and enhance the residential experience. Resident Government Councils utilize active programming to help develop community and engage residents in topics including, but not limited to, academic support, health, safety, leadership, service, recognition, social justice, sustainability and the arts. Additionally, Resident Government Councils use passive programming and social media to engage and inform community members. They utilize a variety of methods to promote positive health and social welfare for residents on the Hill.

Resident Government Council are also advocates for their peers. They promote the best interests of all residents with focus on the quality and satisfaction of the on-campus living experience. They interact with other residents to understand the diverse array of student experiences and then serve as conduits to share the needs and feedback of residents with administrators and other advocacy outlets.

Resident Government Council have the opportunity to review funding proposals, provide input on the cost of on-campus housing and how residential student money is allocated and spent.

ASSOCIATION POSITIONS

President:

1. The President is the official representative of the Cabinet, representing the [COMMUNITY NAME] Residents' Association to the administration of Residential Life, Housing, and UCLA.
2. The President brings both the Cabinet and Association meetings to order, and is responsible for facilitating discussion.
3. The President shall be responsible for preparing agendas for all Cabinet and Association meetings.
4. The President shall cast a vote when the vote of the Association is tied. In such circumstances, the President shall vote in the best interest of the community.
5. Attend Presidents' Council in order to participate in conversations to improve overall Hill living as well as role as President.
6. Meet regularly with advisor in order to cultivate personal growth, leadership skills, and position competence.
7. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

Treasurer:

1. The Treasurer, in consultation with the Resident Director, shall be responsible for the creation and maintenance of the [COMMUNITY NAME] Association budget.
2. The Treasurer is the chief administrator of the budget and is responsible for preparing and submitting an annual budget for consideration and approval by the Cabinet and the Assembly no later than week 3 of Fall quarter. The budget will allocate funds for the current academic year through True Bruin Welcome of the following year.
3. The Treasurer shall present budget updates each week during Association meetings.
4. The Treasurer shall administer all Association check writing and cashing for all approved expenses.
5. The Treasurer shall attend Funding Board meetings as the [COMMUNITY NAME] representative and report back to the Cabinet and Association with any relevant information. If Treasurer is not available for academic reasons, a proxy must attend in order to be the voice of the community.
6. Meet regularly with advisor in order to cultivate personal growth, leadership skills, and position competence.
7. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

Communications Representative

1. The Communications Representative shall be responsible for recording and maintaining all minutes of the weekly Cabinet and Association meetings.
2. The Communications Representative will create and/or oversee publicity and social media for the Association.
3. The Communications Representative will liaise with the Residential Life Media Team.
4. Manage posting space for the building.
5. Manage the buildings Facebook page and other social media sites for the building.
6. Meet regularly with advisor in order to cultivate personal growth, leadership skills, and position competence.
7. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

On-Campus Housing Council (OCHC) Representative

While this Representative is a member of [COMMUNITY NAME] Association, they are a key affiliate of the On-Campus Housing Council and as such they are knowledgeable about their community needs in order to vote, represent, and advocate for the [COMMUNITY NAME] Association. It is expected that this representative will not spend time on Association programming.

1. Attend OCHC meetings.
2. Participate in the planning and execution of OCHC legislation.
3. Participate in the planning and execution of OCHC programming efforts.
4. Meet regularly with both [COMMUNITY NAME] Association advisor and OCHC advisor in order to cultivate personal growth, leadership skills, and position competence.
5. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

General Representative A, B, C (and D for communities with 700+ residents)

This is a shared model of responsibility with clear boundaries and expectations outlined by the individuals in the position after training in order to hold accountable and equitably distribute the workload. Advocacy is the primary role of General Representatives.

1. General Representatives will build relationships with residents in [COMMUNITY NAME] to synthesize their current needs.
2. While General Representatives establish an active role to understand the current experience and needs of residents, they will maintain focus on the following areas:

- i. Academic Support
- ii. Health

- iii. Safety
- iv. Leadership

- v. Service
- vi. Recognition
- vii. Social Justice
- viii. Sustainability
- ix. Arts

2. General Representatives will serve in liaison roles on behalf of the residents and [COMMUNITY NAME] with Residential Life and UCLA administrators in order to advocate for the needs and best interests of [COMMUNITY NAME].
3. General Representatives will cultivate partnerships to advocate for their community as well as to share and receive relevant information for residents in [COMMUNITY NAME].
4. General Representatives will work collaboratively to program on topics relating to departmental priorities and/or resident needs/wants. They will share responsibility for all 9 steps of the Residential Life programming model and can delegate roles amongst themselves or with other staff members as they partner on programming.
5. Attend various hall meetings and conversations around topic areas in order to learn more, share student desires, and take information back to [COMMUNITY NAME] Association. NRHH and Team Green meetings take place weekly and the assigned General Representatives will attend these.
6. Meet regularly with advisor in order to cultivate personal growth, leadership skills, and position competence.
7. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

Facilities Representative (+1 for communities with 700+ residents)

1. The Facilities Representative will oversee set up and breakdown of events/programs planned and executed by [COMMUNITY NAME] Residential Life staff and/or Association.
2. The Facilities Representative will oversee equipment inventory and maintain care of equipment assigned to [COMMUNITY NAME].
3. Connect with the [COMMUNITY NAME] Cabinet and staff in order to maintain positive communication and connection between Facilities Representative and community programmers.
4. Meet regularly with advisor and Residential Life's Audio Visual Systems Specialist in order to cultivate personal growth, leadership skills, and position competence.
5. Attend all [COMMUNITY NAME] Association meetings in order to fulfill position responsibilities and stay engaged and connected with residents in an effort to be most knowledgeable about individual and community needs as to ensure proper advocacy on their behalf.

RECRUITMENT

Spring (prior academic year): Election or appointment for Presidents ONLY. President does not need to be eligible for On Campus Housing nor already signed-up for a room, but they must live in [COMMUNITY NAME] when in the position by Fall.

1. Presidents will connect some times over Spring quarter as needed and desired.
2. Presidents will receive some summer correspondence.
3. President will be expected to attend Fall training in early September.
4. Presidents will be expected to oversee community Move In Assistant program and Fall recruitment of Resident Government Council.
5. Presidents will assist Resident Assistants with Community Rep recruitment.
6. Presidents will assist in the planning, implementation, and presentation of Resident Government Council training in early Fall quarter.

Fall (year of):

1. Timelines for all buildings the same
 2. Process for all buildings the same
 3. Can only apply for the building in which you live in
1. Email to students over summer in August welcoming them and inviting them to get involved in [COMMUNITY NAME].
 2. Information about association and how to be a part of the cabinet or assembly shared widely via publicity and information at opening weekend.
 - a. Tabling
 - b. Welcome email
 - c. Posting on community Facebook page and other social media platforms
 3. Voting or appointment is not online as it must be public, in person, and for residents of the community only.
 - a. Be creative in ways of sharing the information and getting the votes
 - i. Town Hall, debates
 - ii. “Meet the candidates night” (also an opportunity for an all building mixer and meet your neighbors)

Announce positions for Association and Community Representatives at floor/house/building meetings.

TIMELINE: [HTTPS://RESLIFE.UCLA.EDU/EMPLOYMENT/RESIDENT GOVERNMENT COUNCIL](HTTPS://RESLIFE.UCLA.EDU/EMPLOYMENT/RESIDENT_GOVERNMENT_COUNCIL)

TRAINING

Designed and implemented by stakeholders: Leadership & Involvement, Association Advisors, Association Presidents.

Attended by all students and advisors.

Training retreat weekend: Friday-Sunday end of week 1 into week 2

Key topics covered during training (in no particular order)

1. Residential Life mission and Core 5
2. Team development and team building
3. Constitution and position training overview and understanding
4. Overall role of hill advocacy and student engagement
5. leadership skills
6. ERES- the how to's
7. Community Building and ways to do it outside of a program.
8. Conducting a needs assessment of your community to learn what students want
9. Programming concepts/overview
10. How money works
11. Who's who in Residential Life (key people to know)
12. Publicity and social media training

MEETING STRUCTURE

[COMMUNITY NAME] Association

1. Chair: President
2. Frequency and Length: Weekly (maybe bi-weekly), 1 hour
3. Attendance: Community Representatives and cabinet members
4. Purpose of Meeting: Association meetings are forums to educate/share announcements and discuss the following:

Community environment issues:

Front desk

Housekeeping

Elevators

Dining-local venue(s)

Cable TV and internet

Common space

Community program(s) and financial implication

Maintenance

Common equipment

Residential Life Focus Areas:

Academic Support

Health

Safety

Leadership

Service

Recognition

Social Justice

Sustainability

Arts

- The exact flow, location, when and how guests are invited, and topics areas for the meeting are chosen is up to each association.
- Association meetings should be interesting, fun, and developmental for the students to ensure they are getting something out of the experience.
- Association meetings can be town hall fashion as a court meeting or building meetings.

- Housing administrators should be invited at some points in order to offer dialogue and exchange of information. Also, this can be an opportunity to have guests from campus come in to share information.

OCHC

1. Chair: OCHC President
2. Frequency and Length: Weekly, Tuesday 5:30-7
3. Attendance: OCHC Representative from each association and open to all hill residents
4. Purpose of Meeting: Hill Policy, OCHC Signature Programs, General advocacy around hill and campus issues

Program Board

1. Chair: OCHC Programmer(s)
2. Frequency and Length: Weekly, 1.5 hours
3. Attendance: PB student make-up
4. Purpose of Meeting: Accepting co-programs. Calendaring of all-hill programs.

Funding Board

1. Chair: OCHC Finance Director
2. Frequency: Weekly, 1.5 hours
3. Attendance: Treasures from each Association
4. Purpose of Meeting: Allocate funds to programs that positively impact residents.

NRHH

1. Chair: Director of NRHH
2. Frequency: Weekly (maybe bi-weekly), 1 hour
3. Attendance: Association General Representative(s) and open to all hill residents
4. Purpose of Meeting: discussion, and implementation of service projects. Review and selection of monthly recognition awards.

Team Green

1. Chair: Appointed from the group at start of year
2. Frequency: Weekly (maybe bi-weekly), 1 hour
3. Attendance: Association General Representative(s) and open to all hill residents
4. Purpose of Meeting: Discussion of hill and community sustainability efforts and signature programs.

Facilities

1. Chair: Residential Life Audio Visual Systems Specialist
2. Frequency: bi-weekly (maybe once a month), 1 hour
3. Attendance: Facilities Representatives
4. Purpose of Meeting: equipment training, problem solving, and skill development

Presidents' Council

1. Chair: OCHC President
2. Frequency: Weekly in fall then bi-weekly next two quarters, 1 hour
3. Attendance: Association Presidents
4. Purpose of Meeting: ongoing training and development, think tank for seamless systems regarding housing government

Communications with Media Team:

Updated August 2017

5. Chair: Media Team Supervisor
6. Frequency: bi-weekly (maybe once/twice a month), 1 hour
7. Attendance: Communications Representatives
8. Purpose of Meeting: training, problem solving, and skill development

FINANCE

1. Resident Activity Fee
 - a. \$27.62/per person collected over the year.
2. Stipend:
 - a. \$300 per RESIDENT GOVERNMENT COUNCIL/quarter \$2,000 per OCHC Eboard Member/quarter
 - b. \$100 additional for President Fall only
3. Floor Funds:
 - a. \$5.00
4. Floor Welcome Funds
 - a. \$1.00
5. RGC TTD
 - a. \$1.40
6. Building Welcome Week Programs
 - a. \$1.40
7. Community Fund and RGC Programming
 - a. \$5.50
8. CR Development
 - a. \$1.00
9. Miscellaneous
 - a. \$1.00