

# CONSTITUTION

## Recruitment and Retention Organizing Committee at University of California Davis

### ARTICLE I NAME

#### **Section 1**

The official name of this body shall be the Recruitment and Retention Organizing Committee, hereafter referred to as the RROC at the University of California, Davis.

### ARTICLE II PURPOSE

#### **Section 1**

The Recruitment and Retention Organizing Committee (RROC) holds that education is a vehicle for liberating individuals and creating change for communities. Guided by the principles of holistic education: critical examination, wholeness, and power awareness, RROC will strive to create an atmosphere conducive for educational achievement, encourage the development of critical consciousness at the primary, secondary, and university levels; and serve as a vehicle to empower people from historically<sup>1</sup> underrepresented, low-income, or educationally disadvantaged backgrounds.

#### **Section 2**

The RROC's respective authority, obligations, and responsibilities are outlined in the Statement of Understanding (SOU) between Student Affairs and SRRC and RROC.

#### **Section 3**

The RROC is the governing board of the Student Recruitment and Retention Center, hereafter referred to as the SRRC, and exists to ensure that the following goals of the SRRC are satisfied.

#### **Section 4**

RROC policies and procedures are outlined in the most up to date SOU.

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<sup>1</sup> The "x" represents a form of resistance to hetero-patriarchal society and to shed light on issues the women and non gender conforming folks or anyone who is not a cis hetero male have and currently face. Another reason to use the "x" is to redefine the way "history" was told in educational spaces. The "x" is meant to be an inclusive and radical term that stands for the many different identities, struggles, and intersectionalities. We hold the "x" as a way to acknowledge our untold hxstories and collectively push forward to reclaim what was lost.

## Section 5

Student Recruitment and Retention goals are as follows:

### A. Recruitment

- a. To promote and support academic preparation, leadership training and cultural enrichment activities for non-college tracked youth (K-20).
  - i. SRRC will generate interest among/historically underrepresented, low-income, or educationally disadvantaged students in continuing their post-secondary education.
  - ii. SRRC will inform students of the post-secondary opportunities available at UC Davis and other higher education institutions.
  - iii. SRRC will use a scaffolding pedagogy to culturally empower and progressively move students toward degree completion.
  - iv. SRRC will promote holistic learning to engage students in praxis of critical consciousness.

### B. Retention

- a. We will provide student-led, holistic retention support services to historically underrepresented, low-income or educationally disadvantaged enrolled students (undergraduate & graduate).
  - i. SRRC will provide a supportive environment that fosters social integration through personal development, cultural awareness, and leadership development.
  - ii. SRRC will contribute to the university's health and wellness initiatives to support student well-being.
  - iii. SRRC will use a scaffolding pedagogy to culturally empower and progressively move students toward degree completion.
  - iv. SRRC will promote holistic learning to engage students in the praxis of critical consciousness.
  - v. SRRC will value the advancement of graduate education.

### C. Community Empowerment

- a. We will reinforce critical consciousness with an emphasis on social change and collectivism to promote education, challenge campus climate, and address community concerns for historically underrepresented, low-income or educationally disadvantaged students.
  - i. SRRC will further the development of an inclusive atmosphere that encourages transformative learning and critical consciousness.
  - ii. SRRC will make available grants to student organizations and departments/units planning programs that support and promote the advancement of educational equity.

- iii. SRRC will offer a platform to discuss issues and encourage the facilitation of community collaborative plans of action.
- iv. SRRC will advance the development of strategies for social change via workshops, quarterly trainings and monthly teach-ins for student staff/volunteers.
- v. SRRC will arrange a guided opportunity to gain cultural affirmation, increase sense of community, professional development and experiential learning for volunteers and interns.

## **ARTICLE III FUNCTIONS**

### **Section 1**

RROC will perform the following primary functions consistent with relevant University policies, including the UC Policies applying to campus activities, organizations and students, Policies 80.00, “Policy on Compulsory Campus-Based Student Fees”:

#### **A. Administrative**

- a. Act as advocacy unit for recruitment, retention and community empowerment purposes within the university and the community, subject to prevailing Federal and State law, and University policies
  - i. We define communities as historically underrepresented, low-income and educationally disadvantaged
- b. To maintain continuous development of the SRRC
- c. To allocate funds toward the operations of the SRRC
- d. Oversee the administration of the SRRC
- e. Understand and uphold RROC mission and values

#### **B. Programmatic**

- a. To establish guidelines for programming proposals to allocate funding for recruitment, retention and community empowerment programs
- b. To allocate funds for student initiated, led, and organized programming designated for the recruitment, retention and community empowerment of the student body or specific communities, therein (see Appendix I, Review Process)
- c. To evaluate programming in order to ensure compliance with the stated recruitment, retention and community empowerment goals of the SRRC and the specific community programs
- d. To assess the fiscal soundness of allocations of funds and monitor that allocated funds are in compliance with University policies and guidelines
- e. To provide a forum for soliciting student views on RROC allocation and funding priorities

- f. Oversee the development of student initiated, led, and organized programming for recruitment, retention and community empowerment programming
- g. Submit an annual evaluation report to the Vice Chancellor of Student Affairs

## **ARTICLE IV MEMBERSHIP**

### **Section 1**

Members of the RROC will consist of the following:

- A. One (1) ASUCD representative, elected Senate from the Associated Students of University of California, Davis
- B. One (1) administrative representative, appointed by the Vice Chancellor of Student Affairs
- C. One (1) GSA representative, appointed by the Graduate Student Association Executive Council of University of California, Davis
- D. One program representative, Student Director, from each established community program at the SRRC

### **Section 2**

No individual may serve as a member of the RROC under the same capacity for more than two (2) academic years.

### **Section 3**

New membership requirements:

- A. RROC shall make an open and public call for proposals each academic year
- B. Student organizations wishing to establish a new community program at the SRRC must meet the following requirements:
  - a. Be registered with the Center for Student Involvement, hereinafter referred to as CSI
  - b. Represent constituencies that are most likely to be severely affected by low recruitment and retention rates based on the most recent data available
    - i. We define communities as historically underrepresented, low-income and educationally disadvantaged
  - c. Must have established, or be in the process of establishing, a student initiated, led, and organized recruitment and retention projects that meet the criteria for funding eligibility
  - d. Create a mechanism to maintain accountability among respective SRRC programs and RROC representatives

#### **Section 4**

A RROC member is subject to removal/resignation upon recommendation from RROC to the Vice Chancellor- Student Affairs or their designee for failure to perform the functions of a RROC member and/or for violation of University policy. The replacement will follow the Positions and Appointment process (See Article VI Positions and Appointments Section 1).

### **ARTICLE V MEMBERS DUTIES & RIGHTS**

#### **Section 1**

RROC member responsibilities shall be as follows:

- A. Serve as a liaison between their respective communities and/or sponsoring student organization and maintain continual communication with:
  - a. RROC and sponsoring student organization(s)
    - i. Meetings will depend on sponsoring student organization(s) structure
- B. Student RROC members must be a matriculated student and be in good academic and conduct standing
- C. Any student RROC member who, during the term of their office, ceases to be a voting member, or fails to maintain their status as a matriculated undergraduate/graduate student maintaining a cumulative 2.0 GPA, in good academic standing and disciplinary standing with their respective college, shall be removed from their membership and a replacement shall be appointed by RROC and the SRRC program impacted by this
- D. Maintain continuous evaluation and development of RROC, as well as respective SRRC programs
  - a. The SRRC's established community programs must submit post-event evaluations for all activities that are funded by the RROC and hold quarterly retreats
  - b. As RROC, meet quarterly to review all activities/events hosted by SRRC programs and identify areas of development to align with the values and holistic initiatives
  - c. As RROC, evaluate roles and responsibilities quarter and yearly
- E. Maintain accountability within RROC
  - a. Attend and actively contribute to all RROC meetings
  - b. In the event that a representative is unable to attend a meeting, they must:
    - i. Inform the board chair at least 24 hours in advance and before the meeting agenda is adopted
    - ii. If appropriate, provide written verification to [rroc@ucdavis.edu](mailto:rroc@ucdavis.edu) of a replacement/proxy that will temporarily serve as the representative to the RROC board

1. Proxy - a designated individual, preferably a current SRRC Staff or intern, shall be nominated by the current program representative.
  - a. Must be aware of the program initiatives, understand RROC functions, and exercise good judgement on behalf of the program.
- F. Serve and participate on subcommittees:
  - a. Assigned by RROC on an annual basis to meet the needs of the RROC functions
    - i. Recruitment Committee
    - ii. Retention Committee
    - iii. Admin Committee
    - iv. Advocacy Committee
  - b. Ad-hoc committees may be assigned

## **Section 2**

Active membership status is granted to those members who fulfill the aforementioned responsibilities

## **Section 3**

Active membership status will allow members the opportunity to:

- A. Make motions
- B. Vote on motions
- C. Place items on the agenda for RROC consideration

## **Section 4**

Terms shall commence on July 1st and terminate on June 30th of the subsequent year

# **ARTICLE VI POSITIONS & APPOINTMENTS**

## **Section 1**

Positions within the RROC shall be filed by the following procedures:

- A. With three (3) meetings remaining in the spring quarter nominations will be open to incoming student representatives of established community programs
- B. At the following meeting, a question and answer period will take place between the nominated individuals and the RROC
- C. At the following RROC meeting, elections will take place by secret ballot
- D. RROC members confirm appointments by July 1st

- E. In the event a vacancy occurs, student representatives may fill vacant positions at any time during the academic year through a similar process with terms ending on June 30<sup>th</sup>

## **Section 2**

Positions and responsibilities of each person are as follows:

### **A. Board Chair**

- a. Organize and facilitate RROC meetings
- b. Appoints a proxy within RROC members to serve in their absence
- c. Follow through on RROC action items in a timely manner
- d. Communicate with SRRC career staff
- e. Coordinate in-service, with the assistance of other Student Directors and career staff
- f. Support the Administrative Committee for administrative updates
- g. Support staff development and training
- h. Identify initiatives the board should consider to improve SRRC administration and programming

### **B. Campus Community Advocacy Chair**

- a. Cultivate a mutually beneficial relationship with ASUCD Senate by attending senate meetings, becoming familiar with student senators, and/or attending ASUCD commission meetings
- b. Create inventory of all ASUCD committees and work with RROC board to decide spaces and/or if SRRC delegate should be present
- c. Organize and provide space in a timely manner for folk to discuss relevant topics that impact the SRRC communities
  - i. Co-host Advocacy Committee meeting
- d. Advocate and be present at retention related spaces, efforts, collaborations, and opportunities
- e. Attend Campus Climate Council meetings as the SRRC Representative
- f. Keep SRRC and its affiliated communities updated on relevant events impacting communities

### **C. Policy Chair**

- a. Identify opportunities such as meetings, boards/committees (other than ASUCD) that RROC and/ or SRRC delegate should be present to meet the priorities of RROC

- b. Engage and/or initiate in special projects that empower and positively impact recruitment and retention rates of underrepresented communities
- c. Meet quarterly with the Associate Vice Chancellor of Student Affairs for Student Life, Campus Community and Retention Services
- d. Become knowledgeable on Recruitment and Retention policies and initiatives that impact the SRRC communities and create awareness and provide support to those affected, such as community programs
- e. Act as a liaison between SRRC and other Student Initiated Programs (SIP) at other UCs, as well as the University of California Office of the President
- f. Maintain open communication with and between Campus Community Advocacy Chair, SRRC Staff, Career Staff, Sub Committees, and RROC Members
  - i. Co-host Advocacy Committee meetings

#### D. Secretary

- a. Take minutes during RROC meetings
- b. Encourage transparency between the RROC board and the SRRC
- c. Become familiar with Robert's Rules of Order and the RROC board's governing documents
- d. Organize center wide efforts that include coordinating front desk coverage, first week & finals week coverage and cleaning schedule
- e. Oversees Administrative Committee and Volunteer and Intern Program efforts
  - i. Host Admin Committee meetings
- f. Maintain open communication with and between SRRC staff, career staff and RROC members

#### E. Financial Chair

- a. Organize and facilitate grant review process at RROC meetings
- b. Promote the SRRC grant to the campus community
- c. Manage grant intake submission process
- d. Become familiar with fiscal processes of the SRRC
  - i. Update standard cost budget worksheet
  - ii. Create a process with director to allocate operations budget
  - iii. Take lead on Budgeting 101 training for staff & RROC
  - iv. Review proposed budgets
- e. Update RROC quarterly on fiscal spending



- f. Arrange work hours to support staff with budgeting and fiscal management
- g. Maintain open communication with and between SRRC staff, career staff, and RROC members.

F. Recruitment Chair

- a. Head the recruitment committee
- b. Work closely with Community Advisor for Recruitment
- c. Support center-wide recruitment efforts
  - i. Host recruitment committee meetings
- d. Identify training opportunities for recruitment coordinators and coordinate alongside community advisor on at least 1 workshop per quarter
- e. Have knowledge and understanding on policies, issues and requirements affecting college access
- f. Attend yield meetings and coordinate yield efforts (Aggie Senior Weekend Trip)

G. Retention Chair

- a. Head the retention committee
- b. Work closely with Community Advisory for Retention
- c. Support center-wide retention efforts
  - i. Host retention committee meetings
- d. Identify training opportunities for retention coordinators and coordinate alongside community advisor on at least 1 workshop per quarter
- e. Collaborate with other retention efforts on the UC Davis campus
- f. Understand retention rates of each community in the SRRC
- g. Provide oversight and support of mentorship programs
- h. Understand policies, issues and requirements affecting student retention

**ARTICLE VII EX-OFFICIO MEMBERSHIP**

**Section 1**

Ex-officio membership shall be open to the following:

- A. Student organizations in the process of establishing a new community program (See Article IV Membership Section 3)
  - a. After one (1) year of ex-officio status, student organizations shall be eligible for receiving RROC funding and active membership status
- B. Career staff of the SRRC
  - a. Support staff of the SRRC (i.e. operations director, community advisors, student assistants, office coordinator)

- C. Vice Chancellor- Student Affairs or their designee
  - a. Executive Director of the Community Retention & Resource Centers
  - b. Associate Vice Chancellor of Student Affairs - Student Life, Campus Community and Retention Services

## **ARTICLE VIII MEETINGS**

### **Section 1**

RROC meetings shall be as following:

- A. Scheduled prior to the beginning of each quarter
- B. Held at least twice a month
- C. Open to campus community
- D. Run by Robert's Rules of Order until an alternative method is found
- E. Special meetings may be called by the chair or majority vote. All members must be given a minimum of 24 hours' notice prior to the meeting time

### **Section 2**

Voting Procedures

- A. Issues, actions, budget allocations, or other items to be voted on requires a quorum (50% +1) of regular RROC members
- B. Business cannot be conducted unless a quorum of the membership is present.
- C. Members or Proxy must be present to vote
- D. In case of a special business item that needs to be voted the chair can call a special vote meeting or enact voting via email with confirmation of results
- E. A member shall abstain from voting in any instance in which they are actively involved in the implementation, initiation, or development and is a program under funding review

## **ARTICLE IX AMENDMENTS**

### **Section 1**

Proposed amendments to this constitution shall be presented to the membership, in writing one meeting prior to the meeting where the amendment will be voted upon.

### **Section 2**

Constitutional amendments require approval by quorum (50%+1) of the voting members present at a regular meeting. Amendment shall be effective immediately unless otherwise stipulated in the amendment.

### **Section 3**

A copy of any amendments to this constitution must be kept in the SRRC Share Drive RROC Folder within two weeks after adoption.

## **ARTICLE X INTERPRETATIONS**

### **Section 1**

Ultimate authority as to any interpretation of this constitution or anything not mentioned within this constitution shall be decided upon the RROC by quorum (50%+1) vote of regular members.

## **ARTICLE XI GRIEVANCES**

### **Section 1**

RROC members who wish to file a grievance or complaint concerning issues relating to the RROC or SRRC may do so in accordance with relevant student and staff grievance and complaint processes. RROC members may consult with the Vice Chancellor- Student Affairs or their designee regarding the relevant processes. Student members of the RROC are subject to the University "Policy on Student Conduct and Discipline."