

Proposed Amendments to the Partnership Agreement
Roosevelt's All Student Association & Common House Elliott Foundation

Middelburg, 18th October 2020

General introduction

The Partnership Agreement intends to be the basis of a cooperative and successful relationship between the Roosevelt's All Student Association (RASA) and the Common House Elliott Foundation (CHEF). The partnership agreement is intended to provide advice and information based on knowledge gained by previous boards through a set of guidelines and explanations. Both RASA and CHEF are incredibly important to the UCR community, yet in different ways. The understanding of the roles of both parties is essential for an efficient cooperation and a good relationship.

The Partnership Agreement promotes the comprehension of this relationship and provides a basis for commitment. It should be considered on a case-to-case basis and should not serve as the ultimate document for every situation present.

Nonetheless, the Partnership Agreement is a guideline, any exceptions to the Partnership Agreement should be agreed upon by both boards. The articles have been written whilst keeping in mind the experiences of previous boards, trusting that they may serve the boards in their ever-changing relationship.

Partnership Agreement

1. Introduction

- 1.1. This document has the goal of providing guidelines and a framework to stimulate cooperation and collaboration between Roosevelt's All Student Association (RASA) and the Common House Elliott Foundation (CHEF).
- 1.2. RASA and CHEF should revise the Partnership Agreement (PA) at the end of each academic year. Both boards should make sure they are aware of the contents of the agreement and understand it fully. There are some practicalities concerning the PA:
 - 1.2.1. The PA is published on the RASA website;
 - 1.2.2. The PA is an appendix of the RASA policy manual;
 - 1.2.3. The PA should be kept in hard copy in the Common House;
 - 1.2.4. The PA should be signed by both the RASA and the CHEF board.
- 1.3. CHEF and RASA jointly deliberate who can use the Common House and for what purposes, within the boundaries of the House Rules, statutes, and permits of the Common House. This can include the denial of individuals.

2. Goal

- 2.1. RASA and CHEF have the common goal of improving student life. CHEF and RASA both independently profit from the mutual relationship.
- 2.2. The RASA and CHEF boards aim for cooperation and communication

3. Responsibilities

- 3.1. It is the responsibility of the CHEF to provide a financially stable Common House, with proper facilities to house any student activity.
- 3.2. It is the responsibility of the RASA to organize events and encourage student and committee involvement in the Common House.
- 3.3. Whenever there are events that directly influence the financial stability of the Common House, it is favoured that cooperation is sought before independent action is undertaken.
- 3.4. If both parties agree that an event is better to be organized by CHEF outside of their conventional responsibility, there can be deviation from the tasks described in 3.1 and 3.2.
- 3.5. In principle, RASA and CHEF should not compete with events or organizational bodies. The meetings as described in 4.1 are meant to inform each other and prevent such situations

4. Communication between boards and students

- 4.1. The daily boards meet frequently, as often as deemed necessary by either party, and will include any important decisions to be made by either CHEF or RASA, in any way influencing their relationship or functioning. Agenda points include, but are not limited to:
 - 4.1.1. Financial updates;
 - 4.1.2. Future and ongoing plans and external events;
 - 4.1.3. Evaluation of past events.
- 4.2. If deemed necessary, meetings different from those described in 4.1 should be held.
- 4.3. RASA Members and committees can contact CHEF to organize events. CHEF and/or RASA decide on which organizational level requests should be decided upon.
- 4.4. Any planned events in the Common House are first approved by an Elliott Board member before appearing in the RASA event planner, in order to maintain overview.

5. Disputes between RASA and CHEF

- 5.1. The first step to solve any dispute would be to discuss it, referring back to this PA and both parties' responsibilities outlined in it.
- 5.2. In case of a dispute between RASA and CHEF that cannot be solved between each other, both boards should actively look for external help.
 - 5.2.1. If necessary, one can contact the previous board members of both boards or other parties involved, provided they have the relevant experience and expertise.

6. Financial Cooperation

- 6.1. Campus Life Fee division is renegotiated and established every year, which is to be regulated by a separate CLF Contract
- 6.2. Each semester the Treasurers of both Boards will have at least one meeting in which they will aim for mutual transparency to the best of their abilities regarding their finances and budgets, and discuss ways to cooperate financially.
- 6.3. Financial matters that might endanger either RASA's or CHEF's functioning or existence will be discussed with the other board as soon as possible.
- 6.4. In case of RASA events that critically influence CHEF's financial situation, meetings with the RASA, CHEF and concerned committee treasurer are advised.

7. Facilities in the Common House

- 7.1. RASA has its office and storage that can be continuously accessed in the Common House.

- 7.2. The responsibilities of the boardroom, office and storage will be as follows:
- 7.2.1. The boardroom is a shared responsibility of RASA, CHEF, HAC and AAC. CHEF is responsible for the facilities in this room so that the other boards can use it to its fullest. The usage schedule will be decided on in cooperation with all boards.
 - 7.2.2. The RASA office is RASA's own conference and workroom. Its interior will be arranged by RASA itself, and its schedule will be managed exclusively by RASA. The same competencies lie with RASA for their storage. CHEF and RASA will work together to make sure it adheres to safety standards and RASA will consult CHEF if it wants to make structural changes.

8. Shared Teams

- 8.1. With mutual agreements from RASA and Elliott there will be a "Party Team", under daily management of Elliott. The reason for the change in structure is to make sure Elliott can moderate the parties better and to ultimately ensure that their monthly financial targets are met.
 - 8.1.1. This team will include two Elliott board members, and four 'elected' members through general elections by RASA members.
 - 8.1.2. Elliott members will be: an Elliott Daily Board member and the Bar Manager.. RASA Members will be: Chair, Admin, Promotions & Communications Manager, and Music General Board Member. The RASA CAO or representative will not be in the team, but will be checking the team together with the Operations Manager of Elliott
 - 8.1.3. External parties will be organized by RASA Party Team members, meaning: Chair, Admin, Promotions & Communications Manager, and Music GBM. The organization of the external parties will be guided by a RASA Board member, responsible for Party Team or external parties
 - 8.1.4. RASA and Elliott agree that before elections of Party Team, an Information Session for those interested to run will take place. It is further agreed that elections are to be held at the earliest possible moment, in order to achieve optimal transition. The RASA board member responsible for the team, as well as Elliott Board members of the team are responsible to inform new Party Team members about the contents of this agreement and responsibilities that arise from it, as an essential part of transition.
 - 8.1.5. The Elliott Board member acting as the runner at the night of a party has the right to decline the use of any items or decorations for a party. It is the responsibility of Party Team to have permission from an Elliott Board member prior to the event if any expenses are made for this event.
 - 8.1.6. The aim of the Party Team is in twofold;

- I. Successful parties (both internal and external) in terms of student appreciation and inclusiveness (i.e. representing the diversity of the heterogeneous population of UCR and RASA's committees).
 - A. This includes ensuring the quality of the parties downstairs, by constantly renewing and evaluating (the process of organizing) parties, and by actively adhering to party themes (i.e. decorating).
 - II. The financial survival of Elliott in order to be able to host successful and inclusive parties.
- 8.1.7. The section 8 of this agreement is to be continuously monitored and evaluated by the RASA and Elliott Boards.
 - 8.1.8. In extreme circumstances, the Elliott board and RASA board can discuss alternative ways of organizing Party Team.
 - 8.1.9. Party Team can send in a budget proposal to the RASA board. The RASA Board will then treat it as any other budget proposal from any other committee.
 - 8.1.9.1. Elliott can decide to budget separately as well.
 - 8.1.9.2. External party finances are always arranged via RASA.
- 8.2. With the mutual agreement of RASA and Elliott, an Acquisitions Team is established and co-owned by both parties. The team is created to look into more sponsorship deals for both RASA and Elliott.
 - 8.2.1. This team will include one RASA board member, one Elliott board member and 2-3 members acquired through an open call. If more than 3 members run, an election will be held. The procedure of this election is specified in RASA's Policy Manual.
 - 8.2.2. The RASA board member will be the RASA Treasurer; the Elliott board member will be the Elliott Treasurer; the remaining 2-3 members will consist of 1 Admin and 1-2 Acquisitions Officers. More information about these positions can be found in the Team's Handbook.
 - 8.2.3. The RASA and Elliott boards are responsible to inform new team members about the contents of this agreement and responsibilities that arise from it, as an essential part of transition.
 - 8.2.4. The aim of the Acquisitions Team is to look for new sponsorship deals for both RASA and Elliott. These deals should help both organizations stabilize their finances in the coming years.
 - 8.2.5. The Acquisitions Team can send in a budget proposal to the RASA board. The RASA Board will then treat it as any other budget proposal from any other committee.

- 8.2.6. At the beginning of every semester, the Team should determine its main goals and expectations, keeping in mind the interests of both Elliott and RASA. The Team's goals and work should be reviewed towards the end of every board year to ensure that the Team is beneficial for both parties.
- 8.2.7. In case of conflict, both boards should first try to find a solution together keeping in mind the best interests of all students. In case the boards cannot reach an agreement, an impartial party will serve as a mediator. This impartial party may be the RASA IB or any other party deemed appropriate by both parties.

9. Pool Table

- 9.1.1. RASA, under the budget of Party Team, purchased a pool table which can be used in the Elliott basement.
- 9.1.2. The aim of the purchase is to attract more people to the usually less attended parties, especially Thursdays. Party Team will promote the pool table and host pub nights.
- 9.1.3. The pool table will not be accessible for students on busier nights in Elliott to ensure that the pool table is not damaged. The Elliott Board member acting as runner will decide when the pool table is available for use.
- 9.2. The Elliott Board is in charge of determining how long a group of people can use the pool table. Consecutive games are only allowed when no other group of people is waiting to use the table.
- 9.3. All RASA members will always be able to use the pool table free of charge as long as they:
 - I. hand over their ID card to the responsible Elliott Board Member as a deposit
 - II. are capable of using the pool table without causing damage. It is at the discretion of the responsible Elliott Board Member to decide on this.
- 9.4. All Non-RASA members will pay an appropriate fee per time slot to use the pool table. The fee will be determined by the Elliott Board. If a group consisting of both RASA members and non-RASA members wants to use the table, it is at the discretion of the responsible Elliott Board member to decide whether a fee is appropriate.
- 9.5. Elliott will be responsible for the maintenance of the pool table and the materials necessary to play pool.
- 9.6. All necessary materials will only be given out on request. The responsible Elliott Board member always has the right to deny the request on reasonable grounds.
- 9.7. Elliott will create reasonable usage rules. A hard copy of these rules should always be kept in the Elliott Basement and should be put in clear sight for people using the pool table.

In Middelburg, October 2020

Roosevelt's All Students Association



Daimy Zaal, Chair

Common House Elliott Foundation



Natalia Nikitchyuk, Chair