

# Partnership Agreement

**Roosevelt's All Student Association & Common House Elliott Foundation**

Middelburg, Oktober 29<sup>th</sup> 2017

#### 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 deviated 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 on-going 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 in the event planner by the CHEF Building Manager 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.

5.2.2. UCR could function as a third party to help solve the dispute.

#### **6. Financial Cooperation**

6.1. In accordance with the Campus Life Fee (CLF) contract, CHEF receives €57.50 per student per year and RASA receives €50 per student per year (excluding 12.50€ per students per year for sports). The details can be found in the 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 three members 'chosen' by Elliott, and three 'elected' members through general elections by RASA members.

8.1.2 Elliott members will be: an Elliott daily board member, Operations Manager and Promotions Manager. RASA Members will be the: Chair, Admin and Music GBM. The RASA CAO will not be in the team, but will be checking the team together with the Operations Manager of Elliott, who is included in the team.

8.1.3 External parties will be organised by all Party Team members, with the exception of the Elliott Board members in the team. This means the following team members will organise the party: the Chair, Admin and Music GBM from RASA's side, and the Promotions Manager from Elliott's side. These external parties will be guided by a RASA board member, responsible for Party Team.

8.1.4 RASA and Elliott agree that when elections are planned there should be an info session in week 9 for the Party Team. After this, in week 10 they should post a call for elections in week 11. This is to be done early to make sure the Party Team has a thorough transition.

8.2 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 heterogenous 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 organising) 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.

8.3 The RASA policy manual will include the basics of this agreement, enabling the existence of shared teams. The partnership agreement entails all the specifics.

8.4 The agreements made in section 8 of this partnership agreement are valid for the spring 2018 semester. After the external party in week 9 of spring 2018 the RASA and Elliott board will reevaluate section 8 of this agreement.

8.5 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.

8.5.1 Elliott can decide to budget separately as well.

8.5.2 External party finances are always arranged via RASA.

Middelburg, November 6<sup>th</sup>, 2017

**Roosevelt's All Student Association 2017-2018**

Jelle Hubertse, Chair



Brigitte Bauer, Secretary



Ruben van den Akker, Treasurer



Hitanshi Shah, CAO



Harold Pijpelink, CAO



Cecilia Uitermark, CAO

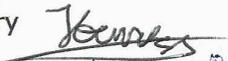


**Common House Elliott Foundation 2017-2018**

Jasper Valent, Chair



Joost Gerretschien, Secretary



Koen van der Blij, Treasurer



Anne van Roozendaal, Operations Manager



Dagmar Oosthoek, Mensa Manager



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Alex Cole, Food Team Manager



Diederik ten Brink, Building Manager

