

Recruitment, Retention, and Outreach Committee Bylaws

1. Membership

- a. The Recruitment, Retention, and Outreach Committee (RROC) shall be composed of the following voting members:
 - i. Four current students, one of whom shall be the Chair, appointed to one-year terms.
 - ii. One LSA Board member in an ex officio capacity (*e.g.*, Treasurer).
- b. The RROC may also include the following nonvoting members:
 - i. One representative from the Dean's Office, typically the Assistant Dean of Student Affairs.
 - ii. One representative from Admissions, familiar with Outreach/Recruitment efforts.
 - iii. One alumnus or alumna.

2. Responsibilities

- a. To establish, modify, or affirm the guidelines for the allocation of funds.
- b. To allocate funds for student-initiated, student-led, and student-organized programming designated for recruitment and retention of, or outreach to, the broader community from the student body of the law school or specific communities therein.
- c. To evaluate programming to ensure compliance with the RROC's stated objectives.
- d. To assess the fiscal soundness of allocation of funds and to monitor compliance with University policies and guidelines.
- e. To provide a forum for soliciting student views of RROC allocations and funding priorities.
- f. To act as an advocacy unit for recruitment and retention purposes within the University and the community, subject to prevailing federal and state law and University policies.

3. Member Appointment and Selection Procedures

- a. The outgoing RROC Chair shall have full authority to appoint an incoming RROC Chair, preferably a member of the current Committee. This appointment shall be made before interviewing RROC candidates for the successive term.
- b. In April, there shall be a call for applications from current 1Ls and 2Ls.
- c. Applications should include a résumé and a cover letter stating why the applicant is interested in the RROC, what outreach he or she has done in the past, what student organizations he or she is currently involved in, what he or she would bring to the RROC, and any other information that person thinks the RROC should know. These applications will be due to the RROC Chair by no later than the first week of the spring semester.
- d. A committee comprised of the outgoing RROC Chair, the incoming RROC Chair, the LSA President (or his or her designee), and the LSA/RROC Board member shall interview applicants. RROC members from the Dean's Office and Admissions/Outreach may send representatives at their discretion. Should the number of applicants be too large to grant each an interview (fifteen people or more), the committee may decrease the interview pool.
- e. Each candidate will be asked about his or her current club involvement, how he or she would spend the money, whether he or she plans on transferring (if a 1L), and any other questions the committee shall decide upon. The questions must be prepared beforehand and be the same for each applicant.

- f. Preference should be given to the following:
 - i. Retaining a student with a previous RROC term.
 - ii. Having at least one 1L and one 2L.
 - iii. Assembling an RROC with diverse student organization involvement.
- g. The committee shall vote on the new RROC members after interviews. The committee should strive for a unanimous decision. If that is impossible, a simple majority will suffice.
- H. The decisions of the committee are appealable to the combined RROC and LSA Board by a student not chosen or by the minority voter(s) of a simple majority decision. Any unanimous decision is not appealable by a committee member. Preference at any appeals session shall be given to the students chosen by the committee.
- i. The four student members of RROC shall serve one-year terms from August 1 through July 31. A 2L RROC member at the end of his or her term may again apply to be on the RROC. These 2L members will be given preference in the application process, but not guaranteed an additional term.

4. **Guidelines**

- a. Applications for funding should be submitted at least one week before the event or program.
- b. The RROC shall consider proposals bi-weekly from September through November and from January through April. The RROC shall accept proposals on an ongoing basis throughout the academic year until all RRO funds have been depleted.
- c. A student member of the RROC may not vote on a proposal for which he or she is actively involved in initiating, implementing, or developing.
- d. Students who have concerns regarding the allocation or use of funds may petition the RROC. If the RROC is unable to resolve the matter, it will be referred to the Assistant Dean for Student Affairs, who shall have authority to resolve the petition.
- e. A quorum is required for a vote; a quorum is a majority of voting members.
- f. Minutes will be taken at every meeting, and shall be available on request.
- g. One student member of the RROC may be assigned to evaluate each funded program or event. If the program is ongoing, it may be evaluated no less than once each semester.

5. **Definitions of Recruitment, Retention, and Outreach**

- a. **Recruitment**: Engagement of prospective students for the purpose of encouraging their application to the law school or their acceptance of an offer of admission.
 - i. Recruitment efforts must focus on increasing the number of students from historically underrepresented, low income, or educationally disadvantaged communities.
- b. **Retention**: Promoting all students in their endeavor towards academic and future career success and in their need to experience law school community support.
 - i. Retention efforts should focus on increasing graduation rates of these same communities with an emphasis on working with students who are facing academic difficulties.
- c. **Outreach**: Extension of the School of Law's educational mission into the campus and surrounding community. Outreach to high school or undergraduate students, and to working professionals, who may have never considered a career in law may also be appropriate.

6. **Criteria Considered for Funding**

- a. Groups applying for RRO funds must be official King Hall student organizations approved by the LSA. Individuals may also qualify for RRO funds if the proposed activity satisfies the recruitment, retention, and outreach criteria in § 5(a)-(c).
- b. Funding will be given to proposals that, based on the most relevant data then available, focus on student communities that are most likely to be severely affected by low recruitment and retention rates. Proposals may be submitted by one student organization or by several. Multiple participants are encouraged.
- c. Events must be programmatic in nature, one time or ongoing, with or without a social/cultural component.
- d. The proposal(s) under consideration should not otherwise offer services available through existing University departments, programs, or offices.
- e. Proposals shall be submitted on the Joint LSA & RROC Allocation Request Form (available at <http://students.law.ucdavis.edu/lisa/fundingrequest.html>) and shall include the following:
 - i. Statement of need
 - ii. Stated goals to be accomplished
 - iii. Measurable objectives to be employed to attain said goals
 - iv. A detailed plan for implementing the proposed project
 - v. A description of how the event satisfies one or more of the recruitment, retention, and outreach criteria in § 5(a)-(c).
- f. Evidence must exist of the organization's ability to carry out the proposal's objectives supported by RROC funds.

7. Additional Guidelines

- a. Each year, the RROC may provide additional guidelines to assist in proposal preparation and to establish accounting and reporting procedures, by which all funded organizations must abide. This may include maximum funding for one program or activity. Failure to abide by the requirements of the Committee may be grounds for termination of support and restitution of funding by the funded organization(s).

8. King Hall Educational Mission Statement

- a. The mission of the School of Law of the University of California, Davis, is to be a nationally and internationally recognized leader in the development and dissemination of legal knowledge, as well as the education of students to become socially responsible lawyers committed to professional excellence and high ethical standards, and to provide significant public service through law reform and professional activities. Through its faculty, students, and graduates, the School of Law seeks to make substantial contributions toward solving the complex legal problems confronting our society.

Recruitment, Retention, and Outreach Committee History

In April 1999, law students voted to support the Legal Education Enhancement and Access Program (L.E.E.A.P.). This represents a phased-in increase in student fees to fund several endeavors. One component of the student fee increase is a new fund, the Retention, Recruitment, and Outreach (RRO) Fund. In 1999-2000, the first year of existence, the student fee allocated to this fund was \$5.00. Each academic year thereafter, the fee allocated to this fund has remained at \$7.50 per student per semester.

The ballot stated that the RRO Fund is a new fund to provide King Hall student organizations with resources to conduct student recruitment, outreach, and retention. Explanatory documents created prior to the election stated, "The RRO Fund will be separate from the regular LSA budget. It will be instead allocated to student organizations by a separate committee formed by the LSA, student organizations, with consultation from the Office of the Dean. These guidelines are intended to detail who serves on the committee, to define their responsibilities, and to establish criteria for the application, allocation, and evaluation of the use of the funds."

Recruitment, Retention, and Outreach Committee FAQs

Q: Who can request program funds?

A: Any LSA-approved King Hall student organization. Individuals may also qualify for Recruitment, Retention, and Outreach Committee (RROC) funds if the proposed event or program has at least one recruitment, retention, or outreach component.

Q: How can you access funds?

A: Submit a Joint LSA & RROC Allocation Request Form (available at <http://students.law.ucdavis.edu/lsa/fundingrequest.html>) to LSA Treasurer.

Q: What types of programs/events are funded?

A: Programs/events...

- That focus on historically underrepresented, low-income, or educationally disadvantaged communities.
- With an educational component.
- That are consistent with RROC guidelines.
- That can be implemented within the policies and procedures of the University.

Examples of programs that could receive funding:

- Culture weeks.
- Shadow days.
- Mentoring programs.
- Study halls.
- Guest speakers in a well-planned community outreach setting.

Q: Is there a deadline for proposals?

A: Applications for funding should be submitted at least one week before the event or program. The committee will consider proposals bi-weekly from September through November and from January through April. Proposals are considered during the school year until the fund is depleted.

Q: What is the average amount of funding given?

A: The total annual RROC budget is approximately \$10,000, but may vary from year to year. Appropriations are based on program needs and who and how many are being served. The RROC can give as little as \$20 for a study hall event or more than \$1,000 for a large or far-reaching program or event. We would like to be surprised by your creativity and organization!

Q: Who makes the decisions?

A: The RROC, which is composed of the following King Hall students:

- Alice Cheng, '10 (Chair) – apcheng@ucdavis.edu
- Joy Abaquin, '10 – jcabaguin@ucdavis.edu
- Brooke Harris, '10 – bsharris@ucdavis.edu
- Monica Feltz, '10 – mlfeltz@ucdavis.edu
- Joshua Eisenberg, '11 (LSA Treasurer and ex officio member) – jbeisenberg@ucdavis.edu
- Philip Person '11 - piperson@ucdavis.edu
- Rory Allen '11 – rdallen@ucdavis.edu