

Canyon Point Constitution

We the Representatives of the resident's students, in order to form a more perfect government, to establish a program of social, recreational, educational, and cultural activities, to ensure a means of representing the needs and opinions of our residents to the Administration, to maintain opportunities for self management in such areas as the University of California allows, to provide opportunities for development of leadership and responsibility, to secure the blessings of stability to ourselves and our posterity, to support the academic mission, to create safe environments, to promote responsible citizenship, and to foster student development within the residential community, do establish this constitution for the Canyon Point Residents' Association of the University of California, Los Angeles.

ARTICLE I: MEMBERSHIP

Section 1. All contracted residents of the Canyon Point residence in the University of California, Los Angeles are members of this Association. All contracted residents of Canyon Point are also members of their respective House within the Canyon Point residence.

Section 2. All legislative and executive Powers herein granted shall be vested in the Canyon Point Residents' Association, also referred to as "CPRA" or "the Association."

Section 3. All members of the Association are also members of the On Campus Housing Council.

Section 4. The members of the Assembly of the Association shall comprise of the Representatives, the Officers, and the Advisors. Each Representative shall be the External Vice President or a designated delegate from one of the Canyon Point Houses. Should a House send more than one Representative, only one may vote on any one Association issue. The Advisors shall be the Resident Director and the Assistant Resident Director, or their designated staff delegates. At all times shall the Advisors be staff members of Canyon Point.

Section 5. The members of the Cabinet of the Association shall comprise of the Officers and the Advisors.

Section 6. The Association, through its Representative, shall authorize stipends for all Officers of the Canyon Point Residents' Association.

Section 7. To simplify:
Officers = Student Leaders
Advisors = Resident Director and Assistant Resident Director
Cabinet = Student Leaders and Advisors
Representatives = House EVPs
Assembly = House EVPs, Student leaders, and Advisors
Association = every resident of Canyon Point

ARTICLE II: PROCEDURES

Section 1. The Canyon Point Residents' Association shall have the power to legislate authority over any and all activities, affairs, or transactions which involve the use of the facilities, the funds, or the name of the Association.

Section 2. The Cabinet of the Association shall retain the executive powers of the Association. The Assembly of the Association shall retain the legislative powers of the Association.

Section 3. The Canyon Point Residents' Association reserves the right to act upon any matter it deems

necessary or relevant to the Building as a whole.

Section 4. A quorum of fifty percent of the Representatives shall be present to conduct business at any meeting of the Assembly.

Section 5. A quorum of fifty percent of the Officers shall be present to conduct business at any meeting of the Cabinet.

Section 6. Only the President of Canyon Point, Assistant Resident Director, or the Resident Director shall have the ability to speak officially on programs organized by or on the behalf of the Canyon Point Residents' Association.

Section 7. The Assembly shall approve all expenditures of funds by a simple majority of all Representatives.

Section 8. The Association reserves the right to make recommendations to the Dining & Environment Committee regarding the facilities of Canyon Point.

Section 9. The Assembly shall approve, with a two-thirds majority, appointments to all Offices made within its term of governance. Section 10. In such circumstances that a vote of the Representatives is tied, the President shall cast the tiebreaking vote. The President must cast the vote in the best interest of the Canyon Point residence as a whole, and without personal or House bias.

Section 10. All motions and resolutions shall be passed by a simple majority of Representatives present, unless otherwise stated in this Constitution or in the Bylaws.

Section 11. The Assembly shall establish a series of Bylaws to govern procedures not explicitly expressed in this Constitution. Once approved, the Bylaws shall remain in force unless repealed by or replaced with another series of Bylaws.

Section 12. The Cabinet shall establish a series of Bylaws to govern procedures not explicitly expressed in this Constitution. Once approved, the Bylaws shall remain in force unless repealed by or replaced with another series of Bylaws.

Section 13. The right to vote in the Assembly shall be granted only to the Representatives, unless extended to the Officers or Advisors for special circumstances through a simple majority vote of the Representatives or by Bylaw clause.

Section 14. The right to vote in the Cabinet shall be granted to the President, External Vice President, Internal Vice President, Controller, the two Facilities Commissioners, Communications Chair and Team Green Commissioner, unless extended to the Advisors for special circumstances through a two-thirds vote of the Representatives or by Bylaw clause.

Section 15. Special sessions of the Assembly may be called by the President or by petition of a majority of the Assembly. Members must be notified of the special session by a minimum of twenty-four hours in advance.

Section 16. Special sessions of the Cabinet may be called by the President or by petition of a majority of the Cabinet members. Members must be notified of the special session by a minimum of twenty-four hours in advance.

Section 17. The Assembly, as it deems necessary, shall authorize the creation of Committees.

Section 18. The Representatives shall have the power to remove holders of Offices by a two-thirds vote.

Section 19. Students can run for only one elected position but can apply for multiple appointed positions.

Those who are unelected go into a runoff election for any open elected positions.

Section 20. The Residential Community shall hold elections for President, Internal Vice President, and External Vice President during the Spring Quarter. The President-Elect, Internal Vice President-Elect, and External Vice President shall become ex officio members of the Association and the Cabinet, but without a stipend from the current Association.

Section 21. Campaigns shall abide by the On-Campus Housing Regulations.

Section 22. The Assembly shall hold, during the last regular meeting of the Quarter, a Stipend Review for the stipends of the Officers of the Association. During said Review, all Officers present shall be dismissed and a Representative chosen beforehand shall preside over the meeting.

Section 23. All Officers shall be in good standing with the University, shall not be on social or academic probation, and shall not be under On-Campus Housing sanctions. All Officers must maintain a quarterly and cumulative 2.0 UCLA GPA or be removed from office under the discretion of the Resident Director and Assistant Resident Director.

Section 24. The Association shall carry out any additional duties assigned to it by further Amendment or Bylaw.

ARTICLE III: HOUSE GOVERNMENTS

Section 1. Each of the Eight Houses of the Canyon Point residence shall be an equal part of the Association.

Section 2. House funds shall be determined by the official Budget of the Association.

Section 3. Each House, should it so choose, may adopt its own constitution.

Section 4. It is the responsibility of the Resident Assistants to form the House Government and to fill any vacant House Offices by either election or appointment. Every House must have a President, an External Vice President, and a Team Green Representative; all other Offices are at the discretion of the Resident Assistant.

Section 5. Each House government will be advised by the House Resident Assistant and a Student Leader representative from the Cabinet.

Section 6. Each House shall send its External Vice President, after to be referred to as the "Representative", or a designated replacement to the meetings of the Canyon Point Residents' Association.

Section 7. Should a House fail to send a Representative to an Association meeting, that House shall be fined from its House Funds. Each House is granted one permissible absence-of-Representation per academic quarter. After that, the House is fined one dollar for its second absence, three dollars for its third absence, and five dollars for any absences thereafter. Section 8. Each House is responsible for its public areas and its residents' conduct. The House Government and the two Staff residents shall be official representatives and take responsibility for the actions of their House.

Section 8. Each House shall elect its House Government no later than the end of the first week of Fall Quarter.

ARTICLE IV: DUTIES AND RESPONSIBILITIES

Section 1. Duties of the President.

- A. The President shall be the official representative of Canyon Point to the Resident Director, the Assistant Resident Director, the Residence Hall Manager, the Office of Residential Life, and to any other organization with which the Association is involved, including but not limited to the University of California.
- B. The President shall be responsible for preparing agendas for all Association meetings.
- C. The President shall preside over all Cabinet and Assembly meetings.
- D. The President shall be responsible for informing all interested parties, members, and any guests of meeting time and place.
- E. The President shall have the discretion to decide a deadline for interested parties and guests to submit their request to attend meetings.
- F. The President shall have the right to form committees for any need as expressed by the Assembly.
- G. The President shall cast a vote when the vote of the Representatives is tied. In such circumstances, the President shall vote in the best interest of the Association and without House bias.
- H. The President, in consultation with the Cabinet and the Advisors, shall make all appointments to vacant Offices.
- I. The President may call Special Meetings of the Association either through personal initiative or by a request of the majority of the voting Representatives. Requests made by the Representatives must be in paper and be signed by all requesting parties. The President must notify the members of the Assembly at least twenty-four hours in advance of any Special Meeting.
- J. The President shall preside over the Move-In Assistants during Welcome Week.
- K. The President shall delegate intra-Canyon tasks to the other Canyon Point student leaders.

Section 2. Duties of the Internal Vice President.

- A. The Internal Vice President shall preside over Association meetings and Cabinet meetings in the event that the President is not able to attend these meetings.
- B. The Internal Vice President shall be responsible for acting as the primary liaison between Canyon Point and the remainder of the Hill concerning the All Hill Blood Drives.
- C. The Internal Vice President shall attend Policy Review Board meetings and relay all relevant information to the Association and Canyon Point staff.

Section 3. Duties of the External Vice President

- A. The External Vice President shall serve on the On Campus Housing Council (OCHC). The External Vice President may have membership on any of the Committees of the Council. The External Vice President shall serve as the liaison between the Council to the Cabinet and the Assembly.

Section 4. Duties of the Controller.

- A. The Controller shall prepare a budget for the Association at the beginning of each academic year and shall present it to the Association at the first meeting of the Fall Quarter.
- B. The Controller shall not make any changes to the budget without the approval of the Association. The Controller, however, may make changes to House subaccounts with the approval of the Resident Director.
- C. The Controller shall administer the budget and shall conduct all Association check writing and cashing.
The Controller shall conduct check writing and cashing only for Association-approved expenses.
- D. The Controller shall keep accurate records of all financial transactions and prepare a detailed report of the accounts maintained by the Association at the beginning of each quarter and upon request by the Association members. The Controller also shall report on the state of the budget and all associated accounts at every meeting of the Association.
- E. The Controller shall serve as the Association's Core Program Funding Board (CPF) representative by attending CPF meetings.

Section 5. Duties of the Communications Chair.

- A. The Communications Chair shall be responsible for recording the minutes of meetings of the Association. The minutes shall be submitted to Association members no later than twenty-four hours before the next meeting.
- B. The Communications Chair shall be responsible for the codification of all legislation passed by the Association.
- C. The Communications Chair shall be responsible for compiling an official directory of the Association members.
- D. The Communications Chair shall be responsible for acquiring Welcome Week supplies for decorations.
- E. The Communications Chair shall be responsible for outside postings.
- F. The Communications Chair shall manage publicity posted up in Canyon Point for student events and programs.
- G. The Communications Chair shall delegate tasks for the publicity of Student Leader events.
- H. The Communications Chair shall serve as the Association's Of the Month (OTM) representative by attending OTM meetings.

Section 6. Duties of the Facilities Commissioners.

- A. The Resident Assistant Facilities Commissioner, hereafter called Facilities Commissioner (RA), and Student Leader and Program Assistant Facilities Commissioner, hereafter called Facilities Commissioner (SL/PA), shall be responsible for maintenance and control of all Canyon Point equipment.

- B. The Facilities Commissioners shall conduct a monthly audit of all Association equipment. The Facilities Commissioners shall submit the audit results to the Association at the meeting immediately after the audit.
- C. The Facilities Commissioner (RA) shall be responsible for setting up equipment for designated Resident Assistant events.
The Facilities Commissioner (SL/PA) shall be responsible for setting up equipment for designated Student Leader and Program Assistant events.
- D. The Facilities Commissioners shall be responsible for obtaining and coordinating the meetings locations.
- E. One of the Facilities Commissioners shall act as the Dining & Environment (D&E) Representative for each meeting.
- F. Facilities Commissioners must be notified that their services are needed on an event at least one week before the event takes place.

Section 7. Duties of the Team Green Commissioner

- A. The Team Green Commissioner shall preside over all Team Green meetings.
- B. The Team Green Commissioner shall be responsible for preparing agendas for Team Green meetings.
- C. The Team Green Commissioner shall organize one Team Green program each quarter.

Section 8. Duties of the Representatives.

- A. The Representatives shall attend meetings of the Canyon Point Residents' Association and all other meetings deemed necessary.
- B. The Representatives shall report information discussed at their House Meetings to the Assembly meeting. The Representatives shall also report information from the Assembly back to their respective Houses.
- C. The Representatives shall vote on funding and tabling requests in the best interest of their house.
- D. The Representatives shall participate in social and programming committees as deemed necessary by the Association.
- E. The Representatives shall approve all appointments made by the President to fill vacant Offices.

Section 9. Regular attendance of meetings shall be required of CPRA cabinet members. Upon two absences from regularly scheduled CPRA meetings, the member is subject to removal from office at the discretion of the Resident Director and Assistant Resident Director.

Section 10. All Canyon Point Residents' Association members shall participate in all Canyon Point Residents' Association programs.

Section 11. Two (2) programs are required at a minimum per quarter though three programs is strongly recommended.

Section 12. Members of the Cabinet are required to participate in the quarterly Sunsprout Program. Each member will have to participate once for the entire year. Members who volunteer for the Sunsprout Program must still participate in Cabinet planned programs. This program will not count as a Cabinet program.

ARTICLE V: FINANCES

Section 1. The Controller shall prepare a written budget to be submitted to the Association.

Section 2. The Canyon Point Residents Association shall derive operating income from:

- A. The Student Activity Fee, as collected by the Regents of the University of California.
- B. Personal fines and charges for services rendered to an individual or group by the Association.
- C. Moneys collected for specific events to defray, in part or in full, the cost of that event's presentation, or to be earmarked for a specific cause determined before that said event.

Section 3. All fundraising activities shall be for a stated purpose; said proposal shall comply with University rules, regulations, and procedures as outlined in the On Campus Housing Fund Raising Policy.

Section 4. Disbursements.

- A. The Association shall have the right to approve all disbursements.
- B. Moneys shall be disbursed, using procedures established by the Controller, for expenditures conforming to utilization outlined in the budget or otherwise approved by the Association.
- C. The Controller and the Resident Director shall sign all checks. In cases where one of the two is not capable of fulfilling this duty, then the second signatory shall be the one as outlined by ORL.
- D. All disbursements shall conform to ORL policies.

Section 5. Budgetary Restrictions.

- A. The Association shall not use any of its funds for political or charitable causes.
- B. The Association shall set aside a minimum of \$500.00 to be placed in the Carryover subaccount.

Section 6. Bankruptcy.

- A. In the event of bankruptcy, the Association may contract no more debts until sufficient moneys have accrued to pay all outstanding debts. This injunction shall include stipends for the Officers.

Section 7. House Finances.

- A. The Association, through the budget, shall place an amount of funds on credit to the individual Houses. These funds shall be determined by a rate set per resident in the House. The rate per person shall be the same for every House.
- B. The Association may allocate other funds to the benefit of the individual Houses.
- C. The Association may appropriate funds from the account of a House for established penalties. Said penalties include non-representation at a General Assembly meeting.
- D. All funds obtained by a House through fundraising shall be deposited directly into its respective subaccount.

ARTICLE VI: INITIATIVES

Section 1. Initiatives may be proposed by petition signed by fifteen percent of the members of the Canyon Point Residents' Association.

Section 2. The President shall call a vote upon the initiative within two weeks after the initiative is submitted.

Section 3. If the President receives the petition in the tenth week of the Quarter, no vote is required to be held on the initiative that quarter.

Section 4. The initiative will pass if a majority of votes cast approve of the initiative.

ARTICLE VII: VACATION OF OFFICE

Section 1. Impeachment and Removal of Association Officers.

- A. A petition signed by one-third of the voting members of the Assembly shall impeach any Association Officer. Said petition shall be submitted directly to the President, but the President shall announce the existence of such an impeachment proposal to the entire Assembly, as well as which Officer has been impeached. The names of the signatories shall be disclosed only to the Resident Director, the Assistant Resident Director, and the President.
- B. Should the President be impeached, the petition shall be submitted directly to the Resident Director and Assistant Resident Director.
- C. The President shall call a removal vote within two weeks after the impeachment petition is submitted.
If the petition is submitted within two weeks of the final Assembly meeting, the vote shall be held at that meeting. Should the President be impeached, the Internal Vice President shall call a removal vote for the next meeting.

- D. A two-thirds vote of disapproval is required to remove an Office-holder. The impeached Office-holder shall be recused from the meeting and the removal vote shall take place.

Section 2. Resignation.

- A. Officers of the Association may resign with prior notice and approval of the Cabinet. Officers may not resign, however, if they are under impeachment.
- B. A notice of resignation shall be submitted in writing to the Association no fewer than seven days before its date of effect. The letter of resignation may preempt an impeachment petition if the letter is submitted before the impeachment petition.
- C. Resignations shall be approved by the Cabinet by a simple majority of the voting members and shall become effective upon the approval by the Cabinet.

Section 3. Filling of Vacant Offices.

- A. If an Office falls vacant, the President shall fill the Office by appointment in consultation with the rest of the Cabinet. The appointment shall meet with the approval of the Assembly.
- B. If the Office of the President falls vacant, the Internal Vice President shall assume the vacant Office. If the Internal Vice President does not wish to assume the Office, then it shall be offered as outlined in the Bylaws. Should none of the Officers wish to assume the Office, then it shall be offered to the Representatives.

ARTICLE VIII: SUPREMACY CLAUSE

Section 1. This Constitution shall supersede any and all constitutions made by the House Governments.

Section 2. This Constitution shall not contradict any part of the Constitution of the On Campus Housing Council. Any clause contained herein that expressly violates that Constitution is null and void.

ARTICLE X: RATIFICATION AND AMENDMENTS

Section 1. Ratification of this Constitution shall require:

- A. A two-thirds vote of approval of the Representatives.
- B. A two-thirds vote of approval of the Cabinet

Section 2. Amendments to this Constitution shall require:

- A. The approval of the President.
- B. A two-thirds vote of approval of the Representatives.
- C. A two-thirds vote of approval of the Cabinet

Section 3. Operational Bylaws shall require:

- A. A two-thirds vote of approval of the Representatives.
- B. A two-thirds vote of approval of the Cabinet

ARTICLE XI: ENABLING CLAUSE

Section 1. This Constitution shall take full effect Friday, March 5, 2012.

Section 2. This Constitution shall take precedence over and supersede any previous CPRA Constitution.

Date Updated: 3/1/12

Approved: __X__