

Courtside Residents' Association (CRA)

Constitution and Bylaws 2012-2013

Mission Statement

The purpose of Courtside is to support the Core 4 mission of the Office of Residential Life: to support the academic mission, create safe environments, promote responsible citizenship, and foster student development within the residential community.

Article I: Membership

- Section 1.** All contracted residents of the Courtside residence in the University of California, Los Angeles are members of this Association. All contracted residents of Courtside are also members of their respective Houses (C1-C8) within the Courtside residence.
- Section 2.** All legislative and executive Powers herein granted shall be vested in the Courtside Residents' Association, also referred to as "CRA" or "the Association."
- Section 3.** Membership in the Assembly of the Association shall be comprised of the eight Representatives, seven Officers, and two Advisors. Each Representative shall be the External Vice President from his or her respective House, or a designated delegate. Should a House send more than one Representative, only one vote may be cast on any one Association issue. The members of the Cabinet of the Association, its President, External Vice-President, Internal Vice President, Secretary, Controller, Dining/Environment/Facilities Chair, and Team Green Chair, shall be the Assembly's Officers. The Advisors shall be the Courtside Resident Director and the Assistant Resident Director, or their designated staff delegates. At all times the Advisors shall be staff members of Courtside.
- Section 4.** The Association shall authorize stipends for all Officers of the Courtside Residents' Association.
- Section 5.** The Association, through its Officers, shall be a full part of the Courtside Residents' Association.

Article II: Procedures

- Section 1.** The Courtside 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 first regular meeting of the Assembly of the Association for each quarter shall be held by the second week of undergraduate instruction as designated in the Official University Calendar. Thereafter, the Assembly shall meet regularly at the time and place chosen by its assembled members.
- Section 4.** A quorum of fifty percent of the Representatives shall be present to conduct business at any meeting of the Assembly.
- Section 5.** The Assembly shall approve all expenditures of funds by a simple majority of all Representatives.
- Section 6.** In such circumstances that a vote of the Representatives is tied, the President shall cast the deciding vote. The President must cast the vote in the best interest of the Courtside residence as a whole, and without personal or House bias.
- Section 7.** 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 8.** The Assembly and 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 9.** The right to vote in the Assembly shall be granted only to the Representatives.
- Section 10.** The President or the Assembly, as deems necessary, shall authorize the creation of standing or temporary/event-specific Committees.
- Section 11.** The Association shall hold elections for President, Internal Vice President, and External Vice President during the Spring Quarter, at least two weeks prior to housing signups.

- Section 12.** The President Elect, Internal Vice-President Elect, and External Vice President Elect shall meet as a cabinet at least two times before the end of the academic year.
- Section 13.** Cabinet Members' terms shall begin and end on the last Association meeting of the Spring Quarter.
- Section 14.** The Assembly shall hold, during the last regular meeting of each 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. The approved stipend for each Officer shall not exceed \$250 per quarter.
- Section 15.** 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.
- Section 16.** 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 Courtside 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. Every House must have a President, an External Vice-President, and a Dining and Environment; all other Offices are at the discretion of the Resident Assistants. All positions must either be elected by each House's residents or be appointed by each House's Resident Assistant. If there is more than one External Vice President from a House, that House may cast only one vote during Association.
- Section 5.** Each House shall send its External Vice President, or the House President, to the meetings of the Courtside Residents' Association. The External Vice President cannot send a representative in his/her place more than twice a quarter.
- Section 6.** Should a House fail to send a Representative to an Association meeting, that House shall be fined from its House Funds Account. This fine shall be no less than \$5.00. Should a House representative be tardy, that House shall be fined from its House Funds Account. This fine shall be no less than \$2.50. Review for deductions for unexcused absences shall be made twice per quarter by the Controller. Any appropriated funds shall be transferred to the CRA Programming Account.
- Section 7.** Should a co-House fail to send a Representative to a Dining and Environment meeting, the Dining, Environment, and Facilities Chair will report the absence to the Association and the House shall be fined no less than \$2.50.
- 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 9.** Each House shall select 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 Representatives**
- A. The Representatives shall attend meetings of the Courtside 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 serve as members on committees as deemed necessary by the Association.
 - D. The Representatives shall be expected to participate in the planning, organization, and proceedings of at least one Association program per quarter.
- Section 2. Duties of the President**
- A. The President shall be the official representative of Courtside 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 members, interested parties, and any guests of meeting time and place.
- E. The President shall have the right to form committees for any need as expressed by the Assembly.
- F. The President shall cast a vote when the vote of the Assembly is tied. In such circumstances, the President shall vote in the best interest of the Association and without House bias.
- G. The President, in consultation with the Cabinet, shall make all appointments to vacant Offices.
- H. The President shall preside over Welcome Week preparations.

Section 3. Duties of the Internal Vice President

- A. The Internal Vice President shall attend all National Residence Hall Honorary meetings, and shall report all relevant information from the meetings to the Assembly.
- B. The Internal Vice President shall represent the President in all cases where the President cannot be present.
- C. The Internal Vice-President shall succeed the President should the office fall vacant.
- D. The Internal Vice-President shall help oversee Food for Finals and ORL-sponsored blood drives.

Section 4. Duties of the External Vice President

- A. The External Vice President shall attend all On Campus Housing Council meetings, and shall report all relevant information from the meetings to the Assembly.
- B. The External Vice President shall have membership on any of the committees of the Board.
- C. The External Vice President shall be the liaison between the other halls, their respective associations and CRA.

Section 5. Duties of the Secretary

- A. The Secretary shall attend all Policy Review Board meetings, and shall report all relevant information from the meetings to the Assembly.
- B. The Secretary 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.
- C. The Secretary shall be responsible for the codification of all legislation passed by the Association.
- D. The Secretary shall be responsible for compiling the official directory of the Association members.

Section 6. Duties of the Controller

- A. The Controller shall attend all Controller Programming Fund meetings, and shall report all relevant information from the meetings to the Assembly.
- B. 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.
- C. The Controller shall not make any changes to the budget without the approval of the Association while the Assembly is in session. The Controller, however, may make changes to House subaccounts with the approval of the Courtside President for the purpose of levying attendance fines.
- D. 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.
- E. 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 shall also report on the state of the budget and all associated accounts at every meeting of the Association.

Section 7. Duties of the Dining, Environment, and Facilities Chair

- A. The Dining, Environment, and Facilities Chair shall be responsible for attending all Dining and Environment meetings, and shall report all relevant information from the meetings to the Assembly.
- B. The Dining, Environment, and Facilities Chair shall be responsible for coordinating the activities of the respective House Dining and Environment Representatives, and shall meet regularly and often with said representatives.
- C. The Dining, Environment, and Facilities Chair shall be responsible for coordinating, securing, and delivering all foods and related supplies requisitioned by the Association for its events.
- D. The Dining, Environment, and Facilities Chair shall be responsible for completing an annual major maintenance report by the end of Fall quarter.
- E. The Dining, Environment, and Facilities Chair shall be responsible for maintenance and control of all CRA equipment.
- F. The Dining, Environment, and Facilities Chair shall conduct a quarterly audit of all Association equipment. The Dining and Facilities Chair shall submit the audit results to the Association at the meeting immediately after the audit.

- G. The Dining, Environment, and Facilities Chair shall be responsible for setting up equipment for designated events.

Section 8. Duties of the Team Green Chair

- A. The Team Green Chair shall be responsible for attending all Team Green meetings, and shall report all relevant information from the meetings to the Assembly.

Section 9. Duties of the Advisors

- A. The Advisors shall inform the Assembly about Courtside Staff functions, events, and plans.
B. The Advisors shall provide nonbinding advice on Assembly matters.

Section 10. Officer Programming Model

- A. Officers shall be responsible for working collaboratively to plan a minimum of three programs in the Fall quarter, two programs in the Winter quarter, and one program in the Spring quarter.
B. Each Officer shall be responsible for planning a minimum of three programs per quarter. This minimum may be increased at the discretion of the Advisors.

Section 11. Regular attendance of meetings and Association programs shall be required of all CRA Assembly members, barring unforeseen circumstances.

Article V: Finances

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

Section 2. The Courtside 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. An equal portion of the commissions from all commercial operations within Sunset Village, where the University of California, Los Angeles, or the Courtside Residents' Association makes prior arrangements concerning a schedule for commission rates with the appropriate vendors.
D. Moneys collected for specific events to be used 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 approve all disbursements while the Assembly is in session.
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 Advisor 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.
E. Checks should be picked up no more than 30 days after the sponsored event. After 30 days, the full amount will go back into the account that it came from.

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 5% of its budget to be placed in the Carryover subaccount.
C. The Association shall contribute a set amount per resident to the On Campus Housing Council's Video License Program. Said amount shall be determined by an On Campus Housing referendum and shall be automatically deducted from the available budgetary funds. The Association shall also contribute a set amount per resident to the On Campus Housing Council's operational budget. The On Campus Housing Council shall set the rate, and said rate shall be the same for all Associations on the Hill.
D. The Association shall contribute a set amount per resident to the operational budget of the Courtside Residents' Association. This rate shall be the same for all Sunset Village Buildings and shall not be less than \$0.25 per resident per quarter and shall not exceed \$1 per resident per quarter.
E. The Association shall contribute to the Office of Residential Life's HalloWen and the On Campus Housing Council's Casino Night. The Association shall contribute the recommended amounts and shall convey these contributions by check to the On Campus Housing Council.

Section 6. 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. These funds shall be transferred to the Courtside Emergency Account by the Controller.

Section 7. Funding Requests

- A. The Association shall grant requested funds at its discretion for programs organized by Petitioners not acting on behalf of the Association.
- B. The Association shall require that two Representatives sponsor said programs before calling a vote to approve funds.
- C. The Association shall require that publicity for the program be placed in each of the eight Houses and that the program be advertised using MyORL.
- D. Petitioners shall only use Association funds for the stated purpose approved by the Association.
- E. Programs receiving Association funds shall be thereafter deemed Association-sponsored events.

Article VI: Vacation of Office

Section 1. Removal of Association Member

- A. Should the Association feel that any member is not fulfilling the responsibilities of their position or not conducting themselves in a manner appropriate for Association proceedings, then the other members can vote to remove the offending member from office by a two-thirds combined majority of the Cabinet and the Representatives, and with the approval of the Advisors.

Section 2. Resignation

- A. Members of the Association may resign after giving at least fourteen days prior notice and with the approval of the Association.

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.
- B. If the Office of the President falls vacant, the Vice President shall assume the vacant Office. If the Vice President does not wish to assume the Office, the line of succession shall be determined by the ordering of official Officer duties in this Constitution. Should none of the Officers wish to assume the Office, then it shall be offered to the Representatives.
- C. If a Representative position falls vacant, the House of the vacant position shall appoint a new Representative.

Article VII: Ratification and Amendments

Section 1. Amendments to this Constitution shall require:

- A. A two-thirds vote of approval by the Representatives

Section 2. Operational Bylaws shall require:

- A. A two-thirds vote of approval by the Representatives.

Ratified Monday, February 6, 2006

Bylaws of the Courtside Residents' Association (CRA)

Section 1. Meetings Schedule

- A. Meetings shall be held once per week for the first nine weeks of each academic quarter.
- B. Meetings shall be held on Monday at seven o'clock.
- C. The chair shall adjourn the meeting one hour after the call to order.
- D. Meetings shall be held in the house lounge corresponding to the academic week number, except for week nine meetings, which shall be held in a location of the Association's choosing.

Section 2. Presiding Officers

- A. The President shall preside over all meetings of the Association.
- B. The Interval Vice President shall preside over all meetings in the absence of the President.

Section 3. Order of the Meetings

- A. All meetings shall be conducted according to Roberts' Rules of Order
- B. All meetings shall be conducted in concert with an agenda to be approved at the start of each meeting.
- C. The presiding officer shall have the sole power to call the meetings to order and to adjourn the meetings..
- D. All actions of the Assembly require a motion and a second. Motions shall be adopted by a simple majority unless otherwise stipulated by the Constitution. Discussion and amendments may follow the second.

- E. The presiding officer may table a motion. The Representatives may call the previous question by a simple majority vote. There shall be no discussion on a call of the previous question.
- F. Only the Representatives, Cabinet, Advisors, and designated guests may enter discussion and debate during the meetings.
- G. Guests must file a Petition with the President prior to the consideration of the agenda item on which they wish to speak and shall only speak on those items petitioned.
- H. All others present at the meetings shall be considered Observers.

Section 5. Cabinet Conduct

- A. Cabinet shall act in an advisory capacity for the Representatives and shall make recommendations to the Assembly and enter debate accordingly.

Section 6. General Conduct

- A. Representatives shall vote on all measures brought before the Assembly except in the instances of a lack of adequate knowledge or a conflict of interest.
- B. Assembly Members shall remove themselves from the proceedings of a committee meeting or general meeting when their participation constitutes a conflict of interest.

Section 7. Stipend Review

- A. One EVP will be chosen to act as the Assembly Chair during the stipend review session.
- B. The Assembly Chair shall adjourn the last regular meeting of each quarter.
- C. The Assembly Chair shall call the stipend review to order and subsequently dismiss the Cabinet, Committee Members not a part of the Assembly, and Guests.
- D. The Assembly Chair shall preside over the stipend review and any actions taken by the Assembly.
- E. The Assembly Chair shall adjourn the stipend review when the Assembly completes its business.
- F. The Assembly Chair shall report the motion, the maker of the motion, and the second to the Controller immediately following the adjournment of the stipend review.
- G. The stipend amount of each Student Leader shall be \$200.00 for sufficient performance and shall not exceed \$250.00.

Proposed November 2006