

Constitution of De Neve Evergreen-Fir Residents' Association

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Constitution of De Neve Evergreen-Fir Residents' Association

Mission Statement:

We, the contracted residents of De Neve Plaza Evergreen-Fir, do hereby establish this constitution so as to support the academic mission, create safe environments, promote responsible citizenship, and foster student development within a residential community; to represent the interests and concerns of the residents to the Office of Residential Life; to provide opportunities for leadership experience and personal growth; and to provide a link between the three associations of De Neve Plaza.

Article I Executive Branch

Section 1 Officer Duties, Requirements, and Powers

A. President

1. The President acts as a the official representation of the Cabinet, representing De Neve Evergreen-Fir Residents' Association (DEFRA) to the Administration of De Neve Plaza, the University of California, the Associated Students of UCLA, the Undergraduate Students association Council, and the UCLA community.
2. The President brings both Cabinet and Association meetings to order and to close. Furthermore, the President is responsible for facilitating discussions.
3. The President shall be responsible for preparing agendas for all Cabinet and Association meetings.
4. The President shall attend the Presidents' Council, which is comprised of all the Presidents from the Hill.
5. The President shall be responsible for informing all members, guests and any interested parties of meeting time and place.
6. 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 Association at least twenty-four hours in advance of any Special Meeting for it to be mandatory to attend.
7. The President has the power to excuse any person from a Cabinet or Association meeting without a need for a vote.
8. If at any point a Cabinet position must be temporarily filled, the President can appoint another member of the Cabinet to fulfill his/her duties up to one month.
9. The President, in consultation with the Cabinet, shall make all appointments to vacant Offices, with an application and interview process.
10. The President shall have the right to form committees for any need as expressed by the Association.
11. The President may call for a re-vote or instead cast a vote when the vote of the Association is tied. In such circumstances, the President shall vote in the best interest of the Association and without floor bias.
12. The President shall be responsible for coordinating with the Dykstra Residents Association, the De Neve AB Residents Association, the De Neve CD Residents Association, and/or the De Neve GH Residents Association for all court-wide programs/events and sharing responsibilities.

B. Internal Vice President

1. The Internal Vice President shall attend committee meetings decided by the cabinet as the official representative of DEFRA.
2. The Internal Vice President shall attend the Policy Review Board meetings and report weekly all findings from these meetings at Association Meetings.
3. The Internal Vice President shall be responsible for recording the minutes of meetings of the Association. The minutes shall be submitted to Association members no later than seventy-two hours before the next meeting.
4. The Internal Vice President is required to maintain a file of all minutes throughout the year.
5. A copy of the minutes must be handed out once a week to all who ask for one.
6. The Internal Vice President shall verify the attendance of the floor representatives in the Association meetings and make the list of absent floors available to the controller.
7. The Internal Vice President shall work with the other Southside IVPs to coordinate the quarterly De Neve Blood Drive.
8. If the President is ever unable to perform a duty, that duty is passed onto the Internal Vice President.
9. The Internal Vice President automatically takes the place of the President if the President is ever removed from office for any reason.

C. External Vice President

1. The External Vice President shall attend On-Campus Housing Council Meetings and all other meetings deemed necessary by OCHC.
2. The External Vice President shall report all findings from the On-Campus Housing Council every week at the weekly Association Meetings.
3. The External Vice President shall fulfill all other duties mentioned in the On-Campus Housing Council constitution.
4. The External Vice President shall be responsible for compiling the official directory of the Association members.
5. The External Vice President shall help develop floor government leadership.
6. The External Vice President shall help develop Association leadership and is in charge of fostering interpersonal relationships among Association

D. Controller

1. The Controller shall be responsible for the formulation of the budget and shall be chief administrator of said budget.
2. The budget shall include one budget line item called "Association Programming," which is the line item from which the Association approves funding.
3. The Controller shall conduct all Association check writing and cashing for all approved expenses.
4. A preliminary (if necessary) and final budget will be handed out to all Cabinet Members, RAs, RDs, ARDs, and EVPs who will then give a copy to the floor Controller. This must be done by the first Association meeting.
5. The Controller is responsible for presenting updates on the budget at both Cabinet and Association meetings.
6. By the first Association meeting, the Controller must inform the floor Controller how to use the disbursement forms and funding procedures (i.e. through meeting or pamphlet).

7. The Controller shall be responsible for obtaining the list of attendance from the Internal Vice President and for making adjustments to the amount of floor funds based on the attendance in Association meetings.
8. The Controller is also responsible for attending all controller meetings put on by ORL.
9. The Controller shall attend the Funding Board.
10. The Controller must have the approval of the cabinet prior to proposing budgetary changes to the Association.
11. The Controller shall enforce Article 2, Section 1.4.

E. Facilities Commissioner

1. The Facilities Commissioner shall oversee the management, upkeep and usage of the Association's facilities, including but not limited to, all electronic equipment and rooms.
2. The Facilities Commissioner shall create a form and/or process for the reservation of Association equipment.
3. The Facilities Commissioner is responsible for transporting and operating equipment for Association events.
4. The Facilities Commissioner will work in accordance with all De Neve and Dykstra Facilities Commissioners in reserving, using, and keeping inventory of said facilities by attending all necessary meetings.
5. The Facilities Commissioner shall be responsible for obtaining and coordinating the meetings locations.

F. Team Green Commissioner

1. The Team Green Commissioner shall be an active voice for the resident population in support of sustainability.
2. The Team Green Commissioner must have an interest in environment and social equity issues and be familiar with ORL policies.
3. The Team Green Commissioner shall attend bi-weekly hill-wide Team Green meetings as the official representative of DEFRA, and shall relay all pertinent information from those meetings to Cabinet and Association.
4. The Team Green Commissioner shall commit five hours per week to Team Green work including attendance at bi-weekly meetings.
5. The Team Green Commissioner shall recruit team members from the community with a goal of at least one member per floor.
6. The Team Green Commissioner shall hold team meetings with community team members at least twice a month.
7. The Team Green Commissioner shall put on a minimum of two programs per quarter, with at least one program being a community service project collaborating with the Social Chair.

G. Social Chair

1. The Social Chair shall organize and delegate responsibilities of necessary publicity for the Association with the assistance of the Cabinet, Association, and associated staffs.
2. The Social Chair shall be responsible for the creation and distribution of publicity for all Cabinet events that request publicity assistance.
3. The Social Chair shall lead the planning of a minimum of one programs per quarter for the Evergreen-Fir community and will collaborate with Team Green on a community service program.

4. The Social Chair shall focus on developing inter-floor relationships.
5. The Social Chair shall focus on developing programs that celebrate the diversity of individuals by encouraging relationships between residents.
6. The Social Chair shall attend the Of The Month Award meetings.
7. The Social Chair shall promote student interactions with the Faculty-in-Residence (FIR)

H. Duties for all members

1. The Cabinet as a whole shall provide a minimum of four programs for De Neve Evergreen-Fir residents per quarter, not including the act of simply attending All Hill, Resident Assistant, or floor-specific programs. Each member shall be involved in planning at least two programs per quarter, in addition to position-specific requirements.
2. There must be a minimum of five Cabinet members present at each Cabinet program.
3. There will be a minimum of one Cabinet meeting held each week as well as a minimum of one Association meeting each week starting the second week of Fall quarter through the ninth week of Spring quarter, unless otherwise specified by the President.
4. There are no mandatory meetings during school vacations (i.e. Winter and Spring break) or school holidays or during final weeks unless specified by the President.
5. Attendance by all cabinet members is mandatory at all meetings, unless cleared by the President. The President must receive notice of an absence at least 24 hours in advance and has discretion in determining the validity of reasons for missed meetings.
6. Teamwork and communication between all three sub governments of De Neve Plaza, De Neve GH, Dykstra Hall Residents' Association, and associated ORL staff is mandatory in order to fulfill the obligations to all residents. Each sub government's official must meet with their corresponding position (i.e. AB Controller, CD Controller, EF Controller, and GH Controller) on a discretionary basis.

Section 2 Term and Requirements for Office

1. Term of office for all cabinet officers shall begin on the final day of spring quarter on which they are elected and end at the conclusion of the following school year.
2. 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 UCLA GPA of 2.0 per quarter or be subject to probation for one quarter, to be determined by the President and Resident Director. If an officer fails to maintain a UCLA GPA of 2.0 the following quarter then they are subject to dismissal by President
3. No Cabinet member may hold more than one office in DEFRA or the following floor government positions: President, External Vice President, and Controller.
4. All cabinet members must be residents of De Neve Plaza Evergreen-Fir during their terms in office. Exceptions will be made at the discretion of the Cabinet under special circumstances.

Section 3 Election and Selection

A. Elections

1. President and Internal Vice President-- are both elected positions
2. If there are no applicants for a particular elected position, the position will be appointed in the same manner as for External Vice President, Controller, Facilities Commissioner, and Community Service Commissioner. (see Article I, Section 3.2)3

3. Elections will take place according to the following requirements and guidelines:
 - a. In order to ensure that students receive guaranteed housing priority, elections for the following school year must be determined and set by the Election Chairs in accordance with On Campus Housing timelines.
 - b. The elections will all be secret ballot.
 - c. The winner is the candidate who takes half plus one of the votes in the election.
 - d. Both primary and run-off elections shall be one day each
 - e. If no candidate takes half plus one of the votes then there shall be a run off between the top two candidates. This run off will occur within a week of announcement of the primary election's results
 - f. In the case of a tie in the runoff, runoffs will occur until a candidate receives half plus one on the votes in the election.
 - g. The current Cabinet must appoint Election Chairs who will oversee the election process. One of the Election Chairs must be a current Cabinet member. The current Cabinet may select any individuals to serve as the other Election Chairs except those who are applying for any De Neve Student Leader positions.
 - h. A personal statement will be required with the application. Its length is to not exceed 250 words.
 - i. Each of the personal statements shall be posted as one mode of publicity for candidates
 - j. All flyers must comply with the practices and policies of the De Neve Plaza Resident Director's office as well as follow the rules set by the Office of Residential Life in the ORL handbook.
 - k. Other than the personal statements and information posted by the current Cabinet (refer to Housing Handbook), candidates are only allowed to use flyers for campaigning. The flyers can be no larger than 8 ½" x 11"
 - l. Campaigning by candidate must comply with the practices and policies of the Office of Residential Life in the ORL handbook. Candidates who wish to post flyers on residents' doors must do so with verbal permission of each resident. However, a candidate cannot coerce residents into posting their flyer on their door.
 - m. The Election Chairs will be responsible for taking uniform pictures of the candidates which can be used in their publicity and personal statement.
 - n. Campaigning hours will be designated by the current Election Chairs. Campaigning can not occur during quiet hours.
 - o. The current Cabinet and Association shall be charged with the duty to put on a program that allows candidates to express themselves through a speech to residents who attend the program. Speech requirements and other program specifics are at the discretion of the current Cabinet.
 - p. The Election Chairs shall determine the polling location in advance, and all candidates shall be informed of this location. On the day of voting, no candidate may campaign or have campaigning materials within 100 feet of the polling place.
 - q. All candidates shall be informed of the election rules and regulations at the beginning of their candidacy. Any violations of the above stated rules shall be handled by the Election Chairs and may result in sanctions or disqualification of the offending candidate.
 - r. Election Chairs are in charge of making sure that all campaigning falls under the current guidelines.
 - s. If a resident votes for more than one person for the same position then that vote is invalid.
 - t. A candidate may only run for one elected position in De Neve Evergreen and Fir.
4. Selection of appointed positions
 - a. The External Vice President, Controller, Facilities Commissioner, Team Green Commissioner (Community Service Commissioner), and Social Chair will be appointed through an application and interview process. The Appointment

Committee shall be composed of the newly elected officers and a minimum of four current Cabinet members.

- b. The appointed positions must be picked within 7 days of the announcement of all elected Cabinet members.
- c. Applicants for the appointed positions may apply for more than one appointed position in De Neve Evergreen and Fir. After the interview process, however, they may only serve one position.

Section 4 Impeachment and Removal from Office

1. A petition signed by one-third of the voting members of the Association shall impeach any Association Member. Said petition shall be submitted directly to the President, but the President shall announce the existence of such an impeachment proposal to the entire Association, as well as which Member has been impeached. The names of the signatories shall be disclosed only to the Resident Director and the President.
2. Should the President be impeached, the petition shall be submitted directly to the Internal Vice President.
3. Should the President and Internal Vice President be impeached, the petition shall be submitted directly to the External Vice President who will preside over all further proceedings.
4. 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 Association meeting of the quarter, 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.
5. The rationale for impeachment will be presented before the Association. The person who is being impeached shall have the right to speak in his or her own behalf in these proceedings for up to 10 minutes, followed by an indefinite amount of time for questions and answers.
6. A three-fourths vote of disapproval is required to remove a Member. The impeached Member shall be excused from the meeting and the removal vote shall take place.
7. If a fellow Cabinet member would like to impeach another Cabinet member, they must bring up a motion during a Cabinet meeting and it must be seconded by another Cabinet member. If approved here, the cabinet member who made the motion must obtain a petition signed by at least one-third of the voting members of the Association. The petition will follow all previous guidelines (see Article I, section 4.1-4.5) in order to impeach and remove from office.

Section 5 Resignation

1. If a member of the Association resigns, the president will announce this change and the plans for replacement to the Cabinet and the Association.
2. A notice of resignation shall be submitted in writing to the Association no fewer than fourteen days before its date of effect.

Section 6 Advisors' roles

1. Both the Resident Director and Assistant Resident Director can act as advisors to the Cabinet.
2. There should be a minimum of one advisor at every meeting.
3. A student advisor may also be selected by the Cabinet to assist with advising duties.
4. The Advisors shall inform the Association about De Neve Staff functions, events, and plans.
5. The Advisors shall provide non-binding advice on Association matters.

Article 2 Legislative Branch

Section 1 Representation

1. Every floor will have at least one External Vice President to represent his/her floor at Association meetings.
2. The External Vice President must be a non-staff resident (i.e. RAs, SLs, RLCCs, and SHAs may not serve as External Vice President).
3. An External Vice President must be chosen by the second week of the fall quarter to accommodate for the first Association meeting.
4. If an External Vice President does not show up at an Association meeting, their floor will be assessed no more than \$15 out of their programming funds. Each floor is given one possible absence per quarter.
5. The Association meetings will remain open to all De Neve residents who wish to attend, and any resident who takes the place of an External Vice President if her/she fulfills the requirements.
6. If someone behaves disruptively and refuses to heed the requests of the meeting chairperson, the meeting chairperson shall have the power to remove him or her.
7. A quorum of 2/3 of all External Vice Presidents must be present to conduct DEFRA business.

Section 2 Voting

1. The Association shall have the power to approve, reject, amend, ratify, or adopt any proposal, resolution, or program placed before it.
2. The Association shall have the power to allocate funding as it sees fit, according to the budget constructed by the Controller(s) and approved by the Association.
3. Each floor receives only one vote each, even if multiple representatives are present from that floor.
4. All votes require a simple majority approval (greater than 50% of those EVPs in attendance), unless otherwise specified by the Constitution (e.g. in the case of amending the Constitution).
5. Cabinet members shall not vote except in the case of a tie, for which the President would cast the deciding vote.
6. Each presenter will have the opportunity to personally present his/her own proposal before the Association and answer any pertinent questions.
However, the presenter shall not be present during discussion and voting.
7. Constitutional Amendments may be proposed by any Association member. Proposed amendments shall be approved by 3/4 of Cabinet in closed session and 2/3 of Association.

Article 3 Floor Government

Section 1 Floor Government Structure

1. Each floor must meet in general Association at least once to determine how to select representatives.
2. The floor government advisor shall carry out the decision of the floor in regards to the election/appointment process.
3. Each floor shall receive a monetary dispersal based upon the number of residents per floor to be used for floor activities and programming. The amount per resident is to be decided by the Controller and will be figured into the budget.
4. Each floor must elect or appoint at least an EVP, a Dining and Environment Committee Representative, a Controller, and a Team Green Representative
5. Floor Governments should meet on a regular basis.

6. The Cabinet works with the Floor Government advisor(s) to ensure that the Floor Government is properly trained.

Section 2 Floor Representation

1. Required positions and duties:
 - a. External Vice President -- The EVP shall attend weekly Association meetings and is responsible for providing his/her floor with pertinent information from these meetings. The EVP must also represent the interests of his/her floor when voting at Association meetings.
 - b. Team Green Floor Rep. -- The Team Green floor representative will work with the Team Green Commissioner to organize and execute recycling programs to benefit the Evergreen-Fir community.
 - c. Each floor may have more than one representative at each position, but the preceding positions must be filled. Also, additional floor positions can and should be added as needed (e.g. President, Social Chair, Intramural Sports Coordinator, Birthday Chair, etc.).

Article 4 Miscellaneous

Section 1 Stipends

1. Cabinet members shall receive quarterly stipends. The amount shall be determined by Cabinet and approved by Association as a part of the yearly budget, but shall not exceed \$250 per quarter.
2. The student advisor shall also be eligible to receive a quarterly stipend.
3. At the end of each quarter, Association will determine the stipends of the Cabinet members and student advisor.
 - a. As the cabinet puts forth the stipend proposal, the Association shall appoint a member one of the EVPs to chair the stipend approval process.
 - b. Cabinet members shall not be present for the discussion or voting. Staff members may be present, but only by the request of EVPs.
 - c. Stipends shall be approved by a simple majority vote of EVPs present at the meeting, including the vote of the temporarily selected chair.

Section 2. Non-Discrimination/Sexual Harassment Policy*

1. The De Neve Evergreen Fir Residents' Association in accordance with applicable Federal and State law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical conditions, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam Veteran or special disabled Veteran.
2. The De Neve Evergreen Fir Residents' Association also prohibits sexual harassment according to University of California guidelines.

*This non-discrimination policy covers organization, membership, access to organization, programs, and activities, and the general treatment of members in the organization.

By-Laws

Parliamentary Procedure & Meetings

1. Agendas
 - a. Call to Order will be called by the President
 - b. Roll Call will be called by the Internal Vice President
 - c. Approval of the last meeting's Minutes will be by the floor EVPs
 - d. Budget Update from the Controller
 - e. Proposals for Funding Requests
 - f. Discussion and Voting of Proposals by floor EVPs
 - g. Announcements from the Cabinet
 - h. Adjournment will be called by the President
2. Rules of Parliamentary Procedure
 - a. Obtain the floor to speak
 - i. Wait until last speaker is finished
 - ii. Address the President (Chair)
 - iii. Give your name
 - b. Make Motion
 - i. "I move that we..."
 - ii. Another member must second by saying "I second the motion"
 - iii. No second kills the motion
 - iv. Chair states the motion
 - v. After the chair repeats the motion, the motion becomes "Association property"
 - c. Expand on motion
 - i. Mover is allowed to speak first
 - ii. All comments are to be directed toward the President
 - iii. There is a 2 minute time limit to speaking
 - iv. One may speak again after all other speakers have finishes
 - v. One may only speak three or more times after a motion to suspend the rules with a 2/3 vote.
 - d. Voting
 - e. A motion to the previous question can also be adopted to force a vote.
 - i. To call a vote, a member may move to previous question, which must be seconded.
 1. If that motion is approved, a vote on the proposal is taken.
 2. If the motion to previous question fails, discussion continues
 - ii. If there is no more discussion, the President may call a vote.
 - iii. President announces the results.
3. Motioning and seconding may be done by the present EVPs only.
4. Abstentions count as the total of the vote.

Budgetary By-laws

1. Floor Fund deductions shall automatically go into the General Programming Fund.
2. The budget as determined by the Controller at the beginning of the year shall have at least the following Expense line items: Association Development; Cabinet Development; Cabinet Discretionary; Cabinet Programming; Casino Night, OCHC Transfer, General Programming, Repair/Supplies Fund; Stipends.

Meeting By-laws

1. Association meetings shall take place on Mondays between 5 and 10 p.m. set by the Cabinet in consideration of Team meeting times and shall be held from Week 1 to Week 9 of each quarter, except Holidays and fall quarter, where meetings shall begin Week 2.
2. Space Request and Funding requests shall be proposed to the Association by prior submission of the proposal to the Cabinet. The Executive Board will review all approved requests and mediate any conflicts.
3. Cancellations of future meetings must be motioned and approved by the Association and cabinet.
4. Members reserve the right to close any segment of the meeting by a majority vote of all present. No guests or observers allowed during closed sessions.
5. Guests are welcome at the Association meetings unless it is announced that it is a closed session.
6. Guests who made a proposal should leave the room during discussion and voting.

By-laws Ratification

1. Bylaws shall be voted on and approved by Association by Week 3 of Fall Quarter each year. The current cabinet shall make changes to the bylaws and propose prior to approval. 2/3rd approving vote is necessary.
2. Bylaws expire the day of Hall Closing of Spring Quarter.