

DTRA CONSTITUTION REVISED WINTER QUARTER 2012

We the Representatives of the resident students, operating under the CORE 4 standards to support the academic mission, create safe environments, promote responsible citizenship, and foster student development within the residential community, do establish this Constitution for the Delta Terrace Residents' Association of the University of California, Los Angeles, in order to: form a more perfect government; establish a program of social, recreational, educational, and cultural activities; insure a means of representing the needs and opinions of our residents to the Administration; maintain opportunities for self-management in such areas as the University of California allows; provide opportunities for development of leadership and responsibility; and secure the blessings of stability to ourselves and our posterity.

ARTICLE I: MEMBERSHIP

Section 1. All contracted residents of the Delta Terrace residence in the University of California, Los Angeles are members of the Delta Terrace Residents' Association, also referred to as "DTRA" or "the Association," operating under the On Campus Housing Council, also referred to as "OCHC." All contracted residents of Delta Terrace are also members of their respective House within the Delta Terrace residence.

Section 2. All legislative and executive Powers herein granted shall be vested in the Delta Terrace Residents' Association.

Section 3. The voting members of the Association shall comprise Representatives from every House within the residence. Each Representative shall be the External Vice President or a designated delegate. Should a House send more than one Representative, only one may vote on any one Association issue.

Section 4. The non-voting members of the Association shall consist of the Officers and the Advisors.

- A. The Officers shall be the President, the Internal Vice President, the External Vice President, the Controller, the Secretary, and the Facilities Chair. In addition to these core positions there shall be a Team Green Representative, contingent upon funding.
- B. The Advisors shall be the Resident Director and Assistant Resident Director, or their designated staff delegates. At all times, the Advisors shall be staff members of the Delta Terrace residential community.

Section 5. The Association shall authorize stipends for all Officers of the Delta Terrace Residents' Association.

ARTICLE II: RESERVED POWERS

Section 1. The Delta Terrace Residents' Association shall have the power to legislate authority over any and all activities, affairs, or transactions that involve the use of facilities, funds, or the Name of the Association.

Section 2. All Staff shall have the ability to speak officially on programs organized by or on the behalf of the Delta Terrace Residents' Association.

Section 3. The Association shall approve all expenditures of funds by a simple majority of all Representatives.

Section 4. The Association shall initiate program(s) for the entertainment, education, and betterment of the residents of Delta Terrace.

Section 5. The Association retains the ability to make recommendations to the Dining & Environment Commission and the Policy Review Board regarding the facilities of Delta Terrace and Covell Commons.

Section 6. The Association shall carry out any additional duties assigned to it by further Amendment or Bylaw.

ARTICLE III: PROCEDURES

Section 1. The Delta Terrace Residents' Association reserves the right to act upon any matter it deems necessary or relevant to the Building as a whole.

Section 2. The first regular meeting 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 Association shall meet regularly at the time and place chosen by its assembled members.

Section 3. A quorum of seventy-five percent of the Representatives shall be present to conduct business at any meeting of the Association.

Section 4. The President shall preside at all meetings. In the absence of the President, another Officer shall preside at the meeting. The Officers as a group shall determine the order of this succession at the beginning of Fall Quarter. All Meetings shall be conducted according to the Constitution and to the agenda prepared by the President or designated replacement.

Section 5. In such circumstances that a vote of the Representatives is tied, the President shall cast the tie-breaking vote. The President must cast the vote in the best interest of the Delta Terrace residence as a whole, and without personal or House bias.

Section 6. The Association shall establish a series of Bylaws, if deemed necessary by the Association, 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 7. The right to vote shall be granted only to the Representatives, unless extended to the Officers or Advisors for special circumstances through a two-thirds vote of the Representatives or by Bylaw clause.

Section 8. Special sessions of the Association may be called by the President or by petition of a majority of the Association. Members must be notified of the special session by a minimum of twenty-four hours in advance.

Section 9. The Association, as deems necessary, shall authorize the creation of Committees.

Section 10. The Representatives shall have the power to remove holders of Offices by a two-thirds vote.

Section 11. The Association shall hold elections for President and Internal Vice President during the Spring Quarter. The President-Elect and Internal Vice President-Elect shall become Officers of the Association, but without a stipend from the current Association.

Section 12. All disputes with other Associations shall be referred to the On Campus Housing Council for adjudication.

Section 13. The Association 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, Resident Assistants, and Program Assistants present shall be dismissed and the Advisor(s) shall preside over the meeting. In allocating stipends, the Association shall consider the varying workloads of the positions, giving no more than \$250 per quarter, per position.

Section 14. All Officers of the Association shall be students in good standing with the University, shall not be on social or academic probation, and shall not be under On-Campus Housing sanctions.

Section 15. All Officers shall not be directly involved in House Government (i.e. hold a House Government position); Officers shall not take on any house government position but may attend house events and meetings if they wish.

Section 16. All funding requests and approved proposal/motions of the Association shall not carry over into the next quarter unless indicated at the time of approval. Any requests or approvals not acted upon or completely carried out within the quarter in which it was approved shall become null and void.

ARTICLE IV: HOUSE GOVERNMENTS

Section 1. Each of the Eight Houses of the Delta Terrace 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 an External Vice President; all other offices are at the discretion of the Resident Assistants. All

positions must be either elected by the house or appointed by the Resident Assistants.

Section 5. Each House shall send its External Vice President, or a designated replacement, to the meetings of the Delta Terrace Residents' Association. The EVP replacement must be a member of the House Government of the representative that it is substituting for. The EVP must be a non-staff resident (i.e. RAs, PAs, SLs, RLCCs may not serve as EVPs). Each House Government must have at least one EVP attend 75% of all DTRA meetings/quarter (effective fall 2003).

Section 6. Should a House fail to send a Representative to an Association meeting, that House will have \$5.00 deducted from its House Funds.

Section 7. Each House is responsible for its public areas and its residents' conduct. The House Government and the Resident Assistant shall be official representatives and take full responsibility for the actions of their House.

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

ARTICLE V: DUTIES AND RESPONSIBILITIES

Section 1. Duties of the House External Vice Presidents (EVPs).

- A. The EVPs shall attend meetings of the Delta Terrace Residents' Association and all other meetings deemed necessary.
- B. The EVPs shall report information discussed at their House Meetings to the Association meeting. The Representatives shall also report information from the meetings of the Association back to their respective Houses.
- C. The EVPs shall collectively plan one program during Winter Quarter and one CORE 4 event during Spring Quarter.
- D. The EVPs shall serve as members on committees as deemed necessary by the Association.
- E. The EVPs must attend at least 1 of the programs/functions put on by DTRA/the Association per quarter.
- F. The EVPs shall also serve as Dining and Environment (D&E) representatives for their house, attending any and all D&E meetings. (Effective Fall 2012)

Section 2. Duties of the President.

- A. The President shall be the official representative of Delta Terrace to the Presidents' Council, the Resident Director, the Assistant Resident Director, 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 meetings of the Delta Terrace Residents' Association.
- D. The President shall be responsible for informing members and any guests of meeting times and places.

- E. The President shall have the right to form committees for any need as expressed by the Association.
- F. The President shall cast a vote when the vote of the Representatives is tied.
- G. The President, in consultation with the Cabinet, shall make all appointments to vacant Offices.
- H. 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.
- I. The President shall preside over Welcome Week preparations.
- J. The President shall be a member of and shall head the Elections Board, unless the President is a candidate in the elections.

Section 3. Duties of the Internal Vice President (IVP)

- A. The Internal Vice President shall oversee all Association events and shall keep the Association informed and updated on all issues regarding these events.
- B. The Internal Vice President shall oversee all publicity for Association events, including the production, distribution, and maintenance of said publicity.
- C. The Internal Vice President shall be the Dining & Environment and Policy Review Board representative or shall appoint another member of the Delta Terrace Residents' Association to be the Dining & Environment and Policy Review Board Representative, as deemed necessary.
- D. The Internal Vice President shall oversee the planning of Food For Finals once per academic year, as deemed necessary by the Association and Court.
- E. The Internal Vice President shall serve as the DTRA representative at the UCLA chapter meetings of the National Residence Halls Honorary, also referred to as "NRHH."

Section 4. Duties of the External Vice President (EVP)

- A. The External Vice President shall serve on the On Campus Housing Council.
- B. The External Vice President shall have membership on any of the Committees of the Council or shall be the elected Chair.
- C. The External Vice President shall report all relevant information from both the Council to the Association.
- D. The External Vice President shall be the liaison between the other halls, and their respective associations, and DTRA.

Section 5. 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 prepare an updated budget at the beginning of the Winter and Spring quarters and whenever deemed necessary by the Association throughout the quarter to keep track of the funds of the Association.

- C. The Controller shall not make any changes to the budget without the approval of the Association or Resident Director. The Controller, however, may make changes to House sub-accounts with the approval of the President.
- 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 all programs/events/functions that occur within Delta Terrace.
- 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 also shall report on the state of the budget and all associated accounts at every meeting of the Association.
- F. The Controller shall be the Core Program Funding Board representative or shall appoint another member of the Delta Terrace Residents' Association to be the Core Program Funding Board representative, as deemed necessary.

Section 6. Duties of the Secretary.

- A. 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.
- B. The Secretary shall be responsible for the codification of all legislation passed by the Association.
- C. The Secretary shall be responsible for the creation and maintenance of an official directory of all the members of the Association.
- D. The Secretary shall organize the Sunset Village Blood Drive.
- E. Unless outside funding permits for a separate role, the Secretary shall be the Delta Terrace Team Green Representative, in charge of managing the building's recycling efforts through individual House Governments to monitor, collect, and dispose of recyclables at the floor level; heading the publicity efforts for the recycling program throughout the building; and being the liaison between the recycling program, the Team Green Coordinator, the Custodial Staff, as well as the Association.

Section 7. Duties of the Facilities Chair.

- A. The Facilities Chair shall be responsible for the maintenance and control of all Association equipment.
- B. The Facilities Chair shall be responsible for acquiring supplies for the Welcome Week decorations.
- C. The Facilities Chair shall conduct a quarterly audit of all Association equipment. The Facilities Chair shall submit the audit results to the Program Support Technicians.
- D. The Facilities Chair shall be responsible for setting up all necessary equipment for designated events.
- E. The Facilities Chair shall be responsible for obtaining and coordinating the locations for all meetings.

Section 8. Duties of the Advisors.

- A. The Advisors to the Association shall be the Resident Director, Assistant Resident Director and/or another member of the Delta Terrace Staff.

- B. The Advisors shall provide information that is not regularly accessible to the Association.
- C. The Advisors shall preside over allocation of stipends to the Officer of the Association and will meet individually with said Officers to discuss the results.

Section 9. Duties of the Elections Board.

- A. The Elections Board shall be composed of the Association Cabinet, who shall oversee elections and monitor results. 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 Cabinet and may result in sanctions or disqualification of the offending candidate. In any situation where one of these members is standing for election, another member of the Association shall be the replacement.
- B. The Association Cabinet shall prepare the applications for government offices.
- C. The Association Cabinet shall approve the publicity of all candidates for office.
- D. The Association Cabinet shall enforce the following Elections Rules:
 - 1. If more than one person is selected for the same position on a single ballot, then the vote for that position is invalid.
 - 2. No candidate shall simultaneously run for both the President and the Internal Vice President positions. If a candidate is nominated for both of these positions in the same elections cycle, he or she shall choose one position for which to run.
 - 3. Candidates shall not hand out gifts to residents (e.g. money, candy, toys, trinkets, food, etc.) as a means of campaigning. However, stickers and pins endorsing the candidate may be distributed.
 - 4. Candidates shall act in accordance with the OCHC campaigning rules at all times during their campaigns and elections.
- E. The Association Cabinet may determine additional Elections Rules a minimum of two weeks before the applications are released to candidates.
- F. The Association Cabinet shall review all cases for disqualification of candidates. A candidate may be disqualified from the election if the candidate violates the Elections Rules.
- G. The Association Cabinet shall preside over the elections and shall tally the votes.

Section 10. Duties of the Cabinet

- A. The Cabinet shall put on 2 or more Delta wide programs per quarter
- B. Officers shall contribute to publicity for all Association events, providing support to the Internal Vice President as needed

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

ARTICLE VI: FINANCES

Section 1. The Controller shall prepare a written budget, detailing house funds and programming funds for Programming Assistants, Student Leaders, and the DTRA. This budget shall be determined by the Controller and Resident Director at the

beginning of the year, and shall be submitted to DTRA during its first meeting of the academic year.

Section 2. The Delta Terrace Residents Association shall derive operating income from:

- A. The Student Activity Fee, as collected by the Regents of the University of California as a part of the annual "room & board" residence fees.
- 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 (except for Hilltop Shop operations), where the University of California, Los Angeles, or the Sunset Village Buildings' Assembly makes prior arrangements concerning a schedule for commission rates with the appropriate vendors.
- D. Allocations made from USAC, GSA, ASUCLA, or other on-campus sources.
- E. 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 of DTRA funds.
- 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, the ORL Assistant Director for Program Services shall co-sign the check.
- D. All disbursements shall conform to ORL policies.
- E. Disbursement forms must be turned in by the date specified by the Controller. This date may be no earlier than a week following the date of the event in question.

Section 5. Budgetary Restrictions.

- A. The Association shall not use any of its funds for political or charitable causes, except pertaining to programming which will benefit the residents of Delta Terrace.
- B. The Association shall set aside an amount to be determined by the Controller and Resident Director to be placed in the Carryover sub account. These funds shall not be spent but instead forwarded to the next year's Association.
- 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.
- D. The Association shall 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. This contribution shall be automatically deducted from the available budgetary funds.

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 the Controller and Resident Director at the beginning of the academic year. This rate shall not exceed \$100.
- 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 sub account.

ARTICLE VII: INITIATIVES

Section 1. Initiatives may be proposed by petition signed by fifteen percent of the members of the Delta Terrace 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 VIII: VACATION OF OFFICE

Section 1. Impeachment and Removal of Association Officers.

- A. A petition signed by three of the eight voting members of the Association may impeach an Association Officer. Said proposal shall be submitted directly to the President, but the President shall announce the existence of such an impeachment proposal to the entire General Assembly, in the presence of the Advisors, as well as which Officer has been impeached.
- B. 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 General Assembly meeting, the vote shall be held at that meeting.
- C. A two-thirds vote of disapproval is required to remove an Office-holder. The impeached Office-holder shall be recessed from the meeting and the removal vote shall take place.

Section 2. Vote of No Confidence.

- A. Any voting member of the Association may propose a Vote of No Confidence in the President.
- B. On a Vote of No Confidence, the Officer selected per Article III, Section 4 of this constitution shall preside over the meeting until the vote is concluded.

- C. The President shall have five minutes to present a defense. After the defense, the President shall be recessed from the meeting and there shall be a discussion over the Vote of No Confidence.
- D. Two-thirds of the voting members are required to have No Confidence for the President to be removed.

Section 3. Resignation.

- A. Officers of the Association may resign with prior notice and approval of the Association. However, Officers may not resign 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 first.
- C. The Association, by a simple majority of the voting members, shall approve resignations.

Section 4. 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 Officers.
- B. If any officer position falls vacant, the Cabinet shall take applications from all interested residents of Delta Terrace and elect a new member to fill the position.

ARTICLE IX: DISSOLUTION

Section 1. Should the Delta Terrace Residents' Association, by a unanimous vote of the Representatives and the approval of both the President and the Advisors, choose to dissolve, all liabilities and assets shall become the property of the Office of Residential Life, until such time as ORL reestablishes the government.

Section 2. Should the Association dissolve; the Houses shall be placed in a special administrative sector under the supervision of the On Campus Housing Council.

ARTICLE X: 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 XI: RATIFICATION AND AMENDMENTS

Section 1. Ratification of this Constitution shall require a three-fourths vote of approval by both the current Cabinet and the current Representatives.

Section 2. Amendments to this Constitution shall require a three-fourths vote of approval by both the current Cabinet and the current Representatives.

Section 3. Operational Bylaws shall require a three-fourths vote of approval of the current Representatives.

ARTICLE XII: ENABLING CLAUSE

Section 1. This Constitution shall take full effect immediately unless otherwise stated in specific parts of this Constitution

Section 2. This Constitution shall take precedence over and supersede any previous Constitution of the Delta Terrace Residents' Association (DTRA).