

Please take time to review the DHRA Constitution which you will be working under if you are appointed a Student Leader. Below you will find any requirements as to who can apply for an SL position and what each SL position entails. Thank You.

Dykstra Hall Residents' Association Constitution

I. Preamble

The purpose of this organization is to provide to the Residents of Dykstra Hall a means of representing their interests to the administration, to provide programs and services for the benefit of the residents, and to perform such duties as delegated by the University to this organization.

II. Definition of terms used in this Constitution

- a. The term 'Association' shall refer to all residents of Dykstra Hall, except the Resident Director, the Faculty-in-Resident, the Program Coordinator, and the Resident Assistants.
- b. The term 'Assembly' shall refer to the collective voting representatives of the floors, who shall serve as the legislative body for this association.
- c. The term 'Cabinet' shall refer to the elected and appointed officers of the Association, who shall have various duties and responsibilities, assigned by this Constitution, the President, and the Assembly.

III. The Cabinet

- a. The Association shall, by the housing payment deadline in spring quarter of the academic year, elect by popular vote these three officers: President, Internal Vice President, and Social Chair, for the upcoming academic year.
- b. The election of the President, Vice President, and Social Chair is not valid unless 10% of the Association votes.
- c. No candidate can run for more than one elected office. However, applicants may apply for more than one appointed position.
- d. Residents may write in a name that does not appear on the ballot, provided it is the name of someone who fits the requirements for Cabinet officers in III-f. However, only candidates who are recognized by the Dykstra Hall Residents' Association and who went through the application process are allowed to campaign.
- e. Before the end of the academic year, the new President shall appoint qualified persons to fill the remaining of the Cabinet positions.
- f. Cabinet officers must be Dykstra Hall residents for the entirety of their term in office, and must maintain a minimum of 12 units per quarter, and be in good academic standing, thus maintaining a minimum 2.5 GPA, to be reviewed by the Resident Director.
- g. No Cabinet officer shall serve simultaneously as a Resident Assistant, Program Assistant or as a floor representative to the Assembly.
- h. All Cabinet officers shall receive a quarterly stipend. The amount of the stipend shall be decided as part of the budget proposed at the beginning of the academic year. This amount shall not exceed more than \$225 per quarter.
- i. Besides those requirements listed below for each individual position, all Cabinet officers shall be responsible for performing those duties that either the President or the Assembly delegates to them. The Cabinet as a whole is required to put on at least one hall program per quarter, not including projects with prior allocated funds.

- j. One officer may, at one time, hold multiple positions, either on a temporary or permanent basis. However, at no time shall that officer receive a separate stipend for each position that the officer holds. In addition, no combination may be made with the following positions: President, Internal Vice President, Social Chair, or Controller.
- k. Each Student Leader position must train the new Student Leaders for their respective positions by the end of 7th week of Spring quarter.

IV. Cabinet Positions

a. President

- i. The President shall have the power of appointment of Cabinet and Committee officers. Appointed may be overruled by the Assembly by a two-thirds majority vote within 10 days of the announcement of the appointment.
- ii. The President shall be responsible for being the chairperson of the weekly Assembly meetings, and the weekly Cabinet meetings.
- iii. The President shall have a veto power at all times, and a line-item veto over budgetary items. Any veto may be overridden within 10 working days by a two-thirds majority of the Assembly.
- iv. The President shall set the time, day, and place for the Assembly and the Cabinet meetings. The President may also call emergency meetings of the Assembly or the Cabinet; however, the President must personally, by e-mail, phone or in person, inform all the affected parts at least 24 hours in advance. No penalties under section VI-f of the Constitution shall be assessed for non-attendance at an emergency meeting.
- v. The Succession of the President shall be as follows, in the following order: Internal Vice President, Social Chair, External Vice President, Controller, Secretary, Facilities Chair #1, Facilities Chair #2, and Publicity Chair.
- vi. The President shall be responsible for setting the time, day, and place for the EVP Retreat to take place within the first four weeks of fall quarter, as well as being the coordinator of the DHRA Retreat to take place initially within the first three weeks of the winter quarter.

b. Internal Vice President

- i. In absence of the President, the Internal Vice President (IVP) shall act as President.
- ii. The IVP shall be responsible for the Spring DHRA elections.
- iii. The IVP shall have the tie-breaking vote in Assembly, unless acting as President or absent at the time of the tie vote, in which the tie breaker shall fall to the Cabinet officer acting at IVP.
- iv. Shall be a resource to the Floor Historians to ensure the Historians produce a record of events for their respective floor.
- v. The IVP shall organize an event during the first two weeks of fall quarter to promote leadership and unity within the floor governments if the Office of Residential will not organize the floor government training.
- vi. The IVP shall organize and run the Executive Meeting which consists of the IVP and the floor government presidents in order for the floor governments and the Cabinet to communicate their respective agendas, and develop and strengthen individual floor government dynamics. The IVP shall hold at least one meeting at the beginning of the academic school year.

c. Social Chair

- i. The Social Chair shall be responsible for providing programs to the residents of Dykstra Hall, especially those of a social nature.

- ii. The Social Chair shall share responsibility with the other Cabinet officer, but shall be responsible for finding representation for the following annual events: Welcome Week, Halloween, Casino Night, and Food for Finals.
 - iii. The Social Chair is responsible for not one, but three programs per quarter, which can include All-Hill Halloween, Casino Night, and Midnight Café.
 - iv. The Social Chair shall be responsible for the quarterly Blood Drive.
- d. **External Vice President**
- i. The External Vice President (EVP) shall represent the Association to the On Campus Housing Council (OCHC), the Policy Review Board (PRB) and any other organizations that the Association is a member.
 - ii. The EVP shall be responsible for giving weekly reports to the Assembly, to update the Assembly on the actions that OCHC and PRB are taking or are planning to take.
- e. **Controller**
- i. The Controller shall be responsible for preparing the quarterly and yearly budgets, and for allocating Association funds to those areas that the Assembly directs them to.
 - ii. The Controller shall be responsible for representing Dykstra Hall to the Education Programming Committee.
 - iii. The Controller shall regularly update the Assembly on the status of the budget, and the status of various floor budgets.
 - iv. The Controller shall be responsible for obtaining the list of attendance from the Secretary, and for making corrections to the amount of floor funds based on the attendance in the Assembly meetings.
- f. **Secretary**
- i. The Secretary shall be responsible for recording the minutes of the Assembly and Cabinet meetings. The minutes shall be typed and distributed to all Cabinet members, Floor Reps, the Resident Director, the Program Coordinator, the Resident Assistants, the Program Assistants, and any other interested parties.
 - ii. The Secretary shall verify the attendance of the floor representatives in the Assembly meetings, and relay the list of absent floors and Cabinet members to the Controller.
 - iii. The Secretary shall be the website representative of the Cabinet and will update and maintain the website at the Cabinet's request.
 - iv. The Secretary shall act as historian for the Cabinet. The Secretary shall be responsible for a year-in-review memento for the Cabinet
- g. **Facilities Chair-Environment**
- i. Facilities Chair-Environment shall be in charge of maintaining the DHRA equipment, including sound system, TV's, and other property of DHRA, along with Facilities Chair-Dining.
 - ii. Facilities Chair #1 is responsible for maintaining accurate and up to date lists of DHRA property check out and reservations, including reservations on space and tabling, along with Facilities Chair-Dining.
 - iii. Facilities Chair-Environment shall be the Dykstra Hall Recycling Program Coordinator, in charge of managing the building's recycling efforts by recruiting student volunteers to monitor, collect, and dispose of recyclables at the floor level; organizing volunteer labor to include floor government as necessary; training student volunteers in their duties as recyclers; heading the publicity efforts for the recycling program throughout the hall.

- iv. Facilities Chair-Environment shall be responsible for supervising the implementation of the recycling program on the hall-wide basis by meeting and coordinating with student volunteers on a regular basis; ensuring the recyclables are discarded properly, on a weekly basis, by the student volunteers; maintaining a line of communication between the recycling program, the Residence Hall Manager and Custodial Staff, and the DHRA Assembly.
- v. The Facilities Chairs shall be responsible for training the new Facilities Chairs to setup the equipment belonging to DHRA by the end of the year.

h. Facilities Chair-Dining

- i. Facilities Chair-Dining shall be in charge of maintaining the DHRA equipment, including sound system, TV's, and other property of DHRA, sharing this duty with Facilities Chair-Environment.
- ii. The Facilities Chair-Dining is responsible for maintaining accurate and up to date lists of DHRA property check out and reservations, including reservations on space and tabling, sharing this responsibility with Facilities Chair-Environment.
- iii. Facilities Chair-Dining shall be the Dykstra Hall Residents' Association representative to the Food and Environment meetings, as well as coordinating the Theme Dinner each quarter.
- iv. The Facilities Chairs shall be responsible for training the new Facilities Chairs to setup the equipment belonging to DHRA by the end of the year.

i. Publicity Chair

- i. The Publicity Chair is responsible for providing the association with adequate publicity for DHRA programs.
- ii. The Publicity Chair is not responsible for providing publicity for floor programs.
- j. Clause: If any Cabinet member cannot fulfill a duty due to extenuating circumstances, they may find a suitable substitute.

V. Floor Governments and the Assembly

a. Floor Governments

- i. Each of the various floors shall have their own governments, and each floor retains jurisdiction over programming on their floor. Each floor government must obey all sections of the Constitution that pertain to them.
- ii. Each floor shall choose a representative to the Assembly, and an alternate representative. The representative must be from the voting body, thus a member of the Association, excluding Program Assistants.
- iii. The Resident Assistant and Program Assistant shall act as an advisor to their floor governments, being responsible for ensuring that the floor government is active and run properly.
- iv. Each Floor government retains jurisdiction over the use of floor funds and the use of space on the floor, including various floor lounges.
- v. Each Floor shall, by the first week of fall quarter, elect floor government members as dictated by the Program and Resident Assistants of each floor.
- vi. Floor Funds cannot be disbursed without the consent of the Resident Assistant or the Program Assistant, and the Floor Controller.
- vii. Floor government must fulfill the following core positions: President, Vice President, Secretary, Historian, Publicity, Treasurer, External Vice President, and Dining and Environment. The floor government may add additional positions at their discretion

b. The Assembly

- i. Each Floor shall have one vote in the Assembly. The quorum for doing business shall be a minimum of six floors represented.
- ii. All legislative powers of the Association shall be vested in the Assembly, including powers of impeachment.
- iii. The Assembly shall meet weekly, on a time and at a place decided by the Cabinet.
- iv. The Resident Director shall act as advisor to the student government, attend the Assembly meetings, and give weekly reports.
- v. Any resident of a floor who is a member of the Association, except Cabinet officers and Program Assistants, may represent their floor in the Assembly.
- vi. Cabinet Officers may not vote in the Assembly; however, they may make motions.
- vii. The elected officials shall decide upon the procedure for each Assembly meeting before the start of each school year and proper parliamentary procedure will be adhered to.

VI. Budget

- a. The Controller and the President shall, before the first meeting of the Assembly, draft a proposal budget for the year.
- b. The Assembly shall, by the fourth week of the Fall quarter, pass a budget to allocate Association funds into the appropriate categories.
- c. Included in this budget shall be the officer stipends, floor funds, and special accounts for Association activities and expenses. Also included shall be the general funds, known as programming pool, which shall be used to supplement floor funds, and to meet general expenses as approved by the Assembly.
- d. The suggested allocation for floor budgets shall be at least \$1 per resident per quarter.
- e. A floor shall be penalized for non-attendance at Assembly meetings. Each floor shall be given one no-penalty absence per quarter. Additional absences shall result in the deduction of a certain percentage of the quarterly Association-allocated floor budget. The percentage to be detailed is in the schedule below. For any meeting, the accessed penalty shall be doubled if quorum cannot be reached.

1 st	none	6 th	15%
2 nd	5%	7 th	15%
3 rd	10%	8 th	15%
4 th	10%	9 th	20%
5 th	10%		

Should a floor EVP miss three or more meetings per quarter without prior notification to the President, they will be approached by the Cabinet, and further action will be taken.

- f. Cabinet officers shall have their stipends reduced for non-attendance in Cabinet and Assembly meetings according to a similar scale that follows.

1 st	none	6 th	15%
2 nd	5%	7 th	15%
3 rd	10%	8 th	20%
4 th	10%	9 th	20%
5 th	10%		

- g. Any such monies removed from accounts for absence penalties shall be immediately moved into the Programming pool.
- h. The President may waive any non-attendance penalty with good cause to do so. The waiving of the penalty must be announced by the beginning of the next Assembly meeting. The President cannot waive his/her own attendance penalty. In that case that

the President request that his/her attendance be excused, the Assembly must approve by a majority vote. The President does not need the approval of the Assembly to excuse any other absences.

VII. Impeachment

- a. If a two-thirds majority of the Assembly, or a majority of Cabinet officers decided that a Cabinet officer is not performing his/her duty, that person may be brought up on an impeachment charge.
- b. If such a charge is made, that person must be examined to see if her/she is doing his/her job by a peer panel. This panel will consist of 4 impartial members of the Association and the Resident Director. If a majority of this panel decides that the individual has not done his/her job, that person shall be dismissed from their position.
- c. If a Cabinet Officer misses more than 9 meetings quarter (including both Cabinet and Assembly), or more than 4 consecutive meetings, that person will be automatically impeached.

VIII. Amendments

- a. Amendments to this Constitution shall be made with a two-thirds majority of those voting in a special referendum. In order to place a proposed amendment before the Association in such a referendum, a petition containing the signatures of no less than 25 Dykstra Hall residents or a majority approval of the Assembly shall be required. If the President receives such a petition, the President shall set a date for the referendum no later than four academic weeks from the date the President receives the petition.
- b. History of Constitution Amendments
 - i. 2004-2005 Academic Year
 1. Under Section IV, letter b, appended subsection iv by changing yearbook coordinator to yearbook resource. Appended subsection v. by modifying the training responsibility only in the case the Office of Residential Life will not organize floor government training. Appended subsection vi by taking out the responsibility of the IVP meeting with the floor presidents twice a quarter to at least once at the beginning of the Academic school year. Under letter c, subsection iv, amended the Social Chair's three programs which can include Midnight Café, All-Hill Halloween, and Casino Night.
 - ii. 2003-2004 Academic Year
 1. Under Section III, added letter k, to make sure past Student Leaders train new Student Leader by 7th week of Spring Quarter.
 2. Under Section IV, letter b, appended subsection ii by taking out the Blood Drive responsibility from the IVP. Appended subsection iv, modifying the responsibility of coordinating the floor historians. Deleted subsection v. Appended subsection vi, regarding the new responsibility of working with the floor presidents to improve communication between Cabinet and floor governments. Under letter c, added subsection iv, adding the Blood Drive responsibility onto the Social Chair. Under letter f, added subsection iv, adding responsibility to Secretary to make a year-in-review for Cabinet. Under letters g-h, deleted subsection iv and v respectively. Added subsections to make sure Facilities Chairs train new Facilities chairs.
 3. Under Section V, letter a, added subsection vii, to make sure certain core positions on floor government were met.
 - iii. 2002-2003 Academic Year

1. Under Section III, Letter a, appended deadline for election of officers. Added Letters b, c, and d in regards to officer elections and appointments. Appended Letter i, specifying programs required by the Cabinet. Added Letter k, formation of operational by laws.
 2. Under Section IV, Letter a, Article v, addition of Facilities Chair-Dining, and renaming of Facilities Chair-Environment. Section IV, Letter a, Article vi, President is responsible for all retreats. Under Section IV, Letter b, Article iv, IVP is coordinator for annual Dykstra Yearbook, Article v, IVP is coordinator for floor government development. Under Section IV, Letter c, Article ii, Social Chair is responsible for Food for Finals. Section IV, Letter f, added Article iii in that the Secretary coordinates the Dykstra website. Under Section IV, Letters g and h, both Facilities Chairs shall be responsible for Construction Mitigation. Added Letter h to Section IV: addition of Facilities Chair #2 and his or her respective duties. Added Letter j: additional clause.
 3. Under Section V, Letter A, Items iii & vi, Program Assistants shall act as advisors in floor governments and spending of floor funds. Item v amended: floor governments selected by first week of fall quarter. Section V, Letter B, Item iii, Cabinet given the responsibility for choosing assembly time and place.
 4. Under Section VI, Letter d, floor budgets shall be at least \$1 per resident per quarter. Section VI, Letter e, appropriate action to be taken if an EVP misses three or more meetings.
- iv. 2000-2001 Academic Year
1. Under Section III, Letter b, Article 1, removed duties of IVP and moved to Section III, Letter e, Article 2 to duties of Comptroller as the representative of Dykstra Hall for the Educational Programming Committee (EPC).
- v. 1999-2000 Academic Year
1. Under Section III, letter g, appended Facilities chair and added Articles 4 & 5, duties of Facilities Chair with responsibilities of managing the building's recycling efforts and supervising the implementation of the recycling program.
- vi. 1998-1999 Academic Year
1. Dykstra Hall Residents' Association Constitution submitted by Bobby Kalaf, DHRA Comptroller 1997-98 and DHRA President 1998-99, and Manuel Frausto, Dykstra PA 1997-98 and DHRA IVP 1998-99 on May 11th, 1998.

Voted into Effect by a vote of 7-0 by the DHRA Assembly.