

## **CONSTITUTION OF THE HEDRICK HALL RESIDENTS' ASSOCIATION**

### **Article I: Name**

This hall government shall be recognized henceforth as the Hedrick Hall Residents' Association (HHRA).

### **Article II: Purpose**

The purpose of HHRA 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 III: Governance**

This Constitution will follow all rules and regulations of the University of California, Los Angeles as Hedrick Hall being a participating member of the On-Campus Housing Council (OCHC).

### **Article IV: Membership**

All contracted residents of Hedrick Hall, which exempts the Resident Director, the Faculty-in-Residence, the Assistant Resident Director, and the Resident Assistants, shall be members of the Association. All contracted residents shall also be members of their respective Floor Governments.

#### **Section 1: Regular Members**

- A. Regular Members have the right to:
1. Be recognized by the President.
  2. Serve on a committee as appointed by the President.
  3. Have access to Minutes of weekly Meetings.
  4. Suggest motions and courses of action to the HHRA but may not make motions or vote.

#### **Section 2: Executive Cabinet**

- B. Executive Cabinet as a whole shall:
1. Have the responsibility of representing all the needs, interests, and concerns of Regular Members of Hedrick Hall.
  2. Attend all meetings of the HHRA and Executive Cabinet and Assembly Meetings.
  3. Suggest motions and courses of action to the HHRA but may not make motions or vote.
  4. Be responsible to stay for the entirety of a meeting unless prior arrangements have been made.
  5. Help plan, promote, attend, and be involved with all functions sponsored by the HHRA in conjunction with their maximum possible level of participation.
  6. Act as role models, advisors, and leaders to the Resident Community and the campus as well.
  7. Assist with and give support for, the ideas and efforts of other members.
  8. Encourage feedback, ideas, and discussion.
  9. Must attend ORL Fall Training.
  10. Maintain a minimum of 12 units per quarter and a minimum 2.5 GPA.
  11. Be in good academic standing with the University of California.

## Article V: Officers

### **A. The President shall:**

1. Schedule, plan the agenda for, and facilitate HHRA meetings.
2. Serve as an in-hall and inter-hall liaison between residents, staff, and council.
3. Cast a vote in the event of a tie in the Assembly.
4. Have the power to call to session a special meeting of the Cabinet at any time.  
Twelve hour notice must be given to all Cabinet members.
5. Have veto power at all times, and a line-item veto over budgetary items. Any veto may be overridden within ten working days by a two-thirds majority of the Assembly.
6. Be responsible for True Bruin Welcome Week Preparations.
7. Be responsible for Move-In Assistant coordination and training.
8. Attend all Presidents' Council Meetings and represent the Cabinet at such meetings.
9. Be responsible for coordinating the Student Leader Elections for the next year during Spring Quarter in consultation with the Advisor.
10. Assist the Events Coordinator in planning and executing all events.
11. Assist with and attend Food for Finals and Fall Floor Government Training.

### **B. The Internal Vice President shall:**

1. Assume all duties of the necessary officer in absence of any Cabinet officer.
2. Represent HHRA at the National Residence Hall Honorary (NRHH) meetings.
3. Be responsible for aiding in Food for Finals the Spring Quarter preceding their term in office.
4. Be responsible for Food for Finals every quarter of their term in office.
5. Plan, implement, and execute Fall Floor Government Training.
6. Assist the Events Coordinator in planning and executing all events.
7. Assist with and attend Food for Finals and Fall Floor Government Training.

### **C. The External Vice President shall:**

1. Attend all On-Campus Housing Council (OCHC) Meetings and represent HHRA at such meetings.
2. Attend OCHC related programs.
3. Be required to plan a Team Training and Development Activity for the EVPs each quarter in the case the Cabinet agrees on having one.
4. Be responsible for compiling and maintaining an official directory of all Assembly members.
5. Assist the Events Coordinator in planning and executing all events.
6. Assist with and attend Food for Finals and Fall Floor Government Training.

### **D. The Financial Controller shall:**

1. Prepare a quarterly and yearly budget prior to week two of fall quarter in conjunction with the Advisor.
2. Be in charge of arranging all Disbursements of all Hedrick Hall funds.
3. Be responsible for keeping written statements of all transactions of all Hedrick Hall funds.
4. Be responsible for informing the Assembly of the status of the budget.

5. Attend weekly Core Programming Fund (CPF) Meetings and shall represent Hedrick Hall at such meetings.
6. Assist the Events Coordinator in planning and executing all events.
7. Assist with and attend Food for Finals and Fall Floor Government Training.

**E. The Events Coordinator shall:**

1. Be responsible for planning a minimum of five programs for the academic year, two of which must be community service related.
  - a. One of the community service related programs must be in conjunction with the Team Green Coordinator.
2. Receive assistance for programs from other Officers.
3. Be responsible for coordinating, securing and delivering all foods and related supplies requested by the Association for its events.
4. Be responsible for posting all Executive Officer programs on ERES.
5. Be responsible for coordinating programs for Hedrick Hall as well as the greater housing community with the Community Service Commission in USAC.
6. Be responsible for quarterly Blood Drives in addition to the five programs.
7. Assist with and attend Food for Finals and Fall Floor Government Training.

**F. The Two Facilities Commissioners shall:**

1. Be responsible for maintaining and controlling all HHRA Equipment.
2. Conduct a monthly audit of all HHRA equipment and present at the following Assembly meeting.
3. Prepare a quarterly inventory of all HHRA equipment to be presented to the Cabinet by week two of instruction.
4. Be responsible for scheduling and coordinating set-up of all necessary equipment for Cabinet, Assembly, and Resident Assistant designated events with twenty-four hours prior notice.
5. Be responsible to attend D&E Meetings.
6. Assist the Events Coordinator in planning and executing all events.
7. Assist with and attend Food for Finals and Fall Floor Government Training.

**G. The Communications Commissioner shall:**

1. Be responsible for recording minutes at all Assembly meetings and submitting all minutes to the Assembly at the beginning of the next official Assembly meeting.
2. Be responsible for recording minutes at all Cabinet meetings and submitting all minutes to the Cabinet at the beginning of the next official Cabinet meeting.
3. Record all absences at Assembly meetings and events and informing the Controller and the respective floors of unexcused absences.
4. Be responsible for recording all absences at Cabinet meetings and events.
5. Publicize all HHRA events, sponsored events, and OCHC events.
6. Design and display an Association Calendar every quarter.
7. Be responsible for delegating and completing all Passive Boards in conjunction with the ARD. The first set of Passive Boards should be complete before residents move in.

8. Attend Policy Review Board (PRB) Meetings each week and shall represent Hedrick Hall at such meetings.
9. Assist the Events Coordinator in planning and executing all events.
10. Assist with and attend Food for Finals and Fall Floor Government Training.

**H. The Team Green Coordinator shall:**

1. Be responsible for coordinating a minimum of two sustainable events per quarter
  - a. One of which shall be in conjunction with the Events Coordinator for the year.
2. Attend all-hill Team Green Coordinator meetings, which take place twice per month, and shall represent HHRA at such meetings.
3. Organize Hedrick Hall Team Green meetings at least twice a month.
4. Be responsible for recruiting Team Green members from each floor.
5. Be responsible for training Team Green members from each floor.
6. Be responsible for properly disposing of Hedrick Hall's battery and ink cartridge waste bins.
7. Create passives promoting green, sustainable, and environmentally-friendly actions.
8. Promote sustainable living in general.
9. Attempt to "greenify" all SL programs.
10. Assist the Events Coordinator in planning and executing all events.
11. Assist with and attend Food for Finals and Fall Floor Government Training.

**Section 2: Resignation/Impeachment**

- A. Any officer or member of Assembly may become subject to impeachment should they fail to fulfill the qualifications for office or inadequately perform the duties of office.
  - a. One may be impeached with a two-thirds vote of the Assembly or Cabinet, whichever deemed appropriate by the Resident Director.
- B. Members of the Cabinet must meet with an Advisor prior to resignation to discuss their reasons.
- C. Members of Cabinet must state their reasons for resigning in a formal announcement.

**Section 3: Vacancy**

- A. A vacancy occurring in any position shall be filled temporarily by an Executive Officer with compliance of the Advisor.
- B. A new officer shall be appointed at the discretion of the Resident Director in conjunction with the Cabinet.

**Section 4: Veto/Override**

- A. The HHRA (excluding the President) can override a Presidential veto by a two-thirds vote.
  1. The President shall have veto power at all times, and a line-item veto over budgetary items. Any veto may be overridden within ten working days by a two-thirds majority of the Assembly.

**Section 5: Terms of Office**

- A. The term of office for Executive Cabinet will be one year.

- B. The newly-elected Cabinet will attend and facilitate Spring Quarter week eight HHRA Meetings.
- C. One officer, at any one time, may not hold multiple positions, unless on a temporary basis.

### **Section 6: Absences and Tardiness**

- A. All elected officers shall be subject to impeachment for an un-excused absence of three meetings and/or tardiness of six meetings per quarter.
  - a. A tardy occurs when an Officer is seven or more minutes late to an HHRA meeting.
  - b. Both the President and Advisors need to be notified of an absence at least twenty-four hours in advance.

### **Section 7: Compensation**

- A. Cabinet members shall receive quarterly stipends. The maximum amount shall be determined by the Cabinet prior to the first meeting of the year and approved by the Assembly as part of the yearly budget, but shall not exceed \$250.
- B. Cabinet member stipends shall be deducted by the Assembly for not fulfilling the duties outlined to them.
- C. At the end of each quarter, the Assembly will determine the stipends of the Cabinet members in consultation with the Advisors.
- D. A penalty of fifteen percent shall be deducted from an Officer's stipend for every missed, unexcused meeting.

## **Article VI: Elections**

### **Section 1: Elected Officers**

- A. The President and Internal Vice-President shall be elected.
- B. Regular elections for the Officers shall be held in the beginning of Spring Quarter in accordance with Housing deadlines, OCHC deadlines, and RA/PA application deadlines.

### **Section 2: Appointed Officers**

- A. All other officers shall be appointed.
- B. Appointments will be made by the elected Officers with the advice of the Advisors.
- C. Appointment dates shall be as stated in the OCHC timeline.
- D. If any Officer position remains unfilled by these dates, the Advisors and the President shall appoint an Officer during the summer.

## **Article VII: Finances**

### **Section 1: Income**

- A. The Association will derive income from the Residence Hall Association membership fees collected.
- B. All funds raised from fundraising activities or from a specific event may be used for a specific cause only, which must be determined before that event. All incomes and expenses must be reported in full.

**Section 2: Budget**

- A. The Controller will prepare a budget in conjunction with the advisor prior to the first meeting of Fall Quarter of the Assembly.
- B. The budget shall be submitted for approval at the first regular meeting of the Fall Quarter.
- C. Prior to final approval of the budget by the Assembly, no Association funds will be spent or in any way disbursed without prior approval of the Resident Director.
- D. Included in this budget shall be categories for Officer Stipends, Floor Funds, funds for Assembly Usage, and special accounts for Association activities and expenses.
- E. As decided by the Resident Director:
  - a. A percentage of the total budget shall be set aside as a reserve for contingencies for the remainder of the academic year.
  - b. A percentage of the total budget shall be set aside as a reserve for the next academic year.
- F. In the event of bankruptcy, no more debts may be contracted by the Association until sufficient monies have been accrued to pay all outstanding debts.

**Section 3: Disbursements**

- A. Monies may be disbursed from the Assembly funds only for items approved by the Assembly.
- B. An original receipt must be presented for all expenditures.
- C. Requests for funds must be presented with proper forms to the Controller.
- D. All checks of the Association must be signed by following two people: Controller and Resident Director.

**Section 4: Records and Financial Statements**

- A. Financial statements shall be verbalized to the Assembly each week of regular meetings.
- B. Written documents of the Hall's finances shall be made available upon request to the Assembly.
- C. A complete financial statement shall be prepared at the beginning and end of each academic quarter.

**Section 5: Floor Finance**

- A. A fixed number of funds, voted on by the Assembly, shall be allocated to each floor per quarter.
- B. All funds obtained by a floor through legal fundraising shall be deposited directly into its respective sub account. All floor fundraising revenue not raised while conforming to ORL Fundraising Policy shall be appropriated by the Assembly.
- C. Each floor shall have a Controller to oversee its respective floor's fund.
- D. Floors may use funds credited to them only for such expenditures as required for social or cultural activities, decorations, events, and damage charges.
- E. Floor Funds may not be used to monetarily compensate Floor Government positions.
- F. In the event that a Floor account becomes overdrawn during and/or after the close of any budgetary period, the disposition of the debt shall be decided by the Resident Director, the Cabinet Controller or any combination thereof.

**Article VIII: The Assembly of the Association**

**Section 1: Membership**

- A. The Assembly shall consist of at least one Representative from each of the twelve floors, and the Executive Cabinet of the Association.
- B. The Executive Cabinet shall not vote, with the exception of the President, who shall vote only to break a tie.
- C. The floor representatives who comprise the Assembly shall be the External Vice President from his or her respective floor, or a designated delegate.
- D. The floor representative must be a non-staff resident; which excludes Resident Assistants, Student Leaders, and Residential Learning Computer Consultant.

**Section 2: Powers**

- A. The Assembly shall exercise legislative authority of the Association.
- B. The Assembly can initiate a vote on any subject.
- C. The Assembly may make recommendations to the Policy Review Board regarding changes in the University or Residence Hall policies, rules or regulations.
- D. The Assembly may, by initiative, overrule decisions of the President by a two-thirds majority of the voting members of the Assembly.

**Section 4: Duties and Responsibilities**

- A. Attendance of all Assembly meetings is mandatory by each Assembly member or a suitable representative. In the case that no representative is present, 15% of the representative's floor's budget will be deducted.
- B. Each Assembly member shall be responsible for finding a suitable representative for any event or activity that they cannot fulfill. Said representative is restricted to the same guidelines that the floor representative is restricted to.
- C. The Assembly members shall serve as members on committees as deemed necessary by the Association.
- D. The Assembly members shall be responsible for reporting information discussed at the Assembly meetings to their Floor Governments.
- E. 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 an Advisor shall preside over the meeting. The approved stipend for each Officer shall not exceed that set out by the Office of Residential Life.
- F. Failure to meet any of the duties and responsibilities outlined in this Constitution may result in a monetary penalty from the Assembly members' respective Floor Government fund as deemed necessary by the Executive Officers of the Association.

**Section 5: Meetings**

- A. The first regular meeting of the Assembly 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.
- B. A quorum of fifty percent of its voting members, plus one, shall be present to conduct business at any meeting of the Assembly.
- C. All Assembly meeting procedures, including but not limited to discussions, debates and votes, shall occur in a public forum unless the Assembly members choose to move to a closed session by a three-fourths vote.

- D. If any person behaves disruptively and refuses to heed the requests of the meeting chairperson, the meeting chairperson shall have the power to remove him or her.

### **Section 6: Procedure**

- A. The Assembly will determine its own rules and procedures for conducting meetings such that they do not overrule any part already explicitly stated in this constitution.
- B. The President will have an agenda prepared for all regular meetings.
- C. The President shall serve as chairperson of the Assembly and shall only vote in event of a tie.

## **Article IX: Floor Governments**

### **Section 1: Membership**

- A. The Association will consist of a north and south wing, each containing six Floor Governments.
- B. Each Floor Government must consist of a President, an External Vice-President, Dining and Environment Representative (D&E), and Controller.
- C. The members of the Floor Government must be a resident of the floor.
- D. The Resident Assistants assigned to the floor and the wing will be the Advisors of the Floor Governments.

### **Section 2: Powers**

- A. The floor may conduct social and educational events, conduct programs and enter teams to participate in intramural events.
- B. Each floor shall receive a "Floor Fund" to be used in any manner in compliance with University Policy.

### **Section 3: Duties and Responsibilities**

- A. Each floor shall be responsible for sending a representative (EVP) to the meetings of the Association.
- B. Each floor shall be responsible for sending a Dining and Environment Representative to the D&E meetings.
- C. Each floor shall be responsible for sending a Team Green Representative to the Team Green Meetings.
- D. Each floor shall, by the second week of fall quarter, elect a Floor Government.
- E. Each Floor Government shall meet a minimum of six times per each academic quarter.
- F. Each Floor Government Representative shall participate in the Fall Floor Government training organized by the Executive Officers.

## **Article X: Amendments**

### **Section 1: Amendments**

- A. Proposals: Amendments to this Constitution may be proposed by resolution of an initiative of two-thirds of the voting Assembly.
- B. Ratification: The proposed amendment will become part of this Constitution when ratified by eight of the floors of the Association within fifteen school days after submission. Voting must be put to the Association. Ratification by each floor must be by a majority of those voting.

**Section 2: Updating the Constitution**

- A. Upon certification of the Executive Cabinet, said Officers are required to update and amend this Constitution.