

Hedrick Summit Residents' Association Constitution

"We the members of the Hedrick Summit Residents' Association, a member of the On-Campus Housing Council, at the University of California, Los Angeles, by the authority of that University, and subscribing to its regulations and policies, do establish this Constitution to govern over and represent the opinions, interests, and concerns of the residents of Hedrick Summit, as are delegated by the University to this organization and the mission of the Office of Residential Life."

Article I: Rules and Regulations

All Rules and regulations of the University of California and the University of California, Los Angeles shall take precedence over this Constitution, its By-Laws, and its Resolutions.

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 II: The Summit Residents' Association

Section 1: Identification

From hereinafter the members of the Hedrick Summit Residents' Association shall be referred to as the 'Association.'

Section 2: Membership

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

Section 3: Meetings

- 3.1 The Association meetings shall be chaired by the President.
- 3.2 The members of the Student Leader Cabinet and one representative from each of the nine (9) floors, shall attend.
- 3.3 The floor representative must be member of the association, Student Leaders', hereby referred to as SL, excluded.
- 3.4 The Student Leader Cabinet members shall be ex-officio members of the Association and shall not vote, with the exception of the President, who shall vote only to break a tie.
- 3.5 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 weekly at the time and place chosen by its assembled members.
- 3.6 A quorum of fifty (50) percent of its voting members, plus one (1), shall be present to conduct business at any meeting of the Association.
- 3.7 All Association meeting procedures, including but not limited to discussions, debates, and votes, shall occur in a public forum unless the representatives choose to move to a closed session by a three-fourths (3/4) vote.
- 3.8 Special sessions of the Association may be called by the President, by petition of a majority of the Association or by a simple majority vote of the floor representatives. All floor representatives and the members of the Student Leader Cabinet must be notified of the special session a minimum of twenty-four (24) hours prior to the special session.

Section 4: Powers

- 4.1 The Association can approve funding from the "Programming-External" section of the budget for any hill wide programs upon request.
- 4.2 The Association can approve funding from the "Programming-Internal" section of the budget for any Hedrick Summit only programs upon request.
- 4.3 The Association can initiate a vote on any subject benefiting or in relation to the Summit residents.

- 4.4 The Association can make recommendations to the Policy Review Board, hereby referred to as 'PRB,' regarding changes in the University or Summit policies, rules, or regulations.
- 4.5 The Association may, by initiative, overrule decisions of the President by a two-thirds (2/3) majority of the voting representatives.

Article III: The Student Leader Cabinet

Section 1: Identification

The Student Leader Cabinet of the Hedrick Summit Association shall hereby be referred to as the 'Cabinet.'

Section 2: Membership and Election

- 2.1 The Cabinet shall consist of the President, the Internal Vice President, the External Vice President, the Social Chair, the Civic Engagement Chair, The Academic Development Chair, the Team Green Coordinator, the Facilities Director, and the Controller.
- 2.2 No Cabinet officer may simultaneously hold a position as Resident Assistant or floor representative.
- 2.3 Each Cabinet officer shall serve a term of one (1) academic year.
- 2.4 Each Cabinet officer must be members of the Summit Association and remain in good academic and conduct standing with the University for the entirety of their term.
- 2.5 The President, Internal Vice President, and External Vice President shall be elected in the Spring quarter preceding their term by secret ballot, each member of the current Association having one vote.
- 2.6 The newly elected officers shall hold interviews and appoint the remaining members of the Cabinet (Controller, Social Chair, Civic Engagement Chair, Academic Development Chair, Team Green Coordinator, and Facilities Director) with the advice of the Resident Director, Assistant Resident Director, and current cabinet.
- 2.7 Candidates can run for both elected and appointed position as well as well as in any other residential community on the Hill.
- 2.8 Campaigning by candidates must comply with the practices and policies in the Office of Residential Life handbook. Candidates who wish to post flyers on residents' doors must do so with verbal permission of each resident. Flyers cannot exceed a letter size.
- 2.9 In the event that a position cannot be filled or opens up, positions will be made available at the beginning of fall quarter and appointed by the Cabinet.

Section 3: Duties and Responsibilities

- 3.1 Each Cabinet officer must attend at least one Association meeting before the end of Spring quarter preceding their term.
- 3.2 Each Cabinet officer must attend every Association meeting during their term, unless they have received prior permission from the President and RD to miss the Association.
- 3.3 The Cabinet shall coordinate all activities and perform all duties assigned to it by this Constitution, its By-Laws, and the Association.

Section 4: Vacancy of Office, Impeachment, and Resignation

- 4.1 If an office falls vacant, the officers of the Cabinet shall fill the office by appointment.
- 4.2 If an appointment cannot be made within two weeks after the office falls vacant, the Cabinet must take over the responsibilities of the vacant position.
- 4.3 If the office of President falls vacant, the Internal Vice President shall take on the duties of the President.
- 4.4 Any member of the Cabinet may become subject to impeachment should they fail to fulfill the qualifications for office or inadequately perform the duties of office.
- 4.5 Impeachment proceedings may be initiated only by special initiative as outlined in Article VII and tried before the Association with the Resident Director acting as chair.
- 4.6 The impeached member must be notified at least forty-eight (48) hours before the proceeding and will have the opportunity to respond to the allegations before the Association.
- 4.7 A three-fourths (3/4) vote of disapproval is required to remove a member.
- 4.8 A report of the impeachment proceedings will be compiled and kept on file by the Resident Director.
- 4.9 Members of the Cabinet must meet with the Resident Director or the Assistant Resident Director at least fourteen (14) days prior to the time they wish to resign to discuss the reasons for their resignation.

- 4.10 Members of the Cabinet must submit their resignation in writing to the Association no fewer than seven (7) days prior to the time they wish to resign, after meeting with an Advisor.
- 4.11 Former officers of the Cabinet are required to relinquish their On Campus Housing space as enumerated in each individual signed contract, unless otherwise exempt. Exemptions fall to, but not limited to, first, second, and third year students who are guaranteed housing for the current year.

Article IV: Floor Governments

Section 1: Membership

- 1.1 The Summit Association will consist of nine floors, each containing a Floor Government.
- 1.2 Each Floor Government must consist of a President, an External Vice President, and a Dining and Environment Representative.
- 1.3 The members of Floor Government must be a resident of the respective floor.
- 1.4 The External Vice President position should not rotate each quarter with the exception of extenuating circumstances.

Section 2: Powers

- 2.1 Each Floor Government may adopt a constitution, if deemed necessary.
- 2.2 This Constitution and its By-laws will take precedence over the Floor Constitution and its By-laws.
- 2.3 The floor may conduct social and educational programs and enter teams to participate in intramural events.
- 2.4 Each floor shall receive a "floor fund" to be used in any manner it deems necessary within the guidelines set forth in Article Vi, Section 4 of this Constitution.

Section 3: Duties and Responsibilities

- 3.1 Each floor shall, by the second week of Fall quarter, elect a Floor Government.
- 3.2 Each floor shall send a representative, the External Vice President, to the meetings of the Association.
- 3.3 Each floor shall be responsible for sending a Dining and Environment Representative to the Dining and Environment ('D & E') meetings.
- 3.4 Each Floor Government shall meet a minimum of six (6) times per academic quarter.

Article V: Finance

Section 1: Income

- 1.1 The Association will derive income from the Residence Hall Association membership fees collected by the Regents of University in connection with payment for residence in Hedrick Summit each year.
- 1.2 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

- 2.1 The Controller will prepare a budget in conjunction with the Cabinet and Resident Director prior to the first meeting of Fall quarter of the Association.
- 2.2 The budget shall be submitted for approval by the floor representatives at the first regular meeting of the Fall quarter.
- 2.3 Prior to the final approval of the budget by the Association, no building funds will be spent or in any way disbursed without prior approval of the Resident Director.
- 2.4 Included in this budget shall be categories for Cabinet officer stipends, floor funds, and special accounts for Association activities and expenses.
- 2.5 In the event of bankruptcy, no more debuts may be contracted by the Association until sufficient money has been accrued to pay all outstanding debts.
- 2.6 Transactions shall be kept in writing and updated budgets shall be presented by the Controller at weekly Association meetings.

Section 3: Disbursements

- 3.1 Money may be disbursed from the general fund only for items approved by the Association.
- 3.2 An original itemized receipt must be presented for all expenditures, except for special circumstances with Residential Director and Controller approval.
- 3.3 Request for funds must be presented with the proper forms to the Controller.
- 3.4 All checks of the Association must be signed by the Controller and Resident Director.

Section 4: Floor Finance

- 4.1 The Association, through the budget, shall allocate funds to each of the nine individual floors based upon the set rate per resident.
- 4.2 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 the Office of Residential Life Fundraising Policies shall be appropriated by the Association.
- 4.3 Each floor shall have a Controller to oversee its respective floor's funds.
- 4.4 Floors may use funds credited to them only for such expenditures as required for social or cultural activities, decorations, events, damage charges, and for other purposes approved by the Association within the University Guidelines. Floor funds may not be used to monetarily compensate floor government positions.
- 4.5 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 and the Cabinet Controller. Such decisions shall be binding pursuant to the terms of the current budgetary period for which the Association is responsible.

Section 5: Monetary Penalties

- 5.1 All penalties for failure of duty must be decided upon and enumerated to the relevant parties prior to the necessary completion of said duty.
- 5.2 Floors shall be monetarily penalized for non-attendance by a floor External Vice President or a suitable representative at the Association meetings, Dining and Environment meetings, and required events as deemed necessary by the Cabinet.
- 5.3 Any monetary penalty shall be transferred from the appropriate fund to the general building Programming fund.

Section 6: Stipends

- 5.1 Cabinet members shall receive a quarterly stipend. The amount shall be determined by the Cabinet and approved by the Association as a part of the yearly budget, but shall not exceed \$250 per quarter.
- 5.2 At the end of each quarter, the Association will determine the stipends of the Cabinet members.
 - 5.2.1 The Resident Director or Assistant Resident Director will chair the stipend approval process.
 - 5.2.2 Cabinet members shall not be present for the discussion or voting.
 - 5.2.3 Before leaving for stipend approvals, Cabinet members will share their assessments with the Association.
 - 5.2.4 Stipends shall be approved by a simple majority vote of the EVPs present at the meeting.

Article VI: Initiatives

Section 1: Purpose

- 1.1 Initiatives are to be used by the members of the Association to bring resolutions before the members of Association for a vote.
- 1.2 An initiative may be used to bring a resolution to amend this Constitution or its By-Laws before the Association.
- 1.3 An initiative may be used to initiate impeachment proceedings.

Section 2: Proposal and Approval

- 2.1 Initiatives may be proposed by the members of the Association, and submitted to the President, or if the initiative is to impeach the president, to the Internal Vice President.
- 2.2 Upon determination of the validity of the proposal, the President shall call a vote within ten (10) days of submission.
- 2.3 The initiative shall pass with a majority of votes.

Article VII: Amendments and By-Laws

Section 1: Amendments

- 1.1 Amendments to this Constitution may be proposed by resolution of an initiative of two-thirds (2/3) of the voting Association.
- 1.2 The proposed amendment will become part of this Constitution when approved by the majority(50%+1) of the Association.

Section 2: By-Laws

An adoption of the By-Laws or changes therein will be by a two-thirds (2/3) vote of the Association members or by initiative.

Section 3: Updating the Constitution

Upon certification of the officers of the Cabinet, said officers are required to update and amend this Constitution as they see fit, with proper ratification as enumerated in Article VIII, Section 1.2.

Article VIII: Enabling Clause

This Constitution will take effect at 12:01 am the next day upon ratification by two-thirds (2/3) of the Association and shall supersede any previous Constitution of the Association.

Hedrick Summit Residents' Association

Constitution By-Laws

Article I: Duties and Powers of the Cabinet Officers

Section 1: Cabinet

- 1.1 The Cabinet, with the advice and consent of the Resident Director and/or Assistant Resident Director, shall exercise legislative authority over any activities, which involve the use of immediate facilities or name of the Association, and which require immediate attention while the Association is not in session.
- 1.2 Shall coordinate together to put on events for Hedrick Summit residents.
- 1.3 Each member of the cabinet shall be assigned one of the nine floors. They will be responsible for attending all floor government meetings for that floor, and to create any advertisements for SL programs needed on that floor.
- 1.4 The Cabinet shall be responsible for creating a programming plan for each quarter. For Fall quarter this plan must be completed and presented to and approved by the Resident Director and Assistant Resident Director before the first week of Fall quarter. For subsequent quarters, this plan must be presented to and approved by the association during the last association meeting of the previous quarter.
- 1.5 Each member of the cabinet shall submit a position assessment, including but not limited to programs worked on self assessment for the quarter, at the end of each quarter to the Resident Director.
- 1.6 The Cabinet shall be responsible for sending representatives to every All Hill program requiring representation from Hedrick Summit.

Section 2: President

- 2.1 Shall be the chair of the weekly Cabinet and Association meetings.
- 2.2 Shall prepare weekly agendas for all Cabinet and Association meetings.
- 2.3 Shall be responsible for informing all interested parties, members, and guests of meeting times and places.
- 2.4 Shall be responsible for Welcome Week preparations, including Move-In Assistants.
- 2.5 In the event of a tie in the Association meeting, the President shall cast a vote.
- 2.6 Shall have the power of appointment of Cabinet and Committee officers. Appointments may be overruled by two-thirds vote by Association members within ten (10) days of announcement of appointment.
- 2.7 Shall have the right to form committees for any need as expressed by the Association.
- 2.8 Shall have the power to call to session a special meeting of the Cabinet or Association at any time, with twenty-four (24) hours notice.
- 2.9 Shall be responsible for making sure all Cabinet duties are met

Section 3: Internal Vice President

- 3.1 Shall assume duties of the necessary officer in the absence of any Cabinet member.
- 3.2 Shall assume the office of President in the event of vacancy.
- 3.3 Shall represent the Hedrick Summit Association at the Policy Review Board meetings.
- 3.4 Shall be responsible for Food for Finals for all quarters during their term.
- 3.5 Shall record minutes at all Association and Cabinet meetings and submit all minutes to the Association by the beginning of the next official meeting.

Section 4: External Vice President

- 4.1 Shall represent the Summit Association in the On Campus Housing Council and fulfill all respective responsibilities.

Section 5: Controller

- 5.1 Shall prepare a quarterly and yearly budget as outlined in Article VI, Section 2 of this Constitution.
- 5.2 Shall be in charge of arranging all Disbursements of Association funds as outlined in Article VI, Section 3 of this Constitution.
- 5.3 Shall be responsible for keeping written statements of all transactions of Association funds and submit updated budgets at each meeting as outlined in Article VI, Section 2.6 of this Constitution.

5.4 Shall represent the Summit Association at the Core Program Funding board.

Section 6: Social Chair

- 6.1 Shall coordinate a minimum of two (2) student development based programs per quarter for Summit residents.
- 6.2 Shall represent Hedrick Summit on the National Residence Hall Honorary (NRHH) Committee

Section 7: Civic Engagement Chair

- 7.1 Shall coordinate quarterly Hedrick Court blood drives presented by the UCLA Blood and Platelet Center.
- 7.2 Shall coordinate one (1) other program through a Social Justice and Civic Engagement lens each quarter for Summit residents.

Section 8: Academic Development Chair

- 8.1 Shall represent Hedrick Summit on the Academic Development Committee
- 8.2 Shall be responsible for working with the Resident Director to create a staff academic enhancement plan
- 8.3 Shall coordinate one (1) program with an academic enhancement focus each quarter for Summit residents.

Section 9: Team Green Coordinator

- 9.1 Shall represent Summit Association at Dining and Environment meetings.
- 9.2 Shall share responsibilities as chairperson of Dining and Environment meetings with Hedrick Hall and Hitch Suites Cabinet officers.
- 9.3 Shall be responsible for heading Team Green Meetings consisting of one member from each floor
- 9.4 Shall act as coordinator for Hedrick Summit's Team Green
- 9.5 Shall coordinate one (1) program based on environment and safety each quarter for Summit residents.

Section 10: Facilities Director

- 10.1 Shall be responsible for maintenance of all Summit equipment.
- 10.2 Shall schedule and coordinate set-up of all necessary equipment for Cabinet and Association designated events.
- 10.3 Shall be responsible for setting up and taking down all tabling requests approved by the Summit Association

Section 11: Advisors

- 11.1 The Resident Director and Assistant Resident Director shall act as advisors to the Cabinet.
- 11.2 The Advisors shall inform the Cabinet about Summit staff functions, events, and plans.
- 11.3 The Advisors shall support the Cabinet in their programming and duties.