

CONSTITUTION OF THE HITCH SUITES RESIDENTS' ASSOCIATION

We, the contracted residents of the Hitch Residential Suites, do hereby establish this constitution to regulate and set procedure for those matters which concern the aforementioned residence complex as delegated by the University of California, Los Angeles.

Article I

All contracted residents of the Hitch Residential Suites are deemed members of the General Assembly of the Hitch Suites Residential Association, bearing such membership as outlined in this constitution. Hitch Residential Suites is a member of the On-Campus Housing Council. The Hitch Suites Residential Association General Assembly shall henceforth be referred to as the Assembly.

Article II

=== Section 1: HSRA Cabinet ===

A. The Hitch Suites Residential Association Cabinet (hereafter referred to simply as the Cabinet) is the governing body of the Assembly. The membership of this Cabinet will consist of eight or nine officers: President, External Vice-President, Internal Vice-President, Financial Controller, Secretary/Publicity Chair, Social Chair, Team Green Coordinator, and Facilities Chair. Pending On-Campus Housing allocations, Cabinet members will be chosen by Cabinet appointment prior to Spring USAC elections and the housing lottery.

B. To serve as a member of the HSRA Cabinet, one must be enrolled in good standing at the University of California, Los Angeles (as defined by the university) and presently be taking 12 or more units. One must also be a resident of the Hitch Residential Suites.

C. Student leaders are required to attend at least one program a quarter besides their own.

D. Student leaders are responsible for putting on programs that 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.

Section 2: The President

A. The President shall have the responsibility of attending all Cabinet meetings, to preside over them, and to prepare a weekly agenda for distribution. At Assembly meetings, the President is responsible for carrying on all business according to parliamentary procedure and Robert's Rules.

B. The President shall attend all President Counsel meetings and report back with updates at Cabinet and Association.

C. If an Elections Board is established, the President will serve as governing head, but voting only in the case of a tie.

D. The President shall be responsible for organizing Move-In Assistants during Welcome Week.

E. The President may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.

F. The President is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year, in addition to assisting Social Chair with three social programs per quarter.

Section 3: The External Vice-President

- A. The External Vice-President is responsible for attending all Assembly and Cabinet meetings.
- B. The EVP is the appointed Cabinet member who is the official representative of all affairs and meetings external to the Association.
- C. The EVP must attend all On-Campus Housing Committee (OCHC), and any other meetings deemed necessary by the President. The EVP is a voting member of the OCHC and shall represent the views of the Assembly and its constituents.
- D. The EVP will report information discussed at OCHC meetings at the Cabinet and Assembly meetings.
- E. The EVP may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.
- F. The EVP is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs each quarter, the IVP with Food for Finals and helping in the blood drive each quarter .

Section 4: The Internal Vice-President

- A. The Internal Vice-President is responsible for attending all Assembly and Cabinet meetings.
- B. The IVP will carry on all duties specified for the President in his/her absence.
- C. The IVP may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.
- D. the IVP shall put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs per quarter.
- E. The IVP will coordinate Food for Finals at the end of every quarter.
- F. The IVP is responsible for coordination of the quarterly blood drive in conjunction with Hedrick Court.
- G. The IVP must attend National Residence Hall Honorary (NRHH) meetings, and any other meetings deemed necessary by the President.

Section 5: The Financial Controller

- A. The Financial Controller will be responsible for attending all Assembly and Cabinet meetings. The Controller will be responsible for handling, within two weeks of receiving a disbursement request, the disbursement of all monies for the HSRA, the Hitch Residential Suites Building Accounts, and those of the Assembly. The Controller is responsible for preparing and submitting a budget for consideration and approval by the Cabinet and the Assembly no later than the second week of the quarter.
- B. All books and financial records are the responsibility of the Controller, and are subject to inspection and approval by the Resident Director, Assistant Resident Director, Auditor, and the HSRA Cabinet. The Financial Controller will represent HSRA at Funding Board meetings and present updates at Cabinet and Association.
- C. The Controller may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.

D. The Controller is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs each quarter, the IVP with Food for Finals and helping in the blood drive each quarter.

Section 6: Communications Chair

A. The Communications Chair is responsible for attending all Assembly and Cabinet meetings, as well as for taking accurate minutes for the Assembly meetings and maintaining the attendance records.

B. The Communications Chair shall type and distribute accurate copies of each meeting's minutes to each necessary individual within 48 hours after the Association meeting.

C. The Communications Chair may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.

D. The Communications Chair is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs each quarter, the IVP with Food for Finals and helping in the blood drive each quarter

E. The Communications Chair is responsible for publicizing all events sponsored by HSRA as well as events jointly coordinated with any other residential complex following the On-Campus Housing Posting Regulations. In addition, he/she is responsible for keeping track of supplies belonging to the association.

F. The Communications Chair is responsible for creatively publicizing important events or announcements Hitch Residents should be aware of on a biweekly basis (e.g. create a Hitch Newsletter, Daily Hitch Suites, etc...).

G. The Communications Chair must attend PRB meetings and report information discussed at this meeting to the Assembly.

Section 7: The Social Chair

A. The Social Chair is responsible for attending all Assembly and Cabinet meetings.

B. The Social Chair must organize at least three social programs per quarter for his or her programming requirement. In addition, the Social Chair is to put on one other program in conjunction with another Hitch staff member per quarter. This is in addition to assisting the IVP with Food for Finals and helping in the blood drive each quarter

C. The Social Chair may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.

Section 8: Facilities Chair

A. The Facilities Chair can be a shared position or be held by one chair.

B. The Facilities Chair is responsible for attending all Assembly and Cabinet meetings.

C. The Facilities Chair is responsible for maintenance and control of all HSRA equipment.

D. The Facilities Chair is responsible for setting up equipment for designated events.

E. The Facilities Chair may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter

F. The Facilities Chair is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs each quarter, the IVP with Food for Finals and helping in the blood drive each quarter

G. The Facilities Chair is responsible for designating another member of the Cabinet to receive proper training in the use of equipment and who will be able to assist or substitute the Facilities Chair in the case that the Facilities Chair is not available for an event. The designated cabinet member may receive an increase in stipend for this additional task, as allocated and approved by the building representatives under the guidance of the advisors each quarter.

Section 9: Team Green Coordinator

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A. The Team Green Coordinator is responsible for attending all Assembly and Cabinet meetings.

B. The Team Green Coordinator is responsible for organizing sustainability efforts including but not limited to recycling and going green.

C. The Team Green Coordinator will participate and contribute to all-hill Team Green programs and competition such as but not limited to "Do it in the Dark" Competition.

D. The Team Green Coordinator is responsible for creating and organizing a Team Green consisting of the residents of Hitch Suites that will regularly meet biweekly or weekly at the time decided by the Team Green members. The Team Green Coordinator is responsible for running these Team Green Meetings and setting up events to increase sustainability with the help of the Team Green members.

E. The Team Green Coordinator may receive a quarterly stipend; the building representatives under the guidance of the advisors will allocate and approve the stipend amount each quarter.

F. The Team Green Coordinator is to put on one program in conjunction with another Hitch staff member per quarter, for a total of three programs per year. This is in addition to assisting the Social Chair with three social programs each quarter, the IVP with Food for Finals and helping in the blood drive each quarter

G. The Team Coordinator is responsible for attending biweekly meetings with Team Green Advisors. If unable to attend, they should send a representative or schedule meetings with a Team Green Advisor for updates.

Section 10: Elections and Appointments

A. Elections of the President and IVP shall take place no later than the third week of Spring Quarter in conjunction with the schedule established by the Office of Residential Life. Elections are to be decided by members of the HSRA. They will be made by a simple majority vote under secret ballot conditions. If no majority is reached, a run-off election will be held within 48 hours of the original election between the two candidates with the highest number of votes.

B. If it is the case that there is a write-in candidate, that candidate must achieve two-thirds of all votes cast in order to be elected into office.

C. All candidates must follow campaigning rules as outlined by "Rules for Residents". These guidelines and rules will be made available prior to campaigning for all HSRA members and candidates.

D. Candidates are allowed to run for only one elected position in Hitch Suites but can run for multiple positions across the Hill, following the constitutions of other residential facilities.

E. The positions of EVP, Communications Chair, Controller, Social Chair, Facilities Chair, and Team Green Coordinator are appointed positions. All candidates are allowed to apply to multiple positions in one residence hall as well as across the Hill. All appointments are to be made by a simple majority vote of an Appointment Committee consisting of the Assistant Resident Director, president-elect, and the IVP-elect. The Resident Director may actively participate on this committee, as he/she deems necessary.

F. Each Resident Assistant will designate up to two representatives per building to attend all weekly Assembly meetings. The Building External Vice Presidents from each building must be appointed by the 2nd Assembly meeting of the first quarter at the latest.

G. In case of the vacancy of any cabinet position other than elected officers, applications will be made available for the position. The applications will be reviewed and interviews conducted by the Appointment Committee. If there is a vacancy in the position held by an elected officer, another election will take place under those guidelines specified by the Cabinet or the Elections Board.

H. In the event that the President can no longer perform the duties of his/her position, the IVP will assume the responsibilities of the President if he/she so desires. In the event that the IVP is unable to fulfill the duties of the President, the EVP will assume the responsibilities of the President if he/she so desires. If the EVP is unable to fulfill the duties of the President, then an election will take place according to Section 9:A.

Section 11: Terms of Office

A. Officers must be available during the training period designated by Office of Residential Life to receive proper training and to help prepare HSRA activities during the opening of the Hitch Residential Suites. They must also participate in any training sessions as provided by the Office of Residential Life throughout the academic year.

B. Building representatives begin their terms immediately after being selected and continue through finals week of the quarter in which they were selected.

Section 12: The Advisor

A. The Resident Director and Assistant Resident Director will serve as an Advisor to the HSRA Cabinet and will attend all Cabinet and Assembly meetings.

B. The advisors will serve as the facilities chair and will authorize use of any equipment, facilities, or supplies owned by HSRA.

Article III

Section 1: Assembly Meetings

A. HSRA meetings will begin no later than the third week of Fall Quarter each year, and will take place once a week on a schedule determined by the members of the Cabinet, a minimum of seven meetings must take place each quarter.

- B. General Assembly meetings are open to all Hitch Suites residents.
- C. For any HSRA business to be conducted, a quorum of 2/3 of all Cabinet members and 2/3 of all Building Representatives must be present.
- D. Building governments are obligated to have a representative in attendance at each Assembly meeting. This should be the building EVP. However, he/she may designate a substitute resident from the same building, if unable to attend. Each member of the Assembly is allotted one warning for an absence per quarter. Subsequent absences will result in a monetary reduction as follows: \$5.00 per building EVP from the building quarterly fund, and \$5.00 from the cabinet member stipend. In addition, a tardy fee of \$5.00 will be deducted from stipends of cabinet members who are five or more minutes late to required meetings.
- E. In order for an item of business to be on the agenda for an Assembly meeting, such as a building program, etc., an e-mail must be sent to the President no later than the night before the meeting where the event is to be discussed. The e-mail must be sent in a timely manner in order for the President to include it in the agenda and items e-mailed after the agenda has been made are up to the President's discretion as to whether they will be discussed at the meeting at all or whether the item will have to be discussed at a later meeting.

Section 2: Attendance Policies

- A. Attendance at meetings and HSRA events is mandatory for all members.
- B. If a Cabinet member is more than ten (10) minutes late the member is counted as tardy. Two tardies equals an absence and counts towards the member's unexcused absences.
- C. Attendance is excused due to academics, illness, or a previously discussed conflict
- D. Unexcused Absences:
 - 1. All absences the Cabinet President/ARD/RD is not informed of ahead of time, barring emergencies, are automatically unexcused.
 - 2. \$20 will be reduced from the cabinet member's stipend for every unexcused absence.
 - 3. If a member of the cabinet accumulates three (3) or more unexcused absences another member of the council may issue a concern if the original member is not in attendance at the current meeting.
 - 4. After such a concern is voiced, the following actions will take place:
 - a) The cabinet will immediately set a date and time in accordance with the schedule of the member in question to discuss their absences, and hold an Attendance Trial.
 - b) The member in question will state his/her reasons for their absences. The cabinet will vote on whether or not to excuse the member of his/her absences. If the member is not excused, the member will then receive reduced responsibilities to be determined jointly by the President and Vice President of the HSRA.
 - c) If the member is excused, the member will then be forgiven by the Cabinet and treated as if the absences in question never happened. If a member has to be called to a second Attendance Trial, he/she is to be immediately removed from HSRA surrendering all involvement with the cabinet for the rest of the academic year

Section 3: Assembly Voting Procedures

- A. The Voting Body shall consist of the Building Representatives and the Cabinet with the exclusion of the President.

- B. All Assembly members shall have full discussion privileges.
- C. A simple majority vote is necessary for passage of any motion presented to the Assembly. In the case of a tie, the President will cast the deciding vote or will table the motion to be presented later in a similar form for reconsideration.
- D. Each Building is allowed to have up to two Building Representatives present at the meeting.

Article IV

Section 1: Income

- A. The HSRA shall receive a percentage of funds, derived from fees paid by contracted residents to the Housing Office.
- B. The HSRA shall also receive a fixed percentage of the gross revenue received from the Vending facilities located on the premises of the Hitch Residential Suites Complex.

Section 2: Disbursements

- A. The Controller will co-sign disbursement checks in conjunction with the policies approved by the Office of Residential Life.
- B. In the interim between the Spring Quarter of the previous academic year and the Fall Quarter of the following year, the Controller may issue checks for appropriate events with the permission of the Director of Residential Life and the Resident Director of Hitch Residential Suites.
- C. Each quarter, funds will be set aside for each building government to use at their discretion. The amount shall be equal to \$1.50 minimum per contracted resident. Disbursements for the previous quarter will not be accepted after the quarterly deadline set by the Controller.
- D. Each year, funds will be deducted from the HSRA to be contributed to the OCHC. HSRA will contribute the same amount per resident as the other residential complexes as determined by the OCHC and the PRB.
- E. If a request is approved for an outside party to receive funds from the HSRA, a disbursement request form must be received within two weeks from the time that an approved and supported event takes place with what the money allotted will be/was used for and who to make the check out to. Checks must be picked up in ORL Central from the mailboxes and will not be given to a third party to be delivered. Any event approved that does not submit a disbursement request form within two weeks of the event will lose their allotted funds and will not be paid at all by the HSRA.

Article V

Section 1. Impeachment and Removal of Cabinet Members.

- A. A petition signed by one-third of the voting members of the Assembly shall impeach any Association Officer. Said petition shall be submitted directly to the President, but the President shall announce the existence of such an impeachment proposal to the entire Assembly, as well as which Officer has been impeached. The names of the signatories shall be disclosed only to the Resident Director and the President.

B. Should the President be impeached, the petition shall be submitted directly to the Resident Director.

C. 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 Assembly meeting, 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.

D. A two-thirds vote of disapproval is required to remove an Office-holder. The impeached Office-holder shall be recused from the meeting and the removal vote shall take place.

Section 2. Resignation.

A. Officers of the Association may resign with prior notice and approval of the Cabinet. Officers may not resign, however, 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 before the impeachment petition.

C. Resignations shall be approved by the Cabinet by a simple majority of the voting members and shall become effective upon the approval by the Cabinet.

Section 3. 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 Cabinet. The appointment shall meet with the approval of the Assembly.

B. If the Office of the President falls vacant, the Internal Vice President shall assume the vacant Office. If the Internal Vice President does not wish to assume the Office, then it shall be offered as outlined in the Bylaws. Should none of the Officers wish to assume the Office, then it shall be offered to the Representatives.

Article VI

Section 1: Amendment Process

A. This constitution is amendable by a two-thirds vote of the Assembly members. Initiatives to hold elections for amendments may be presented before the Cabinet by petition of ten percent of the residents or by a majority vote of the Cabinet.

B. The amendment must be ratified by two-thirds of the eligible voting members of the Assembly.

Section 2: Member Initiatives

A. A meeting for amendment ratification will be called if a petition is presented by a member of the Assembly with signatures of ten percent of the members of Hitch Residential Suites' or if the Cabinet has a unanimous vote in favor of a general election to show Association support of an issue.

Article VII

Section 1: Constitution Carryover

A. Constitution will be carried over every year until the assembly approves a new constitution.

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