

CONSTITUTION OF THE RIEBER HALL RESIDENT'S ASSOCIATION

“We, the members of the Rieber Hall Residents’ Association (RHRA), at the University of California, Los Angeles, by the authority of the Chancellor and subscribing to the regulations and policies of the University, do establish this Constitution to govern such matters as delegated by the University to this Organization.”

Article I NAME

The name of the Organization shall be the Rieber Hall Residents’ Association, a member of the On-Campus Housing Council, hereinafter referred to as the Association.

Article II MEMBERSHIP

All contracted residents of Rieber Hall, University of California, Los Angeles, are members of the Association.

Article III PURPOSE AND UNIVERSITY RULES AND REGULATIONS

Section 1. Purpose

The purpose of the Association is to provide for the residents of Rieber Hall a means of representing their opinions to the Administration concerning University rules and regulations; a program of social, recreational, and cultural activities; opportunities for self-management in those areas which the residents feel can better be handled by the Association; and opportunities for the development of leadership and responsibility through participation in student government. The Association will further 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: University Rules and Regulations

All rules and regulations of the University of California and the University of California, Los Angeles, are made part of this Constitution.

Article IV ASSOCIATION

Section 1: Structure

- A. The Association will consist of a Legislative Branch herein known as the Assembly.
- B. The Association will consist of an Executive Branch herein known as the Cabinet.
- C. A quorum requires attendance of 50% +1 of all voting members.

Article V CABINET

Section 1: Membership

- A. The Cabinet of Rieber Hall will consist of three elected members, the President, Internal Vice President, and Social Commissioner, as well as eight appointed members, Controller, two Facilities Commissioners, External Vice President, Publicity Commissioner, Multicultural Awareness Chair, Secretary, and a Team Green representative.
- B. The ten members of the Cabinet shall have the power to appoint any additional Cabinet positions they deem necessary.

- C. The Resident Director will be an ex-officio member of the Cabinet, without voting privileges.

Section 2: Cabinet Elections

- A. Elections of the Cabinet members will be held no later than the sixth academic week of the Spring Quarter, and conducted according to the rules enumerated in the Election Code By-Laws. The date of the election shall be determined by the Cabinet no later than Spring Quarter registration week.
- B. The elections will be done by secret ballot, each member of the Association having one vote. Election to office will be by plurality (the candidate garnering the most number of votes).
- C. In the event that positions are not filled through elections, the positions will be filled through appointment by those elected.

Section 3: Cabinet Appointments

- A. Appointed members will be chosen by a panel consisting of the current President, up to two other current Cabinet members, and the three Cabinet members elected for the following year.

Section 4: Eligibility for Office

- A. Candidates for Cabinet office will be members of the Association and will be in good academic standing with the University of California, Los Angeles during their term of service and will not be on social probation with the University, and not presently on Residence Hall censure. Candidates for Cabinet shall be permitted to run for multiple positions within Rieber Hall and within other resident halls, suites, and plazas.
- B. Members of the Cabinet shall not be permitted to hold any conflicting elected and/or appointed office in any other University of California, Los Angeles residence hall during their respective term of office. They may however serve as part of committees on floor government.

Section 5: Term of Office

- A. The term of office for members of the Cabinet will be one academic year, including the preceding summer, and will terminate with the installation of the Cabinet-elect except as otherwise specified in the Constitution or Election Code By-Laws.
- B. The newly-elected Cabinet will take office during the week before the last week of undergraduate instruction of the Spring Quarter at the University and they will also attend the last meeting of Spring Quarter.
- C. The Cabinet officers will be paid stipends, the size of which will be determined in the budget. The stipends will be disbursed quarterly, pending approval of the Assembly. The Assembly will have the power to change or deny the amount of the stipend, depending on performance. The disbursements of the quarterly installments will appear as an item of consideration in the last regular Assembly meeting each quarter.

- Section 6: *Additional Cabinet Appointments***
- A. All additional appointments by members of the Cabinet as well as by the Resident Director will be confirmed by a simple majority vote of the Assembly.
 - B. Commissioners must be eligible for office in accordance with this Constitution, Article V, Section 4.
 - C. The term of office of appointed Commissioners will be one academic year.
 - D. These additional Cabinet members will be bound by the same rules and regulations that bind the other members, in accordance with this Constitution and its By-Laws ad hoc for the next year.
- Section 7: *Duties of the Cabinet***
- A. The Cabinet, once elected and appointed, will coordinate Association activities and policies and perform all duties assigned it by the Constitutions, its By-Laws and the Assembly. The Cabinet will also be responsible for programming the RHRA Food for Finals event.
- Section 8: *Duties of the President***
- A. The President will represent the Association to the Administration of the University of California, Los Angeles and to any organization with which the University is involved.
 - B. The President shall act as chair of both Cabinet and Assembly meetings.
 - C. In the Assembly, the President will vote only in the event of a tie.
 - D. The president shall oversee mass communication to all Rieber Hall residents.
 - E. The President will attend all Presidents' Council meetings.
 - F. The President shall oversee and be responsible for the coordination of Rieber Hall's Movie In Assistants during the move in period for Fall Quarter.
- Section 9: *Duties of the Internal Vice President***
- A. The Internal Vice President shall assume the duties of any vacant Cabinet position within the Association until the vacated position is filled.
 - B. If the President is unable to fulfill her/his duties temporarily, the Internal Vice President will assume those duties.
 - C. The Internal Vice President is required to carry out a minimum of one educational program per quarter.
 - D. The Internal Vice President shall oversee the Rieber Hall quarterly blood drive.
 - E. The Internal Vice President will attend all National Residents Hall Honorary meetings
- Section 10: *Duties of the External Vice President***
- A. The External Vice President shall attend the On Campus Housing Council (OCHC) meetings and will report relevant information at both Cabinet and Association meetings.
- Section 11: *Duties of the Controller***
- A. The Controller will prepare and administer the Association's budget in

the manner prescribed by the Constitution and its By-Laws.

- B. The Controller will disburse all authorized Association expenditures in the manner prescribed by the Constitution and its By-Laws.
- C. The Controller will provide a summary of all budgetary decisions and transactions at the Assembly meetings.
- D. The Controller shall serve as the Association's Core Program Funding (CPF) representative. Furthermore, the Controller shall represent RHRA at Core Program Funding Board (CPF) meetings

Section 12: *Duties of the Social Commissioner*

- A. The Social Commissioner shall carry through a minimum of two social programs per quarter.

Section 13: *Duties of the Publicity Commissioner*

- A. The Publicity Commissioner shall be responsible for publicizing all RHRA events and applicable OCHC events.
- B. The Publicity Commissioner shall be responsible for producing the RHRA newsletters.

Section 14: *Duties of the Facilities Commissioners*

- A. The Facilities Commissioners shall maintain all RHRA equipment.
- B. The Facilities Commissioners shall be responsible for scheduling and coordinating the set up of all necessary equipment for Cabinet and Assembly designated events.

Section 15: *Duties of the Secretary*

- A. The Secretary will be responsible for recording minutes of the Cabinet and Assembly meetings; keeping an official list of all the members, committees, and offices of the Association.
- B. The Secretary will be responsible for recording all space requests and scheduling when approved.
- C. The Secretary shall maintain a master calendar to update at weekly RHRA meetings.
- D. The Secretary shall record all absences at Cabinet and Association meetings.

Section 16: *Duties of the Multicultural Awareness Chair*

- A. The Multicultural Awareness Chair shall initiate diversity programs and coordinate all diversity programs designed by the Cabinet or Assembly, completing at least one per quarter.
- B. The Multicultural Awareness Chair may represent RHRA at World Fest.
- C. The Multicultural Awareness Chair shall coordinate a leadership development series for the all student staff and leaders in Rieber Hall.

Section 18: *Duties of the Team Green Representative*

- A. The Team Green Representative shall be responsible for attending Team Green Meetings.
- B. The Team Green Representative shall coordinate and facilitate the quarterly "Do it in the Dark" sustainability campaign.
- C. The Team Green Representative shall initiate programs centered sustainability and coordinate all sustainability programs designed by the Cabinet or Assembly, completing at least one per quarter.

Section 17: Additional Meetings Delegation

The Cabinet shall review both interest and availability in regard to attending the follow meetings: Policy Review Board (PRB), Dining and Environment (D&E), Student Conduct Counsel Academic Development Committee and Casino Night.

Section 18: Additional Powers

At least three members of the Cabinet, with the advice and consent of the Resident Director shall exercise legislative authority over any activities which involve the use of the immediate facilities or name of the Association and which require immediate attention while the Assembly is not in session. The Resident Director and Assistant Resident Director shall be able to reserve space for any internal Rieber program, ORL or Housing request which does not conflict with an RHRA event.

Article VI ASSEMBLY

Section 1: Membership

- A. The Assembly will consist of one Representative from each of the twelve Floors in the Association. Cabinet members are not allowed to represent their Floor at Assembly meetings.
- B. All members of the Cabinet shall attend the Assembly meetings.
- E. Individual Floor Representatives to the Assembly may not be on Social Probation with the University and not presently on Residence Hall Probation or Censure.

Section 2: Floor Governments

- A. The Association will consist of a north and south wing, each containing six Floor Governments.
- B. Each Floor Government will send representation to a weekly Association meeting, thereby establishing the Assembly.
- C. Each Floor Government will have 1 vote in the Assembly.
- D. Any Floor Government failing to have a representative at an Assembly meeting shall be fined according to the general By-Laws of RHRA. Fines shall be set by the Association at the first meeting of the academic year.
- E. The Floor Governments may conduct social, educational and recreational events and programs.
- F. Each Floor Government shall hold meetings to conduct all necessary business.
- G. Each Floor Government shall, by the end of the first academic week of each quarter, elect its full Cabinet.
- H. This Constitution, its By-Laws, resolutions for the Assembly and decisions will take precedence over the Constitution, By-Laws, Guidelines and resolutions of Floor Governments, individually or collectively.

Section 3: Powers

- A. The Assembly has the power to legislate authority over any activity, affair, or transaction which involves the use of facilities, funds, or the name of the Association.
- B. The Assembly may make recommendations to the Policy Review Board regarding changes in University or Residence Hall policies, rules, or regulations.
- C. The Assembly will carry out any additional duties assigned to it by this Constitution or its By-Laws.
- D. The Assembly has the power to impose fines on any Floor in the form

of a reduction in floor funds for failing to fulfill a pre-arranged commitment to that body. The Assembly shall determine whether or not the commitment was fulfilled.

Section 4: *Assembly Meetings*

- A. The first regular meeting of each quarter must be held at least by the second week of undergraduate instruction, as designated in the official University calendar; thereafter the Assembly will meet in regular sessions once a week, at a time and a place chosen by its members.
- B. The Assembly may call a special session as needed, by a simple majority of those present at a meeting, or by a petition signed by the majority of the members of the Assembly.
- C. A budget will be presented at the first regular meeting and must be considered at all subsequent regular and special meetings of the Assembly until a budget is adopted by a majority vote of the Assembly.
- D. The President may call extraordinary meetings of the Assembly to consider one item of business only; notice of the meeting and its agenda must be posted at least five hours prior to the meeting.
- E. All regular, special, and extraordinary meetings may be called by two-thirds of the voting members present at the meeting. All voting is open unless there is a move to vote in a closed session.

Section 5: *Procedures*

- A. The Assembly will determine its own rules of procedure.
- B. All members of the Cabinet, except the Chair (i.e. the presiding President) can vote. The Chair can cast a vote only in the event of a tie.
- C. The President shall serve as Chair of the Assembly. In the President's absence, the remaining Cabinet officers will serve as Chair in the order explained in ARTICLE V, Section 1A.
- D. The presiding officer will have an agenda prepared for all regular and special sessions.
- E. The Secretary or representative will take accurate minutes of all meetings, of which copies will be kept, one on permanent file, and others to be made available to any member of the Association at any time.
- F. Quorum of the voting members to the Assembly must be present to conduct business at any meeting.

Article VII FINANCE

Section 1: *Income*

- A. The Association will derive income from Residence Hall Association Membership Fees collected by the Regents of the University in connection with payment for residence at Rieber.
- B. Fines levied against persons, as well as charges for services rendered to a person by the Association will also be deposited in the Association's account.
- C. The Association will derive income, in part or in full, from commissions of all commercial operations with the Residence Hall, where prior arrangements are made with the University of California, Los Angeles, or the Association.
- D. Income in the form of monies collected from a specific event may be used for a specific cause determined before that event. All incomes

and expenses must be reported in full.

- E. All fund raising activities must be for a stated purpose, which must comply with University rules, regulations, and procedures as outlined in the Residence Hall Fund Raising Policy.

Section 2: Budget

- A. The Controller will prepare a budget in conjunction with the Cabinet which will be submitted to the Assembly for approval.
- B. The budget shall be submitted for approval at the first regular scheduled 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 the prior approval of the Resident Director. This written approval will be communicated to the Assembly by the Controller.

Section 3: Permanent Reserves and Bankruptcy

- A. Ten percent of the total Association budget for the coming year shall be set aside as a reserve for the remainder of the transition period.
- B. In the event of bankruptcy, no more debts may be contracted by the Association until sufficient monies have accrued to pay all outstanding debts.

Section 4: Disbursements

- A. Monies will be disbursed, using procedures established by the Constitution, for expenditures conforming to utilizations outlined in the budget or otherwise approved by the Assembly.
- B. All monies requested by the Floors beyond what they are budgeted shall be subject to the approval of the Assembly.

Section 5: Records and Financial Statements

- A. The Controller will be responsible for the maintenance of Association financial records.
- B. Financial statements will be verbalized to the Assembly each week. Written documentation of the Hall's finances shall be made available upon request to the Assembly. A complete financial statement will be prepared at the beginning and end of each academic quarter.

Section 6: Floor Finance

- A. As part of the budget, the Assembly will credit each of the twelve Floors with an amount of money to be retained on deposit by the Controller until spent. No Floor funds from previous academic years will remain on credit to the individual Floor after August 1st.
- B. Each Floor will be required to select a Treasurer.
- C. Floors may use funds credited to their accounts only for such expenditures as required for social or cultural activities, decorations, events and damage charges, and for other purposes approved by the Assembly and within the University guidelines.
- D. 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 either the Resident Director of Rieber Hall or by the Association Controller, or any combination thereof. Such decisions shall be binding pursuant to the terms of the current budgetary period for which the Assembly is responsible.

Section 7: OCHC Funding

The Rieber Hall Resident's Association shall contribute, each September, 17.8% of all incoming Association fees (or amount equal to what the other hall

associations contribute), to the On Campus Housing Council for the purpose of providing films and programs of educational, cultural, or social value. However, no monies shall be contributed until all the Resident Hall Associations have agreed to contribute an equivalent amount.

Article VIII IMPEACHMENTS AND VACANCIES

Section 1: Impeachment

- A. Any member of the Cabinet or Assembly will become subject to impeachment should they fail to fulfill the qualifications for office, inadequately perform the duties of office, or otherwise partake in conduct unbecoming of a Student Leader.
- B. Impeachment proceedings may be initiated only by a special initiative.
- C. The officer brought under impeachment proceedings will be tried before the Assembly with the Resident Director acting as chair.
- D. Conviction will be by three-fourths of the votes cast by the voting members of the Assembly. If the Assembly is not yet elected, conviction will be by three-fourths of the votes cast by the cabinet.
- E. A report of the impeachment proceedings will be compiled and kept on file by the Resident Director.
- F. The officer to be impeached must be notified at least forty-eight hours in advance of the proceedings and will have the opportunity to respond to the allegations before the Assembly.

Section 2: Vacancies

- A. In the event that a Cabinet vacancy occurs, a special election will be held within two weeks of the date of the vacancy. Any Cabinet officer who wishes to run for that office must declare her/his candidacy before the first day of petitions, and must resign her/his office by that day.
- B. In the event that a Cabinet vacancy occurs with less than a quarter remaining in the year, the Cabinet has the power to appoint someone to carry out the remainder of the term with the approval of Assembly by a majority vote.
- C. The Internal Vice President shall occupy the vacated position until a suitable replacement is chosen.
- D. In the event that a vacancy occurs before the start of the academic year, the Cabinet has to power to proceed with nominations and select a candidate by majority vote. [**Nominations must be seconded by another cabinet member.**]

Section 3: Special Elections

All special elections shall conform to all sections of the elections code.

Article IX INITIATIVES AND REFERENDUMS

Section 1: Initiatives

- A. Initiatives may be used by members of the Association to bring resolutions before the members of the Association for a vote. An initiative may also be by any member of the Association to bring resolutions amending this Constitution or its By-Laws before the Assembly or Association or to initiate impeachment proceedings.
- B. Initiatives may be presented to the Assembly by any member of the Association, in the form of a petition bearing the signatures of 10 percent of the members of the Association requesting specific legislation upon matters within the Assembly's authority.
- C. Upon determination of the validity of the signatures the Assembly

must either pass such legislation or submit it to a vote of the Association within 15 days of the presentation of petition.

- D. A majority of all votes cast shall be sufficient to pass such legislation.
- E. Initiative measures approved by popular vote may not be amended in whole or in part by the Assembly in office at the time the measures are so approved.

Section 2: OCHC Funding

The Assembly may submit proposed legislation to a vote of the Association upon at least 15 days notice. A majority of all votes cast shall be sufficient to pass such legislation.

Article X AMENDMENTS

Section 1: Amendments to the Constitution

- A. Amendments to this Constitution may be proposed by an initiative or by two-thirds of the Assembly.
- B. If the amendment is successfully proposed by the Assembly, the President shall call a specific election to consider such an amendment. The vote will take place no sooner than seven days and no later than fourteen days from the initial date of the submitted amendment.
- C. The amendment will be ratified by a two-thirds majority of the Assembly and voting Cabinet members.

Article XI ENABLING CLAUSE

This Constitution will take effect upon ratification by three-fourths of the Floor Governments of the Assembly.