

## **Constitution of the Rieber Terrace Residents' Association**

### **Mission Statement:**

*We, the members of the Rieber Terrace Residents' Association 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 Rieber Terrace, as are delegated by the University to this organization.*

*The purpose of Rieber Terrace 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 1: Rules and Regulations**

#### Section 1: University of California 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.

#### Section 2: On-Campus Housing Council Regulations

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 2: The Rieber Terrace Residents' Association**

#### Section 1: Membership

All contracted residents of Rieber Terrace, which exempts the 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.

### **Article 3: The Rieber Terrace Residents' Association**

#### Section 1: Membership

- A. The Association shall consist of at least one Representative from each of the eight (8) floors, and the Officers of the Cabinet of the Association.
- B. The Officers of the Cabinet shall be ex-officio members of the Association; these officers shall not vote, with the exception of the President, who shall vote only to break a tie.
- C. The floor representatives who comprise the Association 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 Resident Learning Center Consultants.

#### Section 2: Powers

- A. The Association shall exercise legislative authority for the Association
- B. The Association can initiate a vote on any subject
- C. The Association shall make recommendations to the Policy Review Board (PRB) regarding changes in the University or Rieber Terrace policies, rules, or regulations.
- D. The Association has the power to approve all Cabinet appointments and to approve the dismissal of any appointments.

- E. The Association may, by initiative, overrule decisions of the President by a two-thirds (2/3) majority of the voting members of the Association.

### Section 3: Meetings

- A. 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 on a weekly basis.
- B. Attendance at all Association meetings is mandatory for each Association member, although each floor EVP may find a suitable replacement when necessary.
- C. A quorum of 2/3 of its voting members shall be present to conduct business at any meeting of the Association.
- D. All Association meeting procedures, including but not limited to discussions, debates, and votes, shall occur in a public forum unless the Association chooses to move to a closed session by a three-fourths (3/4) vote.
- E. Special sessions of the Association may be called by the President, by petition of a majority of the Association, or by a simply majority vote in the Association. Members must be notified of the special session by a minimum of twenty-four (24) hours prior to the special session.
- F. 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.
- G. The Association will operate meetings under standard parliamentary procedures unless explicitly stated otherwise.

## Article 4: The Cabinet

### Section 1: Membership

- A. The Cabinet shall consist of the President, the Internal Vice President, the Social Chair, the Controller, the External Vice President, the Publicity Chair, the Team Green Coordinator, the Community Service Commissioner, and the Facilities Commissioner.
- B. A Student Advisor for each of the appointed positions listed above may be appointed at the discretion of the Cabinet.

### Section 2: Officer Responsibilities and Powers

- A. President
  - a. The President acts as the official representative of the Cabinet, representing Rieber Terrace Residents' Association (RTRA) to the Administrators of the University of California, the Associated Students of UCLA, the Undergraduate Students Association Council, and the UCLA community.
  - b. The President shall attend Presidents' Council Meetings.
  - c. The President shall be chairperson of the weekly Cabinet and Association meetings.
  - d. The President shall be responsible for preparing the agenda of all Cabinet and Association meetings.
  - e. The President shall have the power of appointment for Cabinet and Committee officers. Any appointment may be overruled by a two-thirds (2/3) vote of the Association within ten (10) days of the appointment's announcement.
  - f. The President may call special meetings of the Association at any time. Twenty-four (24) hour notice must be given to all Association members.
  - g. The President may call special meetings of the Cabinet at any time. Twelve (12) hour notice must be given to all Cabinet members.
  - h. The President has the power to excuse any person from a Cabinet or Association meeting.
  - i. The President shall be responsible for informing all interested parties, members, and guests of meeting times and places.
  - j. The President shall have the power to form committees for any need as expressed by the Association.
  - k. In the event of a tie vote in the Association, the President shall cast the deciding vote.
  - l. The President shall have veto power at all times, and a line-item veto over budgetary items. Any veto may be overridden within ten (10) working days by a two-thirds (2/3) majority of the Association.

#### B. Internal Vice President

- a. In the event that the office of President becomes vacant, the Internal Vice President shall assume the office of President.
- b. In the event of any Cabinet officer's absence, the Internal Vice President shall assume all duties of that officer.
- c. The Internal Vice President is required to record minutes and maintain a file of all minutes throughout the year.
- d. A copy of the minutes must be emailed out to every association member.
- e. The Internal Vice President shall verify the attendance of floor representatives in the Association meetings and make the list of absent floors available to the Controller.
- f. The Internal Vice President shall be responsible for compiling the official directory of the Association members.
- g. The Internal Vice President shall attend bi-weekly Of-The-Month (OTM) Committee meetings.

#### C. External Vice President

- a. The External Vice President shall attend all On-Campus Housing Council Meetings and all other meetings deemed necessary by OCHC as the official representative of the Rieber Terrace Residents' Association.
- b. The External Vice President shall report all findings from the On-Campus Housing Council Meetings to the Association.
- c. The External Vice President shall fulfill all other duties mentioned in the On-Campus Housing Council Constitution and assist with OCHC programs.

#### D. Social Chair

- a. The Social Chair shall undertake all responsibilities of programming for the Association with the assistance of the Cabinet, Association, and associated staffs.
- b. The Social Chair shall be responsible for providing a minimum of two (2) programs to the residents of Rieber Terrace per quarter.
- c. The Social Chair shall oversee all Association events and shall keep the Association informed of all issues regarding these events.
- d. The Social Chair shall be responsible for assisting the Publicity Chair in maintaining the Quarter Calendar.
- e. The Social Chair shall attend Policy Review Board (PRB) meetings.

#### E. Controller

- a. The Controller shall be responsible for the formulation of a monthly and yearly budget and shall be chief administrator of said budget.
- b. The Controller shall be responsible for all disbursements of Association funds and shall be responsible for keeping written statements of all transactions.
- c. The Controller shall be responsible for informing the Association of the status of the budget throughout the year.
- d. The Controller shall attend Central Funding Board (CPF) Meetings and all other meetings deemed necessary by CPF.

#### F. Facilities Commissioner

- a. The Facilities Commissioner shall oversee the management, upkeep, and usage of the Association's facilities, including but not limited to, all electronic equipment and rooms.
- b. The Facilities Commissioner shall create a means and/or process for RAs and Cabinet Officers to reserve Association equipment.
- c. The Facilities Commissioner is responsible for transporting and operating equipment for Association events.
- d. The Facilities Commissioner shall prepare a quarterly inventory of all RTRA equipment and supplies by Week Two (2) of each quarter, if Rieber Court Facilities Coordinator fails to do so.
- e. The Facilities Commissioner shall attend all Dining and Environment meetings and report information back to the Association.
- f. Due to D&E commitment, the Facilities Commissioner shall be responsible for coordinating Food For Finals each quarter.

#### G. Community Service Commissioner

- a. The Community Service Commissioner shall be responsible for incorporating aspects of current community and international issues within building-wide programs.
- b. The Community Service Commissioner shall be responsible for programming at least one community service project per year.
- c. The Community Service Commissioner shall be responsible for the Quarterly Blood Drive.

#### H. Publicity Chair

- a. The Publicity Chair shall be responsible for publicizing all Rieber Terrace Residents' Association events and sponsored events.
- b. The Publicity Chair shall be responsible for designing, displaying, and maintaining a display board of flyers of upcoming events every week in front of the office.
- c. The Publicity Chair shall be responsible for publicizing all Cabinet and Association programs one week before the actual event, including posters on each floor.
- d. The Publicity Chair shall attend all meetings for which no other officer has explicit responsibility.

#### I. Team Green Coordinator

- a. The Team Green Coordinator will have a mission of engaging and educating their residential peers on facets of sustainability and personal impact.
- b. The Team Green Coordinator is involved in the overall coordination and promotion of the Green Sustainability and effort throughout the residential community
- c. The Team Green Coordinator shall recruit Team Members with a goal of at least 1 member per floor.
- d. The Team Green Coordinator shall attend bi-weekly educational meetings.
- e. The Team Green Coordinator shall hold meetings with its Members twice per month.
- f. The Team Green Coordinator must put on 1 program per quarter, specific to Green Initiatives, but must maintain a passive role in other programs to promote sustainability.

#### J. Advisors

- a. The Resident Director and Assistant Resident Director shall act as advisors to the Cabinet.
- b. The Advisors shall inform the Association and Cabinet about Rieber Terrace Staff functions, events, and plans.
- c. The Advisors shall provide non-binding advice on Association matters.
- d. At least one advisor must be present at every Association meeting.

### Section 3: Cabinet Meetings

- A. There will be a minimum of one Cabinet meeting per week starting Week Two (2) of Fall Quarter and ending Week Ten (10) of Spring Quarter, unless otherwise specified by the President.
- B. There are no mandatory meetings during school vacations or during finals week unless specified by the President.
- C. Attendance by all Cabinet members is mandatory at all meetings, unless cleared by the President.

### Section 4: Term and Requirements for Office

- A. Term of office for all cabinet officers shall begin on the final day of the Spring Quarter in which they are elected and ends at the conclusion of the following year.
- B. All Officers shall be in good standing with the University, shall not be on social or academic probation, and shall not be under On-Campus Housing sanctions. All Officers must maintain a UCLA GPA of 2.5 per quarter or be subject to probation for one quarter, to be determined by the President and Resident Director. If an Officer fails to maintain a UCLA GPA of 2.5 the following quarter then they are subject to dismissal by the President.
- C. No Cabinet member may hold any other office in the Office of Residential Life or hold more than one office in Rieber Terrace Residents' Association.
- D. All Cabinet members must be residents of Rieber Terrace during their terms in office.

### Section 5: Election and Selection

#### A. Elections

- a. President, Internal Vice President, and Social Chair are all elected positions.
- b. If there are no applicants for a particular elected position, the position will be appointed.

- c. Regular elections for the Officers will be held once a year during or before the third week of instruction in Spring Quarter.
  - d. Candidates for elected positions will have expected to complete two full quarters of residence in the Association by the commencement of the academic year following their election.
  - e. Elections will be by secret ballot, with each member of the Association having a single vote.
  - f. The winner in an election is the candidate who takes half plus one of the total votes.
  - g. Both primary and runoff elections shall be one day each. If no candidate takes half plus one of the total votes, then there shall be a run off between the top two candidates.
  - h. The runoff must take place within one week of the announcement of the primary election's results.
  - i. In the case of a tie in the runoff election, runoffs will occur until a candidate receives half plus one of the total votes.
  - j. All campaigning must comply with the policies of the Rieber Terrace Resident Director's office as well as the policies found in the Office of Residential Life handbook.
  - k. A candidate may run for multiple positions in different residential buildings.
  - l. A candidate may run for multiple appointed positions, but only one elected position in Rieber Terrace.
- B. Appointments
- a. Newly elected officers shall appoint all positions not mentioned above with the advice of the Resident Director and Assistant Resident Director.
  - b. Appointments must be made within three (3) weeks of Cabinet elections.
  - c. In case no appointment can be made within the allotted time, positions will be made available at the beginning of Fall Quarter.

#### Section 6: Impeachment and Removal from Office

- A. A petition signed by one-third of the voting members of the Association shall impeach any Association member. Said petition shall be submitted directly to the President, but the President shall announce the existence of such an impeachment proposal to the entire Association, as well as which Members have 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 Internal Vice President.
- C. The President shall call a removal vote within two weeks after the impeachment petition is submitted.
- D. The rationale for impeachment will be presented before the Association. The person who is being impeached shall have the right to speak in his or her own behalf in these proceedings for up to ten (10) minutes, followed by an indefinite amount of time for questions and answers.
- E. A three-fourths (3/4) vote of disapproval is required to remove a Member of the Association. The impeached Member shall be excused from the meeting during the vote.
- F. If a fellow Cabinet member would like to impeach another Cabinet member, they must announce the motion during a Cabinet meeting and it must be seconded by another Cabinet member. A three-fourths (3/4) vote of disapproval is needed from the Association to remove the Cabinet Officer.

#### Section 7: Resignation

- A. If a member of the Association resigns, the President will announce this change and the plans for replacement.
- B. A notice of resignation shall be submitted in writing to the Association no fewer than fourteen (14) days before its date of effect.

#### Section 8: Stipends

- 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 Association as part of the yearly budget, but shall not exceed \$250.
- B. At the end of each quarter, the Association will determine the stipends of the Cabinet members.

- a. As the Cabinet puts forth the stipend proposal, the Association shall appoint one of the Floor EVPs to chair the Stipend Review process.
- b. Cabinet members shall not be present for the discussion or voting of stipends. Staff members may be present only by the request of EVPs.
- c. Stipends shall be approved by a simple majority vote of the EVPs present at the meeting, including the vote of the temporarily selected chair.

## **Article 5 Floor Representatives**

### **Section 1: Floor Representatives**

- A. Each floor must meet in general Association at least once to determine how to select representatives. The floor Resident Assistants shall carry out the decision of the floor in regards to the election/appointment process.
- B. Each floor shall receive a monetary dispersal based upon the number of residents per floor to be used for floor activities and programming. The amount per resident is to be decided by the Controller and will be figured into the budget.
- C. Each floor must elect or appoint at least a President, a Controller, an EVP, a D&E Committee Representative and a Team Green Representative. Floor representatives should meet on a regular weekly basis.
- D. The Cabinet works with the Floor Resident Assistants to ensure that the Floor Representatives are properly trained.

### **Section 2: Floor Representation**

- A. Required Positions and Duties
  - a. President – The President shall lead weekly meetings with their respective floors. The President is the official representative for their floor.
  - b. External Vice President – The EVP shall attend weekly Association meetings and is responsible for providing his/her floor with pertinent information about these meetings. The EVP must also represent the interests of his/her floor when voting at Association meetings.
  - c. Dining and Environmental Committee Representative – The Dining and Environment Committee Representative shall attend the weekly D & E meetings. He/she shall collect the opinions, problems, suggestions, and praise of the floor residents regarding the D & E issues and presents them at the weekly meetings.
  - d. Team Green Representative – The Team Green Representative shall be responsible for attending Team Green meetings and assisting the Team Green Coordinator with programs.
  - e. Each floor may have more than one representative at each position but each of the preceding four positions must be filled. Also, additional floor positions can and should be added as needed (i.e. Social Chair, Recreation Representative, Birthday Chair, Secretary, etc.)

## **By-Laws**

### **Budgetary By-laws**

- A. Floor Fund deduction of \$10 per meeting shall automatically go into the General Programming Fund.
- B. The Association's budget is determined at the beginning of the year, shall have at least the following Expense line items: Team Development; SL Discretionary; SL Programming; General Programming; Stipends; Welcome Week.
  - a. Other line items can be added by the Cabinet with RD consultation.

### **By-Laws Ratification**

- A. Bylaws shall be voted on and approved by the Association Week 2 of Fall Quarter each year. The current cabinet shall make changes to the bylaws and propose prior approval. 2/3<sup>rd</sup> approving vote is necessary.
- B. Bylaws expire the day of Hall Closing of Spring Quarter.