

Constitution of the Rieber Vista Residents' Association

We the members of the Rieber Vista 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 Rieber Vista, as are delegated by the University to this organization.

The purpose of the Rieber Vista Residents Association is to support the mission of the Office of Residential Life. The mission of the Office of Residential Life is to create safe, supportive and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth, and responsible citizenship.

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.

Article II: The Rieber Vista Residents Association

Section 1. Identification

From hereinafter the members of the Rieber Vista Residents Association shall be referred to as the 'Association.'

Section 2. Membership

All contracted residents of Rieber Vista, 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 the respective floor on which they reside.

Article III: The Rieber Vista Residents Association Executive Cabinet

Section 1. Identification

From hereinafter the members of the Rieber Vista Residents Association Executive Cabinet shall be referred to as the 'Executive Cabinet.'

Section 2. Membership

The Resident Director, the Assistant Resident Director and the President shall be members of the Executive Cabinet. If the President is incapable of fulfilling his or her duties or a situation involves the President which would be biased by the President, the Internal Vice President shall take the place of the President. All decisions by the Executive Cabinet shall be done by a two-thirds (2/3) majority.

Article IV. The Assembly of the Rieber Vista Residents Association

Section 1. Identification

From hereinafter, the Assembly of the Association shall be referred to as the 'Assembly,'

Section 2. Membership

- A. The Assembly shall consist of at least one Representative from each of the nine (9) floors residing on the respective floor, and the Officers of the Cabinet of the Association.
- B. The Officers of the Cabinet shall be ex-officio members of the Assembly; 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 Assembly shall be the External Vice President from their respective floor. These can be temporarily replaced by a designated resident of the same floor.
- D. The floor representative must be a non-staff resident which excludes Resident Assistants, Student Leaders, and the Residential Learning Center Consultant (RLCC).

Section 3. Powers

- A. The Assembly shall exercise legislative authority of the Association.
- B. The Assembly can vote on any subject regarding Rieber Vista after being initiated by the President.
- C. The Assembly may make recommendations to the Policy Review Board regarding changes in the University or Residence Vista policies, rules or regulations.
- D. The Assembly has the power to approve all Cabinet appointments and to approve the dismissal of any appointments as outlined in Article IX of this Constitution.
- E. The Assembly may, by initiative, overrule decisions of the President by at least a two-thirds (2/3) 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.
- B. Attendance at all Assembly-related activities and events is suggested for each Assembly member or a suitable representative. Attendance at all Assembly-related activities and events for legacy programs and events as outlined in part D of this section is required.
- C. 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.
- D. The Assembly members shall be expected to participate in the planning, organization and proceedings of all Legacy programs and events. The legacy programs and events include: the Quarterly Blood Drive, Food for Finals, and Vista Valentine. Other programs and events can be made legacy programs and events by the decision of the President.
- E. The Assembly members shall be responsible for reporting information discussed at their floor government meetings to the Assembly.
- F. The Assembly members shall be responsible for reporting information discussed at the Assembly meetings to their floor government meetings.
- G. 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, the Cabinet members with the exception of the President shall be dismissed and a representative from the Executive Cabinet shall preside over the meeting. The Internal Vice President can stand in place when the Assembly votes on the President's stipend. The approved stipend for each Officer shall not exceed that set out by the Executive Cabinet and the Controller.
 - i. The Executive Cabinet has the right to overrule the vote of the Assembly on Stipend Reviews. By a 2/3 majority, the Executive Cabinet can alter the decision of the Assembly after the Assembly has completed its Stipend Reviews.
- H. Failure to meet any of the duties and responsibilities outlined in this Constitution or its By-laws may result in a monetary penalty from the Assembly members respective floor government fund as deemed necessary by the Student Leader Cabinet of the Association.

Section 5. Meetings

- A. The first regular meeting of the Assembly for each quarter shall be held by the first week of undergraduate instruction as designated in the Official University Calendar except in Fall Quarter, where it is held the second week of the quarter. Thereafter, the Assembly shall meet on a regular basis until a week decided by the Executive Cabinet.
- B. A quorum of fifty (50) 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 two-thirds (2/3) vote.
- D. Special sessions of the Assembly may be called by the President, by petition of a majority of the Association or by a simple majority vote of the Assembly. Members must be notified of the special session by a minimum of twenty-four (24) hours prior to the special session.
- E. If any person behaves disruptively and refuses to heed the requests of the meeting chairperson, the meeting chairperson shall have the power to remove that person. If that person is a Floor External Vice President, the floor will be treated as absent during the meeting.

Section 6. Procedure

- A. The Assembly will operate meetings under standard parliamentary procedures unless explicitly stated otherwise.
- 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 V: The Student Leader Cabinet of the Rieber Vista Residents Association

Section 1. Identification

The members of the Student Leader Cabinet of the Association shall be referred to as the 'Cabinet.'

Section 2. Membership

- A. The Cabinet shall consist of the President, the Internal Vice President, the Publicity Chair, the Social Chair, the Controller, Secretary, the External Vice President, the Facilities Commissioner, and the Team Green Coordinator.
- B. No officer may simultaneously hold the position of Resident Assistant, floor representative, or any professional staff position listed by UCLA Office of Residential Life. However, an officer may hold an additional position as a Program Assistant or as an executive board member of the On-Campus Housing Council. These positions must be approved by the Executive Cabinet.
- C. *Terms of Office:*
 - i. The normal term of office for Officers of the Cabinet will be one year.
 - ii. The newly-elected Cabinet will take office during the penultimate week of undergraduate instruction of the Spring Quarter at the University.
 - iii. One officer may, at any one time, hold multiple positions, either on a temporary or permanent basis. However, at no time shall that officer receive a separate stipend for each position. In addition, no combination may be made from the following positions: President, Internal Vice-President, External Vice President or Controller.
- D. *Eligibility:*
 - i. Officers of the Cabinet must be members of the Association for the entirety of their term.
 - ii. Officers of the Cabinet must be in good standing with the University. Any conduct unbecoming a Student Leader will be grounds for removal at the discretion of the Executive Cabinet.
- E. *Elections and Appointment:*
 - i. The President, Internal Vice President and Social Chair shall be elected.
 - ii. Regular elections for the Officers shall be held once a year during Spring quarter. At the end of Spring quarter, the elected officers will take office.
 - iii. Elections will be by secret ballot, each member of the Association of the current having one vote as maintained by the Office of Residential Life.
 - iv. All Elections will be held under the rules set forth in the By-laws and according to the "Rules for Residents" according to the Office of Residential Life.
 - v. All other officers not listed above shall be appointed.
 - vi. Appointments will be made by the President along with the elected officers for the upcoming year with the advice of the Resident Director and Assistant Resident Director.
 - vii. Appointments will be made within five (5) weeks of the Cabinet elections.
 - viii. In case no appointment can be made within the allotted time, positions will be made available at the discretion of the current President and the newly elected officers
 - ix. Any elected position that goes unfilled or is unelected during the election process will fall to the responsibility of the newly elected cabinet and the current President to fill through appointment.

Section 3. Powers and Duties

- A. The Cabinet of the Association shall retain executive powers of the Association.
- B. Each Cabinet member that is elected and/or appointed before the end of the Spring Quarter proceeding their term in office must attend at least one (1) Cabinet and Assembly meeting before the end of the Spring Quarter.
- C. The Cabinet will coordinate all activities and policies and perform all duties assigned to it by this Constitution, its By-laws and the Assembly.
- D. Each member of the Cabinet must adhere to the duties and responsibilities set forth in the By-laws of this Constitution.
- E. Each member of the Cabinet holds the powers assigned to him or her as set forth in the By-laws of this Constitution
- F. The Cabinet can overrule any decision of the Executive Cabinet or Association by at least a three-fourths (3/4) vote. This vote can only be initiated by the President.

Section 4. Compensation

- A. Cabinet members shall receive quarterly stipends. The maximum amount shall be determined by the Executive Cabinet and the Controller prior to the first meeting of the year and approved by the Assembly as part of the yearly budget.
- B. Cabinet member stipends shall be deducted from by the Assembly and the Executive Cabinet for not fulfilling the duties outlined to them as set forth in this Constitution and its By-laws.
- C. At the end of each quarter, the Assembly will determine the stipends of the Cabinet members as described in Article IV of this Constitution.
- D. A penalty of \$20 (twenty) dollars shall be deducted from an Officer's stipend for every missed, unexcused meeting at the discretion of the Executive Cabinet.

Article VI: Floor Governments

Section 1. Membership

- A. The Association will consist of nine (9) Floor Governments.
- B. Each floor government is required to consist of at least one (1) President, two (2) External Vice Presidents, and one (1) Communications Chair.
- C. Additional positions (i.e. Internal Vice President, Team Green, Dining and Environment Representative, etc.) are permitted as long as the positions from Part B are fulfilled.
- D. The President will assume the Dining and Environment Representative role unless there is a designated person to fulfill that position.
- E. The Communications Chair will assume the Team Green Representative role unless there is a designated person to fulfill that position.
- F. The members of the floor government must be a resident of the floor.

Section 2. Powers

- A. Each floor government may adopt a constitution, if deemed necessary.
- B. This Constitution, its By-laws, Resolutions of the Assembly and decisions will take precedence over the Floor Constitution, By-laws and Resolutions.
- C. The floor may conduct social and educational events, conduct programs and enter teams to participate in intramural events.
- D. Each floor shall receive a "floor fund" to be used in any manner it deems necessary within the guidelines set forth in this Constitution.

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 having their President or Dining and Environment (D&E) Representative communicate regularly to the Facilities Commissioner.
- C. Each floor is responsible for its public areas and its residents' conduct. The floor is also responsible for areas used for programs and events. Any damage caused by the floor shall be paid for from the respective floor fund.
- D. Each floor shall, by the start of the first official meeting of the Assembly, choose a floor government at the discretion of the Resident Assistant.
- E. Each floor government shall meet a minimum of six (6) times per each academic quarter. Failure to do this may result in a deduction in floor funds as deemed necessary by the Controller and the Executive Cabinet.

Article VII: Finance

Section 1. Income

- A. The Association will derive income from the Residence Hall Association membership fees collected by the Regents of the University in connection with payment for residence in Rieber Vista each year through the On-Campus Housing Council.
- 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 from the commission of all commercial operations within the Residence Hall where prior arrangements concerning a schedule of commission rates are made with the appropriate private vendors either by the University of California, Los Angeles or by the Association.

- D. All funds raised from fund raising activities or from a specific event may be used for a specific cause, which must be determined before that event. All incomes and expenses must be reported in full.
- E. Any income from vending machines will be added to programming for Rieber Vista.

Section 2. Budget

- A. The Controller will prepare a budget in conjunction with the Cabinet 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 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 Executive Cabinet and the Controller.
- D. Included in this budget shall be categories for Officer Stipends, floor funds, Bankruptcy, Bank charges, Reserves, Internal Programming, Student Leader Programming, Miscellaneous, and special accounts for Association activities and expenses. The division of the budget into categories is fully under the discretion of the Controller with the advice of the Executive Cabinet.
- E. *Bankruptcy*: 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.
- F. When a program or event uses funds used from Association funding (including SL Programming Fund, Programming Surplus Fund, and Association Development Fund), the use of funds must be approved by the President and the Controller. For the program or event using these funds, the programmer or event planner must advertise equally to all residents of Rieber Vista and must use a public facility accessible to all residents of Rieber Vista.

Section 3. Disbursements

- A. Monies may be disbursed from the general fund only for items approved by the Assembly from unused monies in the fund.
- B. An original, itemized receipt must be presented for all expenditures.
- C. Requests for funds must be presented with proper forms to the Controller as decided by the Controller at the start of the year.
- D. All checks of the Association must be signed by the Controller and one of the following: Resident Director, Assistant Director, and/or Director.

Section 4. Records and Financial Statements

- A. Records shall be kept of transactions of the Association involving funds of the Association by the Controller.
- B. Financial statements shall be verbalized to the Assembly each week of regular meetings at the discretion of the Controller and the President.
- C. Written documents of the Vista's finances shall be made available upon request to the Assembly.
- D. A complete financial statement shall be prepared at the beginning and end of each academic quarter.

Section 5. Floor Finance

- A. The Association, through the budget, shall place an amount of funds on credit to nine (9) individual floors.
- B. These funds shall be set as a rate per resident. This rate per resident shall be the same for every floor as determined solely by the Controller with the advice of the Executive Cabinet.
- C. 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.
- D. Each floor is strongly suggested to have a Controller to oversee its respective floor's fund.
- E. Floors may use funds credited to them only for such expenditures as required for social or cultural activities, decorations, events, and damage charges, and for other purposes approved by the Cabinet within the University Guidelines. Floor funds may not be used to monetarily compensate floor government positions. Any other compensation of floor government positions, charged to the floor funds, must be approved by a majority of the floor government on the respective floor.
- 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 Executive Cabinet and Cabinet Controller. Such decisions shall be binding pursuant to the terms of the current budgetary period for which the Assembly is responsible.

G. One-half of all floor funds must be spent by the end of the quarter in order to have the remainder added to the floor fund of the following quarter. If this exact amount is not used, the floor will forfeit the remainder to an "Programming Surplus Fund" which is not accessible to Resident Assistants.

Section 6. Monetary Penalties

- A. All penalties for failure of duty must be decided upon and enumerated to the relevant parties prior to the necessary completion of said duty.
- B. Floors shall be monetarily penalized for non-attendance by an External Vice President or suitable representative at Assembly meetings or required events as deemed necessary by the Cabinet. The first two missed meeting will be the only warning with no monetary penalty; subsequent missed meetings will result in a ten percent (10%) deduction of the original floor fund at the start of the Fall quarter.
- C. Any removal of floor funds shall be transferred from the appropriate fund to the "Student Leader Programming Fund".

Article VIII: Initiatives

Section 1. Purpose

- A. Initiatives may be used by any member of the Assembly to bring resolutions before the members of the Association for a vote.
- B. An initiative may be used to bring a resolution to amend this Constitution or its By-Laws before the Assembly or Association.
- C. An initiative may be used to initiate impeachment proceedings.

Section 2. Proposal and Approval

- A. Initiatives may be proposed by any Assembly member by contacting the President to present this request to the members of the Association.
- B. The President shall call a vote upon the initiative by the Assembly at the next meeting of the Assembly.
- C. The initiative shall pass if a majority of votes cast approve of the initiative.

Article IX: Vacation of Office and Dissolution

Section 1. Impeachment

- A. Any member of the Cabinet or Assembly may become subject to impeachment should they fail to fulfill the qualifications for office or inadequately perform the duties of office. Only members of the Assembly and Executive Cabinet may call for an impeachment proceeding.
- B. Impeachment proceedings may be initiated only by a special initiative as outlined in this Constitution.
- C. A petition signed by a two-thirds (2/3) majority of the Assembly must be presented to a member of the Executive Cabinet to begin impeachment proceedings. The names of the signatories shall be disclosed only to the Executive Cabinet. Should the President be brought under impeachment, the names of the signatories shall be disclosed instead to the Internal Vice President, Assistant Resident Director, and Resident Director. In such a case, the initiative must be brought to the Internal Vice President instead of the President.
- D. The officer brought under impeachment will be tried before the Assembly with the Resident Director acting as chair.
- E. 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 Assembly.
- F. The impeached member shall be removed from the proceeding prior to the vote and the vote must remain closed and confidential unless a three-fourths (3/4) majority deems otherwise.
- G. A three-fourths (3/4) vote of disapproval is required to remove a member.
- H. A report of the impeachment proceedings will be compiled and kept on file by the Resident Director.

Section 2. Resignation

- A. Members of the Cabinet must meet with the Executive Cabinet more than fourteen (14) days prior to the time they wish to resign to discuss the reasons for their resignation.
- B. Members of the Cabinet must submit their resignation in writing to the Assembly no fewer than twenty-four (24) hours prior of the time they wish to resign and after the time they have met with an Advisor.

Section 3. Vacancies

- A. If an office falls vacant, the Cabinet shall fill the office by appointment with consent of two-thirds (2/3) majority of the Cabinet.
- B. If an appointment cannot be made within five weeks after the office falls vacant, a member of the Cabinet must take over the responsibilities of the vacant position as designed by at least a two-thirds (2/3) majority of the remaining Cabinet.
- C. If the office of President falls vacant; the Internal Vice-President shall take on the duties of the President.
- D. If the office of President remains vacant for a period exceeding one academic quarter, the Internal Vice-President shall assume responsibility permanently of the Presidential position. At the request of the Internal Vice President, the External Vice President may take the office of the President instead. The vacant office will become open to Assembly members and residents within five weeks if it is not filled.

Section 4. Dissolution

- A. Should the Association, by unanimous vote of the Assembly and the approval of both the Cabinet and the Resident Director, choose to dissolve, all liabilities and assets shall become the property of the Office of Residential Life, until such time as ORL reestablishes the government.

Article X: Amendments and By-Laws

Section 1. Amendments

- A. Amendments to this Constitution may be proposed by resolution of an initiative of two-thirds (2/3) of the voting Assembly.
- B. Ratification: The proposed amendment will become part of this Constitution when ratified by six (6) of the floors of the Association within fifteen (15) school days after submission. Voting must be put only to the Assembly members as representatives for approval.

Section 2. By-Laws

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

Section 3. Updating the Constitution

- A. 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 XI of this Constitution.

Article XI: Enabling Clause

Section 1. This Constitution will take effect immediately after approval by two-thirds (2/3) of the Assembly.

Section 2. This Constitution, upon ratification, shall succeed any previous Constitution of the Association. The Executive Cabinet retains the right to maintain cabinet positions from previous versions of this Constitution.

By-Laws to the Constitution of the Rieber Vista Residents Association

Article I: Duties and Powers of the Cabinet Officers

Section 1. Cabinet

- A. The Cabinet, with the advice and consent of the 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 Assembly is not in session.
- B. If any member of the Cabinet is unable to attend his/her respective meetings, a suitable representative from the Cabinet may sit in his/her stead.
- C. Each cabinet member has enumerated programming responsibilities. Cabinet members are expected to attend community programs. Cabinet members must attend and participate in legacy programs and events. Cabinet members may qualify for completing one (1) program if he or she: (1) is listed as a planner of the program or event via the Office of Residential programming website (ERES) and (2) submits an evaluation of the program to the Assistant Resident Director by ERES. Participation in a legacy program or event does not fulfill a programming requirement
- D. In the event that the Executive Cabinet rejects involvement by a Cabinet member in a program, the Executive Cabinet may null the said completion of a program and require the Cabinet member to complete a new program to fulfill the requirement.

Section 2. President

- A. The President shall represent the Association to 1) the Administrators of the University and 2) any organization with which the Association is a member.
- B. The President shall be chairperson of the weekly Cabinet and Assembly meetings.
- C. The President shall be responsible for preparing weekly agenda for all Cabinet and Assembly meetings.
- D. The President shall have the power of appointment of Committee officers and interim Cabinet offices. Appointment decisions may be overruled by the Assembly by a two-thirds (2/3) majority vote within 10 days of the announcement of the appointment.
- E. The President shall be responsible for informing all interested parties, members and any guests of meeting times and places.
- F. The President shall have the right to form committees for any need as expressed by the Assembly.
- G. In the event of a tie vote in the Assembly, the President shall cast a vote.
- H. The President shall have the power to call to session a special meeting of the Assembly at any time. Twenty-four (24) hour notice must be given to all Assembly members.
- I. The President shall have the power to call to session a special meeting of the Cabinet at any time. Twelve (12) hour notice must be given to all Cabinet members.
- J. The President shall have veto power at all times over decisions made by the Assembly. Any veto may be overridden within ten (10) working days by a two-thirds (2/3) majority of the Assembly.
- K. The President shall be responsible for Welcome Week Preparations
- L. The President shall represent the Association at the weekly Presidents' Council Meetings.
- M. The President is responsible for planning one (1) program during each quarter.

Section 3. Internal Vice President

- A. In absence of any Cabinet officer, the Internal Vice President shall assume all duties of the necessary officer.
- B. In the event that the office of President becomes vacant, the Internal Vice President shall assume the office of President.
- C. The Internal Vice President shall be responsible for leading the Food for Finals Fall and Winter Quarter of their term in office. During Spring Quarter, the outgoing IVP will work with the newly elected IVP in coordinating Food for Finals.
- D. The Internal Vice President shall be responsible for planning the Quarterly Blood Drives.
- E. The Internal Vice President shall attend all Policy Review Board Meetings.
- F. The Internal Vice President is responsible for planning two (2) programs per quarter. This programming requirement is not fulfilled by a Food for Finals program and a Blood Drive.

Section 4. Social Chair.

- A. The Social Chair shall be responsible for representing the Association in any other large function to which the Association is involved in and for which no other officer has explicit or understood responsibility for, at the discretion of the President, including OCHC events.
- B. The Social Chair shall be responsible for planning all floor EVP Appreciation programs additionally to the programming requirements.
- C. The Social Chair is responsible for co-leading the Team Training and Development committee with the Publicity Chair.
- D. The Social Chair shall be responsible for assisting the Resident Director in planning all-staff events.
- E. The Social Chair is responsible for planning five (5) programs each quarter of which the Social Chair must be the Primary Programmer on three (3) programs. Additionally, three (3) programs must be a social gathering for the community.

Section 5. Publicity Chair.

- A. The Publicity Chair shall be responsible for publicizing all RVRA events, sponsored events, and OCHC events.
- B. The Publicity Chair shall be responsible for designing, displaying and maintaining an event calendar every quarter at a location designated by the Executive Cabinet.
- C. The Publicity Chair is responsible for leading the birthday/holiday committee of the Rieber Vista Cabinet. The birthday/holiday committee must recognize holidays and birthdays in Rieber Vista at the discretion of the Publicity Chair and the Executive Cabinet.
- D. The Publicity Chair is responsible for co-leading the Team Training and Development committee with the Social Chair.
- E. The Publicity Chair is responsible for leading the Recognition Committee.
- F. The Publicity Chair is responsible for planning two (2) programs per quarter.

Section 6. The External Vice President

- A. The External Vice President shall attend all On-Campus Housing Council Meetings and represent the Association at such meetings.
- B. The External Vice President is a voting member of the On-Campus Housing Council and can make decisions on behalf of the building with consultation of the Cabinet or Executive Cabinet.
- C. The External Vice President is responsible for planning two (2) programs each quarter. Only one (1) of these programs may be a program planned with the On-Campus Housing Council (OCHC). This program may or may not require presence on the ERES and an evaluation at the discretion of the Executive Cabinet.

Section 7. Controller

- A. The Controller shall prepare a monthly and yearly budget as outlined in this Constitution.
- B. The Controller shall be in charge of arranging all Disbursements of Association funds as outlined in this Constitution.
- C. The Controller shall be responsible for keeping written statements of all transactions of the Association funds as outlined in this Constitution.
- D. The Controller shall be responsible of informing the Assembly of the status of the budget as outlined in this Constitution.
- E. The Controller shall be responsible for being a representative the Central Programming Fund Board for Rieber Vista.
- F. The Controller is responsible for programming two (2) programs per quarter.

Section 8. Secretary

- A. The Secretary shall 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. Approval of the minutes is done by the President at the beginning of the next official meeting.
- B. The Secretary shall be responsible for recording minutes at all Cabinet meetings and submitting them when requested by Cabinet members. Approval of the minutes is done by the President at the beginning of the next official Cabinet meeting verbally.

- C. The Secretary shall be responsible for compiling an official contact list of all Cabinet members by the second week of Fall instruction.
- D. The Secretary shall be responsible for attending a weekly Of the Month/National Residence Hall Honorary meeting (OTM/NRHH) decided by the On-Campus Housing Council Executive Board. Additionally, the Secretary is responsible for coordinating OTM responses representing Rieber Vista.
- E. The Secretary shall act as chairperson for all floor Presidents and/or Dining and Environment Representatives.
- F. The Secretary shall be responsible for compiling and maintaining an official directory of all Assembly members.
- G. The Secretary shall be responsible for recording all absences at Assembly meetings.
- H. The Secretary is responsible for programming two (2) programs per quarter.

Section 9. Facilities Commissioner

- A. The Facilities Commissioner shall be responsible for maintenance and control over all RVRA Equipment.
- B. The Facilities Commissioner shall conduct a monthly audit of all RVRA equipment. This may or may not be presented to the Assembly at the discretion of the President.
- C. The Facilities Commissioner shall prepare a quarterly inventory of all RVRA equipment to be presented to the Cabinet by week two of instruction.
- D. The Facilities Commissioner shall prepare a yearly inventory of all RVRA supplies to be presented to the Cabinet by week two of instruction of Fall quarter.
- E. The Facilities Commissioner shall be responsible for scheduling and coordinating set-up of all necessary equipment for Assembly designated events.
- F. The Facilities Commissioner is responsible for planning one (1) program per quarter. This program cannot include a program in which the Facilities Commissioner is solely providing technical/logistical support.

Section 10. Team Green Coordinator

- A. The Team Green Coordinator shall attend weekly Team Green meetings as outlined by the Office of Residential Life.
- B. The Team Green Coordinator shall be responsible for assembling a Team Green Committee that meets at least one to two times a month to start green initiatives or programs in the building, or as the Team Green Coordinator sees fit.
- C. The Team Green Coordinator shall be responsible for leading all Hill-wide Green initiatives or programs, including the Do-It-In-The-Dark initiative.
- D. The Team Green Coordinator shall be responsible for planning three (3) programs per quarter. Two (2) of these programs must be programs related to sustainability.

Section 9. Advisors

- A. The Resident Director and Assistant Resident Director shall act as advisors to the Cabinet and Assembly.
- B. The Advisors shall inform the Assembly and Cabinet about Rieber Vista Staff functions, events and plans.
- C. The Advisors shall provide non-binding advice on Assembly and Cabinet matters.

Last updated: March 9, 2012 (NCS)

Rieber Vista Residents' Association Election Code

1. President, Internal Vice President, and Social Chair are all elected positions.
2. If there are no applicants for a particular elected position, the position will be appointed in the same manner as for appointed positions. In the event of a vacant President position, the Executive Cabinet will appoint one.
3. Elections will take place according to the following requirements and guidelines:
 - a. In order to ensure that students receive guaranteed housing priority, elections for the following school year must be determined and set by the Election Chairs in accordance with On Campus Housing timelines.
 - b. The elections will all be secret ballot.
 - c. The winner is the candidate who takes half plus one of the votes in the election.
 - d. In the case of a tie, the Cabinet will vote for a candidate that will be approved by a majority.
 - e. The current Cabinet must appoint Election Chairs who will oversee the election process. One of the Election Chairs must be current Cabinet members. The current Cabinet may select any individuals to serve as the other Election Chairs except those who are applying for any Rieber Vista Student Leader positions.
 - f. A personal statement will be required with the application. Its length is to not exceed 250 words.
 - g. Each of the personal statements shall be posted as one mode of publicity for candidates. The President shall post each candidate's statement and their name in a public area of Rieber Vista.
 - h. Campaigning will not be allowed by any candidate. Only the President can post statements of each candidate.
 - i. All candidates shall be informed of the election rules and regulations at the beginning of their candidacy. Any violations of the above stated rules shall be handled by the Election Chairs and may result in sanctions or disqualification of the offending candidate. The sanction is decided by the Election Chairs. The Election Chairs can be Resident Assistants, Assembly Members, or any appropriate candidate who is not applying to be a Student Leader for the following year.
 - j. Election Chairs are in charge of making sure that all campaigning falls under the current guidelines.
 - k. If a resident votes for more than one person for the same position then that vote is invalid.
 - l. A candidate may only run for one elected position in each community of the On-Campus Housing Council.
4. Selection of appointed positions
 - a. The External Vice President, Secretary, Controller, Publicity, Facilities Commissioner and Team Green Coordinator will be appointed by the elected officers and the outgoing President through an application and interview process, as determined by the newly elected officers and the President. An applicant can apply to multiple appointed positions in multiple communities. All three elected positions will have one vote and the President will have one vote. The President will vote to break a tie in addition to his or her vote.
 - b. The appointed positions must be chosen within thirty (30) days of the announcement of all elected Cabinet members.
 - c. Applicants for the appointed positions may apply for more than one appointed position. After the interview process, however, they may only serve one position.
 - d. The outgoing President must be a part of the interview panel for appointed positions. The outgoing President can be replaced from the voting group if he or she is a candidate for a Student Leader position.