

THE CONSTITUTION OF THE SAXON SUITES RESIDENTIAL ASSOCIATION UNIVERSITY OF CALIFORNIA, LOS ANGELES

Article I: Purpose and Definition

In this document, the term “residents” refers to the contracted residents of the Saxon Residential Suites of the University of California at Los Angeles. The term “SSRA” refers to the Saxon Suites Residential Association. SSRA is a member of the On Campus Housing Council, which is the governing body of the hill hereto forth known as OCHC.

SSRA has been established to effectively represent the residents to the OCHC, and to organize and sponsor academic assistance, community development, leadership development and personal growth for the benefit of the community.

Article II: SSRA

Section I The Association

- A. At the beginning of each academic year, SSRA will be composed of fourteen (14) voting members consisting of eight (8) voting cabinet officers, the six (6) building representatives and the Advisor (ARD).
 1. The Cabinet
 - a. The President
 - b. The Internal Vice President
 - c. The External Vice President
 - d. The Controller
 - e. The Team Green Officer
 - f. The Publicity Chair
 - g. The Communication Officer
 - h. The Facilities Chair
 - i. The Advisor (non-voting)
 2. The Representatives
 - a. One E building representative
 - b. One F building representative
 - c. One G building representative
 - d. One H building representative
 - e. One J building representative
 - f. One K building representative

Section IV **Motions and Voting**

- A. Motions in SSRA shall be in accordance with “Robert’s Rules” or an amended version of “Robert’s Rules.”
- B. Proposals shall pass according to “Robert’s Rules” with a ½ + 1 policy.

Article III: The Officers/Cabinet

Section I **SSRA President**

- A. Shall be an elected official.
- B. Shall keep a copy of the Saxon Suites Residential Association Constitution on hand as a reference tool at all meetings.
- C. Shall vote only in the event of a tie and shall attempt to hold their personal opinions on matters to themselves so as not to bias the voting body.
- D. Shall preside over all Saxon activities. Shall coordinate, delegate and participate in events. Shall chair weekly SSRA meetings, and shall be responsible for preparation of the agenda. He/She may also provide feedback as to evaluate events.
- E. Shall be easily accessible to both the members of the cabinet and the Saxon residents. Should communicate often with the cabinet members in one-on-one meetings.
- F. Shall attend weekly or biweekly President’s Council Meetings. Also take responsibility for Move-In-Assistants during Welcome Week.

Section II **SSRA Internal Vice President**

- A. Shall be an appointed official.
- B. Shall serve to help solve or direct student complaints and problems, and shall coordinate educational and cultural events sponsored by the SSRA or the Office of Residential Life.
- C. Shall coordinate Teaching Assistants review session if felt necessary and beneficial to Saxon residents.
- D. Shall coordinate and oversee all SSRA committees as well as help other association members in all activities. Shall follow up on all inner-suite events. Shall attend all cabinet events and committee meetings. Shall be responsible for the staffing of

committees initiated by the cabinet, association, Office of Residential Life or business enterprise.

- E. Shall coordinate a quarterly blood drive jointly with the Internal Vice Presidents of Rieber Court. This includes coordinating publicity and sign-ups in preparation for the blood drive.
- F. Shall attend weekly National Residence Hall Honorary meeting. Be responsible for recognizing special achievements in Saxon community.
- G. Shall assume the responsibilities of the President when required.

Section III **SSRA External Vice President**

- A. Shall be an appointed official.
- B. Shall be responsible for proper representation of SSRA in the On Campus Housing Council (OCHC), including being a member of one of OCHC's standing committees, including, but not limited to, programming, communications and equality committee.

Section IV **SSRA Controller**

- A. Shall be an appointed official.
- B. Shall be directly responsible for the collection, distribution and maintenance of all SSRA accounts and the monies in accordance with the directives and wishes of the association.
- C. Shall have the power to assign deadlines for the submitting of disbursement forms at time periods which shall be left to their discretion.
- D. Shall create an annual budget at the beginning of the year, in addition to a budget for each quarter. In addition, the Controller shall be responsible for bringing an updated budget to each association meeting.
- E. Shall review all disbursement requests, and request transfer of funds from agency to checking, keeping organized records of accounts.
- F. Shall attend controller meetings.

Section V **SSRA Team Green Officer**

- A. Shall be an appointed official.

- B. Shall be responsible for “Do It in the Dark” publicity and promotion.
- C. Shall Co-program with the PA’s for one sustainability program.
- D. Shall attend bi-weekly Team Green meetings.

Section VI SSRA Publicity Chair

- A. Shall be an appointed official.
- B. Shall create whatever publicity the association or cabinet feels is necessary to keep the residents informed of all events and programs.
- C. Shall be responsible for posting material from other on-campus residences as necessary as well as All-Saxon, All-Hill and All-Campus events.
- D. Shall be responsible for posting approved material from organizations on campus.
- E. Shall be responsible for creating and maintaining a large calendar listing All-Saxon and All-Hill events that is visible and accessible to all Saxon residents.
- F. Shall be responsible for the appearance and upkeep of the L-shaped board in front of H, the Laundry Room Board farthest from the door and the Main Saxon Board next to the volleyball courts.
- G. Shall keep in contact with the OCHC communication commissioner provided said commissioner initiates and maintains contact.
- H. Shall reserve the right to create a system of publicity requests so as to make themselves available to the RAs.
- I. Shall be responsible for the creation of a bi-quarterly newsletter for Saxon Suites or another form of All-Saxon publication. Shall be responsible for collecting content material and recruiting help from other staff members, building EVPs and residents for the production and distribution of the publication.

Section VII SSRA Communications Officer

- A. Shall be an appointed position.
- B. Shall keep a copy of the Saxon Suites Residential Association Constitution on hand as a reference tool at all meetings.
- C. Shall be responsible for the weekly recording, preparation and distribution of the minutes through e-mail the evening before the association meeting or by whichever

- means and time the association prefers. Shall take responsibility for any correspondence needed by the association officers.
- D. Shall be responsible for the typing up and entering of all blue ERES forms for all programs planned by the cabinet members.
 - E. Shall attend weekly Policy Review Board Meetings.

Section VIII **SSRA Facilities Chair**

- A. Shall schedule and coordinate facilities and equipment for SSRA and RA programs as necessary.
- B. Shall be responsible for attending Dining and Environment (D&E) meetings on alternating weeks each quarter. Shall also be responsible for facilitating a system to determine the needs and wants of the Saxon residents with regard to said committee. Shall request each building to have a representative to D&E meetings to address and report concerns about dining, maintenance and facilities.
- C. Shall coordinate a quarterly Special Dinner in Rieber Dining Hall with the Social Chairs of Rieber Court.

Section IX **SSRA Advisor**

- A. Shall be the current Assistant Resident Director of the Saxon Suites.
- B. Shall be a non-voting member of the cabinet.
- C. Shall provide the cabinet with an evaluation regarding their performance at the end of each quarter.
- D. Will offer program support and assist in the coordination of special projects through the Resident Director's Office.
- E. Attend all SL cabinet and SSRA meetings.
- F. Organize to meet with members of the cabinet bi-weekly.

Section X **Terms of Office**

- A. Officers shall attend the hall officers training session **two weeks** prior to the beginning of fall quarter. They shall help each other prepare SSRA's activities and budget during the opening of Saxon Suites (Welcome Week).

- B. Shall attend all association meetings and any other meetings that the President deems necessary.
- C. Shall maintain good academic standing with the university (minimum 2.0 GPA per quarter).
- D. Shall be subject to written and verbal evaluations by the ARD.
- E. Shall be expected to attend and assist with events sponsored by this organization.
- F. Shall be residents of Saxon Suites for the duration of their term in office.

Section XI **Impeachment**

- A. Any elected officer negligent in his/her duties may be subject to impeachment by the association.
- B. Any appointed officer negligent in his/her duties may be subject to impeachment by the association.
- C. In order for an officer to be considered for impeachment or removal by the association, a petition for impeachment with the signatures of one-fourth (1/4) of the residents of Saxon Suites or a call to vote by ten (10) members of the association is needed.
- D. For the officer to be impeached or removed, a vote of two-thirds (2/3) of the association is necessary.

Article IV: Elections and Appointments

Section I **Elections**

- A. The offices of SSRA President for the following year are to be filled by a well-publicized election.
- B. Election guidelines, rules and deadlines for candidacy will be determined, approved and made available to the candidates by SSRA no less than two (2) weeks prior to the election.
 1. Candidates need not be residents of Saxon Suites at the time of their election.
 2. Candidates must be in good academic standing with the university (minimum of 2.0 GPA per quarter).
 3. Elections are to be held by secret ballot of Saxon Suites residents only.

4. Election to office if by simple majority. If no candidate receives a simple majority, a runoff election will be held within four days between the two candidates who received the most votes.
 5. Elections are to be completed no later than three days prior to the interviews for appointed officers so that the President elect may participate in the selection of the remainder of the cabinet.
- C. Elected officers are to begin to assume their responsibilities at the second to last association meeting of the academic year in which they were elected.
 - D. Elected officers should accompany the appropriate officers to all necessary functions and meetings for a two-week period before their terms begin.

Section II **Appointments of SSRA External Vice President, Controller, Communication Officer, Publicity Chair, Team Green Officer and Facilities Chair**

- A. The offices of SSRA External Vice President, Internal Vice President, Controller, Communication Officer, Team Green Officer, Publicity Chair, and Facilities Chair are to be filled by a well-publicized appointment process.
- B. Appointment guidelines, rules and deadlines for candidacy will be determined, approved and made available to the candidates by SSRA no less than two (2) weeks prior to appointments.
 1. Candidates need not be residents of Saxon Suites at the time of their election.
 2. Candidates must be in good academic standing with the university (minimum of 2.0 GPA per quarter).
- C. The appointment process must be completed at least one week prior to the initial housing deposit deadline.
- D. A panel comprised of the President, IVP, President-elect, IVP-elect, EVP, Controller, Social Chair, Publicity Chair, Secretary, Facilities Chair and Assistant Resident Director will hold interviews for and make recommendations to the elected offices by consensus of the panel.
- E. Appointed officers are to begin to assume their responsibilities at the second to last association meeting of the academic year in which they were appointed.
- F. Appointed officers should accompany the appropriate officers to all necessary functions and meetings for a two-week period before their terms begin.

- G. If positions are vacant at the beginning of Fall quarter, the President, RD, and ARD shall conduct interviews and an application process, the specifics of which shall be determined by the three persons listed above.

Section III Recall Elections

- A. The President-elect or the IVP-elect will be subject to a recall election should a petition with one-fourth (1/4) of the residents' signatures be presented to the association and if a simple majority of the association votes for a recall election.
- B. If the office of IVP is vacated, a new IVP is appointed by the association.
- C. If both the President's and IVP's offices are vacated, new officers are appointed by the association. During this time, the EVP chairs the association until new officers can be appointed.
- D. The new officers take office immediately.

Article V: Finance

Section I The Budget

- A. At the first meeting of every academic year, a budget will be presented by the Controller and will be considered at every subsequent meeting until accepted.
- B. The Controller will be responsible for presenting an updated budget at every other association meeting.

Section II Stipends

- A. Shall be paid quarterly.
- B. Shall be set by the association of the previous term.
- C. Stipends will be discussed and awarded by the building EVPs quarterly. The amount of the stipend given is based upon the SL's performance in their position as determined by the Constitution.
- D. Stipend per student leader is to be decided every quarter based on budget.
- E. Student Leaders will be fined \$5 deducted from their stipend (decided on in part D) if they do not show up in cabinet or association meetings without permission from the president.

Article VI: Amendment Procedure

- A. Amendments should be decided on only at the start of each year, unless necessary.
- B. Amendments are to be discussed and approved/dismissed during association meetings.
- C. Amendments need a quorum of 2/3 of the association for approval.
- D. Approved amendments should be enforced at the start of the quarter next to the one they were approved in.
- E. All association members have the right to propose amendments to the constitution as long as they have a valid reason to bring it for discussion.

This Constitution was amended by the Saxon Cabinet on March 5, 2012 and approved by SSRA on the same day.