

## CONSTITUTION OF THE SPROUL HALL RESIDENTS' ASSOCIATION

*“We, the members of the Sproul Hall Residents’ Association (SHRA), at the University of California, Los Angeles, by the authority of the Chancellor and subscribing to the regulations and policies of the University, in order to provide for the needs of the residents: to advance academic achievement, further social and cultural interaction, and promote personal growth , 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 Sproul Hall Residents’ Association (SHRA), hereinafter referred to as the Association.

### Article II      **MEMBERSHIP**

#### ***Section 1.      Association Membership***

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

#### ***Section 2.      OCHC Affiliation***

The association is a member of the On Campus Housing Council (OCHC).

### Article III      **PURPOSE AND UNIVERSITY RULES AND REGULATIONS**

#### ***Section 1.      Purpose***

- A.      The purpose of the association 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
- B.      The Association acts as a channel to provide the residents of Sproul Hall with 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.

#### ***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 and the Student Leaders both elected and appointed. The Legislative Branch (voting members) will be herein known as the Assembly (EVP floor representatives).
- B.      The Association will consist of an Executive Branch comprised of both elected and appointed Student Leaders herein known as the Cabinet.

- C. A quorum requires attendance of two-thirds of all voting members.

**Article V**      **CABINET**  
**Section 1:**

***Membership***

- A. The Cabinet of Sproul 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, Leadership and Diversity Commissioner, Team Green Commissioner, and Secretary.
- B. The eleven members of the Cabinet shall have the power to appoint any additional Cabinet positions they deem necessary with a two-thirds vote.
- C. The Resident Director (RD) and Assistant Resident Director (ARD) will be ex-officio members of the Cabinet, without voting privileges.
- D. Both the RD and the ARD are advisors to the association.

**Section 2:**      ***Cabinet Elections***

- A. Elections of the President, Internal Vice President, and Social Commissioner will be held no later than the sixth academic week of the Spring Quarter. They will be conducted according to the rules enumerated in the Election Code By-Laws. The Cabinet will determine the date no later than Spring Quarter registration week.
- B. Election of the President, Internal Vice President, and Social Commissioner shall be elected through a hall-wide vote. All current residents of Sproul Hall shall be eligible to vote. The election shall be by secret online ballot; the candidate who receives a simple majority will be the winner. If there is no candidate with a majority, there shall be a run-off election between the top two candidates. This run-off shall occur no more than 3 days after the results of the primary election are made known. If the IVP or Social Chair positions remain open, the newly elected President may appoint a person to fulfill the position.
- C. In the event that positions are not filled through elections, the positions will be filled through appointment by those elected.
- D. Candidates are allowed to run for multiple positions within the Cabinet. They are also allowed to run for multiple positions from difference associations on the hill.

**Section 3:**      ***Cabinet Appointments***

- A. Appointed members will be chosen by a panel consisting of two members of the Assembly, three 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 during their term of service. They should be in good academic standing with the University of California, Los Angeles. They must prove this by submitting to the Resident Director the following: a Degree Progress Report with at least a 2.3 GPA upon applying and a quarterly GPA check pulled from an ORL Academic Advisor. They

also should not be on social probation with the University and not presently on Residence Hall censure.

- B. Members of the Cabinet shall not be permitted to hold any conflicting elected and/or appointed offices in the residence halls during their respective terms 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 when 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 and the Assistant 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 to it by the Constitutions, its By-Laws and the Assembly.

***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 other organization with which the University is involved.
- B. The President shall lead Construction mitigation efforts with the assistance of the Co Facilities Commissioners and carry through one program per quarter.
- C. The President shall act as chair of both Cabinet and Assembly meetings, calling the meetings to order at any time.
- D. The President may call special meetings of Cabinet or Assembly if deemed necessary with at least 24 hours notice.

- E. The President may fill vacant positions in the Cabinet, with two thirds vote by the present members of the Cabinet, until the vacancy is filled.
- F. In the Assembly, the President will vote only in the event of a tie.
- G. The president shall oversee mass communication to all Sproul Hall residents.
- H. The President can motion to veto any Assembly action, which only passes with at least two-thirds vote by the Cabinet.
- I. The president must attend President council meetings, and carry through programs of the President Council.
- J. The president is responsible for coordinating Move-In Assistants.

***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 Sproul Hall quarterly blood drive.
- E. The IVP shall attend NRHH. If the IVP is unable to attend the NRHH meeting, he/she may designate an alternate representative.

***Section 10: Duties of the External Vice President***

- A. The External Vice President, hereafter known as EVP, shall attend the On Campus Housing Council (OCHC) meetings weekly and act as the liaison between OCHC and SHRA.
- B. The EVP will organize and carry through a quarterly retreat for floor EVPs of Sproul in collaboration with the Diversity and Leadership Commissioner and the Secretary.

***Section 11: Duties of the Controller***

- A. The Controller will be responsible for the formulation of the budget and shall be chief administrator of the 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 be charged with the communications of all financial concerns to the floor.
- E. The Controller shall present to the Assembly a brief weekly report on the current and anticipated financial situation of the Association, as well as a monthly, detailed report.
- F. The Controller must attend a weekly CPF meeting with all other Controllers on the hill.
- G. The Controller shall freeze floor funds as penalty for Floor EVP missing two consecutive or three total meetings. The funds will be frozen the week following the last missed meeting. If disbursement

forms are filled out for the week of frozen funds, funds must be requested from an account other than the floor funds. Receipt dates should be monitored.

**Section 12: *Duties of the Social Commissioner***

- A. The Social Commissioner shall initiate all activities of a social nature.
- B. The Social Commissioner shall carry through a minimum of two social programs per quarter.
- C. The Social Commissioner shall organize Food for Finals, with the option of working with Sunset Village and help to coordinate Special Dinners.

**Section 13: *Duties of the Publicity Commissioner***

- A. The Publicity Commissioner shall oversee and manage all publicity within the hall, including but not limited to SHRA and OCHC.
- B. The Publicity Commissioner shall be responsible for managing social media accounts for Sproul Hall Residents' Association.
- C. The Publicity Commissioner shall be responsible for writing the weekly newsletter.
- D. The Publicity Commissioner shall be responsible for maintaining any SHRA wall/posting space in the Sproul Lecture Room.
- E. The position may be occupied by more than one individual as seen fit by the Central Committee. Each commissioner is individually appointed.
- F. Publicity Commissioner shall organize the Student Leader committee to decorate, monitor, and maintain the Sproul Lecture Room.
- G. The Publicity Commissioner shall attend Dinning and Environment Meetings (D&E). If the Publicity Commissioner is unable to attend, he/she may designate an alternate representative.

**Section 14: *Duties of the Co Facilities Commissioners***

- A. The Facilities Commissioner shall maintain all SHRA equipment.
- B. The Facilities Commissioner shall be responsible for scheduling and coordinating the set up of all necessary equipment for Cabinet and Assembly designated events.
- C. The Facilities Commissioner shall coordinate room arrangements for weekly staff and association meetings.
- D. The Facilities Commissioner shall assist the President with Construction Mitigation efforts and his/her Construction Mitigation program.

**Section 15: *Duties of the Secretary***

- A. The Secretary will be responsible for the following: recording and distributing minutes of the Cabinet and Assembly meetings, and keeping an official list of all the members, committees, and offices of the Association.
- B. The Secretary will keep a list of all needed office supplies and will pass this list on to the RD when an order needs to be placed.
- C. The Secretary shall keep a contact list of floor government members, Student Leaders, and RAs.

- D. The Secretary will share the duties of the Special Events Commissioner with the IVP.
- E. The Secretary will be responsible for sending cautionary emails to RAs if and when their floor EVPs fail to attend SHRA meetings. If two consecutive meetings or three total meetings are not attended, floor funds will be frozen for the week following the last missed meeting. Funds will be frozen for one week or until meeting is attended.
- F. The Secretary will organize and carry through a quarterly retreat for floor EVPs of Sproul in collaboration with the Diversity and Leadership Commissioner and the EVP.
- G. The secretary shall attend Policy Review Board meetings weekly, and shall act as the correspondent between the board and SHRA. If the secretary is unable to attend the Policy Review Board meeting, he/she may designate an alternate representative.

***Section 16: Duties of the Leadership and Diversity Commissioner***

- A. The Leadership and Diversity Commissioner shall initiate diversity programs and coordinate all diversity programs designed by the Cabinet or Assembly, as necessary.
- B. The Leadership and Diversity Commissioner shall coordinate a leadership development series for floor government members and EVPs in Sproul Hall.
- C. The Leadership and Diversity commissioner is required to carry out a minimum of one program per quarter.
- D. The Leadership and Diversity Commissioner shall be the official representative of Sproul Hall to Casino Night, with the power to appoint co-chairs.
- E. The Leadership and Diversity Commissioner will organize and carry through a quarterly retreat for floor EVPs of Sproul in collaboration with the EVP and the Secretary.

***Section 17: Duties of the Team Green Commissioner***

- A. The Team Green Commissioner must coordinate Team Green efforts within the Sproul Hall community. This includes recruiting one Team Green member from each floor and holding meetings as necessary.
- B. The Team Green Commissioner shall represent Sproul Hall at Team Green meetings.
- C. The Team Green Commissioner shall encourage staff members to be sustainable in their programs.
- D. In coordination with the Publicity Commissioner, the Team Green Commissioner shall include Team Green updates in the weekly newsletter.
- E. The Team Green Commissioner must execute a minimum of two programs per quarter.

***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 Sproul program, ORL or Housing request which does not conflict with an SHRA 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.
- C. Cabinet members shall not vote in SHRA unless stated otherwise in the constitution for specific circumstances.
- D. 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 SHRA. A warning will be issued at the first absence. At second absence, floor fund will be frozen until a representative comes to the assembly meeting.
- 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 on 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. 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. Each member of the Assembly, with the exception of Cabinet members, may cast a vote. All members must participate in discussion before a proposal is voted upon.
- 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 Sproul.
- B. 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.
- C. 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.
- D. 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, and events, 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 Sproul 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 Sproul 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

- or inadequately perform the duties of office.
- 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 current office if elected to the position.
- 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.
- D. 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.
- E. 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.
- F. A majority of all votes cast shall be sufficient to pass such legislation.
- G. 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 AND APPENDICES**

***Section 1: Amendments and Appendices 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.
- D. Appendices may be added, altered, or eliminated at the request of one-half the Assembly, at which the changes shall be discussed and voted on. The Cabinet shall approve all changes by majority vote, and the Assembly shall approve said changes by two-thirds vote.

**APPENDICES**

**Appendix A: Campaign Rules**

**No candidate may spend more than \$75 on his or her campaign. Assembly or Cabinet may request receipts if there is reasonable suspicion that this limit is exceeded. Any Candidate exceeding this limit shall be subject to immediate disqualification.**

**Candidates may post flyers, posters, and small tags according to the practices and policies of the Sproul Resident Director's office. All publicity shall be made approved by the RD's office, and may or may not be put up by the candidate. A flyer is defined as an 8.5" x 11" sheet of paper. A poster is anything in excess of this size, not to exceed 40" by 50". A tag is defined as any publicity smaller than a flyer, not be smaller than 3.5" x 4.25".**

**No candidate may post more than 1 poster in Sproul Hall.**

**No candidate may post more than 24 flyers (2 per floor).**

**On the day(s) of voting, no candidate may campaign within 20 feet of the polling place or be subject to immediate disqualification.**

**The Central Committee of the Cabinet shall oversee elections and monitor results and handle all violation of the above stated rules, imposing sanction upon or disqualifying an offending candidate.**

**Article XI ENABLING CLAUSE**

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