

The Constitution of

THE UCLA UNIVERSITY APARTMENTS/SOUTH RESIDENTS' ASSOCIATION

Revised June 30, 1998, Revised July 1, 2000, Revised April 2002, Revised April 2003, Revised February 2003, Revised January 2005, Revised June 2009, Revised February 2011, Revised February 2013, Revised May 2016, Revised June 2018, Revised January 2022

We, the residents of UCLA University Apartments/ South, in order to support and further the interests of the residents of UCLA University Apartments/South, and by the authority of the President of the University and the Chancellor of the Los Angeles campus, in order to provide for the promotion, maintenance, and regulation of such matters as may be delegated by them, do establish this Constitution.

Article I

- A. The name of this organization shall be the UCLA University Apartments/South Residents' Association, hereinafter referred to as UASRA.
- B. Every registered tenant is a member of the Residents' Association.
- C. Voting members are lessees and their legal, registered family members, eighteen years of age and older.
- D. Within sixty days of any future change in the name "University Apartments/South" by the University or agencies of the University:
 - 1. The President of the UASRA shall be required to propose a constitutional amendment redefining terms as in Section A of this Article.
 - 2. The ratification procedure for such an amendment shall be the same as required for a By-Law, provided:
 - a. The amendment changes nomenclature only.
 - b. Approval of the amendment does not change any person's membership (or non-membership) status.
 - c. The amendment is approved by a majority of the General Assembly.

Article II

- A. The UASRA shall promote the general welfare of the UA/S community by:
 - 1. Studying the needs of the UA/S community and exploring with the University the means to best meet these needs.
 - 2. Communicating to UA/S residents all pertinent and essential information.

- 3. Planning the use of the UASRA recreational and cultural resources for the encouragement of social growth between and among residents.
- 4. Advising the University in the planning and use of operational resources so that proper standards of maintenance and improvement of the physical plant and facilities are made.
- 5. Maintaining liaison between the UA/S community and the associate bodies of the UCLA Administration and student government.
- 6. Undertaking any other activity to the advancement of the objectives of the UASRA.

Article III

This Association shall be non-partisan, non-sectarian, and non-profit.

Article IV

- A. The legislative power of the UASRA shall be in the General Assembly. The General Assembly shall be composed of all UASRA officers, executive board members and general board members present at a duly called UASRA meeting.
- B. The duties of the General Assembly shall be:
 - 1. To determine how the objectives of the UASRA can best be achieved.
 - 2. To adopt and amend By-Laws.
 - 3. To conduct any other business which is consistent with objectives of the UASRA.
- C. General Assembly meetings will be open for all residents to attend.
- D. In the Assembly, a quorum shall be constituted by at least 12 elected UASRA board members or officers.
- E. The frequency and length of Assembly meetings shall be consistent with procedures designated in the President's By-Laws.
- F. The calendar of regular meeting dates & times of the General Assembly shall be approved yearly no later than the October General Assembly. Changes to those dates & times must be announced in the Association's Newsletter, immediately preceding the meeting being changed.
- G. Standing and Ad Hoc committees shall be appointed/dissolved by the President and approved by

the General Assembly as the need arises. Committees can be selected and begin working without a quorum within that committee. A committee chairperson must be approved at the next meeting of the General Assembly.

- H. A proposal is approved by a majority vote of the General Assembly.
- I. If 100 voting members oppose a board-approved proposal, the proposal will be postponed for inclusion at the next general election for popular vote.
- J. If 100 voting members wish to enact a resident-initiated referendum (that the board opposes), that item will be included on the ballot at the next general election for popular vote.

Article V

This Constitution takes precedence over all By-Laws and all By-Laws must be in accordance with this Constitution.

Article VI

- A. There shall be executive board and general board members, general officers, and appointed officers of the UASRA:
 - 1. Executive Board
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - 2. General Board
 - a. Executive Board
 - b. Website Editor
 - c. Community Center Coordinator
 - d. Event Coordinator
 - 3. General Officers
 - a. Unit Representatives
 - b. Green Coordinator
 - c. Safety and Health Delegate
 - 4. Appointed Officers
 - a. Community Gardener Supervisor
 - b. Community Center Maintenance Coordinator
 - c. Sepulveda Resource Room Maintenance Coordinator
- B. All General Board members will be required to attend monthly general board meetings, as scheduled by the President before the first GA meeting of the current term. These normally take place the first Wednesday of the month at 7 pm. In addition, General Board members may from time to time be required to attend emergency meetings at the discretion of the President. Notice of any emergency meeting must be at least 48

hours in advance. Notification must be personal contact.

- C. No person shall simultaneously hold more than one elective and appointed office in the UASRA or receive any fee other than specifically determined in the ByLaws or approved by the General Assembly.
- D. No person shall be eligible to be nominated for any UASRA elective and appointed office who is:
 - 1. An employee or officer of University Apartments/South, or the Office of Residential Life.
 - 2. An individual who has been removed from office using the procedures listed in Article XIV of the Constitution.
 - 3. In addition, current and previous UASRA officers found dismantling/deleting UASRA resources will not be eligible to participate in subsequent UASRA committee elections, either as elected, general or appointed officers.
- E. Officers and board members shall be elected as follows:
 - 1. The nomination period shall begin at the end of the March General Assembly and close at the end of the April General Assembly. The Assembly shall at the February General Assembly Meeting nominate an Election Committee Chairperson to help with and oversee the election. The Election Committee Chairperson cannot be running for any office in the coming election. The Election Committee Chairperson will abide by the election codes as established by the General Assembly.
 - 2. A person shall be eligible to be nominated to President, Vice-President, Treasurer, or Secretary only after serving at least three months (one quarter) as an officer in the UASRA.
 - 3. All voting members of the UASRA are eligible to run for any of the remaining offices.
 - 4. During the nomination period, any eligible UASRA member may place his/her name in nomination by submitting a candidacy statement to the Election Chair. Candidate statements will be accepted as determined by the Election Timeline set by the board and the Election Chair.
 - 5. The election shall be by secret ballot of all voting UASRA members and shall be held no later than May 10th.
 - 6. The nominee for each office receiving a plurality of the votes shall be declared the winner.
 - 7. The UASRA election will conform to the election codes established by the General Assembly.

Election Codes can be changed by a 2/3 vote of the General Assembly.

8. The term of office shall commence on July 1st of the year in which the election is held and shall end midnight June 30th of the following year.
- F. If there are no nominations for an office, then on July 1st that office shall be declared vacant, and the President shall nominate an officer to that position to be approved by a simple majority of the General Assembly at the next General Assembly meeting. If the appointment is not ratified, then the President is to make appointments until such time as a replacement is installed to the vacant position. If the open office is the office of the President, then the Vice-President shall assume the office of the President and nominate a replacement Vice-President, to be approved by a simple majority of the General Assembly at the next General Assembly meeting. In the same way as above, if the appointment is not ratified, then the President is to make appointments until such time as a replacement is installed to the vacant position.
- G. Offices may be created or eliminated by a simple majority vote by the General Assembly.
- H. In the event that a position on the General Board becomes vacant for any reason, the board shall advise all voting members of the vacancy. Nominations to fill the vacancy may be made by any voting member, and an online election, open to all voting members, will be held to fill the vacancy from among eligible candidates. For positions vacated with less than one quarter of their term remaining, the resulting term will include the remainder of the vacated term in addition to the following year, not to exceed 15 months total. For positions vacated with more than one quarter of their term remaining, the resulting term will include the remainder of the vacated term.
- I. In the event that a non-board officer position becomes vacant for any reason at any time during the term of office, then the President shall nominate an officer to that position to be approved by a simple majority of the General Assembly at the next General Assembly meeting. If the vacant office is that of a unit representative, priority in filling the position shall go to residents who reside within that unit. If no residents who reside within the unit are interested in the position, then the President may nominate a resident from a different unit.
- J. Appointed Officers shall be appointed as follows:
 1. The appointment shall take place at the July Board meeting.

2. In the event that a position becomes vacant for any reason at any time during the term of office, then nominations can be made by any voting member. After advertisement of the vacancy, the appointment decision shall be made among the General Board.

Article VII

The President shall be the chief executive board member of the UASRA. The President shall:

- A. Be the chairperson of the Assembly and shall have no vote except in the case of a tie vote.
- B. Be responsible for all expenditures of the UASRA and oversee the duties of the Treasurer.
- C. Be the representative of UASRA in consultation with individuals or departments within the University, or in discussions that affect UA/S within the University, or in discussions that affect UA/S with off-campus parties or private concerns.
- D. Conduct meetings in accordance with conventional rules and procedures. If questions arise as to procedure, the President shall consult Robert's Rules of Order.
- E. Be responsible for appointing a representative to take his/her place for meetings if he/she is unable to take part.
- F. Preside at Policy Review Board meetings.
- G. Appoint student members of the Graduate Housing Oversight Committee with the approval of the General Assembly.
- H. Appoint a delegate to the Wooden Board of Governors, which meets quarterly.

Article VIII

The Vice President shall:

- A. Take over all stipulated duties of the President in his/her absence.
- B. Perform all duties as delegated by the President.
- C. Be fully informed of all UASRA business and all issues discussed at meetings attended, by the President.
- D. Be prepared to attend any meetings with campus officials in the event that the President is unable to attend.
- E. Appoint a GSA delegate with the approval of the General Assembly.

Article IX

The Secretary shall:

- A. Perform all duties as delegated by the President.

- B. Take the minutes of the General Board meeting, Policy Review Board meeting, and the General Assembly and submit a summary of the PRB and GA minutes to the Newsletter Editor by the newsletter deadline.
- C. Perform general secretarial duties.
- D. Maintain a current list of all officers and their designated alternates.
- E. Maintain the Website, Constitution, and By-Laws.

The Treasurer shall:

- A. Perform all duties as delegated by the President.
- B. Keep the check request book, perform general secretarial duties, and maintain records of accounting for UASRA funds.
- C. Present a financial statement at each meeting of the General Assembly.

Article X

- A. The production of the newsletter will be the responsibility of the Website Editor. The General Board, as well as Unit Reps, will provide insight and timely information to contribute to the monthly newsletter.
- B. The newsletter shall be a publication of the UASRA.
- C. The Newsletter timeline shall be as follows:
 - 1. By the first Wednesday of the month, the Website Editor shall request that all officers of UASRA submit content to be included in the newsletter by the following Wednesday.
 - 2. By the 15th of the month, the Website Editor shall comprise a completed newsletter to be posted.
 - 3. The monthly newsletter will be distributed through the UASRA website blog. Upon publishing, members of the website will be notified.
 - 4. Monthly newsletters will include relevant information to residents, including upcoming UASRA events, timely updates, safety reminders, and other things happening in the community.

Article XI

- A. The fiscal year shall begin on the first day of July.
- B. Association funds, from all sources, will be divided among the following categories unless changed by a two-thirds vote of the General Assembly;
 - 1. Stipends
 - 2. Operating Expenses
 - 3. Programming (General and Unit)

- C. Funds may be raised through fundraising projects approved by the Assembly and consistent with current University rules and regulations.
- D. Donations from individuals or groups, including foundations and governmental agencies, may be accepted, consistent with current University rules and regulations.
- E. Funds shall be expended within general categories and only with the approval of a simple majority of the executive officers. Expenditures other than unit events and UASRA general events that are more than \$500 must be approved by the General Assembly.
- F. The university shall have the right to audit financial records of the UASRA with a fourteen-day notice.
- G. A membership fee can only be levied if approval for such a levy is obtained from the general membership.
 - 1. The approval of a membership fee levy and the amount of the levy shall be determined by a special election of the voting members.
 - 2. A simple majority of the members voting is required for the approval to take effect.
- H. A cash reserve of at least \$11,000 will be maintained at all times, which may be spent in cases of emergency, as approved by a two-thirds vote of the General Assembly.
- I. Board members, appointed officers and general officers must abide by the budgetary decisions of the General Assembly. Failure to do so will in no way obligate the UASRA for reimbursement unless approved by a simple majority of the General Assembly.

Article XII A unit

shall be defined by any of the following:

- 1. Having independent budgeting and rent structure by management.
- 2. Physical separation of land the apartments are on.
- 3. Unit Representative By-Law definition.

Article XIII

- A. Any member of UASRA may propose an amendment to the Constitution at a General Assembly meeting.
 - 1. To be adopted, the proposed amendment must be approved by a simple majority of the General Assembly.
 - 2. Voting on any proposed amendment shall be realized no sooner than the regularly scheduled UASRA meeting following that in which such propositions shall have been made.
- B. By-Laws that conform to this Constitution may be adopted by two-thirds majority of the General

Assembly. No By-Law may take affect until one week after the meeting at which it was approved. If, during this week, ten voting members sign a petition opposing the by-law, it shall be resubmitted for a second consideration and vote by the Assembly.

- C. A permanent copy of the Constitution, Amendments, and By-Laws shall be kept in the binder of the Secretary and on the Secretary's USB.
- D. Whenever amendments are made to the Constitution or By-Laws, the Secretary shall produce updated copies.

Article XIV

Any board member, appointed officer or general officer shall be removed from office by the following procedure:

1. If a UASRA General Board Member, Appointed Officer or General Officer fails to fulfill Two (2) consecutive duties and/or fails to fulfill a duty Three (3) times throughout their tenure and/or is deemed to violate UASRA Constitution and ByLaws, he/she may be removed from office by a simply majority vote at the Board Meeting following the second consecutive or third overall offense by the General Board Members attending the meeting.

- 2. If a General Board member is pending impeachment, he/she may not participate in the voting process.
- 3. Duties that count towards impeachment are as listed in each by-law.
- 4. The officer to be removed can appeal this decision by presenting his/her argument at the next General Assembly meeting (Article XVI).
- 5. The General Assembly decision is final.

Article XV

- A. Questions of constitutionality shall be resolved by an ad hoc Judiciary Committee consisting of five persons including:
 - 1. A representative appointed by the Director of the Office of Residential Life. (Co-chair)
 - 2. Two Representatives not elected officers, appointed by the President with concurrence of the General Assembly, one of who is chair.
 - 3. Two representatives, not an elected officer or board member, appointed by majority vote of the Unit Representatives.
- B. The President shall ensure that all officers or board members receive a copy of the current Constitution and By-Laws. Additional copies will be available upon request of the Secretary at any General Assembly.

Article XVI

Any board member(s), appointed officers or general officer(s) wishing to appeal actions taken by individuals within the UASRA (not limited to fines and termination of office) will have the following recourse:

- 1. Request of any executive board member that the action be officially upheld or overturned by a simple majority of the board members no later than the following board meeting.
- 2. Any decision voted on by the board members may be appealed to UASRA's advisor from the Office of Residential Life or his/her/their designates.
- 3. Any decision voted on by the General Board might be appealed at the General Assembly meeting.
- 4. The General Assembly can overturn or enforce a General Board decision by a simple majority vote.

Article XVII

This Constitution shall take effect upon approval by a 2/3 majority of the participating voting members in a general election where voting membership is defined in Article I.

Article XVIII Board

member, general officer or appointed officer remuneration:

- A. No board member, general officers or appointed officer shall collect a stipend until such time as his/her By-Laws have been signed and verified by the Secretary.
- B. Any changes in stipend amounts must be passed as a 2/3 vote in the General Assembly.

Article XIX

Attendance:

- A. All executive board members are expected to attend each and every General Assembly, PRB, and board meeting as proscribed in Article VI, section B above.
- B. All general board members are expected to attend each and every General Assembly and board meeting as proscribed in Article VI, section B above.
- C. All general board members, general officers and appointed officers are expected to attend each and every General Assembly meeting as proscribed in Article VI, section B above.
- D. All board members, general officers or appointed officers are allowed a total of two (2) in-excused absences per term. Prior notification of absence shall be made to the supervisor indicated in the by-law, who will keep a record of attendance for all officers. In case of a notified urgent emergency, the board shall decide and accept more absences.

- E. Any board members, general officers or appointed officers having more than two (2) in-excused absences shall be reviewed at the discretion of the UASRA General Board by simple majority vote and considered resigned.

Article XX

UASRA Volunteers

- A. Community resident members can be added to UASRA green coordinator's program as UASRA volunteers to assist in community programs. Their work will include arrangement and distribution of food in various buildings of their units.
- B. For the entire UAS, up to 5 UASRA volunteers can be added and their information including names, email addresses, apartment address and UID will be entered via the president's request to housing to issue keycards.
- C. Their information will be added onto the uasra website under the category, UASRA volunteers
- D. Unlike UASRA officers, UASRA volunteers will not be paid stipend and do not vote at GA.