

# **ASUCLA UNDERGRADUATE STUDENTS ASSOCIATION (USA)**

## **BYLAWS**

The Undergraduate Students Association shall be referred to as “the Association.”

The Undergraduate Students Association Council shall be referred to as “the Council.”

The University of California, Los Angeles shall be referred to as “UCLA.”

## **ARTICLE I**

### **Eligibility to Participate in Activities**

**Section A:** Eligibility to participate in activities of the Association shall be dependent on membership in the Association unless otherwise specified.

1. Meetings of the Council, or any board, council, or other organization of the Association, except the Judicial Board, shall be open to the public with the following exceptions. The above named organizations may hold closed sessions only if a majority of those voting in the affirmative or negative approve. Such executive sessions may be held for consideration of personnel, litigation, investment matters, and for consideration of other matters as deemed appropriate by a majority of those voting in the affirmative or negative. Executive sessions shall be open only to members of Council and others as the Council permits.

**Section B:** In order to hold an elective office, or an appointive office which requires confirmation by the Council, or to be a nominee of the Council for appointment by someone other than the Council, a person must be:

1. A member of the Association
2. A registered and enrolled undergraduate student at UCLA: A registered and enrolled student shall be defined as one who is enrolled, maintains and completes no less than four units each quarter with the exception of summer quarter when no units need to be taken. If a student is enrolled in, maintains or completes less than four units, then the student is ineligible to hold elective or appointive office and the student shall immediately notify in writing the Office of the Dean of Students.
3. Achieving an overall 2.0 grade point average to assume and maintain elective or appointive office.

**Section C:** Eligibility Check

1. The Office of the Dean of Students shall have responsibility for verification of the eligibility of elected and appointed student government officials in accordance with the requirements of

Section B. This certification shall take place upon the request of the Administrative Representative to the Council.

2. The results of the check will be reported by the Administrative Representative to the Council as soon as available each quarter.
3. Any student found ineligible according to the requirement in Section B shall be notified by the President of ineligibility. The student shall be automatically removed from office if the Administrative Representative is not provided with adequate documentation to demonstrate compliance with the criteria stipulated within five (5) school days of notification to the Council. The office shall be filled according to the Constitution and Bylaws, as soon as possible.
4. The student has the responsibility of maintaining awareness of their own eligibility.
5. If an elected official is eligible to take their stipend, the official may yield their allocated stipend into the assistance line-item of the budget of that elected official's office.

Section D: Conflict of Interest

1. No Association member, elected or appointed or pending appointment, shall directly or indirectly receive improper benefits, as defined below, as a result of his or her position. Officers or appointed members must avoid even the perception of a conflict of interest that is so great that it would create mistrust of the democratic institutions and processes. Within these parameters, no Association member, elected or appointed or pending appointment, may have an unauthorized financial, familial, organizational or political interest or obligation which might cause divided loyalty or even the appearance of divided loyalty to the position which they serve or potentially will serve. Notwithstanding, conflict of interest shall not be defined based on religious, age, racial, ethnic, national origin, citizenship, sexual orientation, ability, or gender identities. In the event of a conflict of interest, the member shall fully disclose to the Council all relevant, material, and non-material terms of such activity, and the member shall refrain from any vote in which such issues are involved. Should any officer or appointed member willfully engage in any activity determined to be conflict of interest, all such cases shall be governed by the definitions, standards and procedures of the USA Constitution and subsequent Bylaws.

Section E: Discrimination

1. The Council shall not support or affiliate with any organization which legally discriminates on the basis of: race, creed, sex (except as exempt from Title IX), age, national origin, religion, physical handicap, or sexual orientation.
  - a. As such, and in recognition of Council members' status as "responsible employees," all elected Council members must complete a mandatory Title IX training - including

but not limited to Sexual Violence and Sexual Harassment Policy, UCLA's Confidential Resources and Reporting Options and Council members' obligations as responsible employees - led by the UCLA Title IX Office by Week 10 of the quarter in which they are elected.

- b. It is the responsibility of the Internal Vice President to organize one group training for council. If any council member cannot attend that training, it is their responsibility to complete the training on their own time.
  - c. The IVP should keep a running list of all council members who have completed the training to report to council and Student Government Accounting by the week 10 meeting of the quarter in which they are elected.
  - d. Council members are ineligible to receive their stipend until the training requirement has been fulfilled.
2. All grievances shall be handled with the following procedure: First, an appeal to the office or commissioner shall be made. If the plaintiff is dissatisfied, then an appeal can be made to the Judicial Board. The Council shall by three-fourths (3/4) vote of its entire voting membership be able to override the Judicial Board decision.

## ARTICLE II

### Appointments

#### Section A: Information on Appointments

1. The USA Office of the President and the USA Office of the Internal Vice President shall maintain a complete list of positions to which students are appointed through the Appointments Review Committee of the Association.
2. The list shall include a short descriptive paragraph of the responsibilities of each position, duration of the appointment, and the name and phone number of a previous appointee who may be contacted for further information
3. The location of the list of anticipated appointments, a location where applications may be obtained, and the deadline by which applications must be returned shall be included in an announcement or advertisement in Spring Quarter.
4. The Office of the Internal Vice President shall keep up-to-date files on each Appointments Review Committee meeting, including members' names, minutes of the meetings, committee charters (if any) news articles, and any other information the Internal Vice President deems appropriate.

5. The Appointments Review Committee Chair shall make available a complete list of all Council approved appointments to the Office of the President and the Administrative Representative to the Council.

Section B: Appointments Review Committee

1. An Appointments Review Committee shall be established to question and review all recommended applicants, and shall forward its recommendation to the Council for final approval.
2. The primary purpose of the Appointments Review Committee shall be to expedite the appointment approval process.
3. All appointments for positions receiving a stipend funded by USA membership fees and/or funded by the University of California must come before the Appointments Review Committee and the Council for approval.
4. The Appointments Review Committee shall consist of five (5) members: three (3) members of the Council selected by the President, the Internal Vice President and the Finance Committee Chair. The latter shall serve as an ex-officio member without a vote. One (1) of the three (3) members of the Council selected by the President shall serve as an alternate and will only vote when quorum is not met. Any other member of the Council may attend the Appointments Review Committee meeting. A quorum shall consist of three (3) original members.
5. The Internal Vice President shall serve as the Appointments Review Committee Chair. The duties of the Chair shall include, but not be limited to:
  - a. Arranging meeting times and locations.
  - b. Notifying committee members and the Council of designated meetings and locations.
  - c. Obtaining an electronic application, but when unable to, a written or typed application for each recommended applicant to the Appointments Review Committee
  - d. Ensuring that applicants meet all eligibility requirements as outlined in the USA Constitution and Bylaws.
  - e. Representing the Appointments Review Committee on the Council. This shall include presenting the names of nominated appointees and their corresponding Appointments Review Committee recommendations.
  - f. Signing all New Hire Forms to verify that the Council has approved an appointee.
  - g. Informing Student Government Accounting of all appointments and their stipend rates.
  - h. Informing the Administrative Representative on the Council of all appointments.
6. The Appointments Review Committee shall adopt any procedural guidelines it deems necessary, to be submitted to the Council for final approval.

Section C: Approval Process

1. Search

- a. Before the end of Spring Quarter of each school year, all positions for which it is anticipated appointments will be made during the summer, shall be advertised in a manner readily accessible to all students.
- b. Applications may also be solicited through other means, including direct contact, notices in departmental offices, postings on the internet, and by seeking recommendations from knowledgeable persons.
- c. All positions not posted by the end of Spring Quarter must be posted again on or after the first day of Fall Quarter.
- d. Presidential Search Committee
  - i. A Search Committee shall be formed by the President to solicit applications, screen applicants, and make recommendations to the President.
  - ii. The composition of this committee shall be determined by the President, and shall consist of not less than three (3) persons.
  - iii. The President shall not be required to accept the Search Committee's recommendations.
  - iv. The President shall determine the positions for which the Search Committee shall seek and screen applicants.
  - v. Other Council Officers will also have the option of utilizing the services of this committee.

2. Appointments Review

- a. Recommendations from the Appointments Review Committee to the Council shall be derived and presented in the following manner:
  - i. *Approve*: an appointee receives a majority of affirmative votes
  - ii. *No Recommendation*: an appointee receives a split vote
  - iii. *Disapprove*: an appointee receives a majority of negative votes
- b. All voting within the Appointments Review Committee is confidential with only the numerical outcome to be presented to the Council and the public.
- c. The Appointments Review Committee may, at the discretion of the Chair, move into executive session where only members of the Council may attend.
- d. The elected Council Officer submitting an applicant to the Appointments Review Committee shall furnish an electronic application, but when unable to, a typed or written application for each recommended applicant to the Appointments Review Committee Chair no later than noon (12:00 p.m.), two (2) days prior to the meeting of the Appointments Review Committee.

- e. Each applicant shall be questioned individually. Following the questioning of each applicant there shall be a general discussion and vote.
- f. Each applicant will receive notification of the Appointments Review Committee's decision no later than noon (12:00 p.m.) of the day following the meeting.
- g. If the Appointments Review Committee does not make a recommendation regarding an applicant within one (1) week of receiving the applicant's application, the elected Council Officer responsible for the applicant may bring the applicant before the Council for approval at a regularly scheduled Council meeting.

### 3. Summer Appointments

- a. For positions not announced or filled before the beginning of summer session, "interim" appointments may be made during the summer. These appointments require the Council's approval.
- b. The appointments must be re-advertised and re-opened at the beginning of Fall Quarter and require re-approval by the Council.

### 4. Council Approval

- a. The following appointments should appear before the Appointments Review Committee and the Council for approval
- b. All two (2) year appointment positions receiving a stipend, with four (4) undergraduate representatives for two (2) year staggered terms, to be appointed by the President
  - i. ASUCLA Board of Directors, with one (1) member designated by the President as an alternate
  - ii. ASUCLA Communications Board
  - iii. Student Fee Advisory Committee
  - iv. Student Health Advisory Committee: one (1) appointment
- c. The following one (1) year positions receiving a stipend, to be appointed by the President
  - i. Budget Review Director: one (1) appointment
  - ii. Campus Programs Committee: four (4) appointments
  - iii. Community Activities Committee: four (4) appointments
  - iv. Community Service Mini Fund Committee Chairperson: one (1) appointment
  - v. Community Service Mini Fund Committee Members: four (4) appointments, with two (2) affiliated with the Community Service Commission and two (2) affiliated with the Community Programs Office
  - vi. Election Board Chairperson: one (1) appointment
  - vii. Finance Committee Chairperson: one (1) appointment

- viii. Student Initiated Outreach Committee: one (1) appointment
- d. The Judicial Board shall have seven (7) appointed justices serving terms for the duration of their membership in the Association, to be appointed by the President
- e. The following appointments, to be appointed by the External Vice President
  - i. The University of California Students Association: two (2) undergraduate representatives for one (1) year terms to serve as alternate voting members
- f. The following appointments to the Academic Senate Committees, receiving a stipend, to be appointed by the Academic Affairs Commissioner
  - i. The Committee on Undergraduate Admissions and Relations with Schools: two (2) undergraduate representatives for one (1) year terms. One (1) of these appointments shall be recommended by the Student Initiated Outreach Committee Chair from the pool of potential appointees.
  - ii. The Undergraduate Council: four (4) appointments for one (1) year terms
  - iii. Legislative Assembly: three (3) appointments for a one (1) year term
  - iv. The Faculty Executive Committee: two (2) undergraduate representatives for one (1) year terms
  - v. Committee on Academic Freedom: two (2) appointments for one (1) year terms
  - vi. Committee on Continuing and Community Education: one (1) appointment for a one (1) year term
  - vii. Committee on Planning and Budget: two (2) appointments for one (1) year terms
  - viii. Committee on Research: one (1) appointment for a one (1) year term
  - ix. Committee on Diversity, Equity and Inclusion: two (2) appointments for one (1) year terms
  - x. Intercollegiate Athletics Committee: one (1) appointment for a one (1) year term
  - xi. Committee on International Education: one (1) appointment for a one (1) year term
  - xii. Committee on Teaching: one (1) appointment for a one (1) year term
  - xiii. General Education Governance Committee: two (2) appointments for one (1) year terms
  - xiv. Mobile Steering Committee for Online Teaching and Learning: one (1) appointment for a one (1) year term
  - xv. Faculty Welfare Committee: one (1) appointment for a one (1) year term
- g. The following appointments, to be appointed by the Student Wellness Commissioner

- i. Student Health Advisory Committee: one (1) appointment for a two (2) year term
- ii. CAPS Student Advisory Board: two (2) appointments, one (1) of these appointments shall be chosen from the SWC Active Minds Directorship, both for one (1) year terms
- h. The following one (1) year positions receiving a stipend, to be appointed by the Facilities Commissioner
  - i. Office Space Allocation Committee Chairperson: one (1) appointment

5. Council Consent Approval

- a. The respective elected council officer shall sit on the following committees, or shall designate an appointee to that committee
- b. All appointments should come to the Appointments Review Committee for approval by application, unless the elected council officer chooses to sit on the committee
- c. If the Appointments Review Committee would like more information before approving the appointee, they can request an in-person interview. Once approved, the appointment will be presented to the Council as a consent item
- d. Any applicant not receiving a majority of affirmative votes from the members on the Appointments Review Committee must either appear before the Council for further review or must be withdrawn from consideration
- e. Presidential Appointments
  - i. Student Conduct Committee: three (3) appointments for one (1) to three (3) year terms
  - ii. UCLA Advisory Board on Privacy and Data Protection: one (1) appointment for a one (1) year term
- f. External Vice President Appointments
  - i. University of California Students Association: additional non-voting appointments for one (1) year
- g. Academic Affairs Commissioner Appointments
  - i. Student Initiated Outreach Committee: one (1) appointment for a one (1) year term
  - ii. Writing Success Program: one (1) appointment for a one (1) year term
  - iii. ORL Academic Development Committee: one (1) appointment for a one (1) year term
  - iv. Campus Retention Committee: one (1) appointment for a one (1) year term
  - v. Faculty Welfare Committee: one (1) appointment for a one (1) year term
  - vi. Committee on University Extension: one (1) appointment for a one (1) year term



- h. Facilities Commissioner Appointments
  - i. Campus Sustainability Committee: two (2) appointments for one (1) year terms
  - ii. John R. Wooden Center Board of Governors: five (5) undergraduate appointments with two (2) members serving two (2) year staggered terms, one (1) member serving a one (1) year term, and two (2) alternates serving a one (1) year term. The Facilities Commissioner serves as the fourth voting member.
  - iii. Student Activities Center Board of Governors: one (1) at-large appointment for a one (1) year term
  - iv. The Green Initiative Fund Student Body Representative: one (1) appointment for a one (1) year term
  - v. Transportation Services Advisory Board: one (1) appointment for a one (1) year term who is also serving on the Parking Advocacy Task Force
  - vi. UCLA Committee on Disability: five (5) undergraduate appointments with three (3) members serving a one (1) year term, and two (2) members serving a two (2) year term.
  - vii. Parking Advocacy Task Force: one (1) appointment for a one (1) year term as liaison to the Transportation Services Advisory Board (TSAB)
- i. Community Service Commissioner Appointments
  - i. Student Risk Education Committee: one (1) appointment for a one (1) year term, with the Community Service Commissioner serving as the second member
- j. Financial Supports Commissioner Appointments
  - i. Campus Retention Committee: one (1) appointment for a one (1) year term
  - ii. Commuter Liaison: one (1) appointment for a one (1) year term
- k. Student Wellness Commissioner Appointments
  - i. Campus Retention Committee: one (1) appointment for a one (1) year term
  - ii. Drug Free Schools Committee: one (1) appointment for a one (1) year term, with the Student Wellness Commissioner serving as the second member
  - iii. Committee on LGBTQ Affairs: three (3) appointments for one (1) year terms
  - iv. Eating and Activities Task Force: one (1) appointment for a one (1) year term
- l. Finance Committee Appointments
  - i. Finance Committee Members: three (3) appointments for one (1) fiscal year
- m. Budget Review Committee Appointments

- i. Assistant Budget Review Director: one (1) appointment for one (1) fiscal year
  - n. Transfer Student Representative Appointments
    - i. Parking Advocacy Task Force: one (1) appointment for a one (1) year term as liaison to the Bruin Resource Center (BRC) and one (1) appointment for a one (1) year term as a permanent transfer representative seat on the task force
- 6. Special Consideration for two (2) year appointments
  - a. In any given year, for those committees with voting and alternate members, any members returning for the second year of a two (2) year appointment shall be designated voting members.
  - b. Should there be fewer second-year committee members than there are voting members on a committee, the President may assign voting authority to either replacement or first year appointments, pending the Council's ratification.
  - c. The President shall notify the Council as to whether an appointee's term of appointment is for two (2) years, or for the second year of a two (2) year appointment. In the appointing motion, the Council shall specify the term length for which the candidate is being appointed.
  - d. The Appointments Review Committee will review each of the appointees who are in the second year of a two (2) year appointment during the annual Council appointee process. If the Appointments Review Committee finds that an appointee has not sufficiently fulfilled their responsibilities and should not return for the second year of a two (2) year term, they will make this recommendation to the Council.

Section D: Committee Appointee Responsibilities

- 1. All appointees must attend at least two-thirds (2/3) of their respective committee meetings. Failure to attend at least two-thirds (2/3) of the meetings will result in the dismissal of the appointee. Any excused absences must be approved by the President for Presidential Appointments and the Academic Affairs Commissioner for Academic Senate Committee Appointments. The Council will make every attempt to ensure that meetings are scheduled not to conflict with the appointee's schedule. Excused absences include only:
  - a. Illness accompanied by a letter from physician
  - b. Other commitment related to the Council which requires the attendance of the appointee for normal operations of business.
  - c. Extenuating personal circumstances.
- 2. Committee appointees are responsible for giving at least one (1) report per quarter to the Council in writing, through Public Comment, or through Special Presentations.

3. Committee appointees are responsible for immediately consulting the Council at the next Council meeting on all major policy changes proposed by committees before they are to vote on these changes.
4. All Council approved appointees must submit to the Office of the President as soon as possible a copy of all agenda items to be brought before the committee on which they serve.
5. Any directive by vote of the Council to any undergraduate appointee to a stipended or unstipended Council, ASUCLA, and/or University position shall be deemed binding on that appointee, excluding undergraduate appointees to the Judicial Board.
6. Failure to comply with these requirements may result in review and or dismissal

Section E:

Removal Process

1. Any student holding an appointed office approved by the Council (with the exception of Judicial Board Justices) may be removed from office only after hearing and for cause by concurrence of two-thirds (2/3) of the voting members of the Council, which shall be the sole judge of cause. Judicial Board Justices may be removed from office only after hearing and for cause by concurrence of three-fourths (3/4) of the voting members of the Council.
2. If it be found thereafter that action by a Council appointee is inconsistent with a Council directive, this will be deemed as just cause for the removal of that appointee by a two-thirds (2/3) vote of council.
3. If vacancies occur in the course of the academic year after the initial appointment has been made:
  - a. The vacancy must be announced no later than one (1) week from the date the vacancy occurs.
  - b. A nomination must be made not later than four (4) weeks from the date the vacancy occurs.

## ARTICLE III

### Sponsorship

Section A:

Goals of Sponsorship

1. In recognition of the diverse views of the campus, the goals of the Council as they relate to sponsorship are to promote the empowerment and recognition of all students from different race, gender, culture, sexual orientation, ethnicity, disability, socioeconomic, religious, and class backgrounds. This commitment is manifested in striving toward the recruitment,

retention, and success of students, faculty, staff, and administration. Moreover, through the sponsorship of student organizations, the support of the Council towards student organizations will be reflected in providing the necessary resources to ensure quality programs on campus. Most importantly, the Council strongly advocates for the existence and empowerment of student groups that have the following concerns:

- a. Providing avenues for undergraduates to serve and assist the community in addressing societal problems including, but not limited to, educational and socioeconomic disadvantage.
  - b. Providing services that address the general health, wellbeing, and overall development of undergraduate students.
  - c. Providing programming and academic opportunities that supplement the general curriculum of the university, thus enhancing and enriching the educational experience of the campus community.
  - d. Supporting the academic success, retention, and recruitment of undergraduate students, staff, faculty, and administrators.
  - e. Helping to create a campus environment that will increase the interaction and dialogue among culturally diverse communities.
2. Additionally, this section will guide USAC in determining which groups it will sponsor for official recognition. USAC would ideally like to sponsor all student groups that reflect the diversity within the University but, due to limited resources, USAC is forced to limit sponsorship to those student groups whose existence and operations are in accordance with the goals of USAC and are, therefore, vital to the overall governance of the USA.

Section B: Guidelines for Council Student Group Sponsorship

1. All student groups sponsored by the Council must be registered through the Center for Student Programming with “USAC” listed as their sponsoring department. Any group that fails to do so for an entire year shall be considered defunct, i.e., no longer a student group sponsored by the Council.
2. Council Sponsored Groups shall meet all criteria for “Official Recognition” as set forth in applicable University Policy.
3. All Council sponsored groups will be under the jurisdiction of Council and therefore governed by all Council guiding documents, i.e., Constitution, Bylaws, and Financial Guidelines. In other words, the Council will serve as the primary sponsor for all Council sponsored groups.
4. No Council sponsored group shall at any time promote discrimination with regard to race, gender, sexual orientation, disability, or religion. It should be understood that if a group commits an act that violates this guideline, then that group shall be subject to sanctions imposed by the Council which may lead to de-sponsorship.

5. The Council may choose to de-sponsor a student group sponsored by the Council with just cause. Such actions require a two-thirds (2/3) vote of all voting members of the Council. If de-sponsored, issues of office space regarding said organization will be reviewed by the Facilities Commissioner and the Office Space Allocation Committee.
6. Failure by an organization to comply with the aforementioned guidelines may result in suspension of Council sponsorship status and its respective privileges.
7. Once a group has been defunct, de-sponsored, or removed they cannot use their prior status of sponsorship as a means to regain sponsorship status. That group may petition the Council, and the Council can sponsor the group pending a two-thirds (2/3) vote of all voting members of the Council.
8. All groups sponsored by the Council shall have signatory authority with regard to requisition forms, key request forms, and Personnel Change Notices. However, it needs to be understood that the final authority with regard to requisitions lies with the Finance Committee Chair, Facilities Use Forms with the Center for Student Programming, key request forms with the President, and Personnel Change Notices with the Internal Vice President. Furthermore, all Commission-Related groups require signature by an authorized signatory of the specific commission of whose office they are associated with for all requisitions, key request forms, funding requests, and Personnel Change Notices.

Section C: Sponsorship of Commission-Related Groups

1. The Council shall act as the sponsor of one type of student group, enumerated as "Commission-Related Groups" as defined below.
2. The Council shall be the judge of an individual group to hold a given status, which shall be determined by a vote of a majority of all voting members of Council for Commission-Related Group sponsorship.
3. No group sponsored by the Association shall discriminate or promote discrimination on the basis of race, creed, sex (except as exempt from Title IX), religion, age, national origin, disability, socioeconomic status, or sexual orientation.
4. All groups sponsored by the Council shall maintain current copies of their constitutions and mission statements on file with both the USA Internal Vice President and the ASUCLA Library.
5. The Council shall not be restricted to associating solely with groups sponsored by the Council.

Section D: Commission-Related Groups

1. Definition

- a. Commission-Related Groups shall be defined as those whose goals directly coincide with the goals of a specific Commission. A group shall be recommended for sponsorship to the Council by that Commission with which that group's goals directly coincide.
- b. The Commission recommending sponsorship of a Commission-Related Group shall be responsible for providing office space and logistical support for such groups as available, as needed.
- c. Such groups shall be enumerated in the Bylaws under Article III, Section D, 4.

## 2. Requirements

- a. Commission-Related Groups must follow the guidelines set forth in the respective constitutions of associated Commission to receive and maintain Commission-Related Group Sponsorship status.
- b. Commission-Related groups require signature by an authorized signatory of the specific Commission of whose office they are associated with for all requisitions, key request forms, funding requests, and Personnel Change Notices.
- c. Commission-Related groups that hold "Affiliate Status" as groups sponsored by the Student Wellness Commission must seek renewal of sponsorship from the Student Wellness Commission on a yearly basis. The affiliate status is granted to a group provided it meets all requirements specified under the Council Sponsorship guidelines (Article III, Section B) and the guidelines specified under the Student Wellness Commission constitution. The specific requirements to qualify as an affiliate status group in the Student Wellness Commission and the requirements for renewal shall be determined as specified in the Student Wellness Commission constitution.

## 3. Process of Sponsorship for a New Commission-Related Group

- a. Any group seeking Commission-Related Group sponsorship must notify the Council by first week of Fall Quarter by submitting a written proposal to the Commissioner of the Commission that the group seeks sponsorship by.
- b. Upon acceptance of such a proposal, the Commissioner shall determine whether said organization is eligible to apply for Council sponsorship as set forth in the guidelines for Council Student Group Sponsorship (Article III, Section B) and the guidelines set forth in the constitution of the respective commission. If the organization is eligible, the Commissioner shall notify the Internal Vice President to place their proposal upon the Agenda for the Council and shall inform the concerned organization of the date and time of the Council meeting in a timely matter.

- c. The Commissioner receiving such a proposal from said group shall be responsible for informing the Council of the receipt of all Commission-Related Group sponsorship proposals.
  - d. If approved by a majority vote of all voting members of Council, the group will be enumerated in the Bylaws under the listing of Current Commission-Related Groups (Article II, Section E, 4) and be given all the privileges afforded to a Commission-Related Group. Should an organization fail to be approved through a majority vote by the Council, said organization will not receive Commission-Related Group Sponsorship status.
4. Current Commission-Related Groups
- a. Internal Vice President
    - i. Good Clothes Good People
  - b. External Vice President
    - i. Bruin Lobby Corps
  - c. Community Service Commission
    - i. Amigos de UCLA
    - ii. Asian American Tutorial Project (AATP)
    - iii. Best Buddies
    - iv. Bruin Initiative
    - v. Bruin Hope Bruin Partners
    - vi. Casa Heiwa Angelino Mentorship Program (CHAMPs)
    - vii. Glendale Learning Program (GLP)
    - viii. Hunger Project
    - ix. Kids Korner
    - x. Medlife
    - xi. Pilipinos for Community Health (PCH)
    - xii. Pilipino Recruitment and Enrichment Program (PREP)
    - xiii. Project Bruins Reforming Incarcerated Youth Through Education (BRITE)
    - xiv. Project Literacy
    - xv. Project Working for Immigrant Literacy Development (WILD)
    - xvi. Special Olympics
    - xvii. Swipe Out Hunger
    - xviii. Vietnamese Community Health
    - xix. Vietnamese Language and Culture (VNLC)
    - xx. Volunteer Income Tax Assistance (VITA)
    - xxi. Watts Tutorial Program
    - xxii. Women and Youth Supporting Each Other (WYSE)

- c. Cultural Affairs Commission
  - i. CAC Art Series
  - ii. CAC Concert Series
  - iii. CAC DiverseCity Tours Series
  - iv. CAC Hip Hop Congress Series
  - v. CAC JazzReggae Festival Series
  - vi. CAC WorldFest Series
  - vii. CAC Word on Wednesdays Series
- d. Student Wellness Commission
  - i. SWC Active Minds
  - ii. SWC Bruin Consent Coalition
  - iii. SWC Bruinecessities
  - iv. SWC Body Image
  - v. SWC Bruin 5k Run/Walk
  - vi. SWC CPR & First Aid Program
  - vii. SWC Environmental Awareness, Recycling, and Terrestrial Heath (EARTH)
  - viii. SWC Health, Nutrition, and Fitness (HNF)
  - ix. SWC Sexperts
  - x. SWC Student Health Advocate (SHA)
  - xi. SWC Students for Education, Advocacy and Research of Contemporary Health (SEARCH)
  - xii. SWC Total Wellness
  - xiii. Sponsored Group: Farmers' Market at UCLA
  - xiv. Affiliate: Pediatric AIDS Coalition

## ARTICLE IV

### Undergraduate Students Association Council: Members and Duties

#### Undergraduate Students Association Council: Members and Duties

Section A. The following section enumerates the responsibilities of all elected members of the Council:

1. To facilitate continuity and optimal efficiency between terms, members of the Council are to submit Office/Commission-specific transition document to be included in the Officer Introduction Packets of the



successive officers. This document should include but not be limited to:

- a. A comprehensive list of projects and/or programs that the Office/Commission has organized during the term of the outgoing officer.
    - i. This list should include new and recurrent projects and/or programs.
    - ii. It is at the discretion of the successive officer to continue with the projects and/or programs listed that are not within the USAC bylaws.
    - iii. The list should include the names of two-year appointments that were made during the outgoing officer's term. Refer to Article II. Section C for an outline of positions with two-year appointments.
  - b. A quarter-to-quarter timeline of officer's duties; this should include Summer Session(s) A/C.
  - c. A comprehensive list of currently employed UCLA administrative officials affiliated with the Office/Commission. Refer to Article IV. Section B. for an outline of compulsory Office/Commission-specific administrative communication requirements where applicable. This list should include the following:
    - i. The emails and/or phone numbers of relevant contacts.
    - ii. The position and department/office of each contact.
    - iii. A brief description of the Office's/Commission's relationship with each contact.
  - d. User login information for all (un)official social media and email accounts.
2. All necessary documents are to be submitted to the Student Government Division Manager by May 15th.
  3. The Student Government Division Manager will send out five official reminders to members of the Council. They will be sent during the second week of the fall quarter, the second week of the winter quarter, and the first, third, and fifth weeks of the spring quarter.
  4. To ensure that these submitted documents meet the appropriate standards, the Student Government Division Manager will review all submitted documents and provide feedback, if necessary, prior to the installation of the new Council. A guideline/sample transition document will be provided in the Officer Introduction Packets.
  5. If all of the aforementioned criteria are not met, members of the Council will forfeit one half (1/2) of one month's stipend check. The amount of the stipend check shall then be placed into the Contingency Fund. Should an officer be subjected to any of the following circumstances, they are to be exempt from this forfeit:
    - a. Illness accompanied by a letter from a physician.
    - b. Other commitment related to the Council which requires the attendance of the appointee for normal operations of business.
    - c. Extenuating personal circumstances.

Section B. The following section enumerates the responsibilities of specific elected members of the Council:

- 1) The President
  - a) The President shall be responsible for all executive functions of the Student Government, and shall be responsible for carrying out all orders, sanctions, and resolutions as effectively as possible.
  - b) The President shall immediately notify all Council members of any veto made by his/her office.

- c) The President shall represent to the Council, within their respective capacity, all Council sponsored organizations.
  - d) The President shall sit on the following committees
    - i) Alumni Association Board of Directors
    - ii) University of California Council of Presidents
    - iii) Committee on Diversity and Inclusion
  - e) The President shall oversee the following committees
    - i) Immediate Support and Relief
    - ii) Presidential Internship
    - iii) Development and Fundraising Team
- 2) The Internal Vice President
- a) The Internal Vice President shall, in the absence of the President, assume all the responsibilities and powers of the President. When acting as Chair of the Council, the Internal Vice President shall retain their vote.
  - b) The Internal Vice President shall be an ex-officio member of all committees in which the President holds membership.
  - c) The Internal Vice President shall keep a record of student participation on non-academic committees, boards, and task forces at UCLA.
  - d) The Internal Vice President shall maintain a copy of each Council Sponsored Group's Constitution in their office.
  - e) The Internal Vice President shall assist the President in facilitating good relations between council members and student organizations.
  - f) The Internal Vice President shall represent to Council, within their respective capacity, all Council sponsored organizations.
  - g) The Internal Vice President shall assist in directing Good Clothes Good People in all programmatic activities and changes.
  - h) The Internal Vice President shall be a primary representative to the Council, within their respective capacity, in conjunction with the Student Wellness and the Facilities Commissioners, on all matters that specifically deal with the Good Clothes Good People Redistribution Center.
  - i) The Internal Vice President shall have a seat on the Constitutional Review Committee.
  - j) The Internal Vice President shall be responsible for the administrative duties of the Council.
  - k) The Internal Vice President shall represent to Council, within their respective capacity, to the University of California Police Department on issues that affect student and campus life.
  - l) The Internal Vice President shall be the primary representative to the Council, within their respective capacity, to the Housing Administration, in conjunction with the Transfer Student Representative and the Financial Supports and Facilities Commissioners, on all matters that specifically deal with student housing issues.
  - m) The Internal Vice President shall be the assistant to the President in coordinating student participation on non-academic committees, boards, and task forces.

- n) The Internal Vice President shall be a Council representative, along with the Transfer Student Representative and the Facilities Commissioner, to UCLA Transportation Services on issues that affect undergraduate parking and transportation concerns.
- o) The Internal Vice President shall be responsible for chairing and coordinating the Campus Safety Alliance meetings.
- p) The Internal Vice President shall be responsible for updating the nomination form, publicizing the nomination process per the USAC Faculty, Staff and Administrator Recognition Award guidelines, and providing for the distribution of the nomination.
- q) The Internal Vice President shall be responsible for the True Bruins RAISE Award and its accompanying ceremony, working in conjunction with the Office of the Dean of Students.
- r) The Internal Vice President shall be responsible for working to ensure the safety of UCLA students.
- s) The Internal Vice President shall have the authority to delegate an investigatory committee to research any problem which deals with the students' safety.

### 3) The External Vice President

- a) The External Vice President shall coordinate the Council's advocacy to institutions and groups outside of the UCLA campus.
- b) The External Vice President shall coordinate and oversee the UCLA Student Lobby Office.
  - i) The External Vice President shall have fiscal responsibility and signatory power for the Lobby Office. The budgets of the lobbies shall fall under the accounts of the External Vice President.
  - ii) The External Vice President shall represent or appoint the Council's representative to local, state, and national lobby interests, such as the University of California Students' Association (UCSA) and other such groups which may exist or be formed and of which the Council is a member. The External Vice President shall also appoint alternates for these positions. All appointments are to be approved by the Council as stated in Article III, Section C.
- c) The External Vice President shall assist the President in the Council's advocacy to institutions and groups at UCLA.
- d) The External Vice President shall ensure that Council Officers understand the issues being advocated by the Council and the Council Sponsored Organizations.
- e) The External Vice President shall represent to Council, within their respective capacity, all Council Sponsored Organizations.

### 4) The General Representatives

- a) The General Representatives shall be responsible for, but not limited to:
  - i) Representing the collective interests of the student body on the Council.
  - ii) Actively soliciting from the student body information concerning the student needs as they pertain to the student population as a whole, or as they pertain to the specific student interest groups.

- (1) The General Representatives shall maintain on-going communications with Council Sponsored Organizations and UCLA living groups, including the On-Campus Housing Council, the University Cooperative Board of Directors, and other organizations that may be deemed appropriate. If a General Representative is unable to attend a student group or living group meeting, a representative may attend in their place.
- (2) The General Representatives shall aid student organizations in obtaining programming resources and assist student organizations in annual UCLA registration.
- iii) Initiating and pursuing legislation and programming in accordance to the perceived needs of the student population, where such legislation and programming does not normally fall into the functional duties delegated to other Council Offices according to the USA Constitution and Bylaws.
- iv) Apprising the student body population, through the most appropriate medium, of the Student Government legislative activities and pursuits, where purveying such information does not duplicate the responsibilities of any other Council Office according to the USA Constitution and Bylaws.
- b) The General Representatives shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.

#### 5) The Academic Affairs Commissioner

- a) The duties and responsibilities of the Academic Affairs Commissioner shall be:
  - i) To serve as a member of the Council.
  - ii) To represent the student body on all matters of educational policy and academic affairs to the Administration and Faculty.
  - iii) To appoint, subject to the Council's approval, all student representatives to the Academic Senate Committees, unless the Academic Affairs Commissioner chooses to sit on the committee.
  - iv) To sit on the Academic Senate Executive Board Committees.
  - v) To sit on the Campus Safety Alliance as a voting member.
  - vi) To nominate students to department committees that pertain to educational policy.
  - vii) To initiate programs and activities intended to enhance the educational environment at UCLA.
  - viii) To maintain a record of participation by students appointed by the Academic Affairs Commission to academic committees at UCLA.
  - ix) To appoint, subject to the Council's approval, a student representative to the Writing Success Program Board of Directors and the Office of Residential Life Academic Development Committee.
  - x) To appoint the Student Vice-Chair to the Undergraduate Student Initiated Education (USIE) Committee.
    - (1) The Undergraduate Student Initiated Education (USIE) Student Chairs have a term of two (2) years. In the appointee's first year, they shall serve as Student Vice-Chair and in their second year they shall serve as Student Chair.

- (2) The appointee to Student Vice-Chair shall be in their sophomore or freshman year at UCLA, unless they plan to stay a fifth year.
- (3) The Student Chair shall be consulted on who they believe would be a good candidate to replace them as Student Vice-Chair.
- xi) To maintain and uphold the pillars in which the office was built on, including but not limited to academic policy, retention, access, and education.
- b) The Academic Affairs Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.
- c) The Academic Affairs Commission shall be headed by the Academic Affairs Commissioner and will include the following programming and/or services to:
  - i. Support first-year and transfer students in their academic adjustment to UCLA.
  - ii. Assist undergraduates in networking with graduate students.
  - iii. Help undergraduates learn about career options.
  - iv. Address academic inequities present in K-16 education.
- d) The Academic Affairs Commissioner, along with the Student Wellness Commissioner and the Financial Supports Commissioner, shall represent the Council on the Campus Retention Committee and shall advise the Council regarding the expenditure of monies totaling \$7.00 per student per quarter accruing from the following:
  - i) \$1.00 per student per quarter fee increase approved through passage of a referendum by UCLA undergraduates in Spring 1969;
  - ii) \$1.00 per student per quarter designated for the Campus Retention Committee through approval by UCLA undergraduates of a referendum captioned, "Funds for Associated Students UCLA Initiated Campus and Community Service Programs", commonly known as The Service Referendum, in Spring 1990;
  - iii) \$3.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA undergraduates of The USAC Academic Success Referendum in Spring 1993; and
  - iv) \$2.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the CARE Referendum in Spring 1999.
  - v) \$1.30 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the PLEDGE Referendum in Spring 2009.
- e) The Academic Affairs Commissioner shall represent the Council, or appoint a student to do so subject to the Council's approval, on the Student Initiated Outreach Committee in the same manner as done with the Campus Retention Committee.
- f) The Academic Affairs Commissioner shall be responsible for the following initiative(s):
  - i) Students for Allyship and Justice through Education (SAJE).

6) The Campus Events Commissioner

a) Purpose:

- (1) The Campus Events Commission shall be the entertainment office of the Council, Wherein students produce a variety of entertainment and recreational events and activities for the campus.

ii) Mission Statement:

- (1) The Campus Events Commission is a student-run organization dedicated to introducing the freshest fare in film, music and speakers into the UCLA community at an affordable cost, and to provide members of CEC valuable experience in the entertainment industry.

iii) Event Selection:

- (1) The Campus Events Commission shall choose its events based on consideration of their popularity, educational value, and financial potential.

iv) The Campus Events Commission shall be headed by the Campus Events Commissioner and will include the following:

b) CEC Film Series

c) CEC Speakers Program

d) CEC Concert Series

e) CEC Marketing Department

f) CEC Special Events and Awards Series

- (a) The Campus Events Commissioner shall appoint a chair/director to each of the above programs.

- (b) For their programs, the appointed directors shall

- (i) Appoint associates and/or interns who will serve on a committee that will assist in the undertakings of their program;
- (ii) Lead their committee; and
- (iii) Be responsible for the maintenance of permanent records.

g) The appointed chairs/directors shall be chosen only after an application process for these positions has occurred.

i) The Campus Events Commissioner shall, with the advice of an advisor from the Center for Student Programming, negotiate sponsorships for the Campus Events Commission.

ii) The Campus Events Commissioner shall, if deemed important, appoint persons to other positions that are directly relevant to the Campus Events Commission (e.g., Photographer, Assistant Commissioner, Business Manager, Director of Special Events, etc.) who will aid in the success of the Campus Events Commission. These positions may be conceived for operational and/or programming purposes.

iii) The Campus Events Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.

iv) The Campus Events Commissioner shall co-program Bruin Bash with the Cultural Affairs Commissioner. The Bruin Bash concert will be held during week zero of Fall Quarter.

7) The Community Service Commissioner

- i) The Community Service Commissioner shall coordinate those student-organized and student-initiated activities which concern themselves with the social, political, environmental, and/or educational improvement of the community surrounding the campus.
- ii) The Community Service Commissioner shall be responsible for:
  - (a) Representing the Community Service Commission and its activities to the campus community, including the Council, campus advisory and funding boards, and to campus committees charged with working on issues related to disenfranchised communities.
  - (b) Representing the Association in regard to local community projects and student interest in community issues.
- iii) The Community Service Commissioner shall be responsible for and act as the Council liaison with all projects under their auspices.
- iv) New projects may be undertaken by the Community Service Commission after approval by the Council, signified by a simple majority vote.
- v) The Community Service Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.
- vi) The Community Service Commissioner shall coordinate and serve as the Chairperson of the annual Robert S. Michaels Leadership in Service Award Committee, which will be comprised of at least the following persons:
  - (a) Two (2) members designated by the President.
  - (b) Two (2) members designated by the Community Service Commissioner
  - (c) Two (2) members that received the Award in a previous academic year, designated by the Community Service Commissioner.
  - (d) Two (2) members from the ASUCLA and/or UCLA administrative staff.
  - (e) The ASUCLA Student Union Director and/or designee.

8) The Cultural Affairs Commissioner

- a) The Cultural Affairs Commissioner shall:
- b) Sit as an ex-officio member of the Student Committee of the Arts without a vote.
- c) Appoint those chairs the Cultural Affairs Commissioner deems necessary for the fulfillment of the responsibilities for the Cultural Affairs Commission.
- d) Responsibilities and policies of the Cultural Affairs Commission:
  - i) To plan Association presentations in cultural performing arts and functions connected with them. A representative of the Cultural Affairs Commission shall aid in the planning of similar events when sponsored by other organizations.
  - ii) To sit as a member of all ASUCLA boards outside their commission which deal with presentations from cultural performing arts.

- iii) To be responsible for acquainting the student body with the cultural opportunities available to them on and off the campus and for stimulating their interest in such opportunities.
  - iv) To sit as a member of the WorldFest Executive Board and act as campus sponsor for the WorldFest.
- e) The Cultural Affairs Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.
- f) The Cultural Affairs Commission shall be headed by the Cultural Affairs Commissioner and will include the following:
  - i) CAC WorldFest Series
  - ii) CAC Word on Wednesdays Series
  - iii) CAC Concert Series
  - iv) CAC Art Series
  - v) CAC Jazz Reggae Festival Series
  - vi) CAC Hip Hop Congress Series
  - vii) CAC Marketing and Design Series
  - viii) CAC Intern Series
  - ix) CAC DiverseCity Tours Series
- g) The Cultural Affairs Commissioner shall co-program Bruin Bash with the Campus Events Commissioner. The Bruin Bash concert will be held during week zero of fall quarter.

9) The Facilities Commissioner

a. Responsibilities

- i. To be concerned with all facilities used by the students, and matters regarding environmental sustainability on campus.
- ii. To make any appointment recommendations to the President, subject to the Council's approval, which the commissioner deems necessary in carrying out the duties of the office, including all Council Appointments to campus committees dealing specifically with campus environmental sustainability, and the construction and administration of student facilities.
- iii. Shall represent the student body on matters of non-academic administrative policy of the administration related to facilities, and environmental sustainability.
- iv. To appoint, subject to the Council's approval, all student representatives to the following facilities and environmental sustainability related committees:
  - 1. Campus Sustainability Committee
  - 2. Committee on Disability
  - 3. Student Activities Center Board of Governors
  - 4. The Green Initiative Fund
  - 5. Transportation Services Advisory Board



6. Wooden Center Board of Governors

7. Office Space Allocation Committee Chairperson

- b. The Facilities Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.
- c. The Facilities Commissioner shall be the Council representative, on issues pertaining to campus environmental sustainability, and student facilities and their use, to the following departments, committees and organizations, in accordance with their bylaws
  - i.** Campus Safety Alliance
  - ii.** Facilities Management
  - iii.** Housing Administration
  - iv.** Team Green
  - v.** The Campus Facilities Coordinating Committee
  - vi.** The John Wooden Center Board of Governors
  - vii.** The Green Initiative Fund
  - viii.** The On Campus Housing Council
  - ix.** The Project Impact Mitigations Committee
  - x.** The Transportation Services Advisory Board
  - xi.** Transportation Services
  - xii.** UCLA Sustainability
  - xiii.** United States Green Building Council Students at UCLA
  - xiv.** The Good Clothes Good People Redistribution Center
- d. The Facilities Commissioner shall oversee operations of communal office space and the Student Government Computer Center on behalf of the Council. Duties to include:
  - i.** Review existing services; propose new services as needed
  - ii.** Initiate and implement capital expenditures.
  - iii.** Monitor budget and operating expenses for both entities.
  - iv.** Work with the Office Space Allocation Committee on any other items as requested by the Council.
- e. The Facilities Commissioner shall appoint, subject to the council's approval, one undergraduate student to the Parking Advocacy Task Force as a liaison to the Transportation Services Advisory Board (TSAB). This appointment must additionally be one of the student representatives on the TSAB.

10) The Financial Supports Commissioner

- a. The duties and responsibilities of the Financial Supports Commissioner shall be to address areas of financial insecurity and financial concern to the student. The Financial Supports Commissioner shall be responsible to investigate and/or research any appropriate area of financial concern to the student.

- b. The Financial Supports Commissioner may use a programmatic or advocacy based approach to develop financial programs and initiate or pursue research on financial issues. The Financial Supports Commissioner may also work with administration and members of the Council to advocate on behalf of the financial needs of the student body.
- c. The Financial Supports Commissioner, along with the Academic Affairs Commissioner and the Student Wellness Commissioner, shall represent the Council on the Campus Retention Committee and shall advise the USAC regarding the expenditure of monies totaling \$7.00 per student per quarter accruing from the following:
  - i. \$1.00 per student per quarter fee increase approved through passage of a referendum by UCLA undergraduates in Spring 1969;
  - ii. \$1.00 per student per quarter designated for the Campus Retention Committee through approval by UCLA undergraduates of a referendum captioned, “Funds for Student-Initiated Campus and Community Service Programs”, commonly known as The Service Referendum, in Spring 1990;
  - iii. \$3.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA undergraduates of The Council Academic Success Referendum in Spring 1993; and
  - iv. \$2.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the CARE Referendum in Spring 1999.
  - v. \$1.30 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the PLEDGE Referendum in Spring 2009.
- d. If the Financial Supports Commissioner cannot act as representative to the Council of the Campus Retention Committee, the commissioner shall select an appointee to go through council consent approval.
- e. The Financial Supports Commissioner shall work to solve and improve conditions in the areas of affordability and accessibility, financial literacy and wellness, employment, financial aids, housing, and parking.
- f. The Financial Supports Commissioner shall be a member of the Financial Aids Task Force, the Financial Aid Policy Committee (as an ex-officio member), and the Financial Literacy Workgroup.
- g. The Financial Supports Commissioner shall represent the Council, within their respective capacity, to all Council Sponsored Organizations.
- h. The Financial Supports Commissioner shall represent the Council, within their respective capacity, to the Financial Aid Department and all other administrative offices dealing with financial support issues.
- i. The Financial Supports Commissioner shall sit on the Undergraduate Business Council as one of the two council representative positions.

- j. The Financial Supports commission shall be responsible for informing the Council and the undergraduate student population on career-related resources and services on campus, including the Career Center and the Alumni Center.
- k. The Financial Supports Commissioner shall appoint, subject to the council's approval, one undergraduate student as a member of the Undergraduate Commuter committee to address commuter issues. This appointee will advise and assist the Undergraduate Students Association Council on how to best address commuter issues, sharing its progress through monthly updates to the Council.

Section K: The Student Wellness Commissioner

- 1. The Student Wellness Commission shall be responsible for organizing and promoting activities which promote the health and wellness of the student body at UCLA through awareness and education.
- 2. Among the many goals of the Student Wellness Commission are:
  - a. Uncovering and acting upon student health and wellness concerns at UCLA.
  - b. Initiating new programs that will further benefit the students of UCLA and address health and wellness issues that affect students and the campus community.
  - c. Advocating for UCLA, UC, and external policy and legislative reform to address health disparities and issues affecting our campus community.
- 3. The Student Wellness Commissioner shall work with the project members, and thus be prepared to report on their progress to the Council, of which the Student Wellness Commissioner is a member.
- 4. The Student Wellness Commissioner shall have the authority to delegate an investigatory committee to research any problem which deals with the students' wellness.
- 5. The Student Wellness Commissioner shall assume the responsibility of coordinating and researching all matters involving student problems or the student wellness - except where specific authority is delegated elsewhere in the USA Constitution or Bylaws.
- 6. The Student Wellness Commissioner shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.
- 7. The Student Wellness Commissioner shall make at least five percent (5%) of Health-Based referendum programming funds available to undergraduate registered student organization initiated on-campus programming.
- 8. The Student Wellness Commissioner shall make the following appointments
  - a. The Student Wellness Commissioner shall appoint all project directors for projects that the Student Wellness Commission has undertaken.
  - b. The Student Wellness Commissioner shall appoint task force directors as needed to address the changing needs of the campus and student body.

- c. The Student Wellness Commissioner shall sit on the following committees:
    - i. Campus Safety Alliance (Undergraduate Students Association Council)
    - ii. Drug Free Schools Committee (Bruin Resource Center)
    - iii. Eating and Activities Task Force (Bruin Resource Center)
    - iv. Healthy Campus Initiative Steering Committee (Office of the Chancellor)
    - v. Safety and Security Education Committee (Office of Residential Life)
    - vi. Wellness on Campus Committee (Recreation)
    - vii. Community Coordinated Response Team (Counseling & Psychological Services)
  - d. The Student Wellness Commissioner, or delegate, shall meet with an administrator from the following campus departments a minimum of two times during the duration of their term (the first meeting shall be within the first three (3) months of term):
    - i. Arthur Ashe Student Health and Wellness Center
    - ii. Bruin Resource Center
    - iii. Campus Assault Resources and Education Team and CARE Advocate
    - iv. Community Service Officers
    - v. Consultation and Response Team
    - vi. Counseling and Psychological Services
    - vii. Cultural and Recreational Affairs
    - viii. Emergency Medical Services
    - ix. Environmental Health and Safety
    - x. LGBT Resource Center
    - xi. Office for Students with Disabilities
    - xii. Office of Residential Life
    - xiii. University of California Police Department
9. The Student Wellness Commission shall spearhead the following:
- a. Bruin Health Week
  - b. I Love My Body Week
  - c. Mental Health Week along with CAPS
  - d. Student Health Network
  - e. Consent Week
  - f. Sexual Assault Awareness Month (April) along with the Community Coordinated Response Team and CARE Office
    - i. Clothesline Display
  - g. Mental Health Matters: A Conference to Rethink Mental Health
  - h. Bruin Smiles Oral Health Fair along with UCLA School of Dentistry and UCLA Arthur Ashe Student Health and Wellness Center

10. The Student Wellness Commissioner, along with the Academic Affairs Commissioner and the Financial Supports Commissioner, shall represent the Council on the Campus Retention Committee and shall advise the Council regarding the expenditure of monies totaling \$7.00 per student per quarter accruing from the following:
  - a. \$1.00 per student per quarter fee increase approved through passage of a referendum by UCLA undergraduates in Spring 1969;
  - b. \$1.00 per student per quarter designated for the Campus Retention Committee through approval by UCLA undergraduates of a referendum captioned, “Funds for Student- Initiated Campus and Community Service Programs”, commonly known as The Service Referendum, in Spring 1990;
  - c. \$3.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA undergraduates of The Council Academic Success Referendum in Spring 1993; and
  - d. \$2.00 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the CARE Referendum in Spring 1999.
  - e. \$1.30 per student per quarter earmarked for the Campus Retention Committee through approval by UCLA Undergraduates of the PLEDGE Referendum in Spring 2009.
11. The Student Wellness Commissioner, or a member from the Student Wellness Commission, shall ensure that all Menstrual Hygiene Stations on campus are maintained and refilled with menstrual hygiene products.
  - a. The Student Wellness Commissioner shall collaborate with the Internal Vice President to ensure that the Student Wellness Commission’s Menstrual Hygiene Station in the Good Clothes Good People Redistribution Center is maintained and refilled with menstrual hygiene products.

Section L: Transfer Student Representative

1. The Transfer Student Representative shall be responsible for, but not limited to:
  - a. Representing the collective interests of the transfer student body on the Council.
  - b. Actively soliciting from the transfer student body information concerning the student needs as they pertain to the transfer student population, or as they pertain to the student population as a whole.
  - c. Promoting, initiating, and supporting efforts to encourage improved support and inclusion for transfer students, and to improve the quality of the transfer student experience by:

- i. The Transfer Student Representative shall initiate and pursue policy and programming in accordance to the perceived needs of the transfer student population, which includes, but is not limited to, transfer student orientation and Transfer Bruin Day.
    - ii. The Transfer Student Representative shall aid student groups with the Vice Chancellor of Student Affairs in regards to student retention and yield projects.
    - iii. The Transfer Student Representative shall serve as the Council representative to the Bruin Resource Center.
  - d. Addressing issues of transfer student housing.
    - i. The Transfer Student Representative shall maintain on-going communications with various UCLA living populations, including the On-Campus Housing Council, Student Family Housing, students living in off campus housing, commuter students, and other communities that may be deemed appropriate.
    - ii. The Transfer Student Representative shall serve as a representative of the Council within their respective capacity, to the Housing Administration, in conjunction with but not limited to the Internal Vice-President, Financial Supports, and Facilities Commissioners, on all matters that specifically deal with transfer student housing issues.
- 2. The Transfer Student Representative shall be a Council representative, along with the Internal Vice-President, and Facilities Commissioner, to UCLA Transportation Services on issues that affect undergraduate parking and transportation concerns.
- 3. The Transfer Student Representative shall inform the transfer student body population, through the most appropriate medium, of the Council legislative activities and pursuits.
- 4. The Transfer Student Representative shall make the following appointments
  - a. The Transfer Student Representative shall sit on the following committees:
    - i. Committee in Support of Student-Initiated Yield Programs (Office of the Vice-Chancellor of Student Affairs)
    - ii. Transfer Leadership Coalition (Bruin Resource Center)
    - iii. Transfer Pride Week Planning Committee (Bruin Resource Center)
  - b. The Transfer Student Representative shall oversee the following committees:
    - i. Transfer Leaders Initiative Internship
- 5. The Transfer Student Representative shall appoint, subject to the council's approval, two undergraduate students to the Parking Advocacy Task Force: the first as a liaison to the Bruin Resource Center (BRC) and the second as a permanent transfer representative seat on the task force.

Section M: International Student Representative

1. The International Student Representative (ISR) responsibilities shall include, but are not limited to:
  - a. Representing the collective interests of the international-identifying students
  - b. Actively soliciting from the student body information concerning international student needs or as they pertain to the student population as a whole.
  - c. Meeting with the Dashew Center Director on a quarterly basis to raise the constituencies' concerns and strategize for addressing these needs
  - d. Collaborating with appropriate entities to help organize:
    - i. International Education Week
    - ii. International Career Fair
    - iii. International Culture Night
    - iv. International Town Hall(s)
  - e. Promote Dashew and international-oriented events on social media
  - f. Relaying the gathered information regarding student issues pertaining to nonresidents to Council.
  - g. To disseminate news and updates pertinent to international student affairs.
  - h. ISR should offer support to the International Student Leadership Coalition (ISLC) through:
    - i. Sending two representatives, including the ISR if possible, to the ISLC meetings regularly.
    - ii. Promoting events and initiatives through its networks.
    - iii. Leveraging the advocacy work of ISLC by connecting it to relevant administrators.
2. To promote, initiate, and support efforts that encourage improved support and inclusion for international students; the International Student Representative shall serve as the liaison representative between international students and, including, but not limited to, the following campus entities:
  - a. The Dashew Center for International Students and Scholars
  - b. The Career Center
  - c. Counseling and Psychological Services
  - d. Office of Residential life
  - e. College Academic Counseling
  - f. UCLA International Student Ambassadors
  - g. International Student Leadership Coalition
  - h. Bruin Resource Center
    - i. Economic Crisis Response Team

- ii. Transfer Resource Center
    - iii. Veteran Resource Center
  - i. New Student and Transition Programs
  - j. First Year Experience
  - k. The International Institute
3. The International Student Representative shall address issues pertaining to the international student body including, but not limited to:
    - a. Career development
    - b. Post-graduation opportunities
    - c. Housing and food security
    - d. Financial wellness
    - e. Mental health support
    - f. Academic advancement and resilience
    - g. Immigration and legal rights
    - h. Expanding access to existing support entities
    - i. Non-resident tuition affordability
    - j. International first year and transfer transitions
    - k. Raising social awareness of the international identity
  4. The International Student Representative shall collaborate with campus entities and cultural organizations that support undocumented students and out-of-state students in addition to facilitating their support through the office's infrastructure.
  5. The International Student Representative shall work with the External Vice President in order to advocate for the needs of the international student population on a UC, state, and federal level.

## ARTICLE V

### Standing Committees

#### Section A: Election Board

1. The Chair of the Election Board shall be appointed by the Council before the first week of Fall quarter.
2. The Chair shall receive applications, and from these shall appoint an appropriate number of members to the Election Board Executive Committee with the Council's approval.
3. The Spring General Election shall be at least three (3) days in duration.



4. The Election Board shall work under the direction and supervision of the Election Board Executive Committee and the Chair.
5. The Election Board shall meet upon the request of the Chair during an election, and, at that time, shall sit as the first court to receive infractions of the Election Code.

Section B: Constitutional Review Committee

1. The Constitutional Review Committee shall designate a chair by a majority vote, unless the Council has already chosen who will chair the Constitutional Review Committee Meetings.
2. The Constitutional Review Committee is the committee set up to review, investigate, and make recommendations to change and update the USA Constitution and Bylaws.
3. Composition of the Committee  
The committee shall consist of no less than three (3) and no more than five (5) members of the Council, appointed by the President, and approved by the Council.
4. Responsibilities of the Committee:
  - a. Review and, if necessary, recommend changes or additions to the USA Constitution, Bylaws, and Election Code.
  - b. Review and, if necessary, make recommendations for changes or additions to the ASUCLA Board of Directors Constitution and Bylaws.
  - c. Carry out any additional responsibilities delegated to it by the Council.
5. Procedures of the Constitutional Review Committee:
  - a. The Constitutional Review Committee shall meet upon the call of the Chair, or a majority of the members, and all meetings shall be open to the public.
  - b. A record of all such meetings shall be kept either in the form of minutes and/or a tape recording.
  - c. A majority of members present, including the Chair, shall constitute a quorum. Each member shall have one (1) vote.
  - d. The agenda of the Constitutional Review Committee shall be posted publicly at least thirty-six (36) hours in advance of the Constitutional Review Committee meeting.
  - e. When considering an amendment to the USA Constitution, the committee shall give the Council and the Daily Bruin at least forty-eight (48) hours advance notice. An open hearing will be conducted upon request.

Section C: Financial Aids Task Force

1. The President, or their designate, shall Chair the Financial Aids Task Force
2. Membership
  - a. Financial Supports Commissioner
  - b. One (1) other Council Officer, to be appointed by the President

- c. One (1) representative each from the University of California and National Student Lobby Annexes, as appointed by the President
  - d. Two (2) students receiving financial aid selected by the Chair of the Financial Aids Task Force, from the general student body
  - e. Director of Financial Aids Office
  - f. One (1) other Financial Aids Officer
  - g. Other administrators as the members deem appropriate
  - h. The staff member of the Financial Aids Task Force, as appointed by the President
3. The Financial Aids Task Force shall:
- a. Identify the areas in which the Financial Aids Office is failing to meet the needs of students and recommend to the Council and the Financial Aids Office solutions in problem areas.
  - b. Evaluate Financial Aid programs from a student viewpoint.
  - c. Provide organized student input into decision-making by the Financial Aids Office.
  - d. Act as the official student organization for establishing student programs to augment or improve services provided by the Financial Aids Office.

Section D: Office Space Allocation Committee

- 1. Membership
  - a. The Office Space Allocation Committee shall consist of five (5) undergraduate students. There shall be one (1) Chair and four (4) members, and each committee member, including the chair, shall have one (1) vote.
  - b. The Office Space Allocation Committee shall have a maximum of two (2) alternate members. The alternates shall have all the rights of regular members except for voting rights. The alternates shall have a vote in the Office Space Allocation Committee meetings only when the regular members are absent.
- 2. Eligibility, Appointment, and Removal from the committee
  - a. Each member of the Office Space Allocation Committee must be a registered UCLA student, maintain an overall Grade Point Average of 2.0 or better and be in good standing with UCLA.
  - b. Elected USAC Officers, Program Directors, Project Directors and their assistants shall be ineligible to be members of the committee due to inherent conflicts of interest.
  - c. The Office Space Allocation Committee Chair will be appointed by the Facilities Commissioner and shall be confirmed by the Council.

- d. The other members and the alternates of the Office Space Allocation Committee shall be appointed by the Office Space Allocation Committee Chair and confirmed by the Council.
- e. The terms of the Office Space Allocation Committee members shall be one (1) fiscal year. The term of the Office Space Allocation Committee chair shall be two (2) fiscal years.
- f. Any member of the Office Space Allocation Committee may be removed, for just cause, by two-thirds (2/3) vote of the Council for just cause.
- g. Vacancies on the Office Space Allocation Committee shall be filled in accordance with the usual procedures designated by the Council.

Section E: Funding Study Group

- 1. The Funding Study Group is a committee set up to review, investigate, and make recommendations to change and update the finance-related bylaws and the financial guidelines for the Association.
- 2. Composition of the Funding Study Group
  - a. The Funding Study Group shall consist of seven (7) student members and two (2) administrative support members:
    - i. Two (2) Council Officers, to be appointed by the President, and approved by the Council.
    - ii. The Budget Review Director and Assistant Budget Review Director, by virtue of their titles.
    - iii. The Finance Committee Chair, by virtue of their title.
    - iv. One (1) member selected from the following list: the Academic Affairs Funding Board Chair, Community Service Mini Fund Chair, External Vice President Travel Grant Committee Chair, or Cultural Affairs Programming Board Committee Chair, to be appointed by the President, and approved by the Council.
    - v. Either the Campus Programming Committee Chair or Community Activities Committee Chair, to be appointed by the President, and approved by the Council.
    - vi. The ASUCLA Executive Director and/or designee and the Center for Student Programming Director and/or designee will serve as administrative support for the group.
  - b. All Appointments shall be made by October 15 of each year.

- c. The Budget Review Director, by virtue of their title, shall serve as the Chair of the Funding Study Group and shall be responsible to call meetings of the Funding Study Group.
  - d. The Vice Chair of the Funding Study Group will be appointed from among the three (3) members of the group who regularly attend Council meetings: the two (2) Council Officers on the Funding Study Group and the Finance Committee Chair. The Vice Chair will be appointed by the President with approval by a majority vote of the Council. The Vice Chair may call meetings of the Funding Study Group.
3. Responsibilities of the Funding Study Group
- a. Examining and improving the Council's funding processes to make them simpler and more equitable.
  - b. Recommending changes to the Council's financial guidelines and allocation procedures so that the Council's funding is spent as responsibly as possible.
  - c. Exploring ways to expand the amount of money available to the Council and student groups.
  - d. Ensuring that adequate information about funding is available to student organizations.
  - e. Carrying out any additional responsibilities delegated to it by the Association.

Section F: Campus Safety Alliance

- 1. The Internal Vice President shall Chair the Campus Safety Alliance
- 2. Composition of the Alliance
  - a. Voting Members
    - i. Internal Vice President
    - ii. Student Wellness Commissioner, or their designate to be approved by the Council.
    - iii. Facilities Commissioner, or their designate to be approved by the Council.
    - iv. The President, or the designate to be approved by the Council.
    - v. The Academic Affairs Commissioner, or their designate to be approved by the Council.
    - vi. One representative from the Graduate Student Association (GSA)
    - vii. One (1) representative from the On Campus Housing Council (OCHC)
    - viii. One (1) representative from Greeks Advocating Mature, Management of Alcohol (GAMMA)
    - ix. One (1) representative from the Emergency Medical Technicians (EMT)

- x. One (1) representative from the Community Service Officers Program (CSO)
    - xi. One (1) representative from the LGBT Resource Center Advisory Board (Student Representative)
    - xii. Representatives from any campus-affiliated cultural, community, or safety-based organizations that have a vested interest in campus safety. There shall be one (1) representative per organization.
  - b. The Internal Vice President shall appoint the Campus Safety Director and they shall serve as the Vice Chair of Campus Safety Alliance
    - i. The Campus Safety Director, in coordination with the Internal Vice President, shall be responsible for hiring an organizing committee.
    - ii. Director of Police Community Services (UCLA Police Department), or their designate.
    - iii. Assistant Vice Chancellor of Facilities Management & Environment, Health and Safety, or their designate
    - iv. Academic Senate Representative
    - v. Any other administrators deemed necessary.
- 3. Responsibilities of the Campus Safety Alliance
  - a. Advocate for policies that promote and ensure safety, as well as implement programs that will cultivate a safer environment for the UCLA community physically, mentally, and emotionally.
  - b. Advise and make recommendations on policy and programs relating but not limited to sexual violence, alcohol and drug abuse, worker environments, traffic, skateboard usage, AIDS awareness, and identity theft (including credit card fraud).
  - c. Develop positive rapport with the UCLA Police and Fire Departments, the Ashe Center, On Campus Housing, and all other entities that have a direct impact on the physical, mental or emotional safety of students.
  - d. The Campus Safety Alliance shall also complete any other task requested by the Council relating to campus safety.
- 4. Procedures of the Campus Safety Alliance
  - a. The Campus Safety Alliance shall meet no less than once per quarter.
  - b. The Campus Safety Alliance shall elect a Vice Chair at their first meeting of the academic year.
  - c. Six (6) members of the Campus Safety Alliance shall constitute a quorum throughout the academic year. One half (1/2) of those present must be voting members.

Section G: Faculty, Staff, and Administrator Recognition Award Committee

1. Composition of the Faculty, Staff, and Administrator Recognition Award Committee
  - a. Three (3) members of the Council, as appointed by the President and approved by a majority vote of the Council. The Internal Vice President shall not be a member of the committee.
2. Responsibilities of the Faculty, Staff, and Administrator Recognition Award Committee
  - a. The Council Faculty, Staff, and Administrator Award Committee shall evaluate nomination forms submitted in accordance with the Council Faculty, Staff, and Administrator Recognition Award Committee guidelines and shall forward its recommendation to Council for approval by a majority vote of the Council.
  - b. Responsibilities that do not fall to the committee shall be enumerated in the USA Bylaws under Article IV, Section B.

Section H: Student Advocate

1. The Student Advocate is appointed by the President to assist students with any necessary casework to help resolve disputes, issues, or questions that arise with university policies.
2. Responsibilities of the Student Advocate
  - a. Help inform and represent students with a variety of issues, including but not limited to financial aid, grade disputes, and charges of misconduct.
  - b. Assist any student who requests assistance, without regard to the nature of the problem.
  - c. Actively publicize their role and availability as a Student Advocate to the student body, including holding regular office hours, and using all available resources to increase student awareness of the position and their rights.
  - d. Make a quarterly report to the Council, both in writing and in person, describing the ongoing work of the office.
3. The Student Advocate will be housed in the Office of the President, and work with the current President to use the office to maximize availability to the student body.

Section I: Student Group Outreach Committee

1. The Internal Vice President shall call a meeting of the Student Group Outreach Committee at least once per quarter, and as needed.
2. The Internal Vice President shall serve as chair of the Student Group Outreach Committee and will have the following responsibilities:
  - a. Schedule committee meetings.

- b. Prepare agendas for committee meetings.
  - c. Begin and adjourn meetings.
  - d. Appoint a committee member to take minutes.
- 3. The goals of the Student Group Outreach Committee are as follows:
  - a. Share knowledge about each office's student group outreach initiatives.
  - b. Find areas of collaboration amongst Council Offices and other campus entities.
  - c. Provide a forum for creative and effective ways to outreach to and provide resources for student groups.
- 4. The Student Group Outreach Committee shall be composed of the following members:
  - a. Two representatives from the Internal Vice President's Office Student Group Liaisons
  - b. One representative from the Cultural Affairs Commission Cultural Arts Collective
  - c. One representative from the Community Service Commission Network
  - d. One representative from the Student Wellness Committee Outreach program
  - e. One representative from the Transfer Student Representative Community Organization Outreach program
  - f. The Finance Committee Chair
  - g. A representative from the Student Organization Leadership and Engagement (SOLE).
- 5. The meetings of the committee are open to all Council Officers and representatives from relevant entities.
- 6. The Student Group Outreach Committee shall present a report about the student group outreach initiatives to the Council once per quarter, or as deemed necessary by the Council.

#### Section J:

##### Commuter Committee Liaison

- 1. The Financial Supports Commissioner shall appoint one student as a member of the Commuter Committee.
  - a. This appointee will advise and assist the Undergraduate Students Association Council (USAC) on how to best address commuter issues, sharing its progress through updates to the Council.
- 2. Membership
  - a. One commuter student appointed by the Financial Supports Commissioner, accountable to the Undergraduate Students Association Council
- 3. The Commuter Liaison shall:
  - a. Identify the areas in which the Undergraduate Students Association Council is failing to meet the needs of commuter students and recommend to the Council and Transportation and Parking Services solutions in problem areas
  - b. Evaluate commuter concerns from a student viewpoint

- c. Provide organized student input into decision-making by the Council, TSAB, and Transportation and Parking Services in relation to more accessibility to parking, other commuter options, and commuter affordability

## ARTICLE VI

### Operating Rules and Procedures

Section A: The Council Operating Rules and Procedures

1. Operating Rules

- a. A special meeting of the Council shall meet on call of the President or upon petition by two-thirds (2/3) of the voting membership of the Council.
- b. The Council shall operate under Robert's Rules of Order, except as stated in the USA Constitution or when superseded by the policy decisions of the Council.
- c. Each meeting shall constitute a separate session of the Council.

2. Operating Procedures for Presentation of Business

a. Agenda Format

- i. The Council Agenda will have the following sections: I. Call to Order; II. Approval of the Agenda; III. Approval of the Minutes; IV. Public Comments; V. Special Presentations; VI. Appointments; VII. Reports; VIII. Fund Allocations; IX. Old Business; X. New Business; XI. Announcements; XII. Adjournment; XIII. Good and Welfare.

- 1. Public Comments section is for members of the Association who wish to address the Council on non-agenda items generally considered to be within the subject-matter jurisdiction of the council.

- i. The Council will limit comments to two (2) minutes per speaker and thirty (30) minutes per entire section.
  - ii. Time shall be kept by the Chair or a member of the Council designated by the Chair.
  - iii. No speaker may yield their time to another public comment speaker.

- 2. Special Presentations section is for guest speakers presenting information to the Council. The name of the sponsor of the Special Presentation is to be listed on the Agenda.



3. All Council Appointments are to be covered in the Appointments section. The titles of the positions to be appointed are to be listed on the agenda in this section.
4. All Fund Allocations are to be covered in the Fund Allocations section of the Agenda.
5. The only four (4) standing reports will be those of the President, the Internal Vice President, the External Vice President, and the Academic Affairs Commissioner. Other Council Officers may request that a report be listed on the Agenda by following the procedures in Article VI. Section A.2.b.

b. Agenda Items

- i. All items that a Council Officer wishes to have on the Agenda must be submitted to the Internal Vice President's electronic mailbox, but if unable then to the physical mailbox no later than 5:00pm three (3) school days prior to the meeting at which the item is to be considered. Any items received after 5:00pm will not be included on the Agenda.
- ii. The Agenda and all items of business, except announcements, must be presented electronically, but when unable then typed or in writing to each Council Officer by 5:00pm two (2) school days prior to the meeting at which the items will be considered.
- iii. All Action Items must include electronic backup on the Agenda and in the Agenda Packet. When unable, typed or written documentation may suffice. Any request for an Action Item that lacks attached backup for inclusion in the Agenda Packet will be treated as a Discussion Item only, and will not be labeled as an Action Item on the Agenda. Written backup shall constitute the wording of an amendment, a ballot proposition, a resolution, or anything else that necessitates written documentation for clarification of the action item. This stipulation may be waived by unanimous consent.
- iv. Fund Allocation Requests will be treated as Action Items and, therefore, must be distributed with the Agenda Packet two (2) school days prior to the meeting at which they are to be considered. Fund Allocation Recommendations are to include a summary line item breakdown of the original request.
- v. A completed Application Form for each individual who is to be considered under Section V - Appointments must be distributed as part of the Agenda Packet in order for the Council to take action on the Appointment. Any

applicant whose completed Application Form is not included in the Agenda Packet shall not be considered for Appointment.

- vi. Special Presentations, Fund Allocation Requests, and Appointments – excluding those added to the Agenda -- involving or requiring the attendance or presence of non-Council Officers may be reordered on the Agenda at the meeting by majority vote during the Approval of the Agenda.
- vii. No "Action" may be taken upon items in the Special Presentations, Reports or Announcements Sections of the Agenda.

### 3. Meeting Format and Guidelines

- a. Meetings shall be convened by the ranking officer present within ten (10) minutes of the time of the meeting as listed on the Agenda.
- b. In the absence of a quorum at the convening of a scheduled meeting, those present shall meet as a "Committee of the Whole." The only action that can be legally taken in the absence of a quorum is to fix the time to which to adjourn, adjourn, call a recess, and take measures to obtain a quorum. The motion to obtain a quorum is a privileged motion and takes precedence over the motion to recess, or to adjourn.
- c. Discussion on agenda items may still occur.
- d. If quorum is not reached within twenty (20) minutes of the announced meeting time, the meeting shall be considered to be automatically adjourned for that date, unless a motion is approved by unanimous consent of those present and voting to continue as a "Committee of the Whole."
- e. The first item of business is to be the Approval of the Agenda.
- f. Special Orders or any additions to the Agenda (except Announcements) must be approved by a two-thirds (2/3) majority if a quorum is present, or a unanimous vote of a "Committee of the Whole."
- g. The "Approved" Agenda shall be considered the "Orders of the Day", and may be changed only by a three-fourths (3/4) majority.

### 4. Attendance

- a. All elected Council Officers and the Finance Committee Chair must attend two-thirds (2/3) of the Council meetings scheduled per quarter. If a Council member misses more than one-third (1/3) of the meetings, they will forfeit one (1) stipend check per meeting beyond the one-third (1/3) limit. The amount of the stipend check shall then be placed into the Contingency Fund.
- b. The Finance Committee Chair (or a representative from that office) will circulate an attendance sheet during each meeting at which time Council members will attest to their attendance. Individuals are to sign the attendance sheet at twenty (20) minutes

after the announced starting time of the meeting and are to sign the sheet again as the last item of business prior to adjournment.

- c. The Finance Committee Chair and the President will use the attendance sheets to determine when a Council member has exceeded the maximum number of absences as specified by the USA Bylaws. The Finance Committee Chair will forward this information to ASUCLA Student Government Accounting to withhold one (1) stipend check, equal to one-half (1/2) of one (1) month's stipend, per absence beyond the maximum number of absences.
- d. The President shall make the final determination about the Council Officers' attendance during the meeting.

5. Resolutions

- a. Resolutions will be handled in the manner described in Article VI Section A.2.b.
- b. Resolutions shall express the opinion of the Undergraduate Students Association Council on matters that do not subject the welfare of members of the Association to a substantial harm.
- c. A Resolution shall represent the opinion of the current USA Council.
- d. Resolutions must have at least three (3) sponsors.
- e. Resolutions must receive a majority vote of the entire voting membership of the Council to be approved.
- f. If the resolution is to be published, the motion must include the size and cost of the advertisement, and the date(s) that it is to run, and may be amended as to any of these factors.
- g. Approval of publication shall constitute approval by the Council of appropriate Contingency
- h. Funding.
- i. Contingency Funding for publication of a resolution, as provided herein, shall be considered to be an expense of the Council.
- j. No author or sponsor's name shall be included in any published resolution.

- 6. The Council shall not authorize or support the collection of any Undergraduate Voluntary Supplemental Student Government Fee, student petition, or referendum that utilizes a negative check off system as a base of funding or support.
- 7. Seven (7) days notice must be given before the Council can put any bylaw amendment to a vote. Notice includes the announcement that the amendment will be introduced, as well as a written copy of the proposed amendment(s).
- 8. Any provision of these bylaws may be suspended upon a two thirds vote of the entire voting membership of the Council.

# ARTICLE VII

## Finance

### Section A: Finance Committee Composition

#### 1. Membership

- a. The Finance Committee shall consist of six (6) undergraduate students. There shall be one (1) Chair and five (5) members, and each member shall have one (1) vote.
- b. The Finance Committee shall have a maximum of three (3) alternate members. The alternates shall have all of the rights of regular members, except for voting rights. The alternates shall have a vote in the Finance Committee meetings only when the regular members are absent.
- c. The Student Government Accounting Manager shall serve in an advisory capacity to the Finance Committee, and shall have all rights of regular members, except the Student Government Accounting Manager may never vote.

#### 2. Eligibility, Appointment, and Removal from the Committee

- a. Each member of the Finance Committee must be a registered UCLA student, maintain an overall GPA of 2.0 or better, and be in good standing with the University.
- b. Elected Council Officers, Program Directors, Project Directors, and their Assistants shall be ineligible to be members of the committee due to inherent conflicts of interest.
- c. The Finance Committee Chair will be appointed by the President, and shall be confirmed by the Council.
- d. The other members of the Finance Committee shall be selected by the Finance Committee Chair. The members of the Finance Committee shall go through the Appointments Review Committee as described in Article II, Section C.
- e. The Finance Committee Chair shall appoint the three (3) alternates of the Finance Committee.
- f. The Finance Committee Chair shall appoint a Vice Chair with the approval of the Finance Committee.
- g. The terms of the Finance Committee members shall be one (1) fiscal year.
- h. The Finance Committee Chair may be impeached by two-thirds (2/3) of the Council for just cause.

- i. The other members and the alternates of the Finance Committee may be removed from office by the Chair with just cause. This action must be approved by the Finance Committee, and a written report explaining the action must be submitted to and approved by a majority vote of the Council.
- j. Vacancies on the Finance Committee shall be filled in accordance with the usual procedures designated by the Council.

Section B: Finance Committee Duties and Responsibilities

1. Finance Committee

- a. The Finance Committee is responsible for handling all financial matters of the Council. This includes receiving, analyzing and reviewing all budgets and financial requests dealing with Association funds, examining requests from the Contingency Fund and Student Leadership Fund, and ensuring that funds are spent appropriately in accordance with the Council and UCLA financial policies.
- b. The Finance Committee shall aid the Council in the preparation of all budgets, either from the initial allocations of funds or requests, from the Contingency Fund and Student Leadership Fund. The guidance shall include an explanation of the proper format for preparing requests, an examination of the requests once they are completed, and a recommendation to the Council before the budget is adopted.
- c. The Finance Committee shall be responsible for analyzing all requests for funding from the Contingency Fund and Student Leadership Fund. The analysis shall include an examination of the articles in the request to see that they are appropriate to the program, ensure that the figures are correct for the quantities demanded, and see that the requests are in accordance with the Council and UCLA policies.
- d. The Finance Committee shall consider extraordinary transfers of funds whether within a particular office, or between one or more offices. Based on sound business reasoning, and provided that no conflict exists between the original basis for funding and the reason for the transfer, the Finance Committee shall consider and vote on such requests. Decisions by the Finance Committee shall be overturned by a majority vote of the Council.
- e. The Finance Committee shall hold weekly meetings wherever possible, shall consider all financial matters promptly in their weekly meetings, and must take a vote on all financial matters presented in the meetings.
- f. During the course of the year, the Finance Committee shall make recommendations to the Council regarding new financial policies, or possible USA Bylaw and Guideline revisions.

2. Finance Committee Chair

- a. The Finance Committee Chair shall be an ex-officio member of the Council without a vote, and shall present all recommendations of the Finance Committee to the Council. This responsibility shall be to present a report at the Council meetings regarding all financial matters, and subsequently present requests for the Contingency Fund and Student Leadership Fund.
  - b. The Finance Committee Chair shall attend the annual Council Retreat to become familiar with the Council and its operations, and to receive instructions regarding the financial goals and policies of the Council for the upcoming year.
  - c. The Finance Committee Chair shall preside over all Finance Committee meetings. The Chair is responsible for receiving, preparing, and distributing all materials required for the meetings, and for notifying the Council and Finance Committee members of the time and location of the meetings.
  - d. The Finance Committee Chair shall be responsible for handling all financial matters that are procedural in nature. This shall include preparing the format for budget requests and budgets, approving New Hire Forms, approving budget transfers, and approving requisitions where indicated by Council financial policies.
  - e. The Finance Committee Chair shall be responsible for overseeing all activities of the Finance Committee outside of the meetings, and to ensure that the committee meets its responsibilities as outlined in the USA Bylaws.
  - f. The Finance Committee Chair shall help all Council Officers and Program Directors with any financial problems that might occur, and ensure that the financial policies and procedures facilitate and do not impede student programming.
3. Finance Committee Vice Chair
- a. The Finance Committee Vice Chair shall, in the absence of the Finance Committee Chair, serve as Chair of the Finance Committee and assume all the duties and responsibilities thereof. Transmittal of authority shall be made official upon written notification from the Finance Committee Chair explicitly empowering the Finance Committee Vice Chair to act in their absence.
  - b. The Finance Committee Vice Chair shall have restricted signatory power on Personnel Change Notices and Requisitions for supplies, travel, or programming in which the proposed expenditure does not exceed \$500.
  - c. The Finance Committee Vice Chair shall oversee the creation and/or updating of a comprehensive Funding Information Guide.
    - i. This guide will include information about funding sources across campus, including but not limited to the Council funds and its Offices' funds, the Programs Activities Board (Community Activities Committee and Campus

Programs Committee), the Assistant Vice Chancellor's Student Activities Fund, the Office of Residential Life, and the On-Campus Housing Council.

ii. The guide will be distributed at the Center for Student Programming orientation, the Enormous Activities Fair, and other events.

iii. The Funding Information Guide shall also be made available via the Center for Student Programming and the Council website.

d. It is necessary for the Vice Chair of the Finance Committee to hold funding workshops every quarter to inform the student organization leaders about all the funding opportunities on campus.

#### 4. Finance Committee Members

a. Each member of the Finance Committee shall be responsible for attending all Finance Committee meetings and voting on all financial matters presented in the meetings by the Chair.

b. Each member of the Finance Committee is to be assigned to one or more elected offices of the Council, as designated by the Chair. The Finance Committee members shall be the Finance Committee representatives for that office, and shall be required to perform the duties for that office as outlined below. It is the duty of the representative to work closely with the elected Council Officer and Program Directors on all financial matters relating directly to the office that the representative is assigned to. Specifically, this duty includes helping Officers prepare budgets, financial requests from the Contingency Fund and Student Leadership Fund, notifying the office of possible overdrawn accounts or any violation of financial policies of the Council or UCLA. Complex financial matters should be submitted to the Finance Committee Chair for review.

c. Each member of the Finance Committee shall also be responsible for performing any auditing functions of Council funds of at least five percent (5%) of all programs, excluding retreats, as required by the Council financial policies, the Finance Committee Chair, or Student Government Accounting.

### Section C: Financial Operating Procedures

#### 1. Sources of Funds

a. Student Mandatory Membership Fees shall be used to fund the Council and its activities.

b. When any organizational element of the Council engages in activities which are duly authorized by the Council, receipts from the activities shall be applied directly to the expenses associated with the activities. If the receipts are insufficient to cover the expenses in the approved budget, the loss shall be assumed by the Council, or if the

receipts exceed the approved budget, the excess shall be placed in the Contingency Fund. The provisions listed above in this paragraph shall apply unless specific alternative provisions are made by the Council.

- c. The Student Leadership Fund shall be a donation-based fund maintained by UCLA Development and transferred to the Council at an amount not to exceed \$50,000.
  - d. The Council Programming Endowment shall be maintained by UCLA Development, with the return transferred to the Council.
  - e. The Student Government Operational Fund is to be shared amongst the President, Internal Vice President, General Representative I, General Representative II, General Representative III, Transfer Representative, Financial Supports Commissioner, and Facilities Commissioner, distributed equally by the Finance Committee Chair by August 1.
  - f. All other sources of funds not listed above shall be presented to the Council by the Finance Committee Chair for proper action.
2. Resource Allocation - The funding of operations, activities, and programs by the Council for the Council and all officially registered student organizations (student organizations who have registered through the Center for Student Programming, and have signed the Statement of Non-Discrimination) will be conducted through the procedures outlined in Article VII. Section C.3-6.
3. Notification
- a. The opportunity to apply for funding must be equally provided to all officially registered student organizations (student organizations that have registered through the Center for Student Programming, and have signed the Statement of Non-Discrimination). It is therefore required that whenever the allocation of some portion of the mandatory fee is considered, sufficient notification of that funding opportunity must be made to the campus. Once funding decisions have been made, the campus must be appropriately notified of the amount of the allocation(s) and the recipient(s) of the allocation(s).
  - b. Although all allocation opportunities are included in the requirement of notification, the following funding processes are specifically included:
    - i. Student Organizations Operational Fund
    - ii. Contingency Fund and Student Leadership Fund
    - iii. Surplus Distribution
    - iv. USA Programming Fund
    - v. USA CS Mini Fund
  - c. At the beginning of each academic quarter, an ad may be placed in the Daily Bruin notifying the campus of the various funds and the amount(s) of those funds that will



be available for allocation and the appropriate mechanisms for accessing those funds. In addition, an email is to be sent to all officially registered student organizations (student organizations who have registered through SOLE, and have signed the Statement of Non-Discrimination). Each year, when presenting updated guidelines, the various funding bodies will also present strategies that make funding information widely available and accessible.

- d. Appropriate Forms of Notification – Funding bodies will make information relative to their processes and procedures available, well in advance of submission deadlines. This information will include a description of the application process, information and instructions on the expected or required content and format of funding requests, how the submissions are to be prepared, and the basis upon which the body will judge the requests and arrive at their allocation decisions. For major funding cycles, the Chair of the funding body will solicit the assistance of ASUCLA Student Support Services staff in preparing informational materials and conducting instructional workshops for potential applicants.

- i. Contingency Fund and Student Leadership Fund

- 1. Applications and instructions will be posted in a prominent place outside of the Finance Committee Office.
    - 2. Once reviewed by the Finance Committee and included in the Council Agenda, the Agenda will be posted on the bulletin board outside of the Office of the President and the Contingency Fund and Student Leadership Fund Proposals will be posted on the Council web site.
    - 3. After the Council has acted upon the Contingency Fund and Student Leadership Fund Proposals, notice regarding the action will be posted on the Council's web site and/or posted outside the Finance Committee Office.

- ii. Other Funding Allocations

- 1. If the amount of funding available for allocation is less than \$10,000, notice both prior to and after the allocation is required by one or more of the following:
      - a. Flyer(s) on Bulletin Board(s)
      - b. Flyers to Group or Office Mailbox
      - c. E-mail to all officially registered student organizations
      - d. Ad in the Daily Bruin
      - e. Ad(s) in the Quarterly Newsmagazines (when publication dates permit)

- f. Council web site
  - 2. If the amount of funding available for allocation is \$10,000 or more, notice both prior to and after the allocation is required by all of the following:
    - a. Flyer(s) on Bulletin Board(s)
    - b. Flyers to Group or Office Mailbox
    - c. E-mail to all officially registered student organizations
    - d. Ad in the Daily Bruin
    - e. Ad(s) in the Quarterly Newsmagazines (when publication dates permit)
    - f. Council web site
  - e. All applications to receive funding from the Council must be posted on the Council website.
- 4. Criteria
  - a. Uniform, objective, content and viewpoint neutral criteria must be used in the allocation of mandatory fees. The use of standardized criteria is required for all funding decisions, but the following funding processes are specifically included:
    - i. Student Organizations Operational Fund
    - ii. Contingency Fund and Student Leadership Fund
    - iii. Surplus Distribution
    - iv. USA Programming Fund
    - v. USA CS Mini Fund
    - vi. Any other fund operated or allocated by a commission or office of the Council
  - b. All funding bodies are responsible for upholding the following standards:
    - i. Content and Viewpoint Neutral - Allocations are to be made such that no organization is discriminated against based on its views, nor is any related programmatic activity discriminated against based on the views of its sponsors or participants.
    - ii. Equitable Distribution - Allocations are to be balanced in relation to support provided to organizations or activities in similar circumstances.
    - iii. Transparency
      - 1. All funds allocated from aforementioned funds of A(7) must file a report under Funding Allocations of the Council Agenda at weekly Council meetings for the acknowledgement of the Council.
  - c. The following *minimum* criteria will be used by all funding committees to determine eligibility for, and levels of, funding allocations. All officially registered student

organizations (student organizations that have registered through the Center for Student Programming, and have signed the Statement of Non-Discrimination) must meet all the enumerated minimum criteria in order to be eligible for funding.

i. Must be University Related – Consistent with UCLA’s legitimate purposes in providing support to those activities that:

1. Supplies opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular activities
2. Stimulates discussion and/or interaction among students on a variety of issues

ii. Must submit a Complete Written Proposal that is:

1. Legible
2. Thorough
  - a. Sufficient narrative and numerical detail must be present in order to adequately inform the funding committee of programmatic or organizational needs.
  - b. All requested information must be supplied.  
All supporting documentation must be included. Spreadsheets and numerical computations must tie out and sum correctly.
  - c. Other Funding Sources must be delineated. - All known sources of funding must be identified (Membership Fees, Co-Programming, Donations, Fundraising, etc.).
  - d. The proposal must delineate the Number of Students Served which includes:
    - i. The number of students involved in the organization or in the production of the program.
    - ii. The number of students benefited by the organization or the program.
  - e. The proposal must demonstrate the student organization’s need for the funding. Justification for funding must be well rationalized and documented.
3. On time - The proposal must meet all stated deadlines in order to qualify for consideration unless applying to the Contingency Fund or Student Leadership Fund and approved via the Finance Committee’s discretionary authorization.
4. Must make a presentation that is:

- a. Prompt - The student organization must meet all stated deadlines in order to qualify for full consideration unless applying to Contingency Fund or Student Leadership Fund and approved via the Finance Committee's discretionary authorization.
  - b. Demonstrates knowledge of program(s) and/or Organization representative(s) should demonstrate confidence in knowledge of proposal. Representative(s) should be able to answer questions asked by the funding board and should be able to effectively describe programming methodology.
  - c. Demonstrates Fund Management - The student organization must convey ability to competently manage the funding provided by attending a mandatory meeting held by Student Government Accounting.
- 5. Must have Advance Planning for Programming - No funding requests will be considered by the funding committees after a program has occurred; that is, no programs shall be funded retroactively.
- d. In addition to the minimum criteria defined in Article VI.C.4.b., each funding body must develop criteria and guidelines to determine funding allocations to the eligible groups, as approved by the Council.
  - i. These criteria and guidelines should reflect how the funding committee plans to implement their funding process and reach decisions.
  - ii. Changes to the minimum criteria as well as all existing funding guidelines need to be approved by the Council by a two-thirds (2/3) vote.
- e. A complete list of the criteria, which are established by each funding committee, shall be provided in the online funding proposal packet issued by that body.
- f. A complete listing of the guidelines of each funding body shall be posted on the Council web site.
- 5. Formal Records of Hearings
  - b. Official Report to the Council
    - i. All funding committees will keep a record of the proceedings and the Finance Committee Chair, the Budget Review Director, and/or other relevant members of a particular funding committee shall present a comprehensive report, along with the body's final decisions, to the Council.

- ii. This report should be used as the basis to inform applicants and the Council of the funding committee's decisions, particularly when funding/resources requested are denied.
  - iii. This report shall be made available to any member of the public and/or Council Office upon request.
- b. Hearings
  - i. Hearings shall be considered to be in open session, unless the presenter requests that the funding committee go into Executive Session.
  - ii. Only members of the funding committee and the presenter(s) can participate in discussion
  - iii. The number of presenter(s) may be limited by a majority vote of the funding committee.
  - iv. Hearings shall be recorded, and such recordings shall be made available upon request.
- c. Deliberation sessions
  - i. In order to maintain the confidentiality of the individual votes of committee members and protect the integrity of all funding committees, all deliberation sessions of the different funding boards shall be convened in Executive Session.
  - ii. Only members of the funding committee, a UCLA administrative representative, and an ASUCLA administrative representative, may be present during deliberative sessions.
- d. The Deliberation Sessions shall be recorded
  - i. Any recordings of the deliberative sessions are considered private documents, and may only be accessible by members of the funding committee, the person who has been delegated by the UCLA and/or ASUCLA administration the task of transcribing the recordings, and/or a member of the administration that has been given permission by a majority vote of the funding committee.
  - ii. All individual committee members' notes are considered sealed documents and shall not be released to the public.
  - iii. All recordings shall be kept in storage for an unlimited duration of time, as long as there are reasonable means to do so.
- e. These recordings shall be transcribed upon the request of a registered student organization as follows:

- i. Only a student who participates in the hearing as a registered student organization representative and/or a student who wrote and/or proposed the budget shall be able to request that the recordings be transcribed.
- ii. Requests for transcriptions must be filed with the Chair of the funding committee prior to the end of the fiscal year in which the organization's allocation was approved by the Council, or within two (2) weeks of the day in which the organization's allocation was approved by the Council – whichever constitutes a greater duration of time.
- iii. Requests for transcriptions of budget deliberations must be typed and must contain the registered student organization's name and the name of the representative making the request, including their signature.
- iv. The person who does the transcription must sign a statement of confidentiality that promises not to divulge any information that is heard on the recordings.
- v. Only the section of the recording that records the part of the deliberative session in which the committee members are discussing the student group's budget request shall be transcribed.
- vi. These transcripts shall only be available to the registered student organization that requests it, and shall be done so in a timely manner.
- vii. All individual votes, any member's names, or any other forms of identification shall be stricken from the transcribed minutes of the deliberative sessions.
- viii. Only if a registered student organization appeals the funding body's decision, as delineated in USA Bylaws Article VI.C.6 shall a transcription of that section of the recording – which logs the part of the deliberative session in which the funding committee members are discussing the registered student organization's budget request – be made available to the Council, as expeditiously as possible, upon request of a member of the Council.

## 6. Appeals

- a. Organizations that feel they were not treated fairly, or did not receive due process for their funding proposal, may appeal any funding decision to the Council. In hearing appeals, the Council will not consider the merit or quality of the program in question; the Council will instead investigate to ensure that the organization or program was treated fairly by the funding committee and received its proper due process.
- b. Grounds for Appeals

- i. Alleged lack of a reasonable opportunity to appear before the funding committee.
    - ii. A procedural error or discrepancy that caused a proposal to be substantially disadvantaged before the funding committee.
    - iii. Alleged unfair treatment or inconsistent treatment by the funding committee.
  - c. Procedure for Appeal to the Council
    - i. Petitions for appeals must be typed and must contain the following information:
      - 1. Organization name and organization representative name
      - 2. Statement of grievance
      - 3. Remedy which is sought by the organization
      - 4. A copy of the original proposal
    - ii. Petitions for appeal must be filed within two (2) weeks of notification to the organization of the funding committee's decision and/or the Council's approval of the funding allocation and must be filed with the chair of the funding committee, the President, and the Internal Vice President
    - iii. The Internal Vice President shall be responsible for informing the Council of the receipt of all petitions of appeal.
    - iv. Upon acceptance of such a petition, the Internal Vice President shall place the petition of appeal on the Council agenda and shall inform the concerned organization or program of the date and time of the Council meeting in a timely manner.
    - v. If a petition is accepted by the Council, a final decision shall be rendered within three (3) weeks.
    - vi. Concurrence of three-fourths (3/4) of the voting members of the Council shall be necessary to overrule any funding committee or body decision.
  - d. Procedure for Appeal to the Judicial Board
    - i. Decisions of the Council concerning any funding proposals may be appealed to the Judicial Board. In hearing appeals, the Judicial Board will not consider the merit or quality of the program in question; the Judicial Board will instead investigate to ensure that the organization or program was treated fairly by the funding committee and received its proper due process.
    - ii. Grounds for Appeal to the Judicial Board
      - 1. Alleged lack of a reasonable opportunity to appear before the funding committee.

2. A procedural error or discrepancy that caused a proposal to be substantially disadvantaged before the funding committee.
  3. Alleged unfair treatment or inconsistent treatment by the funding committee.
- iii. Petitions for appeal must be typed and must contain the following information:
1. Organization name and organization representative name
  2. Statement of grievance
  3. Remedy which is sought by the organization
  4. A copy of the original proposal
- iv. Petitions for appeal must be filed with the Judicial Board within two (2) weeks of Council's decision.
- v. If a petition is accepted by the Judicial Board, the "Procedures of the Student Judicial Board" will determine practice and policy for the timeliness and notification requirements for a decision.
- vi. Concurrence of three-fourths (3/4) of the voting members of the Council shall be necessary to overrule any Judicial Board decision.

#### 7. Budgeting Process

- a. The budgeting process for the Council shall occur during three periods:
  - i. Original Budget, April 1 - May 31;
  - ii. Student Government Operational Fund, June 1 - July 31;
  - iii. Student Organizations Operational Fund, September 1 – July 31.
- b. The Council budget shall not become operational until such budget has been approved as a whole by the Council and the fiscal period to which it corresponds has begun.
- c. Fiscal Year
  - i. The Council fiscal year shall correspond to the ASUCLA fiscal year which runs from the first week of August (August 1 for the Council) to the last week of July (July 31 for the Council).

#### 8. Budget Procedures

- a. Determination of Budgetable Funds (Zero Base)
  - i. The amount of available budgetable funds shall be determined by Student Government Accounting in accordance with the procedures outlined by ASUCLA as well as the USA Bylaws and Guidelines.
  - ii. The Council Officer or Student Organization leader shall draw up a proposal that reflects what she or he believes is needed to run her or his office for the rest of her or his term.



- iii. A portion of each Council Officer's or Student Organization leader's budget proposal shall be set aside to fund the last two (2) months of the fiscal year with the understanding that these funds shall not be used during their term in office.

9. Budget Review Committee

a. The Budget Review Committee shall consist of:

- i. The Budget Review Director, who shall serve as Chair of the Budget Review Committee;
- ii. The Budget Review Director shall select one (1) Assistant Budget Review Director. The Assistant Budget Review Director shall go through the Appointments Review Committee as described in Article II, Section C.
- iii. The Assistant Budget Review Director, who is relegated the tasks of the Budget Review Director in their absence;

1. The Assistant Budget Review Director shall, in the absence of the Budget Review Director, serve as Chair of the Budget Review Committee and assume all the duties and responsibilities thereof. Transmittal of authority shall be made official upon written notification from the Budget Review Director explicitly empowering the Assistant Budget Review Director to act in their absence.

2. The Assistant Budget Review Director will be a member of the Funding Study Group.

iv. The Finance Committee Chair;

- v. Three (3) members selected from the Council by the President during a Council meeting, and approved by a majority vote of the Council.

b. All members of the Budget Review Committee shall have the right to vote.

c. A quorum shall require three (3) members of the Budget Review Committee to be present.

d. The Budget Review Committee shall verify that:

- i. Selected expense line items may be capped at a specific amount. This amount may then be allocated to all groups or programs regardless of the size or budget of the program or group.
- ii. A pre-determined formula is applied to specific expense line items to calculate the various levels of maximum funding for that line item based on verifiable group or programmatic attributes. Valid criteria for determination of maximum funding level include, but are not limited to, number of stipended positions (assistance), number of telephone lines and equipment

levels (telephones), number of programs proposed (advertising, graphics, etc).

- iii. The budgets are prepared in accordance with the correct line item accounts as presented by Student Government Accounting, and that the addition of all the figures is correct.
- iv. The budgets are in accordance with all ASUCLA and UCLA regulations.
- v. All budgets are sufficiently documented to permit the Budget Review Committee to arrive at an informed recommendation.
- e. After reviewing the proposed budget and verifying that each budget proposal meets the standards as outlined above, the Budget Review Committee shall make recommendations on each of the Council Officer's budgets, and forward those recommendations to the Council. These recommendations can refer to the entire Officer's budget or any portion thereof.

#### 10. Adoption of Budget

- a. The Budget Review Director shall present the budget allocations to the Council, and explain the recommendations of the Budget Review Committee.
- b. The Council shall consider each of the elected Officer or Student Organization budgets as a whole and vote to adopt them individually. This adoption process shall require a majority vote of the Council.
- c. The finalized Student Government operational budget, once adopted by the Council, shall be the operating budget for the upcoming fiscal year, August 1 to July 31, and the funds shall be available for use on August 1.
- d. The finalized Student Organization operational budgets, once adopted by the Council, shall be the operating budgets for the balance of the fiscal year after their adoption and shall be available for use at the start of the academic quarter following their approval.

#### 11. Appropriations from the Contingency Fund and Student Leadership Fund

- a. The Contingency Fund and Student Leadership Fund shall be used for funding items and activities which the Council could not provide for during its initial budgeting process.
- b. The Finance Committee, through the Contingency Fund and Student Leadership Fund, with the approval of the Council by a majority vote, shall have the authority to fund in part or in whole, any and all activities and organizations which it deems necessary or desirable to the general interest of the UCLA student body.
- c. The Student Leadership Fund shall act as a supplemental fund to the Contingency Fund. All Contingency Fund applications with a leadership training component directed at members of the Association shall be first funded by the Student

Leadership Fund. Only once the Student Leadership Fund is depleted shall the remaining Contingency Fund applications with a leadership training component directed at members of the Association be funded by the Contingency Fund.

- d. The Finance Committee shall have the authority to approve a discretionary allocation for an activity or program up to a dollar limit adopted by the Council at the beginning of each fiscal year.
- e. The following items shall be examined when evaluating requests from the Contingency Fund and Student Leadership Fund:
  - i. Records of past expenditures (if applicable), student participation, and the expected benefits of the program or activity will be reviewed.
  - ii. Records of how the program has met its needs and objectives in the past will be considered, if applicable.
  - iii. New activities and programs will be sponsored on a trial basis.
  - iv. Alternative funding sources shall be considered, and the proponents of the program or activity shall be encouraged to exhaust these alternative sources of funding first.
- f. All requests for funding from the Contingency Fund and Student Leadership Fund must first be submitted to the Finance Committee for their evaluation and approval before they are presented to the Council, except as provided in Article V. Section A.3.e.
- g. All requests for funding from the Contingency Fund and Student Leadership Fund must first be approved by the Finance Committee and then approved by the Council. To appeal a no vote by the Finance Committee, a petition of five (5) Council Officers must be presented to the President at the same time agenda items are due. A no vote by the Finance Committee on a Contingency Fund or Student Leadership Fund Request may be overturned by a majority vote of the Council.

#### 12. Expenditure of Council Funds

- a. All Council funds shall be spent in accordance with the Council and UCLA financial policies, and in compliance with the standard accounting procedures outlined by Student Government Accounting.
- b. The individual officers' budgets shall be administered by the elected Council Officers, and the ultimate budgetary responsibility of these budgets rests on their shoulders.
- c. When an account has become or is in danger of becoming overdrawn, the Student Government Accounting Manager shall notify in writing the Council Officer, Program or Project Director, and all funds in that Council Office shall be frozen until

the situation is rectified. It is the responsibility of the elected Council Officers to see that the account is balanced in order to unfreeze the funds.

- d. The Finance Committee Chair shall have the authority to withhold funds from any Council funded programs or activities, until the Council makes a decision concerning the withheld funds. This authority is to be used only in the event of misuse of funds, and all persons involved must be notified in writing at the time of the freeze. Withheld funds may be reinstated by the Finance Committee Chair or an appeal by a majority vote of the Council.
- e. Each member of the Council shall have the authority to withhold any funds directly associated with their office. Withheld funds may be reinstated by the Council member or an appeal by a majority vote of the Council.

### 13. Surplus Funds

#### a. Definition

- i. "Total Surplus" - The total amount of surplus funds accumulated by previous Councils.
- ii. "General Mandatory Student Fee Surplus" – The amount of surplus funds accumulated by mandatory student fees less the Community Service Commission Mandatory Student Fee Surplus.
- iii. "Community Service Commission Mandatory Student Fee Surplus" – The amount of surplus funds accumulated by mandatory student fees designated for the Community Service Commission.
- iv. "Student Group Surplus" – The amount of surplus funds allocated to augment the USA Programming Fund, Capital Items Fund, and Contingency Fund.
- v. "Accumulated Reserve for Unanticipated Future Loss" - The total amount of prudent reserves (5.0% of the Association's total annual funding sources) required by the Council and the ASUCLA Board of Directors to ensure adequate liquidity for the Association's on-going operations and to provide a cushion against catastrophic events.
- vi. "Accumulated Reserve for Unanticipated Future Loss Allocation" - The amount of Total Surplus funds which the ASUCLA Finance Director recommends to augment the Accumulated Reserve for Unanticipated Future Loss in order to maintain a level of 5.0% of the Association's total annual funding sources.
- vii. "Remaining Surplus" - Total Surplus less the Accumulated Reserve for Unanticipated Future Loss Allocation.

#### b. Procedures

- i. The Accumulated Reserve for Unanticipated Future Loss shall be set aside in a highly liquid, interest bearing account and shall be used by the Council only in cases of extreme emergency. Such cases of emergency are designated as follows:
  1. Any unbudgeted, unanticipated, non-discretionary expense that cannot be met by the Contingency Fund.
- ii. Any current year's surplus generated by the Council will be added to the Total Surplus figure each year. Also, each year at the same time the Total Surplus Figure is calculated, the ASUCLA Finance Director shall make a new recommendation for the amount of the Accumulated Reserve for Unanticipated Future Loss and any Accumulated Reserve for Unanticipated Future Loss Allocation, if this is necessary. Additional funds required for the Accumulated Reserve for Unanticipated Future Loss and Accumulated Reserve for Unanticipated Future Loss Allocation shall be taken proportionately from the General Mandatory Student Fee Surplus and the Community Service Commission Student Fee Surplus.
- iii. The Community Service Commissioner shall recommend to the council an allocation from the Community Service Commission Mandatory Student Fee Surplus divided between the Robert S. Michaels Leadership in Service Award Endowment Fund, managed by the UCLA Foundation, and the John H. Sarvey Student Group Supplement Award, managed by Student Government Accounting.
- iv. Should there be a Remaining Surplus after the amount of the Accumulated Reserve for Unanticipated Future Loss has been determined and reviewed by the ASUCLA Finance Director and approved by a majority vote of the Council, the ASUCLA Finance Director shall make a recommendation on the total amount the Council should allocate to initiatives Council deems important, Student Group Surplus, and the Council Programming Endowment. If an unanticipated loss occurs and is of such magnitude that Association's Total Surplus and Contingency Fund cannot fully offset it, resulting in a withdrawal from the Accumulated Reserve for Unanticipated Future Loss, the Association will have two years to restore the Accumulated Reserve for Unanticipated Future Loss to its appropriate level. This restoration will occur through direct appropriations and through automatic transfers of all interim Association Total Surplus Funds.
- v. Total Surplus Funds available will be determined only after the closing, audit and publication of the previous fiscal year financial results.

- vi. In order to stabilize funding allocations, the Council will allocate a maximum of \$150,000 to Student Group Surplus to augment the USAC Programming Fund, Capital Items Fund, and Contingency Fund, according to the following formula:
  - 1. The USA Programming Fund shall be allocated at least forty-five percent (45%) of the Student Group Surplus Funds available after the closing, audit and publication of the previous fiscal year financial results.
  - 2. The Capital Items Fund shall be allocated at least twelve percent (12%) of the Student Group Surplus Funds available after the closing, audit and publication of the previous fiscal year financial results.
  - 3. All remaining Student Group Surplus Funds shall be used to augment the Contingency Fund.
- vii. After the Council makes allocations to initiatives and Student Group Surplus, the remaining Total Surplus will be invested into the Council Programming Endowment after the closing, audit and publication of the previous year financial results.

#### 14. Council Programming Endowment

- a. At the beginning of each Fiscal Year, the return from the Council Programming Endowment shall be added to programming funds according to the following breakdown:
  - i. The USA Programming Fund shall be allocated fifty percent (50%) of the return from the Endowment.
  - ii. The Contingency Fund shall be allocated fifty percent (50%) of the return from the Endowment.

#### 15. Financial Reports and Records

- a. Any program which has received Council funds through the following funding processes must present a written evaluation or report to the Council within the following stipulated timeline:
  - i. USA Programming Fund – within thirty (30) days following completion of program;
  - ii. Contingency Fund and Student Leadership Fund – within thirty (30) days following completion of program;
- b. Student Government Accounting must present written monthly financial statements to each of the Council Officers for their office, and shall provide the President and

the Finance Committee Chair with monthly financial statements for all the Council offices.

- c. All financial reports, records, and working papers of the Finance Committee shall be kept on file for at least two (2) years before they are discarded. They shall be kept in the Finance Committee Chair's office or in the Student Government Accounting office.

## Section D: Financial Policies

### 1. General Policies

- a. No Council Officer can verbally or in writing commit the Council into debt.
- b. Funds may be withheld or withdrawn from any Council funded program or activity in which participation of UCLA students is limited or restricted in any manner. This shall require a majority vote of the Council.
- c. A program or activity must first be conceptually approved by the Council before it receives funding.
- d. The Council shall not provide funds for charms, pens, trophies or any other similar items for any social activities with the exception of paper certificates of appreciation for Community Service Commission volunteers.
- e. Any expenditure for capital items must be approved by the Finance Committee. An inventory of all capital items must be taken at the beginning and end of each fiscal year.
- f. The Council shall have the collective authority to withhold and/or transfer funds from any budget funded by Undergraduate Student Membership Fees.
- g. All budget transfers must first be submitted to the Finance Committee for consideration.
- h. All programs applying to the Contingency Fund and Student Leadership Fund will be capped at \$1,000 maximum per program. The Finance Committee must submit a written explanation demonstrating the inherent need of the aforementioned program to the Council in order to fund more than \$1,000 per program.
- i. No policy, varying the compensation for the services of Council members, shall take effect until an election of council shall have intervened.

### 2. Advertising and Logotype Policy

- a. All programs which are sponsored by any Council Office, and all organizations which sponsor programs and/or events that receive funding from the Council, must include all of the following information on the face of all printed materials, including print media advertising, posters, flyers, and any other printed items, which promote their programs:

- i. “Sponsored by (name of the Council Office, or name of organization sponsoring the program/event)”
  - ii. “Paid for by USAC”
  - iii. The officially recognized logo (graphic symbol) of the Council
- b. For print media advertising, the phrase, “Ad Paid for by USAC” must appear within the confines of the ad space. The logo (graphic symbol) and the lettering must be no smaller than 10 point type.
- c. If an advertisement or printed item is smaller than 3” x 5”, the USAC logo (graphic symbol) may be omitted, but the phrase, “Paid for by USAC” must still be included.
- d. The Finance Committee Chair is charged with the responsibility of enforcing the Advertising and Logotype Policy. The Chair is to keep a file of all ads and/or other printed materials that do not comply with the Logotype Policy, and is to report regularly to the Council on the status of non-compliant materials.
- e. The officially recognized logo (graphic symbol) of the Council is available online at the Council’s web site, <http://students.asucla.ucla.edu>.

## ARTICLE VIII

### Communications Board

Section A: There is hereby established an independent Communications Board (March, 1964), by agreement with the Graduate Students Association, Undergraduate Students Association, faculty, and administration of UCLA. By delegation of these Bylaws and the Constitution of the Communications Board, this Board shall act as the publisher for ASUCLA and shall issue, publish, and distribute such publications as it authorizes.

Section B: By delegation of these Bylaws and those of the cooperating institutions listed above, the Communications Board shall render decisions relating to staff, budgets, and policies.

## ARTICLE IX

### Filings of Copies of Constitutions, Bylaws, and Permanent Records



Section A: All persons seeking election or appointment to Council offices shall agree to the following statement and shall sign their name:

I agree that, if I wish to resign from the position to which I seek selection or appointment, I shall do so in writing, and include therein my reasons for such resignation. I understand that such a letter of resignation may be published, except that, at my request, the President of the USA may refuse publication for personal reasons. I further understand that, if I am to be discharged, my superior will submit their reasons for the discharge on the same basis as my resignation.

**Bylaws last updated: March 4, 2020**

**This document is inclusive of all changes approved by Council through December 31, 2018.**