

CONSTITUTION of the University Student Apartments Resident Association at the University of Utah

PREAMBLE

We the residents of University Student Apartments (Student Apartments) at the University of Utah, in order to form a community government which represents the interests and concerns of the residents, proposes policies consistent with those interests, and acquires funding for resident life programming, do hereby establish this Constitution for the University Student Apartments Resident Association (USARA).

ARTICLE I MEMBERSHIP AND ORGANIZATION

Section 1 - Membership

- 1.1 Membership of USARA shall be limited to adult residents of Student Apartments at the University of Utah.

Section 2 - Governing Bodies

- 2.1 The governing bodies of USARA shall consist of the Resident Council, the Executive Committee, and the Advisory Board.

Section 3 - Resident Council

- 3.1 The Resident Council shall consist of four resident members of USARA holding the positions of Mayor, Facilities Council member, Financial Council member, and Communications Council member.

Section 4 - Executive Committee

- 4.1 The Executive Committee shall consist of the Resident Council, the Student Apartments Director, and an appointed Resident Council advisor. The Resident Council advisor shall be appointed by the Student Apartments Director.

Section 5 - Advisory Board

- 5.1 The Advisory Board shall consist of three appointed representatives of the University of Utah Administration. The Student Apartments Director, the Resident Council advisor, and the Resident Council shall vote to determine who will serve as members of the Advisory Board.

ARTICLE II
RESIDENT INVOLVEMENT

Section 1 – Involvement Guidelines

- 1.1 The Executive Committee and Advisory Board meetings shall be open to residents of Student Apartments in a non-voting capacity. Residents may ask the Resident Council for time during the meeting to present issues of concern.
- 1.2 The Resident Council shall serve as advocates for the residents and bring resident concerns to the Executive Committee, the Advisory Board, and Apartment Administration.
- 1.3 At least one member of the Resident Council shall participate in appeals committee meetings in order to provide student representation in the appeals process.

ARTICLE III
RESIDENT COUNCIL

Section 1 - Resident Council

- 1.1 Responsibilities of the Resident Council
 - (a) represent interests and concerns of residents, and find ways to gather information about interests and concerns of residents;
 - (b) propose policies, changes to policy, or projects consistent with resident interests;
 - (c) provide funding for monthly activities for residents;
 - (d) oversee requests for extended use of the Community Centers by residents;
 - (e) serve in responsibilities specific to your job description or as assigned by the mayor;
 - (f) attend Executive Committee and Advisory Board meetings. Also attend ASUU, programs board, Resident Assistant, and compost meetings as applicable; and,
 - (g) discuss and agree on Resident Council expenditures.

Section 2 - Mayor

- 2.1 The Mayor shall:
 - (a) coordinate Resident Council activities;
 - (b) chair Resident Council, Executive Committee, and Advisory Board meetings;
 - (c) establish the meeting agendas;
 - (d) be responsible for the minutes of all the meetings;
 - (e) appoint a member of the Resident Council to act as Chair in the Mayor's absence;

- (f) have the authority to call special meetings of the Resident Council, the Executive Committee, and the Advisory Board;
- (g) act as a liaison to the Resident Assistants;
- (h) appoint members of the Resident Council to participate in appeals committees as needed;
- (i) cast the deciding vote in the event of a tie; and,
- (j) maintain ASUU membership for USARA.

Section 3 - Facilities Council Member

- 3.1** The Facilities Council member shall:
- (a) oversee garden plot sign-up, distribution, and policies;
 - (b) assist and support the compost steward in communicating with Resident Council, RAs, residents, and Main Office staff; managing supplies and tools; as well as educating residents about the compost program; and,
 - (c) review and make recommendations on Student Apartments facilities and environmental issues connected with resident interests and concerns.

Section 4 - Financial Council Member

- 4.1** The Financial Council member shall:
- (a) ensure that the financial accounts of the Resident Council are managed in accordance with the administrative and fiscal policies of the University of Utah;
 - (b) provide financial advice on Resident Council expenditures;
 - (c) provide financial reports as needed;
 - (d) prepare the proposed yearly budget; and,
 - (e) apply to ASUU for funding for Resident Council operations and resident life programming.

Section 5- Communications Council Member

- 5.1** The Communications council member shall:
- (a) plan and coordinate the monthly Resident Council e-mail;
 - (b) prepare the monthly calendar of events for residents;
 - (c) coordinate publicity for Resident Council sponsored activities;
 - (d) supervise and regularly update the Resident Council University Student Apartments social media pages with resources for residents and upcoming program events; add residents to the social media pages weekly; and,
 - (e) coordinate and distribute to all residents both a mid-term and end-of-term report of the accomplishments of each Resident Council member.

Section 6 – Compensation and Accountability

- 6.1** Resident Council members shall be compensated with a rent reduction out of Resident Council's operating budget.
- 6.2** Compensation shall be recommended by the Resident Council annually by March

1st and approved by University of Utah Administration.

- 6.3** Each new mayor will determine the method for keeping track of missed assignments and responsibilities. When, according to her/his records, Resident Council members have failed to fulfill 3 obligations, that member will receive no less than a \$50 decrease in their rent reduction for that month.
- 6.4** Members of the Resident Council are obligated to attend each Resident Council meeting. Meeting dates and times for each semester must be determined by the Mayor within the first week of the semester. The Mayor has the primary responsibility of determining how to hold Resident Council members accountable for their attendance.

Section 7 - Vacancies

- 7.1** Should the position of Mayor become vacant, the Executive Committee and Advisory Board shall use a majority vote to appoint a member of the Resident Council to fulfill the position for the remainder of the current term.
- 7.2** All other Resident Council vacancies shall be filled either by:
- (a) special elections if there is more than 6 months remaining in the current term; or,
 - (b) appointment if there are fewer than 6 months remaining in the current term. Any member of the Executive Committee or Advisory Board may nominate a current resident for the position, after which the individual will be appointed by majority vote of the remaining members of the Resident Council.

Section 8 - Terms of Office

- 8.1** All members of the Resident Council shall be elected by eligible members of USARA for a term of one (1) year to begin on the first (1st) day of the month of June with a maximum of two (2) elected terms for anybody within the same household. So if one member of the household has already served 2 terms on the Resident Council then another member of the household will not be eligible for election to the Resident Council.

Section 9 – Programs

- 9.1** The Resident Council shall support the annually hired Programs Coordinator in the Main Office by:
- (a) sending the Financial Council Member to work with ASUU Assembly and ASUU budgetary processes to request funding for USA programs; and,
 - (b) helping to staff USA-wide activities as requested by the Programs Coordinator.
- 9.2** The Programs Coordinator shall attend at least one Resident Council meeting per

month in a non-voting capacity to coordinate resident programming.

ARTICLE IV
EXECUTIVE COMMITTEE

Section 1 - Responsibilities

- 1.1 The Executive Committee shall meet no less than twice monthly:
- (a) to review the interests and concerns of residents; and,
 - (b) to review Resident Council sponsored programs and operations.

ARTICLE V
ADVISORY BOARD

Section 1 - Responsibilities

- 1.1 The chief responsibility of the Student Apartments Advisory Board is to provide a broader university perspective as they give input to the Resident Council and Executive Committee on policies and procedures, as well as resident concerns. Additional responsibilities shall be:
- (a) to appoint an Elections Committee; and,
 - (b) to validate Resident Council election results.

ARTICLE VI
REMOVAL FROM OFFICE

Section 1 - Removal From Office

- 1.1 Members of the Resident Council may be removed from office for any of the following offenses:
- (a) failure to fulfill duties of office;
 - (b) actions deemed unbecoming of a Resident Council member by the Executive Committee and Advisory Board;
 - (c) 3 consecutive unexcused absences from meetings; or,
 - (d) failure to comply with all provisions of the Rental Contract and Handbook of Terms and Conditions of Occupancy for University Student Apartments (the "Rental Contract") as it may be updated and revised from time to time.
- 1.2 Offenses will be documented by the current mayor.
- 1.3 A request to remove a Resident Council member from office shall be brought by:
- (a) any member of the Resident Council; or
 - (b) petition signed by a minimum of 50 USARA members.
- 1.4 Petitions must specify the reasons for desiring the removal of the Resident Council member from office.
- 1.5 Hearings to remove a Resident Council member from office shall be conducted by

the Advisory Board. The Advisory Board will first meet with the initiator of the removal request (either the Resident Council member or the initiator of the petition) to hear their reasons for requesting a removal from office. Then the Advisory Board will meet with the Resident Council member in question. Next, the Advisory Board will make a decision regarding the removal from office. That decision will be communicated to the Executive Committee and to the residents (if any) who initiated the request.

- 1.6 The details and timeline of removal from office shall be determined by the Advisory Board.

ARTICLE VII **ELECTIONS**

Section 1 - Eligibility and Registration

- 1.1 Resident Council members shall be elected in a USARA general election to be held prior to the first (1st) day of June in accordance with this Constitution and the Election Rules and Procedures.
- 1.2 All eligible USARA members may vote during Resident Council elections
- 1.3 Candidates for the Resident Council must register by completing an election packet found on USA's webpage and following the submission guidelines in that packet prior to the deadline set.
- 1.4 Neither full-time staff members of Student Apartments nor current Resident Assistants nor their family members shall serve on the Resident Council.

Section 2 - Votes and Election Results

- 2.1 The candidate receiving the most votes is the winner.
- 2.2 In the event of a tie, a run-off election shall be held.
- 2.3 If one of the two candidates in a run-off election withdraws, the other candidate shall be declared the winner.
- 2.4 The Advisory Board shall confirm the election results.
- 2.5 Election results shall be posted at the Student Apartments Main Office and communicated electronically to current residents upon confirmation by the Advisory Board.
- 2.6 Candidates serving as members of the current Resident Council shall not participate in the administration of the election.
- 2.7 Newly elected members of the Resident Council shall take office on June 1st of the new calendar year as set forth in Article III, Section 8.

Section 3

- 3.1 An Elections Committee shall be appointed by the Advisory Board to oversee and

administer the elections, and shall be comprised of five members as follows:

- (a) USARA members or retiring Resident Council members; and,
- (b) one University of Utah Administration member of the Advisory Board to serve as Chair of the Elections Committee.

Section 4 - Protests

- 4.1 Any Election protest(s) not resolved by the Election Grievance Committee must be submitted in writing to the Advisory Board within forty-eight (48) hours after posting the election results.
- 4.2 Written protest(s) submitted within forty-eight (48) hours after posting the election results shall be resolved by the Advisory Board.

ARTICLE VIII **RATIFICATION AND AMENDMENTS**

Section 1 - Ratification

- 1.1 This Constitution shall become effective upon the approval of:
 - (a) the Student Apartments Advisory Board;
 - (b) the Student Apartments Administration; and,
 - (c) the Resident Council.

Section 2 - Amendments

- 2.1 Amendments may be proposed by:
 - (a) at least two of the four Resident Council members;
 - (b) both the Student Apartments Director and the Resident Council advisor;
 - (c) at least two of the three Advisory Board members; or,
 - (d) a petition signed by at least 100 residents and presented to the mayor.
- 2.2 Amendments must be ratified by a 2/3 majority vote of the following nine people: The Resident Council, the Advisory Board, the Student Apartments Director, and the Resident Council advisor.
- 2.3 Proposed amendments shall become a valid part of this Constitution upon ratification as set forth in Article VIII, Section 2.2.

Section 3 - By-Laws

- 3.1 By-laws not in conflict with this Constitution may be adopted, amended, or repealed by a majority vote of the Resident Council. By-laws adopted by the Resident Council will only be valid for one year—the length of that Council's term of office.