

# ASUCLA UNDERGRADUATE STUDENTS ASSOCIATION

## BYLAWS

### ARTICLE I

#### Eligibility to Participate in Activities

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

1. Meetings of the Undergraduate Students Association Council, or any Board, Council, or other organization of the Undergraduate Students Association, except the Student 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, and 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 Undergraduate Students Association Council and others as the Undergraduate Students Association Council permits.

Section B: In order to hold an elective office, or an appointive office which requires confirmation by the Undergraduate Students Association Council, or to be a nominee of the Undergraduate Students Association Council for appointment by someone other than the Undergraduate Students Association 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 he/she 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 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 Undergraduate Students Association Council.
2. The results of the check will be reported by the Administrative Representative to the Undergraduate Students Association 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 5 school days of notification to USAC. 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 his/her own eligibility.

Section D: USAC Appointed Positions

1. Information on Appointments

- a. The USA President's office and the USA Internal Vice President's office shall maintain a complete list of positions to which students are appointed through the Appointments Review Committee of the USA.
- b. 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.
- c. 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 a Spring Quarter *DAILY BRUIN*.
- d. The office of the Internal Vice President shall keep up-to-date files on each ARC 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.
- e. The Appointments Review Committee (ARC) Chairperson shall make available a complete list of all USAC approved appointments to the President's Office and the Administrative Representative to the USAC.
- f. Appointments for the following committees shall be for two year staggered terms with beginning and termination dates specified in their respective charters: Student Fee Advisory Committee, ASUCLA Board of Directors, ASUCLA Communications Board, Academic Planning and Budget Advisory Committee, the Student Health Advisory Committee, the Student Services Committee, and the John R. Wooden Center Board of Governors. A person may be appointed for less than a two year term if they have an appropriate level of experience. (In any given year, at least one-half of the student members of these committees shall be appointed). If an appointee does not fulfill his/her two year term, then his/her replacement will serve out the remainder of the term. [**Note:** This change is to take effect May 30, 1995, with implementation as follows: One half of the appointments shall be for a one year term (1995-1996); one half of the appointments shall be for two year terms (1995-1997). During the 1996-1997 term, the change will take full effect.]
  - (1) In any given year, for those committees with voting and alternate members, any members returning for the second year of a two-year appointment shall be designated voting members.
  - (2) 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 USAC's ratification.
  - (3) The President shall notify the USAC as to whether an appointee's term of appointment is for two years, or for the second year of a two year appointment. In the appointing motion, USAC shall specify the term length for which the candidate is being appointed.
  - (4) The Appointments Review Committee will review each of the appointees who are in the second year of a two year appointment during the annual USAC appointee process. If they find that an appointee has not sufficiently fulfilled their responsibilities and should not return for the second year of a two year term, they will make this recommendation to the USAC. As stipulated in Article II, Section

F.3. of the USAC Constitution and Article I. Section D.6. of the USAC Bylaws, a student appointee may be removed by two-thirds of the voting members of the Council. Article VI. Section D.3. of the USAC Constitution stipulates that a Judicial Board Justice may be removed upon three-fourths concurrence of the voting members of Council.

2. Search and Approval Process - USAC Appointments

a. Search

- (1) 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.
- (2) Applications may also be solicited through other means, including direct contact, notices in departmental offices, and by seeking recommendations from knowledgeable persons.
- (3) All positions not posted by the end of Spring Quarter must be posted again on or after the first day of Fall Quarter.

b. Approval

- (1) An Appointments Review Committee (ARC) shall be established to question and review all recommended applicants, and shall forward its recommendation to the USAC for final approval.
- (2) The primary purpose of the 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 ARC and the USAC for approval. Key appointed positions such as Mardi Gras Executive Chairperson, Judicial Board, and other highly placed positions must also come before the ARC and USAC for approval.
- (4) The Appointments Review Committee shall consist of four (4) members: Two (2) members of the USAC selected by the USA President, the Internal Vice President and the Finance Committee Chair. The latter shall serve as an ex-officio member without a vote. Any other member of the USAC may attend the ARC meeting. A quorum shall consist of three (3) original members.
- (5) The Internal Vice President shall serve as the ARC Chair. The duties of the chairperson shall include, but not be limited to:
  - (a) Arranging meeting times and locations.
  - (b) Notifying committee members and Council of designated meetings and locations.
  - (c) Obtaining a written application for each recommended applicant to the Committee (See Article I. Section D.2.b.(10) of these Bylaws).
  - (d) Ensuring that applicants meet all eligibility requirements as outlined in the Undergraduate Students Association Constitution

and Bylaws.

- (e) Representing the ARC on the USAC. This shall include presenting the names of nominated appointees and their corresponding ARC recommendations.
  - (f) Signing all New Hire Forms to verify that the USAC has approved an appointee.
  - (g) Informing Student Government Accounting of all appointments and their stipend rates.
  - (h) Informing the Administrative Representative on the USAC of all appointments.
- (6) Any applicant not receiving a majority of affirmative votes from the members on the committee must either appear before the USAC for further review or must be withdrawn from consideration.
  - (7) Recommendations from the ARC to the USAC shall be derived and presented in the following manner:
    - (a) *Approve*: an appointee receives a majority of affirmative votes
    - (b) *No Recommendation*: an appointee receives a split vote
    - (c) *Disapprove*: an appointee receives a majority of negative votes
  - (8) All voting within the ARC is confidential with only the numerical outcome to be presented to the USAC and the public.
  - (9) The ARC may, at the decision of the chair, move into executive session where only members of the USAC may attend.
  - (10) The elected USAC Officer submitting an applicant to the Committee shall furnish a written application for each recommended applicant to the Committee Chairperson not later than noon (12:00 p.m.), two (2) days prior to the meeting.
  - (11) Each applicant shall be questioned individually. Following the questioning of all applicants there shall be a general discussion and each applicant will be voted on separately.
  - (12) Each applicant will receive notification of the Committee's decision not later than noon (12:00 p.m.) of the day following the meeting.
  - (13) If the Committee does not make a recommendation regarding an applicant within one (1) week of receiving the applicant's application, the elected USAC officer responsible for the applicant may bring the applicant before the USAC for approval at a regularly scheduled USAC meeting.
  - (14) The Committee shall adopt any procedural guidelines it deems necessary, to be submitted to the USAC for final approval.
- c. Summer Appointments
- (1) For positions not announced or filled before the beginning of summer session, "interim" appointments may be made during the summer. These appointments

require the USAC's approval. The appointments must be re-advertised and re-opened at the beginning of Fall Quarter and require re-approval by the USAC.

- (2) The procedures outlined in this section must be followed for all appointments, except for those specifically outlined in Article I. Section D.2.b. of these Bylaws.

### 3. Special Presidential Appointments

- a. All appointments made by the President in her/his role as President of the Undergraduate Students Association, except for those appointments made to internal USAC programs and/or committees as defined in Article I. Section D.2. of these Bylaws, shall be considered Special Presidential Appointments.
- b. The positions of the Budget Review Director and Finance Committee Chairperson shall be considered Special Presidential Appointments.
- c. Search Committee
  - (1) A Search Committee shall be formed by the president to solicit applications, screen applicants, and make recommendations to the President.
  - (2) The composition of this committee shall be determined by the President, and shall consist of not less than three (3) persons.
  - (3) The President shall not be required to accept the Search Committee's recommendations.
  - (4) The President shall determine the positions for which the Search Committee shall seek and screen applicants.
  - (5) Other USAC elected officers will also have the option of utilizing the services of this committee.

### 4. Committee Appointee Responsibilities

- a. All appointees must attend at least 2/3 of their respective committee meetings. Failure to attend at least 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. USAC will make every attempt to ensure that meetings are scheduled not to conflict with the appointee's schedule. Excused absences include only:
  - (1) Illness accompanied by a letter from physician
  - (2) Other commitment related to USAC which requires the attendance of the appointee for normal operations of business.
  - (3) Extenuating personal circumstances.
- b. Committee appointees are responsible for giving at least one (1) report per quarter to USAC in writing or through Special Presentations.
- c. Committee appointees are responsible for immediately consulting USAC at the next USAC meeting on all major policy changes proposed by committees before they are to vote on these changes.

- d. Failure to comply with Section D.4.b. and/or D.4.c. may result in review and or dismissal according to Article I. Section D.7. of the Bylaws.
5. Internal USAC Programs and/or Committees
- a. Program directors, assistant directors and interns of programs, committees, or boards funded by and under the purview of the Undergraduate Students Association shall be subject to the process as outlined in Article I. Section-D.2. of these Bylaws.
  - b. An "assistant" shall be defined as someone who does not have primary responsibility for the functioning of a specific program.
    - (1) Assistants shall be subject to Article I Section D.2.a., but shall not necessarily be subject to Article I Section D.2.b.; or Article I Section D.1.
    - (2) Positions such as Internal Affairs, External Affairs, and assistants to elected USAC officers shall be considered within this category.
6. Student Advocacy Groups
- a. Elected officers receiving stipends funded by USA membership fees shall be required to go before the ARC only to verify USA eligibility and to ensure that the stipend rate is in accordance with the budget allocation. Officers are also required to supply a statement indicating the exact circumstances under which they were elected. This shall include that there was a proper number of votes cast as a percent (approximate) of group membership.
  - b. Officers and appointees not subject to the election process shall go before the ARC under the same provisions as USAC appointees.
  - c. Elected officials from Student Advocacy Groups may be removed by a two-thirds majority of the USAC vote.
7. 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 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 of the voting members of the Council.
8. All USAC approved appointees must submit to the President's Office as soon as possible a copy of all agenda items to be brought before the committee on which they serve.
9. Any directive by vote of USAC to any undergraduate appointee to a stipended or unstipended USAC, ASUCLA, and/or University position shall be deemed binding on that appointee, excluding undergraduate appointees to the Judicial Board.
10. If it be found thereafter that action by a USAC appointee is inconsistent with a USAC directive, this will be deemed as just cause for the removal of that appointee by a 2/3 vote of council.

11. Vacancies

If vacancies occur in the course of the academic year after the initial appointment has been made:

- a. The vacancy must be announced not 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.

Section E: Discrimination

1. The Undergraduate Students Association 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.
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. USAC shall by 3/4 vote of its entire voting membership be able to override the Judicial Board decision.

ARTICLE II

Sponsorship

Section A: Goals of Sponsorship

In recognition of the diverse views of the campus, the goals of the Undergraduate Students Association 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 USAC towards student organizations will be reflected in providing the necessary resources to ensure quality programs on campus. Most importantly, USAC strongly advocates for the existence and empowerment of student groups that have the following concerns:

1. Providing avenues for undergraduates to serve and assist the community in addressing societal problems including, but not limited to, educational and socioeconomic disadvantage.
2. Providing services that address the general health, wellbeing, and overall development of undergraduate students.
3. Providing programming and academic opportunities that supplement the general curriculum of the university, thus enhancing and enriching the educational experience of the campus community.
4. Supporting the academic success, retention, and recruitment of undergraduate students, staff, faculty, and administrators.
5. Helping to create a campus environment that will increase the interaction and dialogue among culturally diverse communities.

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 USAC Student Group Sponsorship

1. All student groups sponsored by USAC 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 USAC.
2. USAC Sponsored Groups shall meet all criteria for "Official Recognition" as set forth in applicable University Policy.
3. All USAC sponsored groups will be under the jurisdiction of USAC and therefore governed by all USAC guiding documents, i.e., Constitution, Bylaws, and Financial Guidelines. In other words, USAC will serve as the primary sponsor for all USAC sponsored groups.
4. No USAC sponsored group shall at any time promote discrimination with regard to race, gender, sexual orientation, disability, or religion (refer to Article II Section B.3.). It should be understood that if a group commits an act that violates this guideline, then that group will be subject to sanctions imposed by USAC which could possibly lead to de-sponsorship.
5. USAC may choose to de-sponsor a student group sponsored by USAC with just cause. Such actions require a two-thirds vote of all voting members of the Council. If de-sponsored, issues of office space regarding said organization will be reviewed by the USAC Facilities Commissioner and the Office Space Allocation Committee.
6. Failure by an organization to comply with the aforementioned guidelines may result in suspension of USAC 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 will have to petition to USAC, and USAC can sponsor the group pending a two-thirds vote of all voting members of Council.
8. All groups sponsored by USAC 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. Types of Sponsorship

1. The Council shall act as the sponsor of two types of student groups, enumerated as "Student Advocacy Groups" and "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 two-thirds of all voting members of Council for Student Advocacy Group sponsorship; a majority of all voting members of Council for Commission-Related Group sponsorship.
3. No group sponsored by the Undergraduate Students 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 USA 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 USAC shall not be restricted to associating solely with groups sponsored by the USAC.

Section D: Student Advocacy Groups

The Undergraduate Students Association Council is broadly elected and representative of the campus at large. As such, the Council shall offer sponsorship to various student groups. These student groups and their officers shall represent points of view which might not otherwise be represented by the Council.

1. Definition

- a. Student Advocacy Groups shall be defined as those representing students in all the following ways:
  - i. that work for the empowerment of their community;
  - ii. that support opportunities for academic, personal, and social enrichment;
  - iii. that may be underrepresented in one or more of the following areas: the student body, faculty, staff, and/or administration at UCLA.
- b. Student Advocacy Groups shall be considered a part of the governance of the USA, and, along with all registered student groups, shall be eligible for full access to resources such as base budgets and office space.
- c. Such groups shall be enumerated in the Bylaws under Article II, Section D, 4.

2. Requirements

- a. Student Advocacy Groups shall endeavor to represent their constituencies. Selection, by the Council, of groups to hold Student Advocacy Group status shall be based upon the inclusiveness of such groups' representational missions.
- b. Student Advocacy Groups must comply with all the guidelines set forth in the Guidelines for USAC Student Group Sponsorship (Article II, Section B).
- c. Student Advocacy Groups must submit an annual written Accountability Report to the Internal Vice President specifying how their individual group satisfied USAC's goals of USAC sponsorship and the definition of SAG sponsorship the previous school year, and also specify the group's anticipated goals for the upcoming school year, by the end of the first week of Fall Quarter.

3. Process of Sponsorship for a New Student Advocacy Group

- a. Any group seeking SAG sponsorship must notify Council by tenth week of Spring Quarter by submitting a written proposal to the Internal Vice President describing how said organization:
  - (1) Satisfies the Goals of USAC sponsorship

- (2) Satisfies the Definition of a USAC Student Advocacy Group
  - (3) Demonstrates Need for USAC SAG sponsorship
- b. The Internal Vice President shall be responsible for informing the USA Council of the receipt of all SAG sponsorship proposals.
  - c. Upon acceptance of such a proposal, the Internal Vice President shall determine whether said organization is eligible to apply for USAC sponsorship as set forth in the guidelines for USAC Student Group Sponsorship (Article II, Section B). If the organization is eligible, the Internal Vice President shall place their proposal upon the USAC agenda and shall inform the concerned organization of the date and time of the USAC meeting in a timely matter.
  - d. If approved by Council by a vote of two-thirds of all voting members of Council, the group will receive partial sponsorship for one Council term, which includes only: access to funding, training sessions, advice, a mailbox, computer access, and a place in the USAC website under the heading "Provisional Student Advocacy Group."
  - e. For one Council term, said organization will be under the review of the Constitutional Review Committee who will review the organization according to USAC Sponsorship Bylaws and recommend to the Council that voted them provisional sponsorship status, by their final Council meeting of Spring Quarter, whether the organization should receive full Student Advocacy Group Sponsorship.
  - f. By the end of Council's term said organization will be voted on for full sponsorship by Council which shall be determined by a vote of two-thirds of all voting members of Council. Should Council approve said organization, the organization will be enumerated in the Bylaws under the listing of current Student Advocacy Groups (Article II, Section D, 4) and be given all privileges afforded to a Student Advocacy Group. Should an organization fail to be approved through a two-thirds vote of Council, said organization will lose its partial sponsorship status and all its respective privileges.

#### 4. Current Student Advocacy Groups

- African Student Union
- American Indian Student Association
- Armenian Students Association
- Asian Pacific Coalition
- Disabled Student Union
- Interfraternity Council
- International Students Association
- Iranian Students Group
- Jewish Student Union
- Latin American Student Association
- MEChA
- Muslim Student Association
- National Pan-Hellenic Council
- On-Campus Housing Council
- Panhellenic Council
- Queer Alliance
- Raza Womyn
- Samahang Pilipino
- Transfer Student Association

- Vietnamese Student Union

Section E: Commission-Related Groups

1. Definition

- a. Commission-Related Groups shall be defined as those whose goals directly coincide with the goals of a specific USAC Commission or Office. A group shall be recommended for sponsorship to USAC by that USAC Commission or Office with which that group's goals directly coincide.
- b. The Commission or Office 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 II, Section E, 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 Welfare Commission must seek renewal of sponsorship from the SWC on a yearly basis. The affiliate status is granted to a group provided it meets all requirements specified under the USAC Sponsorship guidelines (Article II, Section B) and the guidelines specified under the Student Welfare Commission constitution. The specific requirements to qualify as an affiliate status group in SWC and the requirements for renewal shall be determined as specified in the Student Welfare Commission constitution.

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

- a. Any group seeking Commission-Related Group sponsorship must notify Council by tenth week of Spring 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 USAC sponsorship as set forth in the guidelines for USAC Student Group Sponsorship (Article II, 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 USAC agenda for Council and shall inform the concerned organization of the date and time of the USAC meeting in a timely matter.

- c. The Commissioner receiving such a proposal from said group shall be responsible for informing the USA 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 Council, said organization will not receive Commission-Related Group Sponsorship status.

#### 4. Current Commission-Related Groups

- a. Community Service Commission
  - Amigos de UCLA
  - Asian American Tutorial Project (AATP)
  - Best Buddies
  - Bruin Hope
  - Bruin Partners
  - Casa Heiwa Angelino Housing Project (CHAMPs)
  - Glendale Learning Program (GLP)
  - Hunger Project
  - Kid's Korner
  - Pilipinos for Community Healthy (PCH)
  - Pilipino Recruitment and Enrichment Program (PREP)
  - Project Bruins Reforming Incarcerated Youth Through Education (BRITE)
  - Project Literacy
  - Project Mac
  - Project South Los Angeles Evening Tutorial (SET)
  - Project Working for Immigrant Literacy Development (WILD)
  - Special Olympics
  - Vietnamese Language and Culture (VNLC)
  - Vietnamese Reaching Out to Aid the Community (VRAC)
  - Watts Tutorial Program
  - Women and Youth Supporting Each Other (WYSE)
- b. Student Welfare Commission
  - AIDS Awareness
  - Blood Drive
  - Campus Retention
  - Campus Safety
  - Sexual Assault
  - Cooking Class
  - CPR/SFA
  - IronBruin Triathlon
  - Health, Nutrition, and Fitness
  - Multicultural Awareness
  - Recycling
  - Substance Abuse
  - Total Wellness
  - Run/Walk
- c. Cultural Affairs Commission

- Eclectic
- Jazz/Reggae
- World Fest

### ARTICLE III

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

##### Section A: The President

1. 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.
2. The President shall immediately notify all Council members of any veto made by his/her office.
3. The President shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.

##### Section B: The Internal Vice President

1. The Internal Vice President (IVP) shall, in the absence of the President, assume all the responsibilities and powers of the President's office. When acting as Chair of the USAC, the Internal Vice President shall retain his/her vote.
2. The Internal Vice President shall be an ex-officio member of all committees in which the office of the President holds membership.
3. The Internal Vice President shall keep a record of student participation on non-academic committees, boards, and task forces at the University.
4. The Internal Vice President shall maintain a copy of each USAC Sponsored Group's Constitution in her/his office.
5. The Internal Vice President shall assist the President in facilitating good relations between council members and student organizations.
6. The Internal Vice President shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.
7. The Internal Vice President shall collect an annual written SAG Accountability Evaluation/Report from all Student Advocacy Groups specifying how each individual group satisfied USAC's goals of USAC sponsorship and the definition of SAG sponsorship the previous school year, and also specify the group's anticipated goals for the upcoming school year, by the end of the first week of Fall Quarter.
8. The Internal Vice President shall make the SAG Accountability Evaluation/Report form properly available to groups in the Internal Vice President's Office by tenth week of Spring Quarter.
9. The Internal Vice President shall be responsible for informing the USA Council of the receipt of all SAG accountability reports. The Internal Vice President will inform Council should any

pertinent changes be found in their Accountability Report which could be relevant for Council's attention.

10. All SAG Accountability Evaluations/Reports shall be kept on file for at least two (2) years before they are discarded. They shall be kept in the Internal Vice President's Office.
11. The Internal Vice President shall have a seat on the USAC Constitutional Review Committee.
12. The Internal Vice President shall be responsible for the Administrative duties of Council.
13. The Internal Vice President shall represent to Council, within his/her respective capacity, to the University of California Police Department on issues that affect student and campus life.
14. The Internal Vice President shall be the primary representative to Council, within his/her respective capacity, to the Housing Administration, in conjunction with the Financial Supports and Facilities Commissioners, on all matters that specifically deal with student housing issues.
15. The Internal Vice President shall be the assistant to the President in coordinating student participation on non-academic committees, boards, and task forces.
16. Shall be a Council representative, along with the Facilities Commissioner, to UCLA Transportation Services on issues that affect undergraduate parking concerns.

Section C: The External Vice President

1. The External Vice President (EVP) shall coordinate USAC's advocacy to institutions and groups outside of the UCLA campus.
2. The External Vice President shall coordinate and oversee the UCLA Student Lobby Office.
  - a. The EVP shall have fiscal responsibility and signatory power for the Lobby Office. The budgets of the lobbies shall fall under the accounts of the EVP.
  - b. The EVP shall represent or appoint USAC's representative to national, state, and local lobby interests, such as the University of California Students' Association (UCSA) and other such groups which may exist or be formed and of which USAC is a member. The EVP shall also appoint alternates for these positions. All appointments are to be approved by USAC.
3. The External Vice President shall assist the President in USAC's advocacy to institutions and groups at the UCLA campus.
4. The External Vice President shall ensure that council members understand the issues being advocated by USAC and USAC Sponsored Groups.
5. The External Vice President shall represent to Council, within her/his respective capacity, all USAC sponsored organizations.

Section D: The Campus Events Commissioner

1. The Campus Events Commission shall be headed by the Campus Events Commissioner and will include the following:

- Campus Events AGB Film Series
  - Campus Events Associated Students Speakers Program
  - Campus Events Concert Series
  - Campus Events Advertising Department
  - Campus Events Publicity Department
  - Campus Events Awards Series
  - Coronation Ceremony for UCLA Homecoming Event
  - UCLA Mardi Gras
- a. The Campus Events Commissioner shall appoint a chair/director to each of the above programs
  - b. The appointment of these chairs/directors must be approved by the USAC.
  - c. For their programs, the appointed chairs/directors shall:
    - (1) appoint associates and/or interns who will serve on a committee that will assist in the undertakings of their program;
    - (2) lead their committee; and
    - (3) be responsible for the maintenance of permanent records.
  - d. The appointed chairs/directors shall be chosen only after an application process for these positions has occurred.
2. The Commissioner shall, with the advice of an advisor from the Center for Student Programming, negotiate sponsorships for the Commission.
  3. The Commissioner shall, if deemed important, appoint persons to other positions that are directly relevant to the Commission (e.g., Photographer, Assistant Commissioner, Business Manager, Director of Special Events, etc.) who will aid in the success of the Commission. These positions may be conceived for operational and/or programming purposes.
  4. The Campus Events Commissioner shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.

Section E: The Community Services Commissioner

1. The Community Services 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.
2. The Community Services Commissioner shall be responsible for:
  - a. Representing the Community Services Commission and its activities to the campus community, including the USAC, 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.
3. The Community Services Commissioner shall be responsible for and act as the USAC liaison with all projects under his/her auspices.

4. New projects may be undertaken by the Community Services Commission after approval by USAC, signified by a simple majority vote.
5. The Community Services Commissioner shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.

Section F: The Cultural Affairs Commissioner

1. The Cultural Affairs Commissioner shall:
  - a. Appoint, in consultation with the newly elected Chair of the Student Committee of the Arts, four (4) undergraduate representatives to the Student Committee of the Arts.
    - (1) The Chair or Vice Chair of the Student Committee of the Arts, whichever is the undergraduate, his/her appointment will be automatic.
    - (2) No appointment will be considered valid unless the Chair of the Student Committee of the Arts has been allowed to advise the Commissioner.
    - (3) These appointments must be approved by the Undergraduate Students Association Council.
  - b. Sit as an ex-officio member of the Student Committee of the Arts without a vote.
  - c. Appoint those chair people he/she deems necessary for the fulfillment of the responsibilities for the Cultural Affairs Commission.
2. Responsibilities and policies of the Cultural Affairs Commission:
  - a. To plan USA presentations in cultural performing arts and functions connected with them. A representative of the CAC shall aid in the planning of similar events when sponsored by other organizations.
  - b. To sit as a member of all ASUCLA boards outside his/her commission which deal with presentations from cultural performing arts.
  - c. 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.
  - d. To sit as a member of the WorldFest Executive Board and act as campus sponsor for the WorldFest.
3. Shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.
4. The Cultural Affairs Commission shall be headed by the Cultural Affairs Commissioner and will include the following:
  - Cultural Affairs Jazz Series
  - Cultural Affairs Poetry Series
  - Cultural Affairs Concert Series
  - Cultural Affairs Art Series
  - Cultural Affairs Jazz/Reggae Festival

Section G: The Academic Affairs Commissioner

1. The duties and responsibilities of the Academic Affairs Commissioner shall be:
  - a. To serve as a member of the Undergraduate Students Association Council.
  - b. To represent the Associated Students on all matters of educational policy and academic affairs to the Administration and Faculty.
  - c. To appoint, subject to USAC approval, all student representatives to the Academic Senate Committees.
  - d. To sit on the Academic Senate Executive Board Committees.
  - e. To nominate students to department committees that pertain to educational policy.
  - f. To initiate programs and activities intended to enhance the educational environment at UCLA.
  - g. To maintain a record of participation by students appointed by the Commission to academic committees at the University.
2. Shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.
3. The Academic Affairs Commissioner, along with the Student Welfare Commissioner and the Financial Supports Commissioner, shall represent the USAC 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:
  - 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 USAC 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.

Section H: The Student Facilities Commissioner

1. Responsibilities
  - a. To be concerned with all facilities used by the students.
  - b. To make any appointment recommendations to the USA President, subject to USAC approval, which the commissioner deems necessary in carrying out the duties of the

office, including all USAC appointments to campus committees dealing specifically with the construction and administration of student facilities.

- c. Shall represent the Associated Students on matters of non-academic administrative policy of the administration related to facilities.
2. Shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.
3. Shall be a Council representative, along with the Internal Vice President, to the On-Campus Housing Council on facilities related matters that affect UCLA on-campus residents.
4. Shall be a Council representative, along with the Internal Vice President, to UCLA Transportation Services on issues that affect undergraduate parking concerns.
5. Shall be the Council representative to the following departments and committees dealing specifically with facilities used by students:
  - a. The Campus Facilities Coordinating Committee
  - b. Facilities Management
  - c. Housing Administration
  - d. The Project Impact Mitigations Committee
  - e. The Student Services Master Plan Advisory Committee
6. Shall chair the Office Space Allocation Committee as stated in the USAC Constitution.

Section I: The Student Welfare Commissioner

1. The Student Welfare Commission shall be responsible for organizing and promoting those activities which promote the health and welfare of the student body at UCLA through awareness and education.
2. Among the many goals of the Commission are:
  - a. Uncovering and acting upon student health and welfare concerns at UCLA.
  - b. Initiating new programs that will further benefit the students of UCLA and address health and welfare issues that affect students and the campus community.
3. The Commissioner shall have the authority to delegate an investigatory committee to research any problem which deals with the students' welfare.
4. The Commissioner shall appoint all project directors for projects that the Student Welfare Commissioner has undertaken.
5. The Commissioner shall work with the project members, and thus be prepared to report on their progress to the Undergraduate Students Association Council, of which he/she is a member.

6. The Student Welfare Commissioner shall assume the responsibility of coordinating and researching all matters involving student problems or the student welfare - except where specific authority is delegated elsewhere in the USA Constitution or Bylaws.
7. Shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.
8. The Student Welfare Commissioner shall assume the responsibility for sponsorship and assistance of the Peer Health Counselors and the Student Health Advocates.
9. The Student Welfare Commissioner, along with the Academic Affairs Commissioner and the Financial Supports Commissioner, shall represent the USAC on the Campus Retention Committee and shall advise the USAC regarding the expenditure of monies totalling \$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 USAC 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.

Section J: General Representatives

1. The General Representatives shall be responsible for, but not limited to:
  - a. Representing the collective interests of the student body on the Undergraduate Students Association Council.
  - b. 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 USAC sponsored groups and University living groups including the On-Campus Housing Council and 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 his/her place.
    - (2) The General Representatives shall aid student organizations in obtaining programming resources and assist student organizations in annual University registration.
    - (3) The General Representatives shall be responsible for informing student advocacy groups of any or all legislation that would specifically pertain to such groups. Further, it shall be the responsibility of the General Representatives to maintain a general awareness of the ideologies and concerns of such student advocacy groups,

where this involvement does not inappropriately duplicate the responsibilities of the External Vice President according to the USA Constitution and Bylaws.

- c. 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 USAC members or related offices according to the USA Constitution and Bylaws.
  - d. 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 USAC member or related offices according to the USA Constitution and Bylaws.
2. Shall represent to Council, within his/her respective capacity, all USAC sponsored organizations.

Section K: Financial Supports Commissioner

1. The duties and responsibilities of the Financial Supports Commissioner shall be to address areas of 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.
2. The Financial Supports Commissioner may use a programmatic approach to develop financial programs and initiate or pursue research on Financial issues.
3. The Financial Supports Commissioner, along with the Academic Affairs Commissioner and the Student Welfare Commissioner, shall represent the USAC 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:
  - 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 USAC 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.
4. The Financial Supports Commissioner shall work to solve and improve conditions in the areas of employment, financial aids, housing, and parking.
5. The Financial Supports Commissioner shall be a member of the Financial Aids Task Force, and the Financial Aid Policy Committee (as an ex-officio member.)
6. Shall represent Council, within his/her respective capacity, to all USAC sponsored organizations.

7. Shall represent Council, within his/her respective capacity, to the Financial Aid Department and all other administrative offices dealing with financial support issues.

#### ARTICLE IV

##### Standing Committees

###### Section A: Election Board

1. The Chair of the Election Board shall be appointed by the USAC 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 USAC approval.
3. The Election Board shall work under the direction and supervision of the Election Board Executive Committee and the Chair.
4. 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: Rally Committee

1. At the conclusion of the football season, the Rally Committee shall elect from its membership a new Rally Committee Chairperson who shall take office immediately, subject to the approval of USAC, and shall serve until the conclusion of the following football season.
2. The Chairperson so chosen shall receive applications and, from these applications, shall select the members of the Rally Committee.
3. The Rally Committee shall be in charge of all arrangements for, and the conduct, of the rooting section of the University and shall foster in every way possible the spirit of the University.
4. The Rally Committee shall be responsible for the care and use of the Victory Bell, the Victory Banner, and the Air Horn.

###### Section C: Constitutional Review Committee

1. Name

The committee set up to review, investigate, and make recommendations to change and update the Constitution and Bylaws for the Undergraduate Students Association shall be known as the Constitutional Review Committee.

2. Composition of the Committee

The committee shall consist of no less than three and no more than five (5) members of the current Undergraduate Students Association Council, appointed by the Student Body President, and approved by the Undergraduate Students Association Council.

3. Responsibilities of the Committee
  - a. Review and, if necessary, recommend changes or additions to the Constitution, Bylaws and Election Code of the Undergraduate Students Association Council.
  - b. Review and, if necessary, make recommendations for changes or additions to the Board of Directors Constitution and Bylaws.
  - c. Carry out any additional responsibilities delegated to it by the Undergraduate Students Association Council.
4. Procedures of the Committee
  - a. The 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 committee shall be posted publicly at least 36 hours in advance of the committee meeting.
  - e. When considering an amendment to the Constitution, the committee shall conduct open hearings, giving USAC and the Daily Bruin at least 48 hours advance notice.

Section D: Financial Aids Task Force

1. The President, or his/her designate, shall Chair the Financial Aids Task Force
2. Membership
  - a. Financial Supports Commissioner
  - b. One other USAC member, to be appointed by the President
  - c. One representative each from the UC and National Student Lobby Annexes, as appointed by the President
  - d. Two students receiving financial aid selected by the Chairperson of the Financial Aids Task Force, from the general student body
  - e. Director of Financial Aids Office
  - f. One 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 USAC 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 E: Office Space Allocation Committee

1. The Facilities Commissioner shall chair the Office Space Allocation Committee (OSAC).
2. Composition of the Committee

The committee shall consist of no less than three and no more than five members of the Undergraduate Students Association Council, appointed by the Student Body President, and approved by the Undergraduate Students Association Council.

3. Responsibilities of the Committee
  - a. Review the OSAC Guidelines and, if necessary, recommend changes to the existing document.
  - b. Review proposals for office space according to OSAC Guidelines, and, if necessary, recommend changes or additions to the way in which Student Groups and Student Members of Council are housed.
4. Responsibilities of the Chair
  - a. Present Committee guidelines to USAC. The Chair, if the committee feels that changes need to be made to the guidelines, must submit the proposed changes to Council. These proposed changes will require approval by two-thirds of the voting members of Council to be implemented.
  - b. Submit Committee recommendations for office space allocation to Council. Recommendations will require approval by two-thirds of the voting members of USAC to take effect.

ARTICLE V

Operating Rules and Procedures

Section A: USAC Operating Rules and Procedures

1. Operating Rules
  - a. Undergraduate Students Association Council shall operate under Robert's Rules of Order, except as stated in the Constitution or when superseded by the policy decisions of USAC.
2. Operating Procedures for Presentation of Business

a. Agenda Format

- (1) The USAC Agenda will have the following sections: I. Call to Order; II. Approval of the Agenda; III. Approval of the Minutes; IV. Special Presentations; V. Appointments; VI. Reports; VII. Fund Allocations; VIII. Old Business; IX. New Business; X. Announcements; XI. Adjournment; XII. Good and Welfare.
  - (a) Special Presentations section is for guest speakers presenting information to Council. The name of the sponsor of the Special Presentation is to be listed on the Agenda.
  - (b) All USAC 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.
  - (c) All Contingency Fund Allocations are to be covered in the Fund Allocations section of the Agenda.
  - (d) The only two standing reports will be those of the President and the Internal Vice President. Other USAC officers and commissioners may request that a report be listed on the Agenda by following the procedures in Article V. Section A.2.b.

b. Agenda Items

- (1) All items that a council member wishes to have on the Agenda must be submitted to the Internal Vice President's 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.
- (2) The Agenda and all items of business, except announcements, must be presented in writing to each USAC member by 5:00pm two (2) school days prior to the meeting at which the items will be considered.
- (3) All Action Items must include written backup (e.g., a Resolution, etc.) to be included on the Agenda and in the Agenda Packet. 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.
- (4) 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.
- (5) 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 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.
- (6) All Agenda Items must be requested on an Agenda Item Request Form.
- (7) Special Presentations, Fund Allocation Requests, and Appointments -- excluding those added to the Agenda -- involving or requiring the attendance or presence of

non-USAC members may be reordered on the Agenda at the meeting by majority vote during the Approval of the Agenda.

(8) Discussion on Action Items will have a maximum time limit of 15 minutes.

(9) No "Action" may be taken upon items in the Special Presentations, Reports or Announcements Sections of the Agenda.

(10) Items that are "tabled" will be automatically included on the Agenda of the next Council meeting, or on the next appropriate Agenda if "tabled to a time certain."

### 3. Meeting Format and Guidelines

- a. Meetings shall be convened by the ranking officer present within 10 minutes of the time of the meeting as listed on the Agenda.
- b. In the absence of a quorum at the convening of the meeting, those present shall meet as a "Committee of the Whole" for no more than 10 additional minutes.
- c. If quorum is not reached within 20 minutes of the announced meeting time, the meeting shall be considered to be automatically adjourned for that date.
- d. The first item of business is to be the Approval of the Agenda.
- e. 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."
- f. 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 USAC members and the Finance Committee Chair must attend two-thirds of the USAC meetings scheduled per quarter. If a Council member misses more than one-third of the meetings, they will forfeit one stipend check per meeting beyond the one-third limit. The amount of the stipend check shall then be placed into the USAC 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 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 USAC Bylaws. The Finance Committee Chair will forward this information to ASUCLA Student Government Accounting to withhold one stipend check, equal to one-half of one month's stipend, per absence beyond the maximum number of absences.
- d. The President shall make the final determination about the council members' attendance during the meeting.

### 5. Resolutions

- a. Resolutions will be handled in the manner described in Article V Section A.2.b.
  - b. Resolutions must have at least two co-sponsors in addition to the sponsor.
  - c. Resolutions must receive a majority vote of the entire voting membership of USAC to be approved.
  - d. Immediately following the adoption of a resolution, the first-named author (or in his/her absence the second-named author, first-named sponsor, etc.) shall place before the council a motion regarding publication, in the UCLA Daily Bruin, of the text of the resolution.
    - (1) 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.
    - (2) A motion may be made that the resolution remain unpublished.
    - (3) Approval of publication shall constitute approval by Council of appropriate contingency funding.
    - (4) Contingency funding for publication of a resolution, as provided herein, shall be considered to be an expense of the office/commission involved.
    - (5) No author or sponsor's name shall be included in any published resolution.
6. Voluntary Supplemental Student Government Fee
- The USAC 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. Bylaw Amendment
- Seven days notice must be given for any proposed change in the Bylaws before action on the proposed change can be taken by USAC.

## ARTICLE VI

### Section A: Finance Committee Composition

1. Membership
  - a. The Finance Committee shall consist of five (5) undergraduate students. There shall be one (1) chairperson and four (4) members, and each member shall have one (1) vote.
  - b. The Finance Committee shall have a maximum of two (2) 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 ASUCLA Student Government Accounting Manager shall serve in an advisory capacity to the Finance Committee, and shall have all rights of regular members, except he or she 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 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 Finance Committee Chair will be appointed by the USA President, and shall be confirmed by the USAC.
    - d. The other members and the alternates of the Finance Committee shall be appointed by the Finance Committee Chair, and confirmed by USAC.
    - e. The Finance Committee Chair shall appoint a Vice Chair with the approval of the Finance Committee.
    - f. The terms of the Finance Committee members shall be one (1) fiscal year.
    - g. The Finance Committee Chair may be impeached by two-thirds (2/3) of the USAC for just cause.
    - h. 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 USAC.
    - i. Vacancies on the Committee shall be filled in accordance with the usual procedures designated by the USAC.

Section B: Finance Committee Duties and Responsibilities

1. Finance Committee
  - a. The Finance Committee is responsible for handling all financial matters of the USAC. This includes receiving, analyzing and reviewing all budgets and financial requests dealing with USA funds, examining requests from the USA Contingency Fund, and ensuring that funds are spent appropriately in accordance with USAC and University Financial policies.
  - b. The Finance Committee shall aid the USAC in the preparation of all budgets, either from the initial allocations of funds or requests, from the USA Contingency 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 Council before the budget is adopted.
  - c. The Finance Committee shall be responsible for analyzing all requests for funding from the USA Contingency 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 USAC and University 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 USAC.
- 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 USAC regarding new financial policies, or possible Bylaw and Guideline revisions.

2. Finance Committee Chair

- a. The Finance Committee Chair shall be an ex-officio member of the USAC without a vote, and shall present all recommendations of the Finance Committee to the USAC. This responsibility shall be to present a report at the USAC meetings regarding all financial matters, and subsequently present requests for the USA Contingency Fund.
- b. The Finance Committee Chair shall attend the annual USAC Retreat to become familiar with the USAC and its operations, and to receive instructions regarding the financial goals and policies of the USAC 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 USAC 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 USAC 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 Bylaws.
- f. The Finance Committee Chair shall help all USAC 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 his/her 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 \$50.

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 USAC, as designated by the Chair. The 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 USAC 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 USA Contingency Fund, notifying the office of possible overdrawn accounts or any violation of financial policies of USAC or the University. 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 USAC funds as required by USAC 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 USAC and its activities.
  - b. When any organization engages in activities which are duly authorized by the USAC, 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 USAC, or if the receipts exceed the approved budget, the excess shall be placed in the USAC Contingency Fund. The provisions listed above in this paragraph shall apply unless specific alternative provisions are made by the USAC.
  - c. All other sources of funds not listed above shall be presented to the USAC by the Finance Committee Chair for proper action.
2. Resource Allocation - The funding of base budgets and programs and the allocation of office space by USAC for all Officially Recognized student organizations will be conducted through the procedures outlined in Article VI. Section C.3.4.5.6.
3. Notification
  - a. The opportunity to apply for funding must be equally provided to all Officially Recognized student organizations. 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:
    - (1) Base Budget

- (2) Contingency
  - (3) Surplus Distribution
  - (4) USA Programming Fund
  - (5) USA CS Mini Fund
- c. At the beginning of each academic quarter, an ad, no smaller than one-third page, (1/3) page is to 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 Recognized student organizations via the Center for Student Programming.
- 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 Chairperson 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.
- (1) Contingency
    - (a) Applications and instructions will be posted in a prominent place outside of the Finance Committee Office.
    - (b) Once reviewed by the Finance Committee and included in the USAC Agenda, the Agenda will be posted on the bulletin board outside of the USA President's Office and the Contingency Proposals will be posted on the USA web site.
    - (c) After USAC has acted upon the Contingency Proposals, notice regarding the action will be posted on the USA web site.
  - (2) Other Funding Allocations
    - (a) 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:
      - i. Flyer(s) on Bulletin Board(s)
      - ii. Flyers to Group or Office Mailbox
      - iii. E-mail to all Officially Recognized student organizations
      - iv. Ad in the Daily Bruin
      - v. Ad(s) in the Quarterly Newsmagazines (when publication dates permit)
      - vi. USA Web site
    - (b) If the amount of funding available for allocation is over \$10,000, notice both prior to and after the allocation is required by all of the following:

- i. Flyer(s) on Bulletin Board(s)
- ii. Flyers to Group or Office Mailbox
- iii. E-mail to all Officially Recognized student organizations
- iv. Ad in the Daily Bruin
- v. Ad(s) in the Quarterly Newsmagazines (when publication dates permit)
- vi. USA Web site

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:
  - (1) Base Budget
  - (2) Contingency
  - (3) Surplus Distribution
  - (4) USA Programming Fund
  - (5) USA CS Mini Fund
- b. The following *minimum* criteria will be used by all funding bodies to determine eligibility for, and levels of, funding allocations:
  - (1) University Related – Consistent with the University’s legitimate purposes in providing support to those activities that:
    - (a) Provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular activities.
    - (b) Stimulate on-campus discussion and debate on a variety of issues.
  - (2) 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.
  - (3) Equitable Distribution - Allocations are to be balanced in relation to support provided to organizations or activities in similar circumstances.
  - (4) Quality of proposal
    - (a) Legibility - Typewritten, computer generated or in legible handwriting.
    - (b) Completeness - All requested information supplied. All supporting documentation included. Spreadsheets and numerical computations tie-out and sum correctly.

- (c) Thoroughness – Sufficient narrative and numerical detail present to inform allocating body of programmatic or organizational needs.
    - (d) Timeliness – Must meet all stated deadlines in order to qualify for full consideration.
  - (5) Quality of presentation
    - (a) Promptness - Must meet all stated deadlines in order to qualify for full consideration.
    - (b) Knowledge of program or organization – Group 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) Demonstrated Fund Management – Must convey ability to competently manage the funding provided.
  - (6) Capping of expense line items
    - (a) 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.
  - (7) Maxing of expense line items
    - (a) 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.
    - (b) 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).
  - (8) Other Funding Sources – All known sources of funding must be identified (Membership Fees, Co-Programming, Donations, Fundraising, etc.)
  - (9) Number of Students Served
    - (a) Number of students involved in the organization or in the production of the program.
    - (b) Number of students benefited by the organization or the program.
  - (10) Demonstrated Need – Justification for funding must be well rationalized and documented.
- c. In addition to the minimum criteria defined in Article VI.C.3.b., each funding committee or body may develop other guidelines as approved by the Undergraduate Students Association Council (USAC).
  - d. A complete listing of the criteria, which are established by each funding committee or body, shall be provided in the funding proposal packet issued by that committee or body.

5. Formal Records of Hearings

All funding bodies will keep a record of their proceedings and final decisions. These records will be created at a level of detail appropriate to the magnitude of the funding or resources being distributed. Additionally, they should reflect how the body implemented their funding process and reached decisions. Further, the records should be used as the basis to inform applicants of the body's decisions; particularly when funding/resources requested are denied.

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 Undergraduate Students Association Council. In hearing appeals, USAC will not consider the merit or quality of the program in question; USAC will instead investigate to ensure that the organization or program was treated fairly by the funding committee or body and received its proper due process.

b. Grounds for Appeals

- (1) Alleged lack of a reasonable opportunity to appear before the funding committee or body.
- (2) A procedural error or discrepancy that caused a proposal to be substantially disadvantaged before the funding committee or body.
- (3) Alleged unfair treatment or inconsistent treatment by the funding committee or body.

c. Procedure for Appeal to USAC

- (1) Petitions for appeals must be typed and must contain the following information:
  - (a) Organization name and organization representative name
  - (b) Statement of grievance
  - (c) Remedy which is sought by the organization
  - (d) A copy of the original proposal
  - (e) A copy of the amended proposal (if applicable)
- (2) Petitions for appeal must be filed within two (2) weeks of the funding committee or body's decision and must be filed with the chair of the committee or funding Body, the USA President, and the USA Internal Vice President
- (3) The Internal Vice President shall be responsible for informing the USA Council of the receipt of all petitions of appeal.
- (4) Upon acceptance of such a petition, the Internal Vice President shall place the petition of appeal upon the USAC agenda and shall inform the concerned organization or program of the date and time of the USAC meeting in a timely manner.
- (5) If a petition is accepted by the USAC, a final decision shall be rendered within three (3) weeks.

- (6) Concurrence of three-fourths of the voting members of the USAC shall be necessary to overrule any Committee decision.

d. Procedure for Appeal to the USA Judicial Board

- (1) Decisions of USAC concerning any funding proposals may be appealed to the Undergraduate Students Association 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 or body and received its proper due process.

- (2) Grounds for Appeal to the Judicial Board

- (a) Alleged lack of a reasonable opportunity to appear before the funding committee or body.
- (b) A procedural error or discrepancy that caused a proposal to be substantially disadvantaged before the funding committee or body.
- (c) Alleged unfair treatment or inconsistent treatment by the funding committee or body.

- (3) Petitions for appeal must be typed and must contain the following information:

- (a) Organization name and organization representative name
- (b) Statement of grievance
- (c) Remedy which is sought by the organization
- (d) A copy of the original proposal
- (e) A copy of the amended proposal (if applicable)

- (4) Petitions for appeal must be filed with the Judicial Board within two (2) weeks of USAC's decision.

- (5) 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.

- (6) Concurrence of three-fourths of the voting members of the USA Council shall be necessary to overrule any Judicial Board decision.

7. Budgeting Process

- a. The Budgeting Process for the USAC shall occur during two periods: Original Budget, April 1 - May 31; Operating Budget, June 1 - July 31.
- b. The USAC Budget shall not become operational until such budget has been approved as a whole by the USAC and the fiscal period to which it corresponds has begun.
- c. Fiscal Year

- (1) The USAC fiscal year shall correspond to the ASUCLA fiscal year which runs from the first week of August (August 1 for USAC) to the last week of July (July 31 for USAC).

#### 8. Budget Procedures

##### a. Determination of Budgetable Funds (Zero Base)

- (1) 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.
- (2) The USAC Officer, Commissioner or Student Advocacy Group leader shall draw up a proposal that reflects what she or he believes is needed to run her or his programming for her or his term of office.
- (3) A portion of each Officer's, Commissioner's or Student Advocacy Group Leader's budget proposal shall be set aside to fund the last two months of the fiscal year with the understanding that these funds shall not be used during their term in office.

#### 9. Budget Preparation

- a. Each USAC Officer, Commissioner or Student Advocacy Group leader shall prepare a Budget Proposal for her or his office in the manner outlined below.
- b. Each USAC Officer shall collect budget requests from each of her or his programs, projects, or special interest groups. These requests shall be used to formulate the individual officer's proposed budgets.
- c. After the USAC Officer has received each of the internal budget requests, she or he shall finalize her or his Budget Proposal, which shall be forwarded to the Budget Review Committee.

#### 10. Budget Review Committee

- a. The Budget Review Committee shall consist of:
  - (1) The Budget Review Director, who shall serve as chair of the Committee;
  - (2) The Finance Committee Chair;
  - (3) Three members selected from the USAC by the USA President during a USAC meeting, and approved by a majority vote of USAC.
- b. All members of the Committee shall have the right to vote.
- c. A quorum shall require all members of the Budget Review Committee to be present.
- d. The Budget Review Committee shall verify that:
  - (1) 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.
  - (2) The budgets are in accordance with all ASUCLA and University regulations.

- (3) 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 USAC Officer's budgets, and forward those recommendations to the USAC. These recommendations can refer to the entire Officer's budget or any portion thereof.

#### 11. Adoption of Budget

- a. The Budget Review Director shall present the Budget to USAC, and explain the recommendations of the Budget Review Committee.
- b. The USAC shall consider each of the elected Officer Budgets as a whole and vote to adopt them individually. This adoption process shall require a majority vote of the USAC.
- c. The finalized operating budget, once adopted by the USAC, 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.

#### 12. Appropriations from Contingency

- a. The USA Contingency Fund shall be at least ten percent (10%) of the total membership fees that are anticipated for the USAC Budget.
- b. The USA Contingency Fund shall be used for funding items and activities which the USAC could not provide for during its initial budgeting process.
- c. USAC shall have the authority to fund in part or in whole, any and all activities organizations which it deems necessary or desirable to the general interest of the UCLA Student Body.
- d. The following items shall be examined when evaluating requests from the USA Contingency Fund:
  - (1) Records of past expenditures, student participation, and the expected benefits of the program or activity will be reviewed.
  - (2) Records of how the program has met its needs and objectives in the past will be considered.
  - (3) New activities and programs will be sponsored on a trial basis.
  - (4) 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.
- e. All requests for funding from the USA Contingency Fund must first be submitted to the Finance Committee for their evaluation and approval before they are presented to the USAC, except as provided in Article V. Section A.3.e.
- f. All requests for funding from the USA Contingency Fund must first be approved by the Finance Committee and then approved by the USAC. To appeal a no vote by the Finance Committee, a petition of five (5) USAC Officers must be presented to the USA

President at the same time agenda items are due. A no vote by the Finance Committee on a Contingency Request may be overturned by a majority vote of the USAC.

- g. No requests from the USA Contingency Fund will be considered by the USAC Finance Committee after a program has occurred; that is, no programs shall be funded retroactively. If an extreme circumstance prohibits funding consideration by the USAC Finance Committee, the USAC will consider funding the request after a three-fourths (3/4) vote of USAC members present.

### 13. Expenditure of USAC Funds

- a. All USAC funds shall be spent in accordance with USAC and University 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 USAC 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 USAC Officer, Program or Project Director, and all funds in that USAC Office shall be frozen until the situation is rectified. It is the responsibility of the elected USAC 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 USAC funded programs or activities, until the USAC makes a decision concerning the withheld funds. This authority is to be used only in the event of misuse of funds, that 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 USAC.
- e. Each member of the USAC shall have the authority to withhold any funds directly associated with his/her office. Withheld funds may be reinstated by the USAC member or an appeal by a majority vote of the USAC.

### 14. Surplus Funds

#### a. Definition

- (1) "Total Surplus" - The total amount of surplus funds accumulated by previous USACs.
- (2) "Accumulated Reserve for Unanticipated Future Loss" - The total amount of prudent reserves (5.0% of USA's total annual funding sources) required by USAC and the ASUCLA Board of Directors to ensure adequate liquidity for USA's on-going operations and to provide a cushion against catastrophic events.
- (3) "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 USA's total annual funding sources.
- (4) "Remaining Surplus" - Total Surplus less the Accumulated Reserve for Unanticipated Future Loss Allocation.

#### b. Procedures

- (1) The Accumulated Reserve for Unanticipated Future Loss shall be set aside in a highly liquid, interest bearing account and shall be used by USAC only in cases of extreme emergency. Such cases of emergency are designated as follows:
  - (a) Any unbudgeted, unanticipated, non-discretionary expense that cannot be met by the USA Contingency Fund.
- (2) Any current year's surplus generated by USAC 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.
- (3) 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 USAC, the ASUCLA Finance Director shall make a recommendation on the amount the USAC should allocate to augment the USA Contingency Fund. This augmentation will require a two-thirds majority vote of the USAC. If an unanticipated loss occurs and is of such magnitude that USA's Total Surplus and Contingency Fund cannot fully offset it, resulting in a withdrawal from the Accumulated Reserve for Unanticipated Future Loss, USA 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 USA Total Surplus Funds.
- (4) Total Surplus Funds available will be determined only after the closing, audit and publication of the previous fiscal year financial results.
- (5) The USAC will determine a method of allocation and distribution for existing Surplus Funds that differs from the USA Contingency Fund. Capital expense requests are primary, with programming requests secondary.

#### 15. Financial Reports and Records

- a. Any program which has received USAC funds must present a written evaluation or report to USAC either within 30 days following completion of the program, or prior to July 31, whichever comes first.
- b. Student Government Accounting must present written monthly financial statements to each of the USAC Officers for his/her office, and shall provide the USA President and the Finance Committee Chair with monthly financial statements for all the USAC 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 USAC member can verbally or in writing commit the USAC into debt.
- b. Funds may be withheld or withdrawn from any USAC 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 USAC.

- c. A program or activity must first be conceptually approved by the USAC before it receives funding.
  - d. USAC 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 expenditures 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 USAC 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.
2. Advertising and Logotype Policy
- a. All programs which are sponsored by any USAC elective office/commission, and all organizations which sponsor programs and/or events that receive funding from USAC, 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:
    - (1) “Sponsored by (name of the USAC office /commission, or name of organization sponsoring the program/event)”
    - (2) “Paid for by USAC”
    - (3) The officially recognized logo (graphic symbol) of USAC
  - 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 Chairperson is charged with the responsibility of enforcing the Advertising and Logotype Policy. He/she 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 Council on the status of non-compliant materials.
  - e. The officially recognized logo (graphic symbol) of the Undergraduate Students Association Council (USAC) is available online at USAC’s web site, <http://students.asucla.ucla.edu>

## Article VII

### 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 VIII

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

Section A: All persons seeking election or appointment to USA offices shall agree to the following statement and shall sign his/her 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 his/her reasons for the discharge on the same basis as my resignation.

**Bylaws last amended: May 11, 2004**

**This document is inclusive of all changes through the 2003-2004 Council Term.**