University Apartments Council of Residents
Constitution

Article I. NAME AND MISSION STATEMENT

Section 1. The name of this organization is: University Apartments Council of Residents (UACOR)

Section 2. Mission Statement
We the residents of University Apartments of Michigan State University have established the University Apartments Council of Residents as our legitimate governing group. The purpose of this council is to improve the quality of life within the University Apartment Community. The Council shall provide a public forum for the residents of the University Apartments to express their concerns and opinions. The issues raised in these forums will provide the Council with the basis to determine how to best meet and represent the needs of the community.

Article II. MEMBERSHIP

Section 1. MSU University Apartments taxpaying residents (including students, staff and faculty) shall be members of UACOR. UACOR membership also includes one additional member of a taxpaying resident’s household.

Section 2. Only members of a taxpaying household that do not have an open judiciary file can be elected to be an Executive Board member, Village Representative and Sub-Committee Chairperson.

Section 3. The University Apartments Council of Residents of Michigan State University shall NOT discriminate on the basis of race, color, national origin, creed, political persuasion, age, sex, sexual orientation, marital status, dis-ability status, height, weight or veteran status.

Article III. EXECUTIVE BOARDS AND COMMITTEES

Section 1. Officers

A. The Central Executive Board (CEB) will consist of an MSU Student Co-Chair, another Co-Chair, a Secretary, an MSU Student Treasurer and Program Coordinator.

B. All the Student Co-Chair and the Treasurer applicants must be MSU students for the entire term of office for which they are applying. The applicants for the other positions may or may not be MSU students, but they need to be eligible members as defined in Article II. For each position on the CEB, members must apply and go through the annual election process conducted in April of each year. Officers must commit to serve in their position for the entire term of office (i.e. May-April) until the next April elections.
C. The Village Representatives will consist of three residents from Spartan Village. Village representatives along with the CEB form the General Executive Committee (GEC) of UACOR.

D. For each Village Representative position, members must apply and go through the annual election process conducted in April of each year. Representatives must commit to serve for the entire term of office (i.e. May to April) until the next April elections.

Section 2. Subcommittees

A. Subcommittees may be formed with the consent of the GEC. Each subcommittee will have a Chairperson appointed by the GEC. The subcommittee Chairperson must commit to serve for the duration of the committee or until a new Subcommittee Chairperson is appointed.

B. Subcommittee membership will be open to all eligible members as defined in Article II and such committees will be formed according to particular issues that need specific attention. The committee’s work will be led by the Subcommittee Chairperson, who will be a member of the GEC. The Chairperson will report to the GEC on any plans of action or program activities.

C. The UACOR on-going programs are special subcommittees where participation is open to all eligible members as defined in Article II. Non-residents can participate in a given program if 51% of the GEC approve it. Such decisions have to be reconsidered at the beginning of each academic year to maintain the best interest of the residents UACOR represents. Each program will be coordinated by special Subcommittee Chairperson called Point Person.

Section 3. Organization Representatives

Although not elected, any student organization that has a member that is a resident of University Apartments may send a representative to Town Meetings. This position will be to help facilitate communication between all student organizations.

Article IV. DUTIES OF OFFICERS

Section 1. Executive Committees

A. All UACOR Executive Committee Members: Plan and organize all activities to serve the interests of the members (residents) and for improving the quality of life in University Apartments. Review and approve by vote all expenditures of funds, and oversee all operations. All Executive Committee Members must accept tasks and attend outside meetings beyond their internal UACOR duties.
They are also responsible for maintaining communication in a timely manner with the members (residents) of Council.

B. Co-Chairs: Shall be responsible for the proper conducting of meetings and elections and should be involved as much as reasonably possible in all matters of the UACOR Council. They will also be responsible for registering the organization on campus, registering the new members on the credit union account, arranging outside meetings and initiating issues to be addressed at meetings. They will maintain communication with other MSU offices and departments and will be the primary contacts for UACOR. They will also supervise subcommittees (except the UACOR programs) and appoint a person to update of the UACOR website. The Co-Chairs will distribute among themselves the duties of internal communication and taking and maintaining minutes of meetings. The Co-Chairs will either be responsible or appoint responsibility for all other issues not mentioned in the description of duties.

C. Secretary: Shall be responsible for storage and filing of all necessary UACOR documents and will help out with the finalization of the proposals to be submitted to the Council for voting. The secretary will be responsible for the public relations of the council and will be responsible for maintaining the UACOR website, e-networking (social sites/emails) to the resident and designing and printing the flyers. In addition, the secretary is head of the marketing and promotion of the UACOR meetings and programs.

D. Treasurer: Shall be responsible for the handling of all financial matters, records and account management, budgets, disbursement of funds, finance reports and other related tasks. The Treasurer will also give a report at each Town and Council meeting of all financial transactions having occurred since the last regular meeting. The report shall also include a statement of the present balances of the accounts as well as a comprehensive annual and semester report.

E. Program Coordinator: Shall be responsible for the conduct of on-going program activities of UACOR. He/she will meet the Point Person for each program, update and hand out the participation agreement forms and clarify expectations. The Program Coordinator will find applicants for the Point Person positions and nominate them to the Council for a decision. He/she will also maintain contact with the instructors and arrange facility reservations for the programs.

F. Village Representatives: Shall be responsible for the inclusion of issues deemed relevant to particular villages or areas within the villages. They will serve as advocates for the residents on relevant issues. They will also work along with the CEB to plan and carry out activities to meet the needs of members (residents).

G. The Point Person is a resident participating at the event, who will be present at every class to respond to questions and collect the semester participation agreement forms and fees. He/she will submit these in a timely manner to the UACOR Treasurer. The Point Person will also be responsible for communication between the instructor and the participants as well as between
the participants and the UACOR Council. For these duties the Point Person’s participation fee will be waived. Consequently, if the Point Person cannot fulfill his/her duties, he/she will notify the Council as soon as possible so that a new Point Person can be nominated and elected. Any program participant who served as a Point Person for less than 45% of the classes per semester will be required to pay the participation fee unless the instructor waives it. In case there is no resident who can fulfill the position, the UACOR Council will approve by 51% majority the appointment of a non-resident into this position.

Article V. ELECTION PROCEDURES

Section 1. Candidates and Nomination
A. Election of officers will be conducted at the town meeting in April of each year. UACOR members will be notified by electronic mail of the available positions on the CEB and the GEC at least four weeks before the election. Nominations will be accepted in written form prior to the election. Each nominated person must be eligible for office as defined in Article II.

B. To fill mid-term vacancies of the CEB will require a special by election (elections during the term). Mid-term vacancies for Village representatives can filled after interviewing applicants by the CEB. For the special by elections, UACOR membership will be notified of vacancy two weeks before the bi-election/interview.

Section 3. Elections
A. At the April Town meeting UACOR CEB and Village Representatives will be elected. Applicants will be allowed 2-5 minutes to make a speech to the members present at the meeting. Elections will occur by secret ballot. Only eligible members as defined in Article II of University Apartments can vote.

B. For Village Representatives, the three Spartan Village applicants with the most votes will become the Village Representatives for Spartan Village. For the Executive Board positions, the applicant with at least 51% of the votes will win the position. If no applicant received 51% of the election votes, there will be a second election session during the same meeting between the two applicants with the most votes. The applicant with at least 51% of the votes in this second voting session will win the position.

C. If there are available Village Representative positions during the May 1st – March 1st, members can apply by emailing the filled out Village
Representative application that is available on the UACOR website (http://www.msu.edu/~uacor). The CEB reserves the right to accept or reject any application. The CEB receive applications until all the vacant positions are filled. One or more CEB Officers will interview each applicant to clarify the expectations and review the applicant’s skills and intentions, and will report to the Executive Board. The CEB will vote on the application either through email or in person at a special or regular Council Meeting. If the applicant has more than 51% of the Executive Board votes, he/she has won the position. The applicant will be notified of the answer within ten business days of the application submission. The new UACOR Council member’s duties and compensation will be prorated based on when he/she became a member.

D. For open CEB positions during the May 1st – April 1st period, a special bi-election will be held observing the guidelines in Article V, sub-section 1 B. For vacancies in sub-committee chair persons CEB will decide on a replacement through a vote. The nominee/applicant will be notified of the answer within ten business day of his/her nomination. The new CEB Officer’s or Subcommittee Chairperson’s duties and compensation will be prorated based on when he/she was appointed. In order to fill in CEB position, there will be an interview process to shortlist the candidates suitable to fill in the position before carrying out the by elections. CEB reserve the right to accept or reject an applicant based on the suitability of the applicant for the posted job. To be eligible to run for the position of co-chair during the mentioned period, the candidate should have prior experience of working in UACOR at any position.

E. Presence of the applicant is required for him/her to run for the applied post. Absence on the election-day will disqualify him/her from the election.

Article VI. CODE OF CONDUCT

Section 4. Officer Termination

A. If an elected official fails to be ACTIVELY involved, does not carry out the duties specified in the Constitution, is disrespectful to the membership, or negatively impacts the mission and integrity of the organization he/she may be removed by vote of 2/3 by the UACOR Council. UACOR Council membership is a paid position, so officers must earn their wage by working towards the betterment of the University Apartments. Any eligible voting UACOR member (including UACOR Council members) must submit a written statement in order to initiate the impeachment of an officer. This statement must include explicit reasons why he/she feels the impeachment is necessary and why it is in the best interest of the organization. At the following regular Council Meeting or at a special Council Meeting the officer stated to be removed will be allowed to speak for 2-5 minutes on his/her behalf. The initiator may have a 2-5 minute rebuttal to the statement. The UACOR Council will then vote by secret ballot and 2/3 majority wins.

B. If an officer is absent for three consecutive meetings, Town and/or
Council, per semester, they may be removed due to inactivity and a nomination and election for the new officer will take place as soon as possible. Officers will be reminded of this attendance regulation and warned accordingly. The UACOR Executive Board must agree that the Council officer’s non-attendance is an issue in order to remove him/her, so a 2/3 majority of votes is required to remove the officer from the position.

C. If an officer moves out of the University Apartments, according to Article II he/she is no longer eligible to be an officer and will be removed. No vote is necessary.

D. In the event that an officer wished to resign, he/she should make all the reasonable efforts to notify the GEC 15 days in advance in writing including the reasons for resignation. Resignation is effective on the day requested by this officer. The GEC will make its best effort to fill as soon as possible such vacancy as per Article V, section 3. If needed, an interim officer can be appointed for a limited time if he/she was approved at a meeting or via email by at least 51% of the GEC. The interim officer’s pay will be pro-rated for the period.

Article VII.

FINANCES

Section 1. Taxes

A. The UACOR Council taxes apartment residents $3.00 per fall semester, $3.00 per spring semester and $2.00 per summer semester totaling $8.00 per inhabited apartment per year. A University Apartments tax referendum vote is needed to maintain the tax after every three years and a University Apartments tax referendum vote is needed to change the amount taxed. The expenditures shall be decided upon at GEC meetings by a 51% majority vote of the members present. Funds shall be used for those activities and services, which are principally designed for the benefit of University Apartments residents. All expenditures over $50 shall be approved at Council Meetings or via email voting.

B. If a resident chooses to receive a refund of said tax, he/she will bring or send a copy of their term bill where the tax appears to:

1640 Middle Vale Road, 138 Suite B, Spartan Village Community Center, East Lansing MI, 48823

The resident will also sign a form indicating he/she and his/her family members will not attend UACOR meetings or other activities sponsored by UACOR and will not be eligible to vote during the semester. The resident must make this request within 14 days of receiving their bill for the semester and the refund will be provided by the UACOR Treasurer from UACOR funds. All refunded residents waive their right to vote at UACOR meetings, but not university wide referendums. Refunded members will be kept on file for voting purposes.
Section 2. Payment of Officers
A. Each Executive Board Officer shall be provided a stipend of $300 for serving a full fall or spring semester and $200 for a full summer semester during a one-year term, to be distributed at the final meeting of each semester. Officers maintaining their positions only for a part of the semester will receive a prorated compensation. The Executive Board Officers will attend at least 75% of total meetings plus UACOR events to receive their payment. Executive Officers maintaining their position only for a part of the semester will be expected to attend 75% of the meetings held during their membership. While Executive Board Officers are offered this imbursement to encourage excellence in service, that particular officer can waive it.

B. Each Village Representative shall be provided a stipend of $160 for serving a full fall or spring semester and $120 for a full summer semester during a one-year term, to be distributed at the final meeting of each semester. The Representative will attend at least 75% of total meetings plus UACOR events to receive his/her payment. Representatives maintaining their position only for a part of the semester will be expected to attend 75% of the meetings held during their membership. While a Representative is offered this imbursement to encourage excellence in service, that particular representative can waive it.

C. The UACOR Subcommittee Chairpersons, if they are not UACOR Council members, will be provided a stipend of $15 per meeting approved by the UACOR Council and reported upon. The monthly limit is $30 per Subcommittee Chairperson.

Article VIII. OPERATING PROCEDURES
Section 1. Town Meetings
A. Town Meetings are an open forum of University Apartment residents that are to be held at least twice per semester, but not exceeding once a month. Residents shall be notified of meeting dates and times via the UACOR website (http://www.msu.edu/~uacor), U-mails, brochures and flyers and other forms of public notice.

B. All Town Meetings shall be open to public participation, but will be subject to time limits for the floor speakers as the Co-Chairs find reasonable under the circumstances of each meeting.

C. When Town Meeting discussion of resident issues is concluded, relevant issues will be voted upon by those eligible to vote (the lease holders).

D. The order of business will be determined by the Executive Board and subject to amendment and approval by the membership. There shall be at least one Executive Board member and one Village Representative for
Town Meetings to be continued.

Section 2.
Central Executive Board Meetings
A. CEB meetings are held on a “as needed” basis. They can be convened by either of the Co-chairs to deal with emergency issues which may arise. At least four members of the CEB constitute a quorum. Decisions taken by the CEB should be ratified at the next GEC meeting.

General Executive Committee Meetings
A. The GEC meetings shall be held at least four times during the fall, four times during the spring semester and twice during the summer semester.

B. Upon the request of at least 51% of the Council Members a Co-Chair shall call a Council Meeting within one week and notify all members of any meetings.

C. In the absence of both Co-Chairs, the Treasurer will conduct the meeting. There shall be at least two Central Executive Board members and two Village Representatives in attendance to constitute a GEC Meeting quorum. At least 2/3 of the GEC shall be present or represented by a proxy vote for an approval vote.

Section 3. Subcommittee Meetings
A. Meetings of members of a given UACOR subcommittee will be held at least once per month. Schedules for such committees will be left to the Subcommittee Chairperson. As special subcommittees, there are no monthly meetings for the UACOR programs.

B. A 51% majority will pass any voting at UACOR Subcommittee Meetings.

Section 4. Voting
A. Financial and budgeting issues will be voted on by the GEC only.

B. The GEC shall vote on proposed Constitutional changes before they are brought to the general UACOR membership for a referendum. A 2/3 majority is needed to advance proposed constitutional changes for voting by UACOR members.

C. Town Meeting issues shall be voted on by the eligible resident membership present at the meeting.

D. If a GEC or Subcommittee Chairperson is not present for a vote, he/ she can designate a proxy to vote in his or her place. The absence must be announced in advance by email to the entire Council and they must email a letter explaining their position on any issues. The designated alternate named by the absent member may vote with the proxy letter.

G. Each UACOR Council Member will have only one vote unless designated an alternate by proxy.

H. Each eligible member will have only one vote.
I. 51% majority is needed to pass all votes unless stated otherwise.

Article IX. BILL OF RIGHTS
Section 1. University Apartments Council of Residents, as a major governing group at Michigan State University, has created and adopted a “University Apartments Community Bill of Rights and Responsibilities” governing the behavior of the residents.

Section 2. Violation of the “University Apartments Community Bill of Rights and Responsibilities” by residents shall be adjudicated to the University disciplinary system.

Section 3. The student, staff and/or faculty member of the household in University Apartments is held responsible for the behavior of his or her spouse, children and visitors.

Article X. THE COUNCIL OF RESIDENTS JUDICIARY
Section 1. University Apartments Council of Residents, as a major governing group at Michigan State University can establish a judiciary made up of selected members of the community who are residents of the University Apartments, and are eligible.

Section 2. The Council supervises the selection of judiciary members.

Article XI. AMMENDMENTS
Section 1. Proposed amendments to the Constitution of UACOR shall be first discussed and voted on at GEC Meetings. If 2/3 support vote for the proposed amendments at the GEC, the amendments are presented to UACOR members in a special referendum. At least four weeks’ notice of the proposed amendments shall be posted in designated public areas and/or sent via email to all residents prior to the referendum.

Section 2. The vote result and any changes to the Constitution shall be presented at the following Town Meeting.

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