

## STUDENT LEADERSHIP EMPLOYEE ADVISORY COUNCIL (S.L.E.A.C.) CONSTITUTION

### **ARTICLE I**

#### **Name**

The name of the organization shall be the Student Leadership Employee Advisory Council (S.L.E.A.C.) for the Department of Cultural and Recreational Affairs (C.R.A.) at the University of California, Los Angeles.

### **ARTICLE II**

#### **Purpose**

The purpose of the Student Leadership Employee Advisory Council is to provide an opportunity for student involvement with Recreation related business in an advisory role, interaction with professional staff and to promote student employee leadership development. The Council is charged with the responsibility to: 1) advise the Recreation staff as to changes in the interpretation of rules and policies governing specific Recreation programs; 2) serve as a sounding board for all Recreation programs and services; 3) advise the Recreation staff of needed additions/improvements to Recreation facilities; 4) promote and participate in student leadership development opportunities for Recreation student staff; 5) promote and organize special events to recognize student employee service and achievement; and 6) perform other duties as assigned by the Director of Recreation.

### **ARTICLE III**

#### **Membership**

##### *Section I – Eligibility*

- a) This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individual appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, or disability.
- b) All regularly enrolled UCLA students who are employees or club officers of C.R.A. are eligible for appointment.

##### *Section II – Method of Selecting Members*

The Student Leadership Employee Advisory Council is made up of a minimum of 12 students appointed from the program, facility, or service they represent (i.e., Intramurals, FIT, Aquatics, MAC, etc.) within C.R.A. Each of the at-large members must have prior participation and involvement in the programs and services of C.R.A. At-large members are appointed by a Manager, Assistant Director, Associate Director or Director with C.R.A.

##### *Sec. III – Methods of Revoking Involvement*

- a) If a council member's student employment status changes so he/she no longer works in the unit he/she represents, he/she must resign from the Advisory Council.
- b) If a council member has two unexcused absences the S.L.E.A.C. Advisors will review his/her status. If appropriate and warranted, a replacement will be appointed.

### **Article IV**

#### **Officers**

##### *Section I – Listing of Officers*

The officers of the Student Employee Advisory Council shall be: President, Vice President, and Secretary.

##### *Section II – Powers and Duties of Officers*

The President is responsible for chairing S.L.E.A.C. meetings and shall represent the S.L.E.A.C. at official functions and meetings of UCLA Administration and/ or other campus organizations when requested.

The Vice President will fill in for the President at official S.L.E.A.C. functions in the absence of the President. He/she will make all committee assignments and supervise all committee work.

The Secretary will be responsible for the minutes of each meeting, keeping records of each member's attendance, and recording business as it is reported or provided at S.L.E.A.C. meetings.

#### *Section III – Election*

- a) Qualifications of Officers: All officers shall be active members of the S.L.E.A.C.
- b) Nominating Procedure: Candidates may self-nominate or be nominated from the floor.
- c) Election of officers shall be done by secret ballot.
- d) Term of Office: An officer shall serve a one-year term. Election of officers shall occur at the first regularly scheduled meeting for S.L.E.A.C.

#### *Section IV – Procedure to Fill Vacancies*

Vacancies in office shall be filled by the Director via appointment.

### **ARTICLE V**

#### **Advisor(s)**

The Advisor(s) to the Student Leadership Employee Advisory Council shall be appointed by the Director of Recreation from C.R.A. professional staff. The Advisor(s) will have the responsibility of assisting the S.L.E.A.C. and will be available on a day-to-day basis for consultation. The Advisor(s) will be at all S.L.E.A.C. meetings; in the event he/she is unable to attend, the Director of Recreation may appoint another member of the Recreation Department's professional staff to represent the office at the meeting. Advisors consist of one Leadership Team member who will be assigned a one year term and advisors who are professional staff will be assigned a two year term which will be staggered to insure at least two advisors continue on to the following year.

### **ARTICLE VI**

#### **Ex Officio**

The Director of Recreation and appointed Advisor(s) will serve the S.L.E.A.C. as ex officio members.

### **ARTICLE VII**

#### **Rules of Procedure**

##### *Section I – Attendance and Absences Policy*

If a member has two unexcused absences the S.L.E.A.C. officers will review his/her status.

##### *Section II – Frequency of Meetings*

Meetings shall be bi-weekly. Meeting days and times will be established based on the avoidance of schedule conflicts of the members. Any S.L.E.A.C. Officer, Advisor, or the Director of Recreation may call special meetings.

##### *Section III – Quorum*

One over fifty percent of the membership shall constitute a quorum. A quorum is necessary to conduct official business of the S.L.E.A.C.

##### *Section IV – Minutes*

Official minutes will be kept by the Secretary; electronic copies will be distributed to S.L.E.A.C. Advisors and posted on the Moodle website.

### **ARTICLE VIII**

#### **Amendments**

This constitution may be amended by a 2/3 vote of the S.L.E.A.C. at any regular meeting constituting a quorum. The proposed amendments shall be submitted in writing and read to the S.L.E.A.C. at a regularly scheduled meeting; the vote will be taken at the next meeting following the reading. All amendments must be approved by the Director of Recreation and/or Advisor(s).