University Apartments Tenant Advisory Board Constitution and Bylaws

Adopted: April 5, 2019

Article I. Name of Organization

University Apartments Tenant Advisory Board (TAB) of the University of Texas at Austin (UT).

Article II. Statement of Purpose

Section 1. Purpose

TAB is an advisory board that (i) represents student contract holders of University Apartments, their families, and registered guests to University Housing and Dining (UHD) staff; (ii) makes recommendations on policy to UHD staff; (iii) manages the community gardens; (iv) engages in advocacy in the community on issues related to residents’ concerns; and (v) improves the quality of apartment community life by planning programming for residents.

TAB is sponsored by University Housing and Dining (UHD).

Section 2. Compensation

TAB members receive a partial billing credit from UHD for attendance at regular TAB meetings and TAB-related work outside of the regular meetings. TAB members do not receive a billing credit for any additional special meetings.

A billing credit review should be conducted at least every two years. The billing credit is added to the student’s university account each month. For details on the billing credit amount, see the TAB Member Agreement.

Section 3. Responsibilities

Representing Residents

- Hear resident appeals on disciplinary or billing matters, and make recommendations to UHD staff for action on those appeals
- Address resident concerns by creating proposals, meeting with community stakeholders, communicating with residents and communicating with UHD staff.
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- Manage all Community Gardens by selecting and supervising Garden Managers, promoting community in the gardens, and purchasing tools and services as needed
- Provide transparent fiscal management of TAB funds

UHD Policy Recommendations

- Provide input on University Apartments policy and procedures
- Create proposals for UHD staff review

UHD Community Life

- Plan and facilitate TAB-sponsored events
- Contribute articles to the Housing Post, the official UHD newsletter for residents, two or more times each year
- Support programs and events sponsored by UHD

Article III. Organization and Operation

Section 1. Organization

TAB consists of six University Apartments contract holders (two from each of the three complexes). A professional staff member serves as a non-voting advisor. TAB votes to assign a position to each of the six student representatives. (See Article V for a description of roles and responsibilities.)

Section 2. Meetings

Timing

- TAB meets twice monthly during long semesters (August through May). Meetings may be held once monthly during summer months (June and July), if approved by the TAB Advisor.
- TAB meeting dates and times are voted on by TAB members at the beginning of the semester and must be approved by the TAB Advisor. TAB members can move to reschedule individual meetings as needed.
- Meetings are open to University Apartments residents and announced to residents in advance in the Housing Post and via other appropriate channels.
- The Chairperson meets once per month with University Apartments staff and the TAB Advisor to discuss relevant updates in the community.

Location

- Meeting locations rotate among University Apartments community spaces and are accessible to University Apartments residents.
TAB members can submit a request if they wish to telecommute to a meeting. This request must be submitted to and approved by the TAB Advisor to count as attendance.

Section 3. Special meetings
The Chairperson, TAB Advisor, or UHD staff designee can schedule a special meeting at any time to consider urgent TAB business. TAB members are not penalized if they are not able to attend special meetings.

Section 4. Meeting procedures
The Chairperson conducts meetings following procedures specified in Roberts’ Rules of Order.

Section 5. Agenda
The Chairperson drafts the agenda for TAB meetings in consultation with other TAB members and the Advisor. The Chairperson circulates a draft agenda approximately seven (7) days prior to the TAB meeting. The agenda is finalized three (3) days before the meeting. TAB members can override the Chairperson and place an item on the next meeting agenda with a majority vote of those present at a regularly scheduled TAB meeting.

Section 6. Voting
Each member has one vote as a representative of their respective communities. In the event of a tie, the motion fails.

Article IV. Membership

Section 1. Members
TAB consists of six student contract holders of University Apartments (two from each of the three complexes). A professional staff member advises TAB.

Section 2. Eligibility
Membership is open to student contract holders of University Apartments. TAB fully complies with the university’s legal requirement to select eligible members regardless of race, national origin, creed or political affiliation, sex (in accordance with Title IX), sexual orientation, religion, age, disability, or veteran’s status. Additionally, TAB strives to represent the diversity of University Apartments and UT Austin.
Section 3. Nominations
Service in TAB is voluntary and current TAB members are encouraged to recruit candidates to fill vacancies.

TAB members are recruited by advertising the open positions via various appropriate channels, such as the Housing Post, fliers and social media.

Current TAB members make nominations after reviewing each candidate. Selection criteria include active participation in the University Apartments community; leadership, educational, or career experience; or other outside recommendations.

TAB will announce that a position will be voted on in the Housing Post or by email at least one week prior to the vote. Following public announcement, nominees are reviewed by TAB members. TAB members interview top candidates and vote on nomineees at a scheduled TAB meeting. The nominee must receive a majority of present membership at the TAB meeting to be elected. New TAB members will be announced in the next Housing Post or by email as soon as practical.

Section 4. Term of Office
Once in office, TAB members commit to serving terms from one to three years. TAB members sign an agreement in August of each year.

Section 5. Responsibilities
TAB members are required to attend all regularly scheduled TAB meetings; to actively participate in discussion at meetings and in activities sponsored by TAB; and to serve the interests of student residents of University Apartments and their guests. Specific responsibilities are outlined in the University Apartments Tenant Advisory Board Agreement.

Section 6. Replacement
In the event of the permanent incapacitation, resignation, or removal of a member, an election to replace the member should be scheduled as soon as it is practical.

TAB officers may be dismissed from their position for failure to meet responsibilities outlined in responsibilities. A recommendation for dismissal may be made by a majority vote of TAB or by the TAB Advisor. The final decision for dismissal will be made by the Director of Residential Facilities.
Article V. Roles

Section 1. Elected Roles

Each TAB member has a specific role, decided at the TAB Retreat. The required roles each year are Chairperson, Garden Coordinator, and Secretary. Members are nominated for roles by TAB members or the TAB Advisor. Current TAB members vote to assign roles for the current year. TAB members can propose roles in consultation with the TAB Advisor. The responsibilities of the required elected roles are:

- **Chairperson:**
  - Prepares TAB meeting agendas
  - Schedules meeting times, dates, and locations
  - Conducts meetings
  - Coordinates TAB activities with the TAB Advisor
  - Meets monthly with University Apartments staff
  - Manages the shared TAB drive
  - Delegates tasks and oversees the roles and duties of TAB members
  - Tracks regular hours of TAB members
  - Facilitates the setting and completion of goals for TAB
  - Serves as the liaison for the TAB organization

- **Garden Coordinator**
  - Oversees the Garden Managers and community gardens
  - Leads the recruitment of new Garden Managers
  - Promotes the TAB Community Gardens
  - Coordinates regular garden-related events
  - Oversees annual plot renewal process
  - Manages the Community Garden budget and supply inventory
  - Reviews the Garden Operating Procedures with TAB Advisor annually

- **Secretary**
  - Records and revises TAB meeting minutes
  - Distributes copies of minutes to TAB members
  - Sends minutes to the TAB Advisor to upload to the University Apartments web page

Article VI. Method to Amend the Constitution

The procedures for making changes and amendments to this Constitution are as follows:

- Proposed change is listed on the agenda for a regularly scheduled TAB meeting
- Proponents on both sides of the proposed change have an opportunity to make their presentation to TAB at a scheduled TAB meeting
- The vote is scheduled and announced in the Housing Post prior to the scheduled TAB meeting
- The change must be approved by a three-fourths vote of the full TAB membership
Changes are submitted to UHD for final approval

Article VII. Dissolution Clause

In the event that UHD dissolves the TAB, any remaining funds will be disbursed in a way that benefits residents and registered guests. TAB may provide recommendations for the disbursement of funds upon dissolution.

This Constitution and Bylaws were adopted by TAB on April 5, 2019.