

EAST AREA COUNCIL CONSTITUTION & BY-LAWS

Preamble

The East Campus Council abides by the provisions of this Constitution in order to provide for the common needs and desires of East Campus residents, and in order to represent students' interests and concerns in matters and issues relating to life in East Campus. The Council under this Constitution exists also to promote individual participation in group living; which is seen as an essential function beneficial to organized university life and the participating individuals.

Article I

Purposes and Objectives

1. To register the East Area Council and Constitution with the Activities Office.
2. To provide an effective means of cooperation and coordination among and between the East Campus residents and living units, student governments, university administration, and other campus organizations.
3. To provide for the common welfare of the East Campus area by sponsoring social, educational, and/or recreational activities that promote a sense of community and an atmosphere conducive to group living, social comfort and scholastic achievement; and developing methods for organizing such activities.
4. To support the individual residence halls in sponsoring any hall event per residence throughout the semester-- funds and time depending.
5. To recruit and retain East Campus residents as active members of the East Area Council.
6. To provide a means for passing on each council's experience to the next, in order that the next council has a record of past endeavors to review for ideas on how to operate more efficiently and successfully.

Article II

Membership and Voting

The East Area Council shall preside over and consist of residents from Hicks Hall, Grange Hall, Holcomb Hall, Sprague Hall and Whitney Hall. The Executive Board shall consist of an Advisor, President, Vice-President/Social Chair, Secretary, Treasurer, Fundraising Chair, Publicity Chair, Intramural Chair, Undergraduate Student Government (USG) senators, the Hall Senators from Hicks, Grange, Holcomb and Sprague, and Whitney Hall.

Grange will each get two Senators, and Holcomb and Sprague will get three each. All Executive Board members have full voting privileges except for the Advisor, who cannot vote; the USG representative, who also cannot vote; and the President, who can only vote in the case of a tie. When the term quorum is mentioned, it refers only to voting members. Each voting member shall have one vote. There will be no voting by proxy.

Article III

Executive Board Offices and Responsibilities Thereof

Officers are expected to attend all meetings and serve on committees when needed. Repeated absence can bring on impeachment proceedings. Attendance of council events by as many officers as possible is expected, and officers are also encouraged to represent their area of

campus in matters pertaining to all aspects of residential life. Officers are expected to serve council in an active and concerned matter.

Each Executive Board Officer will take on specific responsibilities and duties:

The President will preside over meetings and coordinate the work and communication between members. S/he is responsible for preparing and posting or distributing an agenda for each meeting. The President serves as the official spokesperson for the Council and serves as Representative to the Residence Hall Association (RHA) or can appoint someone to go in his/her stead if unable to attend. The President is also responsible for overseeing Constitutional revision. The Treasurer is responsible for registering the Constitution, Council, Officers, and all Council Activities with the Activities Office. This person is also responsible for obtaining and completing all necessary paperwork associated with Council funds. His/her name must appear on all paperwork. S/he handles the budgeting and allocations for the council and makes reports of financial status (balance) and affairs during all meetings. S/he also deals with soda and candy machine vendors.

The Secretary is responsible for all correspondence, recording all Council proceedings, and the distribution of minutes to Board members and the halls. A permanent record shall be compiled by the Secretary and left in Council files. S/he also keeps track of attendance and officially states when amendments are adopted.

The Vice-President/Social Chairperson presides over meetings in the absence of the President, solicits activity ideas from Council members, and coordinates and assists with all social functions. S/he is responsible for maintaining contact with all committees and for working closely with the Treasurer to determine what funds are necessary for which functions. The Vice-President is the official parliamentarian, responsible for keeping meetings in order. If the Vice-President is absent, a parliamentarian will be appointed at the beginning of the meeting.

The Fundraising Chairperson reserves appropriate facilities and equipment and presides over all fundraising events. S/he will be accountable for all monetary exchanges involving fundraisers.

The Fundraising Chair will work closely with the Treasurer to determine what funds must be raised.

The Publicity Chairperson is responsible for securing the desired advertising for Council events and the distribution thereof. The Publicity Chair is also responsible for the upkeep of the Council board in Whitney Hall.

The Intramural Chairperson provides information regarding intramural team opportunities and sign ups. Equipment, pinnies (jerseys), and other council support of intramural sports is coordinated by this officer. The Chair may also support contests among only East Campus residents.

Hall Senators are encouraged to coordinate an individual or combined hall activity each semester. The Senators will serve as liaisons between residents of their respective halls and the East Area C council. As such, the Senators are responsible for posting minutes. They may also serve

as liaisons to the cafeteria, attending one food service meeting a month (or as coordinated by the Dining Hall Manager).

Article IV

Powers and Functions of the East Area Council

1. The Council will determine any rules and procedures deemed necessary and proper,

based on Robert's Rules of Order and guidelines set by the University. These may be overturned by a 2/3 majority vote.

2. The Council will delegate responsibilities fairly and equitably among its members and resident student volunteers.
3. In the event of dissolution, East Campus Council assets will be given to a beneficiary *chosen by the council* as named in the Student Accounting Contract.
4. The Council exists to provide activities and programs to enhance the quality of life in East Campus, to provide a forum for complaints and concerns, and to serve as a channel between residents, USG, and the University administration.
5. The Council, in order to function, may collect non-mandatory dues, keep an account, raise funds, sponsor activities, and hold meetings and elections. This list is not allinclusive.
6. The Council must act under the guidelines set by the University and the Council Constitution, and by the expressed desires of East Campus residents. The Council cannot transact any official business without the consent of the East Campus residents of their elected representatives.

Article V

Election of Officers and Vacancies

The President, Vice President/Social Chair, Secretary, Treasurer and Chairpersons are elected by all residents of East Campus in April for the following academic year. The Hall Senators are elected by members of their respective halls during the second week of classes in the Fall semester. A term will last for one year, starting in the Fall semester and ending when the next Council convenes its first official meeting or during an official ceremony. A person cannot hold more than one office per term, nor serve in any office for more than four elected terms. Officers must reside in East Campus when elected and throughout their term.

Any East Campus residents can run for office providing that s/he is not on academic probation or an officer of another organization. The Advisor supervises the election process and confirms election results. Those directly involved in running for office cannot be involved in the counting of ballots or in other parts of the election process.

No more than four people from one hall can hold the offices of President, Vice-President, Secretary, Treasurer or the Chairpersons at one time. In the case that more than four candidates from one hall run for office, election results will be handled in the following manner: If more than four people from one hall run for uncontested positions, the four candidates with the most votes will be elected and the remaining position(s) open only to residents from other halls. If more than four residents from one hall win contested and uncontested positions, the contested positions will be filled first. The remaining uncontested positions will be filled by those from that hall who have the most votes among those who have run for uncontested positions. If more than four residents from one hall get the most votes for contested positions, the four residents with the most votes (among the candidates from the one hall) will be offered positions; the remaining position(s) will be offered to the runner(s) up.

The Council will make provisions to fill vacancies if/when they occur. In the event of a mid-year vacancy of the President, the Vice-President/Social Chairperson shall become President and remain so until the next election. Any person who fills any vacancy during the course of the year will serve until the next election and may run for office during the next election. Vacant positions for the Spring or Fall semester will be filled through East Campus-wide elections prior to the fifteenth day of classes. In the event of a vacancy after the fifteenth class day of each

semester, officers may elect a replacement during a properly convened meeting (after publicizing the vacancy for one week). A simple majority is required for a candidate to win office. If three candidates run and no one has a majority the candidate with the most votes will be elected to office. The term of the filled vacancy is valid for the remainder of the academic year.

To resign from office, one must give proper notice of at least one full week. To impeach an officer, a petition must be signed by at least one third of the Council officers. A special meeting will be called within one week from submission of the petition for the officer in question to present a defense. After the defense is given, a secret ballot vote will take place; a 2/3 majority is needed for impeachment. Once officially notified of resignation or deciding upon impeachment, the council must publicize the vacancy for a full week and may accept nominations for the position up to and not including the meeting in which a new office will be chosen by the Executive Board.

Article VI

Meetings

The Council will decide when, where, and how often regular meetings will be held; additional meetings may be called when deemed necessary by the Advisor, the President and another officer, or four officers. Meetings should be held at least once a week. All residents of East Campus are allowed and encouraged to attend regular East Area C council meetings, and to know what is discussed in closed door meetings. Parliamentary procedure will be adhered to and any questions arising will be settled by referring to Robert's Rules of Order.

Article VII

Committees

Committees can be formed when deemed necessary to facilitate the completion of specific sets of tasks. Committees that are established in permanence (standing committees) must be placed in the by-Laws. Ad hoc committees can be established to complete one-time sets of tasks; these do not have to be written in the by-Laws. An ad hoc committee must be given a date of termination whereupon all committee functions and tasks have been completed or have been assigned elsewhere.

Article VIII

Business

No binding business (including decisions and expenditures) may be transacted without a quorum of 2/3 of the Executive Board in attendance at an officially convened meeting. Dates or times will be set for given tasks to be completed by. Issues need a 2/3 majority of those present to pass. If an issue carries over from one semester to the next and the person who raised the issue does not return, then someone must sponsor the issue or it will be dropped.

Article IX

Expenditures

Any and all expenditures must first be reviewed and voted on at an officially convened meeting. To pass, a simple majority is needed for expenditures of \$50.00 and under, and a 2/3 majority of Officers present at an officially convened meeting is needed for expenditures over \$50.00. The Council controls all funds and decisions regarding all council sponsored events, reserving the right to publish said events as council funded. Expenditures must be signed by two Board

members, one of which must be the Treasurer.

Article X

Amendments and By-Laws

Any Board member may propose an amendment to the Constitution or by-Laws. The proposal must be submitted in writing one week prior to the meeting during which the proposal will be considered and voted on. An amendment or by-Law must be approved by a 2/3 majority of Officers present at an officially convened meeting; where 3/4 of the executive officers are present.

Article XI

Enabling Clause

This Constitution will become effective upon approval by 2/3 of the Executive Board and approval by the Department of Residential Life.

By-Laws

I. Community Assistants (R.A.s) are able to vote in all East Campus-wide elections. Community Assistants are not able to vote in council meetings.

Passed unanimously on Monday 8 October 2007.

II. In the event that any method of payment is signed to a residence hall of East Campus, the Hall Senator for that residence hall must co-sign the payment with the Treasurer. In the event that there is a vacancy in all Hall Senator positions for the residence hall, the Council Advisor must co-sign the payment with the Treasurer.

Passed unanimously Monday 8 October 2007

III. The Councilor Residence Hall Staff may use the china dish set owned by Holcomb Hall for events, as approved by the Council Advisor. The East Campus Area Council may not sell the china or silver service at any time in the future for fundraising, or any other purpose.

Passed unanimously Monday 8 October 2007

Amendments

I. To be elected president of East Campus Council, a candidate must have at least one semester of experience in East Campus Council, another area council, or any other University of Connecticut government type organization (USG, PERRG, SUBOG, RHA, ect.). A candidate who does have said experience will receive the presidency before any other candidates without said experience. Exceptions to this may only be passed by a vote by the officers of East Campus Council in a meeting and must pass with a 2/3 majority. If no candidates have said experience, then the winner will simply be chosen via East Campus wide election.

Passed unanimously Monday 8 October 2007