

Constitution of the Hilltop Area Council

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CONSTITUTION OF HILLTOP AREA COUNCIL

PREAMBLE

We the residents of the Hilltop area, feeling that cooperation and participation in group living are essential to secure many benefits of college life, desire to form an area council. This body shall act as the representative body for all of Hilltop area in matters relating to social, cultural, and athletic affairs, grievances, general student welfare, and programming.

ARTICLE I – Purpose

The objectives of the governing body of the Hilltop area are to provide effective means of cooperation and representation among all residents within its jurisdiction. Furthermore, the Council shall provide a means by which the members can create cultural, social, and recreational advantaged for all residents.

However, the Council shall not concern itself with the disciplinary process, with the exception of IMPEACHMENT (see Article VIII). The disciplinary process is the sole responsibility of Hall Director(s), Assistant Hall Directors, and/or the Resident Assistants.

ARTICLE II – Membership

Although the formation of the Hilltop council is to benefit all student of the Hilltop area, ONLY those students paying dues shall be able to participate in events and receive certain privileges to be decided upon by the executive board of the Council. The Council reserves the right to open events to ALL students of Hilltop if it so wishes.

The Hilltop Council shall be comprised of three distinct types of members: Floor Representatives, Assistant Representatives, and an executive board.

ARTICLE III – Election of the Hilltop Council Floor Representatives

Section 1: Representation

One Floor Representative and one Assistant may be elected by each floor.

Section 2: Term of Office

The term of office for all members of the Council shall be from September to May. Only ABDICATION (see Article IX) or IMPEACHMENT (see Article VIII) can alter this term.

Section 3: Election

Election of representatives to Hilltop Council will be held within the first two weeks after the beginning of the Fall Semester, preferably at the first floor meeting of the semester.

Section 4: Eligibility

Each representative must reside on her/his floor of representation.

Section 5: Vacancy

In the case of a vacancy occurring among representatives or alternates, the floor affected will immediately conduct nominations and hold an election for those posts.

ARTICLE IV – Election of Executive Board

Section 1: Office

The Hilltop Council shall include a group of five officers, constituting the executive board. The officers will be elected from all of Hilltop. This group shall consist of a President, Vice President, Treasurer, Social Chair, and a Secretary.

Section 2: Term of Office

The term for officers shall be from April to April.

Section 3: Eligibility

All officers must reside in the Hilltop area during their term in office. No officer may be on academic probation or hold a campus-wide office.

Section 4: Election

Election for Executive Board of the Hilltop Council shall be held three weeks before finals. Any position not filled at this time shall be filled temporarily by a floor representative. An election must then be held within the first two weeks of the fall semester to find a candidate. If none can be found, the position will be filled by a willing council member.

Section 5: Abdication

For various reasons, including an officer who becomes ineligible for the post and officer may abdicate his other post. Under these circumstances, a written letter of reason and intent must be signed, dated, and delivered to any of the other officers or the Hall Director. With this act, his or her position becomes vacant immediately.

Section 6: Vacancy

In the case of a vacancy of an elected seat, the procedures for campaigning and voting shall be followed and candidates within the complex shall run for this office.

Section 7: Leave of Absence

The Officers of the Council shall be free to take a leave of absence from their positions without permanently resigning their position under the following conditions: (1) The executive board member taking the leave of absence will provide a suitable member to fulfill he/his duties in her/his absence; (2) They receive the Council's approval by a simple majority vote.

If the person does not return to her/his duties see Section 4 of ARTICLE IV.

Section 8: New Officer Orientation

All executive board members elected in April will meet with their predecessors for orientation. The last official duty of the previous executive board members is to orient new executive board members on the responsibilities and duties of each position. A transition file shall be given to each newly elected executive board member from her/his predecessor.

ARTICLE V – Campaigning and Voting Procedures for Executive Board Members

Section 1: Nominations

Nominations must be submitted to existing executive board members or to Resident Assistants/Hall Director(s), no later than two days before the election. The nomination form (Appendix B) must include twenty signatures of the Hilltop residents endorsing the candidate's nomination for office. All applicants must be eligible as is stated in Section 3 of ARTICLE IV.

Section 2: Campaigning

“Campaigning” is defined as ANY display on the part of ANY student(s) for the purpose of persuading others to vote for a particular candidate. Passing out materials or talking to individuals/large groups constitutes active campaigning.

- a. Campaigning will commence as soon as nominations are accepted.
- b. All posters must be on bulletin boards or designated walls. Posters may NOT be placed on glass, especially the windows leading up to Putnam. Posters placed in such an area will be removed.
- c. Candidates are responsible for all damages their campaigns cause.
- d. Candidates will remove ALL materials within 24 hours of election

ARTICLE VI – Hilltop Council

Section 1: Ratification of the Constitution

A simple majority of votes of the Council will ratify this Constitution.

Section 2: Dates of Meetings

Days and times of the meetings of the Hilltop Council will be determined according to the schedules of the executive board members. The days and times of the meetings will be made known to the Resident Assistants before the first floor meeting of the year so that floor representatives can be elected to attend the meetings on said days and times. Minutes will be made available to representatives by the Secretary. Meetings are open to the general public.

Section 3: Attendance

Attendance of the representatives of the Hilltop Council is mandatory for members. Failure of a floor to have representation at more than six meetings a year will call for the removal of the floor representative from the body. (In this case, see ARTICLE IV, Section 4: Vacancy). If a floor does not wish representation, it is allowed to waive the privilege of membership. However, the Council has the responsibility of keeping the residents on that floor informed of what goes on at the meeting. Therefore, after a letter of the Council's Intent has been signed by the President and sent to the R.A., the Secretary on the Council will post the minutes of the meeting on the floor after each meeting or until a representative is named.

Section 4: Voting Procedure

For the Council to conduct any matters brought before it, a quorum must be present. A total of twelve voting council members will constitute a quorum. Voting members include nominated floor representatives (one per floor) and executive board members. Each floor gets one vote. Resident Assistants are excluded from voting. A quorum and a simple majority is all that is required for a proposal to pass.

Voting procedure for any election will be conducted by secret ballot. The secretary will tally results and announce the winner (but not the tally) at that meeting.

Section 5: Dues and Revenue

Dues will be collected at the beginning of each semester to provide money for sponsored events. In the case that the Hilltop Area Council dissolves, any remaining funds will be given to a beneficiary as voted on by the council at the first meeting of the Fall semester. Dues have been set at \$10.00 per year per resident student.

Section 6: Expenditures

All expenditures greater than \$100.00 must be voted on by the council. All expenses less than \$100.00 will be determined by the executive board.

Section 7: Exemption from Payments

Resident Assistants and Executive Board Members are part of a special group. Because of the effort of these individuals to improve life in Hilltop, the council shall allow two exemptions: (1) Resident Assistants are exempt from dues payments; (2) Executive board members are exempt from purchasing semi-formal tickets.

ARTICLE VII – Powers and Duties of Officers and Representatives

Section 1: President

The President shall preside at all Hilltop Council meetings; may call special meetings, and is an ex-office member of all committees. The President shall represent the Hilltop Council in their campus affairs, including the Residence Hall Association. In the event that the President is unavailable to meet any of these commitments, s/he will appoint a council member to go in her/his place. Furthermore, the President shall have the power to countersign all disbursements of the Hilltop Council.

Section 2: Vice-President

The Vice-President shall conduct meetings and all other business in the absence of the President. If the President should for any reason resign or be removed from office, the Presidency would fall to the shoulders of the Vice-President.

Section 3: Treasurer

The Treasurer shall keep an accurate and permanent record of all monies received and disbursed; collect due; and shall render an account of the finances at each regular meeting of the Hilltop Council. The Treasurer shall follow all budgeting and accounting procedures that are required by the University of Connecticut of all area councils. Furthermore, the Treasurer shall be empowered to sign disbursements approved by the council.

Section 4: Secretary

It shall be the duty of the Secretary to keep complete and accurate minutes, prepare agendas, and maintain attendance records of all Hilltop Council meetings. The Secretary shall prepare official correspondence and will make the minutes of the meetings available to council members.

Section 5: Social Chairperson

It will be the duty of the Social Chairperson to organize, oversee, and coordinate social functions for the area. After the functions have been approved by the Council, the Social Chair shall be head of the social committee. He/she will also help coordinate any of the programs in the residence halls.

Section 6: Residence Hall Association Representative

The executive board of the Hilltop Council will nominate a council member to attend Residence Hall Association meetings and report back to weekly council meetings.

Section 7: Floor Representation

It is the duty of all representatives to attend the Hilltop Council meetings and report relevant details of those meetings back to their appropriate floors. It is also the duty of the representatives to be liaisons between the student body and the Council.

Section 8: Undergraduate Student Government Representation

Undergraduate Student Government senators who are elected to represent the Hilltop area must be present at weekly council meetings to report on Undergraduate Student Government business and receive feedback from Hilltop residents.

Section 9: Advisor

The advisor of the Hilltop Area Council will be the Hall Director or Department of Residential Life appointee.

ARTICLE VIII – Impeachment of Officers

Section 1: Grounds for Impeachment

Appropriate grounds for Impeachment include: failure to discharge the responsibilities of a post and/or conduct unbecoming of a student of the Hilltop area or of University of Connecticut.

Section 2: Procedure for Impeachment

In order to bring about the impeachment of a member of council: (1) A written statement of the charges against the individual must be delivered to the Hall Director with ten signatures of Hilltop Residents; (2) The President shall then call a special meeting of all members of the council; (3) The President shall preside over the meeting and keep peace as a judge in a courtroom. In the case that the President is the one being Impeached the job of the moderator falls to the Vice-President; (4) Evidence shall be presented by both sides; (5) By secret ballot, each member of the Council present shall vote on whether to Impeach or Not Impeach. For Impeachment to take place a quorum must be present and a vote of no less than the number needed for a quorum is required. At the time of drafting, that number would be twelve.

ARTICLE IX – Abdication of Members

Section 1: Grounds for Abdication

Grounds for abdication of any individual from Council may vary. Therefore, there are fixed categories to be named.

Section 2: Procedure of Abdication

Abdication from office is possible for both Representatives and Elected Executive Board Members. The process includes a written letter to the council explaining the reason for leaving. If it is a representative, the assistant representative will take that post and a new assistant shall be named. If, however, it is an executive board member which steps down see Section 4 of ARTICLE IV.

ARTICLE X – Amendments

Amendments to this constitution may be proposed by any member of the Council. After a period of at least one week, the Council shall vote on the amendment. To be approved a quorum must be present and a vote equal to the number needed for a quorum is required.

ARTICLE XI – By-Laws

The By-Laws to this Constitution shall include any items necessary to achieve the rights and duties enumerated in this Constitution.

ARTICLE XII – Initiative Petition

In order for an initiative petition to be considered by the representatives of the Hilltop Council, the signatures of at least twenty percent of those residing in the Hilltop area must be gathered. A referendum would then be held.

**STUDENT ORGANIZATIONS FUND
CHART OF ACCOUNTS
EXPENSES**

<p>601 – ADVERTISING: newspapers/magazines radio table tents</p> <p>602 – DONATIONS & GIFTS: awards/prizes funeral flowers scholarships shirts (no charge)</p> <p>603 – DUES: dues refund national dues</p> <p>604 – REGISTRATION FEES: conferences</p> <p>605 – EVENTS/PROGRAMS CO-SPONSORSHIP: semi-formal refunds</p> <p>606 – FEES (Contractual Services): DJ/band services police Referees instructors</p> <p>607 – COST OF GOODS SOLD-<u>FOOD SALES:</u> t-shirts flowers</p> <p>608 – COST OF GOODS SOLD-<u>MERCHANDISE SALES:</u> ice cream pizza Jamaican beef patties</p> <p>609 – INTEREST/PENALTIES: late fees on loan payments</p> <p>610 – RAFFLE: state approved raffle</p> <p>611 – TRAVEL: air fare trip reimbursement gas/tolls bus rentals mileage</p> <p>612 – RENTAL: equipment facilities/halls</p> <p>613 – POSTAGE: federal express/UPS stamps</p> <p>614 – PHOTOCOPYING: copies</p> <p>615 – REFRESHMENTS FOR ORGANIZATION: (Meetings/Workshops) bagels pizza beverages</p> <p>616 – REFRESHMENTS FOR EVENTS/PROGRAMS: ice cream pizza beverages catering</p>	<p>617 – PRINTING: professional</p> <p>618 – TELEPHONE: fax charges</p> <p>619 – INSURANCE: worker’s comp. (non-student) building</p> <p>620 – SUPPLIES: office supplies</p> <p>621 – REPAIRS & MAINTANENCE: (of Fixed Assets)</p> <p>622 – UTILITIES: gas electricity</p> <p>623 – SUBSCRIPTIONS: magazines newspapers</p> <p>624 – CAPITAL EQUIPMENT: only over \$1,000 & include on inventory</p> <p>625 – EQUIPMENT: equipment under \$1,000</p> <p>626 – EMPLOYEE BENEFITS: health insurance fringe benefits</p> <p>627 – WAGES (student):</p> <p>628 – WAGES (non-student):</p> <p>629 – WAGE TAXES (student): federal state worker’s comp. (student)</p> <p>630 – WAGE TAXES (non-student): federal state</p> <p>631 – MISCELLANEOUS: prior year expenses change funds change bans</p>
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STUDENT ORGANIZATIONS FUND
CHART OF ACCOUNTS
INCOME

501 – ADVERTISING:

newspapers/magazines radio

502 – DONATIONS:

vending machines prizes marathons endowment

503 – DUES:

national reimbursement membership/initiation fees

504 – EVENTS/PROGRAMS (admissions):

advanced ticket sales registration fees

505 – EVENTS/PROGRAMS CO-SPONSORSHIP:

income from another organization for event

506 – CONTRACTUAL FEES:

chair set-ups credit card sign-ups

507 – FOOD SALES:

candy grams pizza coffee & donuts bake sale

508 – MERCHANDISE SALES:

clothes (t-shirts) buttons/stickers glasses flowers

509 – FEES:

finest/late charges penalties

510 – RAFFLE:

state approved raffle ticket sales

511 – TRAVEL:

air fare conference retreats gas/tolls

512 – RENTAL:

equipment tablecloths

513 – STUDENT FEES:

514 – INTEREST:

515 – MISCELLANEOUS:

change fund return prior year income income not deposited last year
loans change taken out then put back in

FUNDRAISING IDEAS

- | | |
|--|--|
| <ul style="list-style-type: none">* used book sale* beverage sales* student-faculty talent show* student-faculty art show* auctions* mum sales* campus activity calendar sale* birthday cake delivery* singing messages* “kidnaps” for ransom* finals car packages* car washes* donuts & cider sale* work day at alumni/faculty/staff homes* balloon sales* art/poster sales* plant sales* bagel/pretzel sale* marathons: run, walk, rock, eat, see-saw, dance, cards, Monopoly, study, swing...* balloon bouquet delivery* collect cans/bottles/papers* sell candy* alumni decorations* merchant donations* casino party* benefit dances* activity fee/student government allocations | <ul style="list-style-type: none">* guess beans in a jar (and variations)* garage sale* carnivals/circus* banquets/roasts* bucket drives* sell buttons/t-shirts/bumper stickers* pledges* Christmas bazaar* rummage sale* celebrity auctions (local celebrities)* service auction* plays/concerts* fashion luncheon* roving dinner party* tournaments* lemon eating contest* haunted house
* immobile bicycle-a-thon* antique show/art fair* bake sale* catering* flower sale* recycling drive* ad book |
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BE ENERGETIC/CREATIVE/ENTHUSIASTIC!!!!!!

APPENDIX A

Dear Resident Assistant,

The Hilltop Council is sorry to inform you that your floor does not have a representative at this time. Since it is to your benefit to have representation at these meetings, we ask you to call a floor meeting and elect a floor representative. Representation is not mandatory. Therefore, if your floor is NOT represented at the next meeting of the Hilltop Council, the Minutes of each of our meetings shall be posted on your floor to keep your members informed to the best of our abilities. The minutes, however, are not as informative as actually being present.

Sincerely,

President of Hilltop Council

APPENDIX B

