

Hilltop Apartments Area Council Constitution

Name

The formal name of this organization is: Hilltop Apartments Area Council.

Mission Statement/Purpose

The purpose of the Hilltop Apartments Area Council is to create a venue for students living in the Hilltop Apartment residences to engage in network-building activities and to encourage the growth of community connections.

Membership Composition

The membership of this organization will be limited to residents of the Hilltop Apartments complex.

Additional Information:

Any person may attend our organization's meetings. However, to be a member of the Hilltop Apartments Area Council, one must be an undergraduate or graduate student residing in the Hilltop Apartment residences.

Decision Making

In general, the organization shall use majority vote to make its decisions.

Additional Information:

Officers will be elected by secret ballot. All residents of Hilltop Apartments will be eligible to vote. The candidate with a majority wins the election.

Meeting Frequency and Structure

Meetings will be held once a week. The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary, and distributed to the organization's officers before the next meeting. The meeting will be ended by the President.

Positions of Leadership

The leadership positions for this organization will be:

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| President: | The President shall preside at all meetings and shall be the chief executive of The Hilltop Apartments Area Council. The President shall have general supervision over the development and paperwork submissions and interactions with USG as well as interactions with other University offices and organizations. |
| Vice President: | The Vice President shall perform the duties of the president in his/her absence, assume the position of president automatically upon vacancy of the position and appoint a new Vice President, should vacancy in the President position occur. |

- Treasurer:** The Treasurer is responsible for collecting funds and depositing them into the bank account held at the Student Activities Business Office, paying bills, keeping a record of all transactions, (i.e. deposits, checks and adjusting entries), monitoring the organization's budget, and preparing monthly financial reports and documents to keep the organization informed about their financial status.
- Secretary:** The Secretary is responsible for taking minutes at meetings and distributing them to all officers by the following week.
- Faculty Advisor:** A full-time faculty/staff member from the University of Connecticut Storrs campus is eligible for the faculty advisor position. The faculty advisor will be chosen by the officers majority vote and his/her term will be for one year. Annually, an advisor will be appointed. The faculty advisor is responsible for advising the group on major issues such as event planning and fund-raising.

Acquiring of Funds

The Hilltop Apartments Area Council will acquire funds by applying every semester to USG. If additional funds are needed they will apply to the Residence Hall Association.

Changes or Amendments to This Document

This constitution may be changed or amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week before the meeting at which the vote is held.

Beneficiary Addendum

Covenant Soup Kitchen
222 Valley Street
Willimantic, CT 06226 - 2332(860) 423-1643