

## **Mansfield Apartments Area Council Constitution**

### **Name**

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

### **Mission Statement/Purpose**

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

Our purpose is to create a venue for all students who reside in Mansfield Apartments, by engaging in network-building activities while growing and promoting community connections and peer involvement.

### **Membership Composition**

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

### **Additional Information:**

Any person may attend our organization's meetings. However, to be a member of the Apartments Area Council, one must be an undergraduate or graduate student residing in the Mansfield Apartment residences. The Mansfield Apartments Area Executive Committee will have seven members. The Mansfield Apartments Area Executive Committee is an ad-hoc group of the elected officers of such a council. The term 'e-board' or 'executive board' is another name for the Mansfield Apartments Area Executive Committee or team. No public action that represents the interest of the Mansfield Apartments Area Council shall be made without informing the acting board and a majority vote taken.

### **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 Mansfield Apartments will be eligible to vote. The candidate with a majority wins the election. If by any chance, elections are not conducted by the second week of October due to lack of interest or lack of voters, the advisor to the Area Council maintains the right to appoint the e-board members based on those who have applied (through written application) for the positions. Any appointments by the President to any and all vacant positions on the executive board must be confirmed by the majority of the executive board or by the advisor if no board is present and established.

### **Meeting Frequency and Structure**

Meetings will be held once every other week at the discretion of the executive

board. 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 adjourned by the President.

### **Positions of Leadership**

The leadership of the Mansfield Area Council will be limited to eight members acting in executive positions. The leadership positions for this organization will be:

**President:** The President shall preside at all meetings and shall be the chief executive of The Mansfield 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. The President shall serve as the liaison to the CA staff in all aspects of affairs including programming, fund-raising, and advertising. The President has the right to work with any Mansfield Apartment advisor to nominate any person to the board. This power is limited to one position.

**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. The Vice President is charged with writing, organizing, and distributing the agenda for each meeting.

**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. The Secretary will also be in charge of advertising and marketing for events including the task of providing a written explanation of events (that he/she will send to the HD/GHD) to go out in the monthly Mansfield newsletter. When necessary, the Secretary will be the one who contacts members about the change in meeting times and days.

**RHA Representative** The RHA rep will serve as a liaison between the Mansfield Community and the RHA executive board. The rep will

attend the weekly meetings of the RHA e-board (Thursdays at 7). RHA is responsible for creating programs, forming policy, allocating money, and recommending contracts and vendors.

**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 officer's 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.

**Social Event Coordinator:** The Social Event Coordinator will be responsible for the execution of social events sponsored by the Mansfield Apartment Council. The Social Event Coordinator will engage both the President and Treasurer on all funding requests for events and will propose new event ideas to the Mansfield Apartment Council at regular meetings for regular vote. The social Event Coordinator will submit all social event ideas in writing to secretary for publication and notification for [to] the board.

**Community Service Representative:** The Community Service Representative will work with the President and/or Vice President and Treasurer to lead any community service programs or events that are approved by the Area Council. This person will also work with the President on affairs including programming, and advertising of the community outreach program or such an event. This person will announce any and all community service activities the members of board or any person of the Mansfield Apartments Complex can part take in at the regular meeting.

### **Acquiring of Funds**

The Mansfield 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.