

Reviewed October 2008

Northwest Area Council Constitution

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Northwest Area Council Constitution

Article I – Name of Organization

The name of this organization shall be Northwest Area Council. (NWAC)

Article II - Objectives

1. To promote the general welfare of the residents of Northwest in addition to providing cooperative activities for these same residents.
2. To unite the six (6) buildings of Northwest as one (1) community and promote involvement in campus activities.
3. To clarify communication between the living units, University administration, and other organizations on campus.

Article III – Organization Executive Board/Officers

NWAC shall include seven elected Officers constituting the Executive Board. The positions are as follows:

- | | |
|-----------------|---------------------|
| *President | *Secretary |
| *Vice President | *Social Chair (2) |
| *Treasurer | *RHA Representative |

President

The President shall preside over NWAC General Council meetings. S/he shall act as the official spokesperson for NWAC, including acting as a liaison between other organizations and Area Councils on campus. S/he shall have the power to bring business before both the Executive Board and General Council and enter into discussion. The President will prepare agenda items for each Executive and General Council meeting. The President will initiate committees as needed.

Vice President

The Vice President shall assist the President in any of his/her functions and assume the duties of the President when s/he is unavailable. The Vice President shall account for all committees.

Treasurer

The Treasurer shall keep accurate records of NWAC funds and make reports of financial affairs as required by the President. In addition to the Treasurer's signature, all checks must be accompanied by that of another officer.

Secretary

The Secretary shall keep accurate records of the NWAC's proceedings, by taking minutes at each meeting. S/he shall notify the General Council (Northwest Residents and Floor Representatives) of all meetings. S/he shall be responsible for correspondence and distribution of copies of the minutes of the meetings to the Executive Board and Advisors following each meeting. The Secretary shall be

responsible for correspondence between other organizations and outside parties, including the submission of Programming Reports to RHA for credit.

Social Chair (2)

It will be the duty of the Social Chair (s) to organize, oversee, and coordinate social functions for the area of Northwest. After the Council has approved the functions, the social chair(s) shall be the head(s) of the social committee. The Social Chair(s) is also

RHA Representative

The RHA Representative shall be responsible for the correspondence between the Residence Hall Association and NWAC. The RHA Representative must attend all RHA and NWAC meetings to relay any pertinent information to both organizations.

The term of office shall be from September to May, with elections being held at the beginning of each academic year.

To hold a position on the NWAC Executive Board, all Officers must reside in the Northwest Quadrangle. No Officer may be on academic probation, in poor judicial standing, or hold a campus-wide office.

All NWAC Executive Board Officers shall work in cooperation with other Executive Board Officers, Advisors, Floor Representatives, residents of the Northwest Quadrangle, Residential Life staff members, Northwest Dining staff members, and outside vendors/contractors.

Article IV – Nominations, Campaigning and Elections for Executive Board Officers
Nominations - At the beginning of the first semester, a General Council meeting will be held to inform all residents of elections and positions for the Executive Board. A week from that General Council meeting, all interested candidates must submit twenty (20) nominations. (Nominations consist of resident signatures and must include a printed name, building/room number and phone number)

Campaigning - Campaigning will commence as soon as nominations are accepted at the conclusion of the nomination meeting. “Campaigning” is defined as ANY display on the part of ANY student or students for the purpose of persuading others to vote for a particular candidate. The candidates have the opportunity to decide as a group how they want to share their platforms with the Northwest community. Negative campaigning against a particular candidate will **not** be tolerated, and that person will be immediately disqualified.

Elections of the Executive Board

Voting will be held anonymously online or in paper ballot form to be determined at the discretion of the Advisor(s). Elections will take place one week after campaigning commences. If there is a tie between two or more candidates, a special election will be held between those candidates only.

Article V – Organization General Council

The General Council of this organization shall consist of Floor Representatives, any additional residents and Community Assistants. All members must be residents of Northwest Quadrangle.

Each floor in Northwest should ideally have a Floor Representative. Each of the 24 Community Assistants in Northwest should have a Floor Representative to represent their respective residents. Floor Representatives may run for election at the beginning of the fall semester. Once elections have been held, if a Floor Representative has not been elected, the floor may designate a resident to serve as its Floor Representative. When a floor is without a Floor Representative, the Community Assistant for that floor may serve as an interim Floor Representative until one can be designated.

Duties of Floor Representatives:

- *To attend all scheduled floor meetings
- *To attend all NWAC General Council meetings
- *To serve as a liaison between one's floor and the NWAC Executive Board
- *To report to his/her floor all NWAC activities/initiatives
- *To take an active part in coordinating NWAC activities and initiatives
- *To attend and promote attendance at NWAC activities

Article VI – Organization Advisors

One of the two Hall Directors of Northwest Quadrangle shall serve as the Advisor for NWAC. The other Hall Director shall assist when needed and perform advising functions in the absence of the Advisor. A committee of two to three Community Assistants will exist each year to serve as Co-Advisors for NWAC. This committee of Community Assistants will also serve as a liaison between NWAC and the Community Assistants of Northwest Quadrangle.

The Advisors' duties include meeting with the NWAC Executive Board on a weekly basis and attending the General Council meetings on a weekly basis. In addition, the Advisors must attend NWAC programs and activities when available to do so.

The Advisors shall not have voting rights.

Article VII – Organization Decision-Making Model

All decision-making during NWAC Executive Board and General Council meetings will be conducted in a manner by which the NWAC Secretary will call on each Officer and Floor Representative and ask how they vote.

Undergraduate Student Government Senators representing Northwest residents, Community Assistants, NWAC Advisors and NWAC Executive Board are encouraged to provide input at General Council meetings on programs, activities, budget allocations, etc. However, voting members include Floor Representatives (1 per CA), 1 CA vote per building and all Executive Board Members, excluding the President. The President shall vote only in the event of a tie.

All voting during General Council meetings will be conducted in a manner by which each Floor Representative will raise their hands. A roll call will be taken as requested or needed.

The result of any vote will be included in the minutes which will be provided to the NWAC Executive Board and Advisors following every meeting.

Article VIII – Impeachment of Executive Board/Officers

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

In order to bring about the impeachment of an Executive Board member of NWAC, the following method should be employed:

1. A written statement of the charges against the individual must be delivered to Advisor
2. The NWAC President shall then call a special meeting of the Executive Board
3. The NWAC President shall preside over the meeting and maintain order. In the case that the NWAC President is the one being charged, the job of the moderator falls to the NWAC Vice-President
4. Evidence shall be presented by both the charging party and the individual being charged
5. By secret ballot, each member of the NWAC Executive Board shall vote on whether to impeach or not impeach. The majority of votes shall decide the outcome.

Article IX – Abdication of Members

Abdication from office is possible for both Elected Executive Board Members, and Floor Representatives. Grounds for abdication of any individual from NWAC may vary. The process includes a written letter to the Executive Board explaining the reasons for leaving. If it is an Officer, then the other Executive Board Members will take over his/her duties until a new Officer is elected. If it is Floor Representative, then that floor will have to elect or designate a new Floor Representative

Article X - Meetings

There shall be a minimum of one (1) meeting per week open to all Northwest residents. If the Executive Board deems necessary, other meetings will be scheduled. The place and time for these meetings will be determined by the Executive Board, and will remain at a set time and day of the week. In case of an emergency or conflict, the Executive Board will have the power to cancel or reschedule meetings when necessary.

Article XI -Agenda

The agenda for each NWAC meeting shall be set up by the President prior to the weekly General Council meeting. The following may be used as a guideline to forming an agenda.

1. Call the Meeting to Order
2. Reminder of Attendance Sign-in
3. Treasurer's Report
4. On-Going Business
5. New Business
6. U.S.G. Report
7. Social Chair Report
8. RHA Report
9. Hall Director Report
10. Adjournment
11. Committee Meetings (if needed)

*Agenda format may be changed as necessary

Article XII – Attendance

Consistent attendance by Floor Representatives is expected. In the event that the Floor Representative is unable to attend a meeting, s/he is responsible for sending an alternate representative.

In order to maintain voting privileges, there must be at least one (1) floor representative at all weekly meetings. If any floor fails to send a representative to four (4) consecutive meetings, then that floor loses all voting power for the remainder of the semester.

A floor not being represented will be alerted by the Secretary.

Article XIII - Undergraduate Student Government Representation

Undergraduate Student Government Senators who are elected to represent Northwest Area Council must be present at weekly council meetings to report on Undergraduate Student Government business and receive feedback from Northwest residents.

Article XIV – Organization Committees

NWAC Committees shall be established as needed by the Executive Board and one of the Executive Board Officers must serve as the Chairperson of the committee.

All residents of Northwest are encouraged to join a committee, and also shall have the power to vote in the committee.

Examples of committees include Homecoming Committee, Spring Weekend Committee, and any committee deemed necessary by the Social Chair(s) in preparation for Northwest Quadrangle events and activities.

Article XV – Amending the Constitution

This Constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the NWAC Constitution must be submitted for voting by an Officer to the Executive Board at least one week prior to voting by the General Council. Upon receiving two-thirds vote in favor of a constitutional amendment, the NWAC Advisor will be informed of the amendment to officially submit the changes to RHA. The amendment will then be read to all NWAC members at the General Council meeting.

Constitution drafted on October 10, 2008

Ratified on October 13, 2008

Signature of President - Kathryn O'Connell

Signature of Vice President - Sam Cohen

Signature of Secretary - Olivia Bogucki

Signature of Treasurer - Ashley Dorman

Signature of Social Chairs - Stephanie Godbout

Signature of RHA Rep - Kevin Filchak

Signature of Advisor – Stacy Flowers