

United Towers Organization (U.T.O.) Constitution

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United Towers Organization (U.T.O.) Constitution

Article I – Name of Organization

The name of this organization shall be United Towers Organization (U.T.O.).

Article II – Purpose

United Towers Organization (U.T.O.) is the Area Council for Towers Quadrangle. The purpose of the U.T.O. is to provide an effective means of cooperation, coordination, and communication among the officers, staff, and residents, promote the general welfare of the residents by assessing needs and providing activities, and to develop leadership opportunities for the officers and general membership.

Article III – Organization Executive Board / Officers

U.T.O. shall include six Officers constituting the Executive Board. These positions are as follows:

- President
- Vice President
- Treasurer
- Social Chairperson
- Secretary
- RHA Representative

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

Vice President – The Vice President shall assist the President in any of his/her functions and shall take charge when the President is unavailable. The Vice President shall lead the U.T.O. General Membership meetings.

Treasurer – The Treasurer shall keep accurate records of U.T.O. 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 U.T.O.'s proceedings by taking minutes at each meeting. S/he shall notify the General Membership (Towers residents and Floor Representatives) of all meetings. S/he shall be responsible for correspondence and distribution of copies of the minutes to the Executive Board and Advisors following each meeting. The Secretary shall also be responsible for submitting Programming Reports to RHA for credit.

Social Chairperson – The Social Chair shall oversee all social events sponsored by U.T.O. S/he shall coordinate all programming efforts (planning, publicity, etc.), bus trips, and the purchasing of U.T.O. T-shirts and sweatshirts.

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

The term of office for Officers elected during the Fall semester shall be from the first week of September to the following May. The term of office for Officers elected during the Spring semester shall be from the first week of May to the following May.

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

All U.T.O. Executive Board Officers shall work in cooperation with other Area Council Officers, Floor Representatives, residents of Towers Quadrangle, Residential Life staff members, Gelfenbien Commons staff members, and outside vendors / contractors.

Article IV – Organization General Membership

The General Membership of this organization shall consist of Floor Representatives, any additional residents, and Resident Assistants. All members must be residents of Towers Quadrangle.

Each floor in Towers Quadrangle must have a Floor Representative. As there are 24 floors in Towers Quadrangle, there must be 24 Floor Representatives. 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 simply designate a resident to serve as its Floor Representative. If a Floor Representative withdraws from the position, s/he must be replaced within two weeks. When a floor is lacking a Floor Representative, the Resident Assistant for that floor may serve as the interim Floor Representative until one is designated.

Duties of Floor Representatives:

- To attend all scheduled floor meetings
- To attend all U.T.O. general membership meetings
- To serve as a liaison between one's floor and the U.T.O. Executive Board
- To report to his/her floor of U.T.O. activities and initiatives (i.e. posting weekly bulletin updates, word of mouth, floor meetings)
- To take an active part in coordinating U.T.O. activities and initiatives
- To attend and promote attendance at U.T.O. activities

The success of the meetings depends on 100% participation of its members; therefore when a Floor Representative is unable to attend, it is necessary that s/he send an alternate appointed representative.

The Executive Board has the right to revoke membership as a Floor Representative if that individual misses three meetings.

Article V – Organization Advisors

One of the two Hall Directors of Towers Quadrangle shall serve as the Advisor for U.T.O. The other Hall Director shall assist when needed and perform advising functions in the absence of the Advisor. Two Resident Assistants, one from Towers A and one from Towers B, shall also serve as Co-Advisors for U.T.O. The Resident Assistant Co-Advisors also serve as a liaison between the Resident Assistants in Towers Quadrangle and the U.T.O. Executive Board.

The Advisors' duties include meeting with the U.T.O. Executive Board on a weekly basis and attending the General Membership meetings on a bi-weekly basis. In addition, the Advisors must also attend U.T.O. programs and activities when available to do so.

The Advisors shall not have voting rights.

Article VI – Organization Decision-Making Model

All decision-making during U.T.O. Executive Board meetings will be conducted in a manner by which the U.T.O. Secretary will call on each Officer and ask how they vote.

While Floor Representatives, Towers residents, Undergraduate Student Government Senators representing Towers residents, and U.T.O. Advisors are encouraged to provide input at General Membership meetings on programs, activities, budget allocation, etc., only the Executive Board members have voting privileges.

The results of any vote will be included in the minutes which will be provided to the U.T.O. Executive Board and Advisors following every meeting.

Article VII – 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 of Towers Quadrangle or of the University of Connecticut.

In order to bring about the impeachment of an Executive Board member of U.T.O., the following method should be employed

1. A written statement of the charges against the individual must be delivered to the Advisor.
2. The U.T.O. President shall then call a special meeting of the Executive Board.
3. The U.T.O. President shall preside over the meeting and maintain order. In the event that the U.T.O. President is the individual being charged, the job of the moderator falls to the U.T.O. 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 U.T.O. Executive Board shall vote on whether to impeach or not impeach. The majority of the votes shall decide the outcome.

Article VIII – Abdication of Members

Abdication from office is possible for both elected Executive Board members and Floor Representatives. Grounds for abdication of any individual from U.T.O. may vary. The process includes a written letter to the Executive Board explaining the reason for leaving. If it is an Officer, the Executive Board members will take over his/her duties until a new Officer is elected. If it is a Floor Representative, then that floor will have to elect or designate a new Floor Representative before the next General Membership meeting.

Article IX – Meetings

There shall be a minimum of one Executive Board meeting per week. There shall also be a minimum of one General Membership meeting every other week. The date and time of these meetings will be determined by the Executive Board, and will remain at a set time and day each week. The Executive Board and General Membership meetings will be held in U.T.O.'s office in Jefferson. In case of an emergency or conflict, the Executive Board will have the power to cancel or reschedule meetings when necessary.

Article X – Agenda

The agenda for each U.T.O. meeting shall be set by the Officers at their regularly scheduled Executive Board meeting. The following may be used as a guideline to forming an agenda:

- Attendance via sign-in sheet (Residents who serve as Floor Representatives and/or Community Assistants should make this designation on the sign-in sheet)
- Call the meeting to order
- Introduction of Officers / Executive Board and Advisors
- Treasurer's Report
- On-Going Business

- New Business
- USG Report
- RHA Report
- Hall Director's Report
- Committee(s) Report
- Adjournment

Agenda format should be changed as necessary.

Article XI – Attendance

Attendance by Floor Representatives is mandatory. In the event that a Floor Representative is unable to attend a meeting, s/he is responsible for sending an alternate representative and sending an e-mail to the U.T.O. Secretary prior to that meeting with the name of the alternate.

If a Floor Representative withdraws from the position, s/he must be replaced within two weeks. When a floor is lacking a Floor Representative, the Resident Assistant for that floor may serve as the interim Floor Representative until one is designated.

A floor not being represented will also be alerted by the U.T.O. Secretary.

The Executive Board has the right to revoke membership as a Floor Representative if that individual misses three meetings.

Article XII – Undergraduate Student Government

Undergraduate Student Government Senators who are elected to represent the Towers Quadrangle must be present at bi-weekly U.T.O. General Membership meetings to report on Undergraduate Student Government business and receive feedback from Towers residents.

Article XIII – Organization Committees

U.T.O. Committees shall be established by the Executive Board and one of the Executive Board Officers must serve as the Chairperson of the committee.

Any member of U.T.O. has the right to join a committee and also shall have the power of a vote in the committee.

Examples of committees include the Homecoming Committee, Spooktacular Committee, Towers Pride Day Committee, and Spring Weekend Committee.

Article XIV – Organization Funds

Means of acquiring funds will include application to Residence Hall Association (RHA) and Undergraduate Student Government (USG) for funding. The U.T.O. Executive Board may also implement fundraising events throughout the academic year, but only if absolutely necessary.

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 Constitution must be submitted for voting by an Officer to the Executive Board at least

one week before the bi-weekly U.T.O. General Membership meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, the U.T.O. Advisor will be informed of the amendment to officially submit to RHA the changes. The amendment will then be read to all U.T.O. members at the General Membership meeting.