

PARKSIDE INTERNATIONAL RESIDENTIAL COLLEGE AREA GOVERNMENT CONSTITUTION

PREAMBLE

In order to create an area government that is effective and efficient in meeting the needs of its constituents, this constitution has been drafted. It is the desire of the Parkside International Residential College (PIRC) area government to create an environment that promotes community and interaction between its residents and the University community while keeping with the international theme of the College.

ARTICLE I – MEMBERSHIP

Section 1:

All residents of PIRC are members of the area government in a non-voting capacity until such time as they are elected to the Board or granted voting rights in accordance with Article VI, Section 6.

Section 2:

No member of PIRC area government shall be restricted from holding any office or from otherwise participating in PIRC area government activities, business, or government for any reason, providing that the member is in accordance with Article II, Section 6.

Section 3:

Membership decision will not discriminate on the basis of age, race, religion, or creed, national origin, ethnicity, gender, disability, or sexual orientation.

ARTICLE II – OFFICERS

Section 1:

PIRC area government shall consist of a Board that is comprised of all voting members of the area government.

Section 2:

With the exception of the Chair, all Executive Officers shall be voting members of the Board. The advisor shall be an ex-officio (non-voting member) of the Board.

Section 3:

A. Elected Officers

1. Chair

- a. Establishes agenda and chairs all area government and Board meetings.
- b. Represents the area government to the University community.
- c. Makes appointments, in collaboration with other Executive Officers and the Advisor, as deemed necessary.

- d. Appoints in the spring semester a summer steering committee to plan following year's opening activities (first four weeks).
- e. Appoints, in consultation with the Board, all liaisons deemed necessary for efficient communication between the area government and other organizations, excluding the three elected URSC representatives.
- f. Shall determine an appropriate attendance policy for the academic year, subject to two-thirds approval of the Board.
- g. Shall appoint committees to oversee the planning and execution of projects and programming.
- h. Serves on the Budget Committee to establish the annual budget for the area government.
- i. Shall be an ex-officio of all committees.
- j. Serves in a supervisory role, along with the Advisor, for all executive officers to guide in leadership development.
- k. Is a non-voting member of the Board, except in case of a tie of votes cast by all voting members of the Board.
- l. Seek closer ties between the residential student and the University community.

2. Vice-Chair

- a. Acts in a supportive role for the Chair and the area government as a whole.
- b. In the absence of the Chair, will serve as the Chair and take on the responsibilities and limitations as defined in Article II, Section 3, A-1.
- c. Coordinate the efforts of the Senators.
- d. Shall coordinate Senator Elections in conjunction with that floor's Resident Advisors.
- e. Serves on the Budget Committee to establish the annual budget for the area government.
- f. Serves the area government as the acting Chair, should a vacancy occur in that office, until such time that an election can be held.

3. Administrative Coordinator

- a. Serves the area government as office manager to include keeping inventory and sign-out logs in area government storage room(s).
- b. Completes all paperwork necessary to be registered as a student organization and schedules meeting spaces.
- c. Prepares minutes of the area government Board meetings, and all other communications, for distribution, as designated by the Chair.
- d. Coordinates all WTO records, excluding financial records.

4. Financial Coordinator

- a. Keeps copies of all financial records.
- b. Chairs Budget Committee to prepare annual budget for approval by the Board.
- c. Administer funding allocations and oversees all financial operations of the area government.

- d. Keeps URSC Funding Board Representative apprised of any funding requests from PIRC.
 - e. Creates and receives all internal funding applications.
- 5. Programming Coordinators
 - a. Social – coordinates social programming from inception to completion and ensures that pictures and program evaluations are collected.
 - b. International – coordinates internationally themed programming from inception to completion and ensures that pictures and program evaluations are collected.
 - c. Both positions, Social and International, work together to develop a Binder for submission to URSC for *Government of the Year* award.
 - d. Both positions, Social and International, develop and distribute to Advisor advertising for area government programs.
- 6. Community Outreach Coordinator
 - a. Develops a strong link between the PIRC residential community and the local community.
 - b. Encourages volunteerism within the PIRC residential community. Attends meetings and communicates with the URSC Community Outreach Coordinator.
- 7. URSC – University Residential Student Community Representatives
 - a. There shall be a representative from the PIRC area government to each of the three URSC Boards: Advocacy, Funding, Programming.
 - b. Representatives shall serve as liaisons, and report information, between the area government and URSC.
 - c. Representatives are expected to act in accordance with URSC Constitution, By-laws, and policies.
 - d. Representatives are required to attend all URSC meetings. In the event that they are unable to attend, it is their responsibility to find an appropriate proxy, as defined by the URSC Constitution and By-laws.
- 8. HICCCup – Housing Intramural Challenge Cup Coordinator
 - a. Promotes and organizes the intramural involvement of residents within the PIRC community.
 - b. Monitors team standings.
 - c. Presents weekly reports to the Board on the status of intramural activities.
 - d. Attends HICCCup meetings in accordance with HICCCup guidelines and as established by URSC HICCCup Coordinator.
- 9. Website Coordinator
 - a. Designs and maintains the Parkside International Residential College (PIRC) website in accordance with University policy and subject to review by the Advisor.

10. Public Relations Coordinator

- a. Serves as the lead coordinator for all area government postings in and around campus
- b. Works to bring the events of the area government to the Parkside residents.
- c. Shall work closely with the Website coordinator to relay the activities and advocacy issues discussed by area government.
- d. Shall work with the Chair and URSC Representatives in advertising Parkside events to the University community.
- e. Shall work closely with the other officers in their efforts for publicizing their events and meetings
- f. Shall work closely with the Floor Senators and Resident Advisors to publicize the different events at Parkside and around campus.

11. Historian for the Area Government

- a. Shall attend all PIRC Area Government events and meetings.
- b. Shall collect copies of the different evaluations of each program
- c. Shall take pictures of the programs and important area government meetings.
- d. Shall work with a committee of student to collect and compile information and pictures for the Building Government Scrapbook

12. Recognition Coordinator

- a. Chair recognition activities to make sure that residents, community members, and others are properly recognized for their contributions to our diverse community.
- b. Organizes weekly recognition ceremony during AG meetings.
- c. Creates special award on an as needed basis.
- d. Writes official thank you notes.
- e. Organizes RSLH of the month award with the Chair and Advisor

Professional Staff

1. Advisor

- a. Shall attend all area government Board meetings.
- b. Serves on the annual Budget Committee.
- c. Shall be available for consultation on all aspects of the area government.
- d. Shall be available to aid the Chair in approaching any Executive Officer who fails to perform his/her duties.
- e. Shall be responsible for interpreting University policy and parliamentary procedure when necessary.
- f. Shall be an ex-officio member of the area government and its Board.
- g. Shall coordinate all Board elections.

2. Residential Life Staff and Resident Faculty

- a. Shall serve as ex-officios of the area government and its Board.
- b. Shall serve as resources for area government members and officers.

Section 4 – Senator Membership:

- A. PIRC apartments and PIRC suites shall each elect 6 Senators for a total of 12. The preferred distribution of Senators is one per floor in PIRC apartments, in PIRC suites-south, and in PIRC suites-north.
- B. All Senators shall be voting members of the Board.

Section 5 – Senator Duties:

- A. Shall serve as liaisons for their floor to the Board.
- B. Shall participate in the planning and execution of area government projects and programs.
- C. Shall raise advocacy issues for their floor to the Board.
- D. Shall serve to promote an active/interactive environment to include participation in resident and Resident Advisor sponsored programs and activities on their floor.

Section 6 – Board Qualifications:

- A. All elected officers, ex-officios, and Board appointees must be residents of Parkside International Residential College for their entire term of officer.

ARTICLE III – FUNDING

Section 1:

- A. Area government funds will only be dispersed following submission of a completed funding application to the Financial Coordinator and majority approval of the Board.
- B. Retroactive applications generally will not be accepted.

ARTICLE IV – ELECTIONS

Section 1 – Timing:

- A. Elections for all Executive Officer positions will be held within the first two weeks of the fall academic calendar.
- B. Elections for Senators will be held within the first 3 weeks of the fall academic calendar.

Section 2 – Procedures:

Elections shall be coordinated by the area government Advisor.

Section 3 – Who Votes:

- A. All Executive Officers shall be elected by a majority of votes cast by secret ballot at general election time. For the purposes of elections, voting members shall consist of all residents of Parkside International Residential College who wish to participate, excluding Residential Life staff, Resident Faculty, and Faculty Masters.
- B. All Senators shall be elected by a majority of votes cast by secret ballot at that floor's election time. For the purposes of elections, voting members shall consist of all residents of Parkside International Residential College on that floor and within the same building, as designated by the Office for Residential and Greek Life, who wish to participate, excluding Residential Life staff, Resident Faculty, and Faculty Masters.

Section 4 – Term:

- A. The term of office for all Executive Officer and Senators shall begin immediately following their election and shall end at the conclusion of the spring academic semester.
- B. The term of office for all appointed positions shall begin immediately following their appointment and shall end at such time as the Board dissolves the position with a majority vote or at the conclusion of the spring academic semester, whichever occurs first.

Section 5 – Vacancies:

Vacancies in any of the elected offices shall be announced at the first meeting of the Board after the resignation occurs. Elections to fill an Executive Officer vacancy shall occur one week later and shall be coordinated by the area government Chair. Elections to fill a Senator vacancy shall occur one week later and shall be coordinated by the Vice-Chair in conjunction with that floor's Resident Advisors.

ARTICLE V – BOARD MEETINGS

Section 1:

PIRC area government Board meetings shall meet weekly beginning each academic year no later than the third week of classes.

Section 2:

The decision not to convene in a regular meeting of the Board must be made and announced by the Chair one week in advance. This decision is subject to majority approval of the Board. In case of emergency, the Chair may cancel a regularly scheduled meeting.

Section 3:

Area government shall meet in an open meeting unless closed by a majority vote of the Board.

ARTICLE VI – VOTING PROCEDURES

Section 1:

Fifty percent plus one voting member of the Board shall be required to establish quorum and conduct area government business.

Section 2:

The term “majority” shall be defined as fifty percent plus one member of the quorum established at the meeting.

Section 3:

The two-thirds vote required shall be defined as two-thirds of the quorum established in the meeting.

Section 4:

An individual serving as Chair for the area government, its Boards or committees, does not vote except in the case of a tie of votes.

Section 5:

Proxy votes will be accepted by area government Senators, except in the case of elections, contingent upon the following criteria:

- A. The person requesting to have someone serve as a proxy is a regular voting member
- B. Said person has communicated to the Chair and Vice-Chair the name and contact information of the person serving as proxy and the specific date for which the proxy vote is being requested.
- C. At no time may a person have more than one vote.

Section 6:

Any individual serving in a non-constitutionally defined appointment, as an ex-officio, or a resident who regularly attends area government Board meetings, shall be extended voting privileges at the Board meetings for a designated period of time by a two-thirds vote of the Board.

ARTICLE VI – AMENDMENTS

Section 1:

The PIRC area government Constitution can be amended by a two-thirds vote of the Board.

ELECTIONS PROCEDURES

Fall 2002

Executive Officer Elections:

Info Session: Introduction

Purpose of AG

Description of Officers

Past events

Future events (types)

Past Officers

Experiences

What did they get out of it?

Q&A

Procedures: Announce candidates for positions

Each position (in turn)
30 second speech from each candidate
Secret Ballot vote after all speeches for that position

Senator Elections:

By floor (3 for PIRC north, 3 for PIRC south, 6 for PIRC apts.)

Run by RA's from that floor

Occur after AG elections (ASAP)

Basic Procedures:

Description of position

Duties and Responsibilities

Each candidate allowed to speak for the same amount of time

Secret Ballot vote