

# **The Constitution of the Westgate Community Association (WCA)**

## **Article I : Purpose**

1. To increase the quality of life of Westgate residents.
2. To provide social programs for Westgate families with and without children.
3. To represent Westgate residents to the housing office, Graduate Student Council (GSC) and its committees, to campus-wide committees and to other MIT groups.
4. To establish Westgate house rules and regulations.
5. To provide guidance and advocacy concerning various housing issues to Westgate Residents.

## **Article II : Membership**

Membership is automatic for all residents (student and their families). Officer positions are open to all adult residents of Westgate, with the exception of president and treasurer (see article III for details). There are no dues.

## **Article III : Westgate Executive Committee (WEC) Officers**

The Westgate Executive Committee (WEC) is responsible to insure adequate representation in the GSC, HCA and other campus-wide committees. The WEC decides on financial matters of the WCA, assuring fair budget allocation among families with and without children. The WEC consists of six uncompensated volunteer officers, who work in conjunction with the graduate coordinator (GC), the program manager (PM) and the house manager (HM), described in the resident guide. No two positions can be held by the same member (nor by a member and their spouse).

1. President (PRES): This officer oversees the entire Westgate community, plans and chairs executive meetings, and collects agenda items at least three days prior to each meeting. The president represents Westgate at the GSC general meeting and Housing and Community Affairs Committee and coordinates the representation of WCA to other committees. He or She assists the rest of the committee members as needed and has power of signature for financial matters. The president calls Town Hall and WEC meetings. The president position must be held by an MIT student, or jointly by a student and spouse.
2. Treasurer / Secretary (TREAS): The treasurer's responsibilities include budget management. This officer works closely with the Program manager and the WCA

- to coordinate the budget for events throughout the year and is the main responsible for funding applications. The treasurer has power of signature on financial matters. The secretary's responsibilities include keeping and posting the minutes of each meeting and helping to maintain the server and the web page of the Westgate community. He or She assists the rest of the committee members as needed. The treasurer must also give a yearly budget report at a town hall meeting. This officer position must be held by an MIT student, or jointly by a student and spouse.
3. Couples Resource Coordinator (CRC): This officer serves as a resource for residents who don't have children and plans social activities for adult residents. The CRC is expected to ensure at least one event per month and is encouraged to recruit other Westgate residents to assist in the successful planning and implementation of such activities. When necessary, the CRC has the power to create sub-committees for the purposes of his/her position. Ideal candidates for this position would be a couple without children to represent the interests of couples without children in the WCA.
  4. Parents Resource Coordinator (PRC): This officer serves as a resource for residents who have children and plans social activities for families with children. The PRC is expected to ensure at least one event per month and is encouraged to recruit other Westgate residents to assist in the successful planning and implementation of such activities. The PRC is responsible for maintaining the play room and purchasing new toys for the toy room. When necessary, the PRC has the power to create sub-committees for the purposes of his/her position. Ideal candidates for this position would be parents to represent the interests of parents in the WCA.
  5. Social Chair (SC): This officer collaborates with the PRC and CRC to share the load of event planning and execution. In particular the SC coordinates big events, events in collaboration with other groups, athletic events and/or events during the day. The SC is expected to ensure at least one event per month and is encouraged to recruit other Westgate residents to assist in the successful planning and implementation of such activities. In the absence of the secretary, the SC keeps minutes during WEC meetings and town hall meetings.
  6. Recycling/Floor Rep Organizer (RFRO): This officer recruits resident(s), termed floor reps, from every floor, to serve as liaisons between the Westgate community and its executive committee. The RFRO forwards information to floor reps, and posts flyers as needed. The RFRO is expected to help the other coordinators in planning and executing social events. As part of the recycling duties, the coordinator is responsible for providing tenants with recycling information, bins, etc.

#### **Article IV : Officer selection, resignation and impeachment**

1. Officers are appointed among the WCA members according to the following procedure and timeline.

- a. November-December: WEC Officer evaluations are held. During this time the current officers elect to continue in their positions or resign. The evaluations determine whether or not officers are in good standing with the committee.
- b. January-February: Advertisement of open officer positions to WCA members. An information session where current officer board can talk to prospective candidates and answer questions should be held during this period. Officer applications will be made available at the info session.
- c. Mid-End February: Prospective candidates are invited to speak to the WCA members about their interest in a specific position and past community service. WCA members present along with the current officer board are given the opportunity to share their feedback via blind feedback box about current candidate pool.
- d. Early March: A search committee consisting of the Program Manager, outgoing officer, the Graduate Coordinator, and two floor reps or volunteers (selected at random) interviews candidates and forwards its recommendations to the appointing committee. The appointing committee consists of the Program Manager, the Graduate Coordinator and an outgoing officer and is chaired by the Program Manager. The appointing committee makes the final decision about the appointment and notifies the new officers.
- e. Mid March-Mid April: Transition period with outgoing officers training the incoming officers. All outgoing officers should complete an exit interview and report to ensure a smooth transition. The new officers should take office in the middle of the transition period. Ideally two WEC meetings should be held in the transition period: the first one conducted by the old officer board with the new officer board present and the second conducted by the new officer board with the old board present in a consulting role.

In case of resignation/ impeachment officer positions are filled as needed with a similar appointment procedure, decided by the WEC.

2. A committee member is expected to notify the committee at least 2 months prior to their graduation or resignation.
3. Current officers are allowed to continue in their present positions as long as they desire, subject to the following rules:
  - a. The officer must be in good standing on the committee, having fulfilled the requirements of their positions as outlined in the WCA constitution.
  - b. The officer must not be graduating mid-year.
  - c. The annual officer evaluations, described above should serve to determine whether officers wishing to continue in their current positions have fulfilled the requirements of said roles.
  - d. Officers whose evaluations indicate that they have not been performing all of the duties required of them should be offered a time period in which to correct the situation. This probationary period should last approximately one to two months and conclude with a follow-up evaluation.

- e. Should this follow-up evaluation indicate that the officers in question are still performing below the required standards as outlined in the constitution, these officers should be asked to tenure their resignations.

Removal from office will occur as a result of a unanimous vote by the remaining executive members, program manager, and the graduate coordinator.

4. Officers in good standing are eligible for exemption from the housing allocation process.

#### **Article IV : General Procedures**

1. Committee meetings are to be held once or twice a month including IAP and summer session. Officers are expected to attend all WEC meetings. Any officer unable to attend a meeting should post a notification to the officers email list with their updates to be presented at the meeting and also make arrangements for the duties of their position at the meeting to be filled by a proxy. The WEC meetings are conducted by the WEC officers, the program manager, the graduate coordinator and the house manager. The WEC minutes are confidential. Voting on issues during WEC meetings is won by a simple majority where each officer position is given one vote.
2. There should be regular town hall meetings during the academic year, at least one town hall meeting per semester. Minutes of the town hall meetings should be posted on the web page of the WCA.
3. In some cases, the committee may invite all Westgate residents to vote. In such cases, a simple majority of those participated is required. The voting can be anonymous, ballot, or hand count. Each apartment receives one vote and a minimum of 25% of Westgate apartments must vote to establish a quorum. Adequate notification should be given to the WCA members and arrangements should be made by the WEC to ensure maximum participation in the elections.

#### **Article V : Amendments**

This constitution may be amended by a majority vote of committee members. All officers should be given adequate time to evaluate proposed changes.

#### **Article VI : ASA Clause**

The Westgate Community Association agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.