

# The Constitution of the Westgate Community Association (WCA)

## Article I: Purpose

1. To create an environment of respect that cultivates family life, academic success, and opportunities for interaction.
2. To represent Westgate residents to the Housing Office, Graduate Student Council (GSC) and its committees, to campus-wide committees, and to other MIT groups.
3. To establish Westgate house rules and regulations.
4. To provide advocacy and guidance concerning various housing issues to Westgate Residents.

## Article II: Membership

Membership is automatic for all residents of Westgate. Officer positions are open to any MIT student and/or partner, with the exception of president and treasurer (*see article III for details*). There are no dues. Membership expires once a person no longer resides in Westgate.

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

The Westgate Executive Committee (WEC) is responsible to ensure adequate representation in the GSC, HCA and other campus-wide committees. The WEC decides on financial matters of the WCA, assuring fair budget allocation between families with and without children. The WEC consists of seven uncompensated volunteer officers, who work in conjunction with the Graduate Coordinator (GC), the Residential Life Associate (RLA) and the House Manager, as described in the resident guide. No two positions can be held by the same member or by a member and their partner. All chairs are free to organize events, to create sub-committees for the purposes of his/her position, and to recruit other Westgate residents to assist in the successful planning and implementation of such activities.

1. President: This officer plans and chairs executive meetings and collects agenda items 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. The president assists the rest of the committee members as needed and has power of signature for financial matters. This officer calls town hall and WEC meetings. In the absence of the secretary, the president keeps minutes during WEC meetings and Town Hall meetings. The president position must be held by an MIT student, or jointly by a student and partner.
2. Secretary-Treasurer: This officer works closely with the RLA and the WCA to coordinate the funding and budget for events throughout the year. The secretary-treasurer's responsibilities include budget management and submission of funding applications. This officer has power of

signature on financial matters. The secretary-treasurer must give a yearly budget report to the community. This officer also must keep and post the minutes of each meeting. The secretary-treasurer assists the rest of the committee members as needed. This officer position must be held by an MIT student, or jointly by a student and partner.

3. Couples' Resource Coordinator (CRC): This officer serves as a resource for residents who do not have children and plans social activities for adult residents. The CRC is expected to organize at least one event per month that serves their designated population. 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 organize at least one event per month that serves their designated population. The PRC is responsible for maintaining the playroom and purchasing new toys for the playroom and playground. Ideal candidates for this position would be parents to represent the interests of parents in the WCA.
5. Social Chair: This officer collaborates with the other chairs to share the load of event planning and execution. In particular, the social chair coordinates big events and events in collaboration with other groups. The social chair is expected to organize at least two events per semester.
6. Recycling & Floor Representative Coordinator (RFRC): This officer recruits resident(s), termed floor reps, from every floor, to plan and execute social events for their floor. The RFRC is expected to help the other coordinators in planning and executing social events. As part of the recycling duties, the RFRC is responsible for providing tenants with recycling information, bins, etc. This officer also coordinates the Buddy Program and Welcome Baskets for new residents in Westgate.
7. Partners' Community Coordinator (PCC): This officer provides support for international residents and organizes events for spouses and partners at home during the day. The PCC is expected to organize at least one event per month for their designated population.

## **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 notify the President or the meeting facilitator with their updates to be presented. The absent officer can also make arrangements for the duties of their position to be filled by a proxy, which should be another officer or meeting attendee. Attendees at the WEC meetings include all WEC officers, the GCs, and the RLA, with the President conducting or their designee. Voting on issues during WEC meetings is won by a simple majority where each officer position is given one vote. Voting can only occur when at least four positions are present.
2. There should be regular town hall meetings during the academic year, at least two town hall meetings 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 conduct a community vote in which all Westgate residents are

invited to vote. In such cases, a simple majority of those that participate is required. The voting can be by ballot or hand count. Quorum is equal to 30% of occupied Westgate apartments. 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: Officer Selection, Resignation, and Impeachment**

1. Officer Selection: Officers are appointed among the WCA members. The RLA facilitates the selection process according to the following procedure.
  - a. *Determination of open positions*: Outgoing WEC members notify the RLA of their intent to resign. The RLA then offers remaining WEC members the option to switch positions. The RLA then requests any objections to a switch from outgoing WEC members and remaining WEC members not interested in switching positions. If two remaining members desire the same position, all officers that are not interested in the position, the RLA, and the GC will select the officer for the desired position.
  - b. *Advertisement of open officer positions to WCA members*: Announce WEC openings at a town hall meeting, where current officers can talk to prospective candidates and answer questions. Officer applications will be made available at the town hall meeting. This step is typically conducted in late fall, early winter.
  - c. *Meet and Greet*: Prospective candidates are invited to speak to the WCA members in an informal setting about their interest in a specific position and past community service. Those WCA members present along with the current officers are given the opportunity to share their feedback via an anonymous feedback box about current candidate pool. This step is typically conducted in early winter.
  - d. *Interviews*: Interviews and selection of officers is conducted by a search committee. The search committee consists of the RLA, current WEC officers, the Graduate Coordinator, and two Westgate community members. The committee is chaired by the RLA. If two Westgate community members cannot be found to sit on the committee, the remaining committee members can proceed with the process in their absence. Officers can only be selected when the number of objecting search committee members totals two or fewer. Selected candidates are offered the position. Once selected candidates accept their offers, candidates who were not selected are notified. This step is typically conducted in early spring before the Housing Allocation.
  - e. *Transition period*: 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. At least one WEC meeting should be held in the transition period. This period typically occurs in spring before the last day of classes.

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

2. Resignation: A committee member is expected to notify the committee at least 2 months prior to their graduation or resignation.

3. Impeachment: 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. Officers in good standing are eligible for exemption from the housing allocation process.
  - b. The annual officer evaluations, conducted by the RLA, serve to determine whether officers wishing to continue in their current positions have fulfilled the requirements of said roles.
  - c. 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.
  - d. 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 tender their resignations.
  - e. Should the officer refuse to resign, removal from office can only occur as a result of a 3/4 vote by the remaining executive members, RLA, and the Graduate Coordinator.

## **Article VI: Amendments**

This constitution may be amended by a majority vote of committee members. All officers should be given adequate time to evaluate proposed changes. All approved changes should be publicized to the Westgate community. If at least ten apartments disagree with the approved change, the change must then go to a community vote.

## **Article VII: 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.