

Wolf Village Neighborhood Association Constitution

Preamble

The purpose of this constitution is to provide a structure for the Neighborhood Association of Wolf Village to best serve the interests of the residents of Wolf Village. Conducting themselves in a responsible and legal manner, the Neighborhood Association is committed to providing residents with a variety of social, educational, and cultural activities throughout the academic year. The Council is responsible for the facilitation of community development, academic education, and leadership development.

Article 1: Name

The governing body of Wolf Village will be called the "Wolf Village Executive Council"

Article 2: Membership

Section 1.

- A. The Executive Council will consist of eight positions: President, Vice President, Treasurer, Secretary, Publicity Chair, Inter-Residence Council Representative, Historian, and a Webmaster. Any of these positions may be jointly held with the approval of the majority of the current council. Athletic Directors and Social Chairs may also serve on the Executive Council as necessary.
- B. Elections for President and Secretary will be held annually in the spring during dead week before Spring Finals, all other officers will be elected annually in the fall during the first or second week of the semester. Each officer's term in office is one academic year; all incumbents may be reelected for as long as they continue to meet the membership requirements of this constitution.

Section 2.

The General Body of the Wolf Village Neighborhood Association will be composed of the individuals noted in Article 2, section 1, as well as any resident of Wolf Village who wishes to attend.

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Article 3: Qualifications for Membership

Section 1.

Any Wolf Village Association member must be a student in good standing that attends NCSU and is a resident of Wolf Village.

Section 2.

The Executive positions will be filled by popular vote of the attending residents of Wolf Village.

- A. A simple majority of the voting members is required to elect a candidate to office
- B. Officer elections will take place in the order of President, Vice President, Treasurer, Secretary, Inter-Resident Council Representatives, Publicity Chair, Social Chairs and Webmaster.
- C. In the event that a position is not filled during the fall elections, the vacancy will be filled by further elections at the first convenient General Body meeting.

Section 3.

The Judicial Board Member and Athletic Directors will be elected by popular vote of the General Body of Wolf Village.

Article 4: Powers and Responsibilities

Section 1.

The President has the responsibility and authority to:

- A. Preside at Executive Council meetings and General Body meetings.
- B. Table legislation for a period of one week.
- C. Vote in case of a tie.
- D. Preside over the appointment of committee chairs.
- E. Make motions at Executive Council meetings.
- F. Act as the representative of the Wolf Village Neighborhood Association to other campus organizations when necessary with the duty to report all actions to the Executive Council.

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Section 2.

The Vice-President of Business and Programming has the responsibility and authority to:

- A. Assume the duties of the President in his/her absence and to assume the position of President in the event of presidential impeachment or resignation.
- B. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Executive Council meetings.
- C. Make Motions at Executive Council meetings.
- D. Keep up with the status of each committee established to do any programming and report on said committees in absence of committee chairs, (this includes all committee's formed during the year and the standing committees.)
- E. Organizing fund raising events with the aid of the Executive Council treasurer and getting raised funds to treasurer and advisor for proper processing and deposit in Executive Council accounts.
- F. Perform other duties as assigned by the President.

Section 3.

The Treasurer has the responsibility and authority to:

- A. Keep detailed, accurate, and available records of all financial transactions of the Neighborhood Association and for writing a monthly and semester report of such transactions.
- B. Present a weekly report of the financial situation of the Council at meetings.
- C. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Council meetings.
- D. Make motions at Council meetings.
- E. Secure cash boxes and make deposits, and make reimbursements to the account.
- F. Track funds obtained through IRC and West Campus Allocations.
- G. Perform other duties as assigned by the President.

Section 4.

The Secretary has the responsibility and authority to:

- A. Keep written minutes of each meeting.
- B. Have a copy of the minutes posted on the lobby bulletin board.
- C. Maintain an up to date list of current members including names, addresses, phone numbers, e-mail addresses and screen names.
- D. Tally votes and record in minutes.
- E. Coordinate Neighborhood Association office hours.
- F. Make motions at Council meetings
- G. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Council meetings.
- H. Keep track of all program attendance and record information in typed format.
- I. Perform other duties as assigned by the President.

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Section 5.

The Inter-Residence Council Representative has the responsibility and authority to:

- A. Represent Wolf Village at IRC Meetings.
- B. Report information from IRC meetings to the Executive Council and to solicit input from the Executive Council on policy revision, support funds requests, and other applicable information.
- C. Make motions at Council meetings
- D. Report back to the Sr. VP of Hall Council Affairs of IRC about the status of the council.
- E. Perform Duties required by IRC and it's executive board
- F. Upon adhering to the attendance policy as defined in Article 6 of this constitution, have the power of one vote at Council meetings.
- G. Perform other duties as assigned by the President.

Section 6.

The Web Master has the responsibility and authority to:

- A. Make Motions at Council meetings
- B. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have he power of one vote at Council meetings.
- C. Keep the Wolf Village website up to date, with accurate Information. Updating as often as necessary, be it after every meeting or every other week, in order to keep all calendars regarding Hall Council and other functions that are on the site current.
- D. Keep important information regarding the web account (i.e. Login and Password) Secure, and secret. And only available to the Advisor and other Executive Council members (pending the approval of the Advisor)
- E. Discuss matters of site security, in the unlikely event of a breach of security with the Executive Council and advisor and recommend changing the password or other information to re-secure and re-establish the site
- F. Perform Other duties as assigned by the President

Section 7.

The Judicial Board Member has the responsibility and authority to:

- A. Sit on the Housing Judicial Board, and perform duties required by and associated with that position as set forth by Housing.
- B. Make motions at Council meetings
- C. Upon adhering to the attendance policy as defined in Article 6 of this Constitution, have the power of one vote at Council Meetings.
- D. Perform other duties as assigned by the President.

Section 8.

The Athletic Directors have the responsibility and authority to:

- A. Attend Council meetings in order to report on intramural activities and progress.
- B. Attend monthly meetings with the Intramural Office.
- C. Have the option of being on the Executive Council.

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Section 9.

The Social Chairs have the responsibility and authority to:

- A. Attend Council meetings in order to report on Wolf Village social programs.
- B. Organize committee to assist with large programs
- C. Coordinate efforts with publicity chair to promote each event
- D. Have the option of being on the Executive Council

Section 10.

The Historian has the responsibility and authority to:

- A. Photograph all Wolf Village events
- B. Develop and display photographs
- C. Has the option of being on the Executive Council

Section 10.

The Advisor has the responsibility and authority to:

- A. Act as a liaison between the Council and other administrative departments of the university.
- B. Interpret residence hall policies, university, city, state, and federal laws when legal issues are raised in relation to a proposed activity or event.
- C. Attend all regular council meetings and additional council meetings when appropriate.
- D. Co-sign all checks, which are written in the Association off campus checking account, and shall monitor and advise on the expenditure of all money.

Article 5: Standing Committees

Section 1.

Standing Committees the following committees have been established through tradition or popularity and are as follows.

- A. Publicity – This committee is responsible for creating all publicity and posting for Wolf Village programs, the chairs of committees, or individuals needing something publicized must get this information to the Publicity chair at least 1 week before the event. It is not the responsibility of the chair to hunt down those that need info posted, if information needs to be posted get it to the chair. The Publicity Chair also has the option of serving on the Executive Council.
- B. Social Chairs – This committee is responsible for creating committees sufficient to organize and carry out Wolf Village programs.

Article 6: Attendance Policy

Section 1.

Members will loose voting privileges for one week following an absence.

Section 2.

Sending a proxy (any Wolf Village Resident) or a majority vote from the Executive Council will prevent the loss of voting privileges.

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Article 7: Financial

Section 1.

Up to a limit of \$300 per event or item, funding will be done by a majority vote of the General Council. Above the \$300 limit, a two-thirds majority vote will be necessary.

Section 2.

A unanimous vote by one Executive Council member, the treasurer, and the advisor may distribute an emergency request for funds, up to \$100. The circumstances of the emergency distribution of funds must be explained to the Executive Council at the next meeting.

Section 3.

The Executive Council may support the cost of a Wolf Village Program or activity sponsored by RA(s) with the approval of a majority of the Executive Council members.

Section 4.

Any request for funds must be submitted to the Executive Council at least two weeks prior to the event or program.

Article 8: Removal and Replacement of Members

Section 1.

Any officer may be removed from the position for failure to fulfill prescribed duties and/or for the willful misuse of resources. The member in question will be issued a written and verbal address, removal and replacement will be at the discretion of the Executive Council and the Advisor. The Executive Council may also elect to put the individual on a probationary period first, the length of which will be decided by the Executive Council, and if the problem persists removal will occur.

Section 2.

Officers may resign their positions giving two weeks notice and completing all duties through the two-week period.

Section 3.

Any member of the General Body may nominate new Officers. They will be elected by a simple majority vote of the General Body or by the process of Acclamation if no Executive Council member objects to the Acclamation.

Section 4.

An officer will be removed from his/her position if their academic status becomes that of probation.

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Article 9: Wolf Village Association Procedures

Section 1.

All meetings are valid unless a quorum is called in advance. If a quorum is called, there must be three fourths of the Executive Council present to be valid.

Section 2.

General Body meetings are only valid if the Publicity Chair makes notification of the meeting public at least one week in advance.

Article 10: Ratification

Section 1.

A Constitutional Convention consisting of three members completed the production of this constitution with the consent of the Executive Council:

- A. Executive Council President Gregory Parsons
- B. Executive Council Treasurer Brian Deery
- C. Resident Tyler Bletch

Section 2.

This constitution of the Wolf Village Association was ratified with few changes in the fall term of 2004 by a unanimous vote of the attending General Body members.

Article 11: Amendments to the Constitution

Section 1.

The constitution of the Wolf Village Neighborhood Association may be amended by a two-thirds majority of the attending members of the General Body, one week after the proposed amendments and revisions have been presented to the Executive Council.