

The Constitution of the Westgate Community Association (WCA)

WEC Mission statement: To serve and advocate for the members of the community, organize events, and act to improve the quality of life at Westgate

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 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, transportation, technology and wellness issues to Westgate Residents.

Article II: Westgate Community Association (WCA) Membership

Membership is automatic for all residents of Westgate. 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 nine uncompensated volunteer officers, who work in conjunction with representatives of Residence, Life and Dining Office of MIT (including but not limited to Graduate Coordinator (GC), Residential Life Associate (RLA), House Manager, House Director and House Master), as described in the resident guide. No two positions can be held by the same member or by a member and their partner unless for temporal period under new recruitments. All officers 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 WEC officers 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. This officer supports the social chair with aspects of large events oriented toward couples.

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 using designated funds. Ideal candidates for this position would be parents to represent the interests of parents in the WCA. This officer supports the social chair with aspects of large events oriented toward children.

5. *Social chair*: This chair plans and executes large events (150+ people). The social chair is expected to organize at least four LEF/ARCADE style/size events per year, one per cycle. Preference should be given to "traditional" WEC events; however, innovation and attention to the needs of the community are the highest priority. All officers are expected to help with the execution of these large events. 6. *Sustainability coordinator (SCo)*: This officer promotes sustainability practices at Westgate (including but not limited to reusing, recycling, composting, and sorting of batteries, electronics, plastic bags, etc). The SCo organizes events to educate residents on sustainability practices and encourage community responsibility, and coordinates with house management on related topics. The SCo assists other officers in sustainable event planning and execution including making sure that appropriate receptacles are available. SCo represents Westgate at the GSC Sustainability Subcommittee and interacts with other sustainability officers across campus. This officer also coordinates both the individual and community garden programs.

7. *Community Coordinator (Co2)*: This officer coordinates efforts to build community at Westgate. This includes organizing the welcome and orientation program in collaboration with house management. This officer coordinates and promotes events or projects led by residents. This officer helps organize recurring events, including scheduling officers to run social hours and setting up sports/intramural teams.

8. *Partners' Community Coordinator (PCC)*: This officer provides support for spouses and partners living in Westgate. This officer helps make events inclusive and accessible to both international spouses and partners and those who are at home during the day. The PCC is expected to organize at least one event per month for their designated population. This officer is the point of contact for relevant institute resources (including but not limited to MIT Spouses & Partners, MIT Medical, Violence Prevention Network)

9. *Information and Publicity Chair (IPC)*: The IPC works with other WEC officers to help ensure that the entire community is aware of upcoming Westgate and relevant on-campus events. This includes updating and maintaining the Westgate website and the lobby display. The IPC is expected to conduct at least three events a year, including one LEF/style large event. This position handles the distribution of log-in information to new WEC members for the website,

wiki, etc. during an annual (or as needed) training session for new WEC members, held in coordination with the house management.

Article IV: General Procedures

1. Committee meetings are to be held twice each month during the academic term and once each month during 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 and a representative from house management, 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 five positions are present. While WEC meetings are only advertised to WEC officers, they are open to any resident who would like to attend upon request. However, only elected officers have voting privileges.

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 (email from the westgate-official mailing list one week in advance) should be given to the WCA members and arrangements should be made by the WEC to ensure maximum participation in the elections. If the quorum is not met, WEC will vote on the issue taking strongly into consideration the results of the survey.

Article V: Officer Selection, Resignation, and Impeachment

1. Officer Selection: Officers are appointed among the WCA members. The house management facilitates the selection process according to the following procedure.

a. *Determination of open positions:* Outgoing WEC members notify the house management of their intent to resign. The house management then offers remaining WEC members the option to switch positions. The president 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 will select the officer for the desired position.

b. *Advertisement of open officer positions to WCA members:* Clear descriptions of the positions and the benefits with a link to the online application form should be sent out to westgate-official or westgate-activities mailing list and flyers should be posted in the designated places (elevators, bulletin boards, etc). WEC openings should also be announced at a town hall meeting, where current officers can talk to prospective candidates and answer questions. A printout of the officer application form will be made available at the town hall meeting.

c. *Meet and Greet:* Prospective candidates are invited to speak to the WEC members in an informal setting about their interest in a specific position and past community service. Those WEC members present along with the current officers are given the opportunity to share their feedback. This step can be conducted as part of another activity like social hour.

d. *Interviews:* Interviews and selection of officers is conducted by the current WEC officers and any representatives from house management interested in the process. At most 2 interested members of the Westgate Community other than the WEC officers that are not applying for any of the positions can attend the interviews. If more than 2 members are interested in sitting in the interviews, 2 of them will be selected at random. New officers will be selected by a simple majority. Votes will be given by each WEC officer chair and the 2 additional Westgate Community members. Selected candidates are offered the position. Once selected candidates accept their offers, candidates who were not selected are notified. If no suitable candidate is found for a position, that position remains open until the next selection process.

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 where both old and new officers are present at the meeting.

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

2. Resignation: A WEC officer is expected to notify WEC 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 exempt from the housing allocation process while serving on WEC.

b. House management conducts officer evaluations, as needed, to assess 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 members of WEC.

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 10% of the 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.