

The Towers Area Government Constitution
Last Revised April 04, 2007 at 9:30PM

Article I

The purpose of this Constitution is to establish the Towers Area Government, herein referred to as TAG, which will be composed of an Executive Board and the General Body. TAG is governed by the rules and regulations set forth by the University of Florida, the Department of Housing and Residence Education, the Inter-Residence Hall Association (IRHA), and the provisions of this constitution.

Article II

No person shall be denied membership based on race, gender, religious affiliation, or sexual orientation.

Article III

The General Body shall be responsible for the allocation of all funds, the initiation and approval of projects. The impeachment of any member of the TAG Executive Board and the overriding of an Executive veto must have a 2/3 vote of the General Body.

Section I—Composition

The General Body consists of all Residents of the Beaty Towers Area.

Section II—Voting

Any resident of the Beaty Towers Area excluding Department of Housing and Residence Education staff may vote.

Article IV

The Executive Board shall consist of the President, Vice-President, Treasurer, Business Manager, Secretary, Programming Chair, Historian, an East Tower Publicity Director, West Tower Publicity Director, an East Tower President, and a West Tower President. The Advisor shall sit at all meetings of the executive board and and General Body Meetings.

Section I—Powers and Responsibilities of the Executive Board.

- a. To set and establish policies of the Towers Area Government.
- b. When consultation of the General Body would be impractical or inappropriate, the Executive Board, with the approval of fifty percent plus one, will requisition funds from the budgeted contingency.
- c. To serve at least two office hours weekly.
- d. To establish the date, location, and time of the Executive Board meetings and General Body meetings.
- e. To attend all Executive Board and General Body meetings. The Executive Board shall create a policy for attendance.

Section II—Duties of the President

- a. To organize and preside over all Towers Area Government meetings.
- b. To carry out all projects authorized by the General Body.
- c. To appoint and remove, subject to the confirmation by the Executive Board with a vote of fifty percent plus one, the Chairpersons of any ad hoc committees.
- d. To maintain, with the auditor, the contents of the safe.
- e. To veto, subject to two-thirds majority Council override, any decision he/she deems not in the best interests of the Area.
- f. To cosign, with the Treasurer, all checks and remain aware of all financial transactions.
- g. To attend or assign a designee for the weekly Resident Assistant staff meetings and give a weekly update.
- h. To act as head of the delegation to the Inter-Residence Hall Association and to serve on the IRHA President's Council.
- i. To hold weekly meetings with the advisor.
- j. To serve weekly office hours.
- k. To assist with and support area government functions.

- l. To prepare an agenda for all meetings with the concurrence of the Executive Board.
- m. To act as liaison between the Resident Assistants and the Executive Board.

Section III—Duties of the Vice-President

- a. To preside over General Body meetings in the President's absence, to declare a quorum, and to cast the deciding vote in the event of a tie at General Body Meetings.
- b. To monitor the activities of all committees.
- c. To oversee the election process.
- d. To interpret this Constitution when a circumstance arises that is not specifically accounted for, and to revise this Constitution during the Spring Semester each year, and make any amendments consistent with the University of Florida, IRHA, and the Department of Housing and Residence Education rules and regulations.
- e. To act as a member of the Towers Area Government IRHA delegation and to serve on the IRHA Judiciary Committee.
- f. To serve weekly office hours.
- g. To assist with and support area government functions.

Section IV—Duties of the Treasurer

- a. To be responsible and accountable for all funds controlled by TAG.
- b. To provide financial reports to any resident, the President, the Advisor, or the IRHA Auditor, upon request.
- c. To distribute Activity Cards and retain an accurate record of their distribution.
- d. To check for Activity Cards and to collect event revenue at area events or assign an authorized designee to perform the aforementioned duties.
- e. To act as a member of the Towers Area Government IRHA delegation and to serve on the IRHA Finance Committee.
- f. To prepare, with the assistance of the President and Advisor, a detailed semesterly budget, subject to the majority General Body approval filed with the IRHA auditor.
- g. To hold monthly meetings with the Advisor.
- h. To maintain, with the President, the contents of the safe.
- i. To serve weekly office hours.
- j. To assist with and support area government functions.

Section V—Duties of the Business Manager

- a. To propose a list of items that should be provided in Equipment Checkout and submit it for approval.
- b. To set policies, agreed upon by the Executive Board, for the use of Equipment Checkout, inform the Towers Desk Assistants, and inform the activity card holders of these policies and keep the Council advised as to changes in these policies.
- c. To purchase equipment, with the approval of the General Body, and see that it is properly stored.
- d. To supervise the set up and clean up of all equipment at events.
- e. To take inventory of all equipment at the beginning and end of each semester.
- f. To act as a member of the Towers Area Government IRHA delegation, and to serve on the IRHA Finance Committee.
- g. To maintain the TAG office and equipment
- h. To establish and publish the TAG Executive Board office hours.
- i. To serve weekly office hours.
- j. To assist with and support area government functions.

Section VI—Duties of the Secretary

- a. To keep minutes of the Executive Board and General Body meetings, and to distribute copies of the Executive Board minutes to the Executive Board members, the IRHA Secretary, and Advisor and to post the General Body meeting minutes on the common area bulletin board.
- b. To handle any written correspondence of the Towers Area Government.

- c. To create and distribute recognition.
- d. To maintain a record of Executive Board members and Floor Representatives phone numbers, room numbers, e-mail addresses, etc.
- e. To keep records of attendance.
- f. To act as a member of the Towers Area Government IRHA delegation, to serve on the Gator Dining Services Committee.
- g. To serve weekly office hours.
- h. To assist with and support area government functions.

Section VII—Duties of the Publicity Directors

- a. To act as a member of the Towers Area Government IRHA delegation, to serve on the respective IRHA counterpart committee.
- b. To maintain the TAG bulletin boards.
- c. To distribute all information of interest to the General Body members.
- d. To create and distribute publicity for each TAG event.
- e. To submit all publicity for the Advisor's approval.
- f. To serve weekly office hours.
- g. To assist with and support area government functions.

Section VIII—Duties of the Tower Presidents

- a. To act as a member of the Towers Area Government IRHA delegation, to serve on the respective IRHA counterpart committee.
- b. To report on the activities of their respective buildings to the Executive Board.
- c. To appoint floor representatives as necessary in the case of vacancies
- d. To call meetings of their respective floor representatives at least once a month.
- e. To coordinate and execute one program per semester.
- f. To attend their respective resident assistant meetings
- g. To assist the Publicity Director in posting publicity in his/her respective tower.
- h. Assist in maintaining the TAG bulletin board for his/her respective tower.
- i. To act as liaison between the Residents of their respective tower and the Executive Board.
- j. To serve weekly office hours.
- k. To assist with and support area government functions.

Section IX—Duties of the Historian

- a. To update the TAG website, and utilize the technical skills of the other executive board members to maintain the TAG website
- b. To photograph TAG events and post the photos on the website
- c. To be in charge of coordinating the end of the year bids for TAG, including, but not limited to, AG of the Year and Advisor of the Year
- d. To submit OTMs monthly
- e. To act as a member of the Towers Area Government IRHA delegation
- f. To serve weekly office hours
- g. To assist with and support area government functions

Section X—Duties of the Programming Chair

- a. To put on a minimum of two community building programs per month in conjunction with the Programming Committee, with a per semester program budget to be decided by the Executive Board pending approval by the General Body
- b. To meet as necessary with the members of the Programming Committee
 - 1. The Programming Committee shall be a standing committee
 - 2. Whereas the members of the Programming Committee are appointed by the president, vacancies are to be recommended to the Executive Board by the Programming Committee Chair
- c. Suggest the removal of, subject to the confirmation by the Executive Board with a vote of fifty percent plus one, the members of the Programming Committee, if needed

- d. To act as a member of the Towers Area Government IRHA delegation
- e. To serve weekly office hours
- f. To assist with and support area government functions

Section XI—Duties of the Advisor

- a. To sit in on each Executive Board meeting and General Body meetings.
- b. To ensure that the Towers Area Government follows all policies as stated by this Constitution, IRHA, Department of Housing and Residence Education, and the University of Florida.
- c. If there is a split vote on the Executive Board and they are unable to resolve it, the Advisor should mediate.
- d. To assist with and support area government functions.
- e. To have a weekly one on one with the President.
- f. To have a monthly one on one with the Treasurer.
- g. To approve all publicity regarding the Beauty Towers Area.

Article V

TAG Executive Board may appoint the following positions: Committee Chairpersons and Floor Representatives.

Section I—Duties of Committee Chairpersons/Directors

- a. To fulfill the responsibilities conferred upon them by this Constitution, by the General Body and/or the Executive Board.
- b. To attend all General Body meetings and report on Committee Activities.
- c. To call Committee meetings whenever he/she deems necessary.

Section II—Duties of Committee Members

- a. To attend all General Body meetings and their respective committee meetings
- b. To fulfill all duties assigned by the committee chair
- c. To assist with and support the committee chair

Section III—Duties of Floor Representatives

- a. To attend all General Body meetings and the Tower President meetings.
- b. To represent the needs and interests of the residents on their floor.
- c. To fulfill the responsibilities conferred upon them by the Executive Board.
- d. To submit all publicity to their Publicity Director for approval.
- e. To serve as a liaison between his/her residents and the Tower President.

Article VI

Election of the Executive Board members shall take place during the Spring semester.

Section I—Qualifications for Office

- a. All members of the Executive Board shall have and maintain a 2.0 grade-point-average on a 4.0 scale.
- b. No member of the Executive Board can be a Hall Director, a Resident Assistant, or an Apprentice Resident Assistant.
- c. All candidates for President, Vice-President, Treasurer, Business Manager, Secretary, East Publicity Director, West Publicity Director, East Tower President, and West Tower President must meet qualifications set in the Election Code.
- d. A Presidential candidate must be an active participant for a semester in the Towers Area Government. “Active” would include attending a majority of meetings and programs. If no one meets requirements then anyone else may run for the presidency.
- e. Let it be established that Area Executive Board Members may not hold more than one Area Office at any given time. Let it also be established that no person shall be permitted to run for more than one Area Executive Board Office.

Section II—Elections

- a. A candidate must obtain a majority of the votes (fifty percent plus one) to be elected.
- b. Elections shall take place on the week immediately following the conclusion of the IRHA Executive Board Elections of the Spring semester.
- c. Should no candidate obtain majority as defined, a run-off election shall be held on the tenth week of the Spring Semester or an alternate date decided upon by the incumbent Executive Board, between the two candidates that received the most votes in the first election.
- d. The candidate receiving the most votes in the runoff shall be elected.
- e. Newly elected Officers shall begin serving office at the conclusion of Spring Semester.

Section III—Election Code

The incumbent Vice-President shall uphold and enforce these rules and decide on the extent and resolution of any violation upon two-thirds majority approval of the Executive Board. All persons seeking election to office must file an application with the incumbent Vice-President by the Friday before the week of TAG elections during Spring Semester or an alternative date decided upon by the incumbent Executive Board.

A candidate must follow the election code:

- a. All campaign posters may be no larger than 14” by 14”.
- b. Only four campaign posters may be hung in each elevator lobby, and must be removed one day after the election. Should polling stations be placed inside the elevator lobby, campaign posters must be removed before the election polls open.
- c. There will be no door-to-door campaigning, slipping campaign material under the door, phone calls or lobbying in the elevator.
- d. Only one poster per candidate per floor. These must be posted on bulletin boards and may not cover any notices already posted.
- e. A candidate may call floor meetings. The meeting must have the approval of the Resident Assistant. The purpose of the meeting must be announced beforehand and the meeting cannot be mandatory.
- f. Area-wide meetings, rallies or debates must have the approval of the Residence Director.
- g. No banners, posters, et cetera may be hung from or attached to the outside of buildings, erected on the grounds, or inside the elevators.
- h. There will be no campaign materials placed in message boxes and the use of campus mail is prohibited.
- i. There will be no campaigning or candidates loitering near polling stations. If ballot boxes are located in the elevator lobbies, candidates must refrain from active campaigning near or within the lobby area. If ballot boxes are placed in the Beaty Commons, candidates are prohibited from campaigning within fifty feet of the boxes.
- j. Candidates shall be allowed to speak during General Body meetings.
- k. Negative campaigning by a candidate or a person acting on a candidate’s behalf is strictly prohibited.
- l. All campaign materials must be in good taste.
- m. All of the above rules shall be followed. If any candidate or person acting on his/her behalf breaches these rules, that candidate may be disqualified.
- n. If the Vice-President is seeking office, then the ranking Towers Area Government officer not directly involved in the proceedings, or the Advisor in the case that all officers are seeking office will fulfill his/her tasks in the election process.

Article VII

Grounds for impeachment or succession of a TAG officer.

Section I—Officer Impeachment

- a. Grounds for impeachment of a Towers Area Government Officer shall be the wrongful use of lawful authority, misconduct or wrongdoing, and/or failure in the performance of duties.
- b. Any Executive Board member may file impeachment charges against an officer by filing a statement of the charges, signed by one-fourth of the Executive Board, with the Advisor, to be placed on the Agenda for the next Executive Board meeting where the Executive Board will decide the provisions for the court meeting.

- c. The Court for trying an impeachment shall consist of the Executive Board members and Floor Representatives, chaired by a ranking Towers Area Government officer not directly involved in the proceedings. A two-thirds vote is required for conviction and removal.

Section II—Succession

- a. Should the President be unable to complete his/her term, the Vice-President will assume all powers and duties of the Presidency.
- b. Should any officer other than the President resign from office, the Executive Board shall appoint a replacement, subject to General Body approval.

Article VIII

This Constitution may be amended by three-fourths majority vote of the General Body. Amendments must be read and approved at two consecutive General Body meetings.

Article IX

Any stipulation of this Constitution may be suspended by a three-fourths majority vote of the General Body.