

## CONSTITUTION: COMMUNICATIONS COMMITTEE

- I. Name: Communications Committee
  
- II. Purpose: To promote and publicize events and members related to College Government and to create interest in the general community to participate in and learn about Wellesley College Government. To raise money for College Government through fundraising efforts.
  
- III. Membership  
This organization does not discriminate in membership on the basis of gender, race, creed, ethnicity, religion, sexual orientation, age, disability, or financial status (see Article IV below).
  
- IV. Committee
  - A. This committee shall adhere to the Honor Code.
  - B. This committee shall not discriminate on the basis of race, gender, creed, ethnicity, religion, sexual orientation, age, disability, or financial status
  - C. This committee shall consist of members from student senate, each member having a designated position on the committee.
  - D. Officers
    1. Chair: Will be the current College Government Secretary/Treasurer
    2. Members must have a designated position on the committee. Positions should include the following, but may change at the Chair's discretion in response to the current needs of College Government:
      - a. SOAC publicist (1)
      - b. SPEC rep/publicist (1)
      - c. SOFC publicist (1)
      - d. CGP publicist (1)
      - e. CG MAC Publicist (1)
      - f. *Wellesley News* Liaison (1)
      - g. Webmistress (1)

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- h. Secretary (1)
- i. Programming (3)
- j. Fundraising (2)

V. Powers and Duties

A. Of the Officers

1. The Chair:

- a. Shall set the agenda for each meeting
- b. Shall delegate duties to all members
- c. Shall set a specific goal for amount of money raised each semester via fundraising and a specific goal for outreach each semester.

B. Of the Members

1. Publicists

- a. Shall be in charge of all publication and communication of their respective committee's activities/notable changes to the greater public by gathering information from members and heads of the committees to create and poster advertisements.

2. *Wellesley News* Liaison

- a. Shall serve as the primary liaison between College Government and the *Wellesley News* by informing the News staff of upcoming College Government related events and serving as a resource for facts about College Government.

3. Web mistress

- a. Shall be in charge of maintaining and updating the College Government website weekly, including the Senate minutes.

4. Secretary

- a. Shall be in charge of taking minutes during each Communications Committee meeting

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- b. Shall post the minutes to the Communications Committee conference by noon the day after Communications Committee meetings.

5. Programmers

- a. Shall be in charge of planning and executing major College Government projects such as senator dinners, senator luncheons, this includes creating invitations, booking space, allocating funds, decoration, food, etc. Other programming or information gathering will also fall under the duties of the programmers – i.e. community at large surveys, senate midyear review surveys, etc.

6. Fundraisers

- a. Shall be in charge of planning at least one major fundraiser per semester. Will do all the designing or gathering of designs, ideas, contacting the suitable person/persons to hold a fundraiser, booking space, allocating funds, etc.

7. All members

- a. required to leave Monday nights open for both Senate and the Communications Committee Meeting.
- b. required to attend all committee meetings (maximum two excused absences per semester) called by the Secretary/Treasurer
- c. required to accomplish other tasks other than their designated member duties. This is up to the discretion of the Secretary/Treasurer (i.e. mini minutes, updating the College Government board every week, redecorating the College Government board every month, mailing thank you cards to Senate visitors, )
- d. required to assist the current Vice President during the fall and spring SOAC interview process.

VI. Activities

A. Meetings

1. Because the Communications Committee falls under the umbrella organization of College Government, which is an open organization, our meetings are not open to the general public.

VII. Quorum

A. Transaction of Business

1. A majority of members of the organization is required.

B. Constitutional Business

1. Three-quarters of the organization is required.

VIII. Finance

A. The committee will finance itself with College Government's SOFC funds.

B. In addition to SOFC funds, the organization shall hold one fundraiser a semester for College Government

C. The organization shall adhere to all SOFC regulations.

IX. Election

A. Schedule of Officer Elections

B. Officer Eligibility

1. Chair: Must be the elected Secretary/Treasurer.

X. Adoption

A. The Constitution shall be valid when:

1. Adopted by a two-thirds majority vote of the stipulated quorum for constitutional business
2. A copy has been signed by the President of the Organization and by the Vice President of the College Government Association, and is filed in the College Government Office.

XI. Amendment

A. Amending requires a 2/3 vote from the present members during a meeting.

Sign and Date:

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Organization President

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CG Vice President

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SOAC Senator #1

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SOAC Senator #2

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SOAC Senator #3