

DiverseAbility Club Constitution

Mission Statement: To broaden the campus' understanding of diversity in regards to people with disabilities and working towards making the campus and community a more accepting place. This will be done by creating an accepting space on campus where people can come and express their concerns about the accessibility on campus and the accessibility in the country. We will also host speakers that will keep the campus informed and give lectures on accessibility and being disabled.

The name of this club shall be DiverseAbility Club of Eastern Connecticut State University.

ARTICLE I – PURPOSE

It shall be the purpose of this organization to:

- Section 1 Act as an information center on campus and in the community by providing literature, resources and knowledge.
- Section 2 Promote diversity and understanding through political activism by way of hosting speakers, public forums, visibility programs and other programs.
- Section 3 Be strong advocates for the disabled community.
- Section 4 Provide a safe space and a supportive group for people with disabilities.

ARTICLE II - MEMBERSHIP

- Section 1 This organization will be open to all disabled and non-disabled currently registered students, faculty & staff, and alumni.
- Section 2 Anyone who attended the previous meeting will be considered a voting member of DiverseAbility Club for the current meeting.
- Section 3 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.
- Section 4 Members are expected to respect the privacy and dignity of fellow members at all times. Any members in violation of this article will be dealt with on a case by case basis.

ARTICLE III - EXECUTIVE BOARD & OFFICERS

- Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Public Relations. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.
- Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.
- Section 4 The Executive Board shall meet bi-weekly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

- Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.
- Section 6 All candidates must be a voting member to run for office.
- Section 7 If an Executive Board member must miss a meeting, they are to send an email to all other Executive Board members.

ARTICLE IV - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1 The President shall:

- a) Prepare the meeting agendas.
- b) Have the power to call executive board meetings and all regular and special meetings of the organization.
- c) Sign all official papers related to the club (including financial paperwork in the absence of the Treasurer).
- d) Have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees.
- e) Appoint a temporary Secretary to take minutes when the Secretary is absent.
- f) Act as the spokesperson for the organization.
- g) Be an ex-officio member of all standing and ad hoc committees except the nominating committee.

Section 2 The Vice-President shall:

- a) Assist the President with responsibilities as needed.
- b) Carry out the duties of the President in the absence of the President.
- c) Automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached.
- d) Serve as coordinator of all standing and ad hoc committees.
- e) Be an ex-officio member of all standing and ad hoc committees.

Section 3 Treasurer shall:

- a) Expend funds as authorized by the membership of the organization as indicated in the organization's minutes.
- b) Keep an accurate account of all receipts, membership dues, and expenditures of the organization.
- c) Complete, sign, and submit all financial paperwork.
- d) Submit a financial report.
- e) Keep track of the club's accounts, income, and expenditures.
- f) Give a Treasurer statement of balance at every meeting.

- g) Request financial assistance from the Student Government Association and Budget and Management Committee if needed.
- h) Be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4 The Secretary shall:

- a) Keep a proper record of all activities of the club, including the minutes of every meeting.
- b) Take attendance at all business meetings of the organization.
- c) Authenticate by his/her signature all records and documents of the organization.
- d) Carry on the official correspondence of the club; which will be signed by the President.
- e) Send a reminder for all meetings to all members.
- f) Distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5 The Public Relations shall:

- a) Work with on-campus and off-campus resources such as the radio station, newspaper, and other media outlets to advertise club-related topics.
- b) Supervise advertising campaigns for all events.
- c) Create and distribute promotional materials.
- d) Respond to both on-campus and off-campus parties on behalf of DiverseAbility.
- e) Help to create and maintain the DiverseAbility website (Facebook page, etc.).
- f) Be in charge of documenting events and/or meetings with the use of A/V equipment, or digital cameras.

ARTICLE V - ADVISOR(S)

- Section 1 The Advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.
- Section 2 The faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 3 The Advisors shall give advice for the better performance of the organization.
- Section 4 The Advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.
- Section 5 The Advisor shall serve at the discretion of the University.
- Section 6 The Advisor is expected to attend at least 1 meeting a month

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

- Section 1 Elections shall be held for all offices, including those that are filled temporarily.
- Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until the following year, when their successors shall assume office.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 25th and no later than April 31st of each year.
- Section 4 Only voting members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE VII - VACANCIES

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency and election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE VIII - IMPEACHMENT AND/OR RECALL

- Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities or conduct unbecoming of the university.
- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
- Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article IX - Meetings

- Section 1 Meetings of the organization shall be held once a week during the academic year. There must be 48 hours of notice of all emergency meetings.
- Section 2 Quorum: a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.
- Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.
- Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

Article X - Amendments

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Article XI - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Article XII - Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.