

Eastern Connecticut State University | Student Activities | Authorized Signature Form

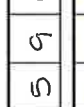

Organization Name: *Doughy Delights*

Meeting Day: *April 22, 2019*

Meeting Time: *3:00pm*

Location: *Student Center Rm 223*

The following persons, whose signatures appear below, are authorized to sign all documents for the organization named above (after completion of trainings). It is the responsibility of the organization's officers to amend this form should the signature authority change. **By signing this Authorized Signature Form, we affirm that we have read and understand the Club/Organization Policies and Procedures and agree to comply with the rules and regulations states on page 2 of this document.**

Position	Full name (print clearly)	Eastern ID #	Signature
President	<i>Kasey Borjas</i>	1 0 2 5 9 4 4 1	
Vice President	<i>Kayla Coppola</i>	1 0 2 5 8 8 8 3	<i>Kayla Coppola</i>
Secretary	<i>Ali Fern</i>	1 0 2 5 8 6 5 0	<i>Ali Fern</i>
Treasurer	<i>Roger Zhirzhan</i>	1 0 2 6 6 8 4 3	<i>Roger Zhirzhan</i>
Public Relations	<i>Robert Zeller</i>	1 0 2 6 3 3 4 6	

Advisor's Name (print clearly)

*Jennifer Leszczynski*

Signature



# Sample Club Constitution

## Eastern Connecticut State University

# Doughy Delights

## Constitution

**Mission Statement:** To inform and educate students about the various aspects of different ways to bake, healthy ways to bake, and encouraging body positivity through these ideas. As a student club of the Eastern community, the Doughy Delights Club is to provide nutritional information about the art of baking as well as body positivity/image activities and events for its members and Eastern community.

## **ARTICLE I - NAME**

The name of this club shall be Doughy Delights (Club) of Eastern Connecticut State University.

## **ARTICLE II - PURPOSE**

It shall be the purpose of this organization to inform people of how to bake and healthy ways of eating as well as spread body positivity/image

## **ARTICLE III - MEMBERSHIP**

- Section 1      This organization will be open to all students currently registered at Eastern Connecticut State University.
- Section 2      Anyone who attends three consecutive meetings will be considered a voting member of the Club. If there is limited space in activities, anyone who contributes more can participate.
- Section 3      Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.
- Section 4      Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

## **ARTICLE IV - 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 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.

## **ARTICLE V - 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. Help coordinate all social functions of the organization;
- e. serve as coordinator of all standing and ad hoc committees;
- f. 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. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 72 hours of notice of all meetings;
- g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5:      The Public Relation shall:

- a. Post on social media
- b. Control on social media
- c. Take pictures on social media

**ARTICLE VI - 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.

## **ARTICLE VII - 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 last day of the academic year when their successors shall assume office.

Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than the beginning of March and no later than the end of April of each year.

Section 4 Only active 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. Those who cannot make it to the election meeting can vote through email.

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 VIII - 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, Public Relations and/or Treasurer. If neither officer wish to fill the Vice Presidency an 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 majority vote.

#### **ARTICLE IX - 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.

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 X - Meetings**

Section 1 Meetings of the organization shall be held at least once a week during the academic year. There must be 24 hours of notice of all emergency meetings.

Section 2 Motions... a motion shall be defined as 50% + 1 member of the club's total voting membership. A motion must be present for any action to take place by membership.

Section 3 A motion shall be required to conduct any official business of the organization.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

## **Article XI - 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.
- Section 3      All members of the organization must be notified ahead of time of any proposed changes that will be made.

## **Article XIII - 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.



**Doughy Delights Minutes**  
**April 22, 2019**  
**Student Center Room 223**

**Attendance:**

**President:** Kasey Borjas, **Vice President:** Kayla Coppola, **Secretary:** Ali Fern, **Treasurer:** Roger Zhirzhan, **Public Relations:** Jakob Zeller **Members:** Kiana Beamon, Hannah Prada, Aimee Elliott, Pablo Cruz, Samantha Vasquez, Talia Botelho, Shannon McGlynn, Sarah Henckel, Kayla McLean, Nicole Fitzzyk, Meaghan Labas, Julia Calusine

A Quorum was established.

The meeting was called to order at 3:10pm by President Kasey Borjas

**President's Report**

Introductions of Eboard and members

Went over Constitution: added, changed and removed aspects of the sample constitution.

**Vice President's Report**

Ideas for Club:

- Valentines day cookie decorating
- Valentine's Day Delivery (baked goods)
- Smoothie Sale
- Partnering with CCE after school programs for cooking or baking
- Cookie dough making
- Awareness projects
- Baking competitions
- Cookie swap
- Recipe swaps
- Culture night
- Ice cream socials

**Treasurer's Report**

None for this meeting.

**Public Relations Report**

None for this meeting.

**Motion 1- Close the Meeting**

1st: Pablo Cruz      2nd: Aimee Elliott

Table 1

4-22-19	Name	Student ID	Email			
	Kasey Borjas	10259441	<a href="mailto:borjask@my.easternct.edu">borjask@my.easternct.edu</a>			
	Jakob Zeller	10263345	<a href="mailto:zellerk@my.easternct.edu">zellerk@my.easternct.edu</a>			
	Nicole fitrzyk	10257380	<a href="mailto:fitrzykn@my.easternct.edu">fitrzykn@my.easternct.edu</a>			
	Kayla McLean	10257793	<a href="mailto:mcleankay@my.easternct.edu">mcleankay@my.easternct.edu</a>			
	Sarah Henckel	10251873	<a href="mailto:henckels@my.easternct.edu">henckels@my.easternct.edu</a>			
	Shannon McGlynn	10258509	<a href="mailto:mcglynns@my.easternct.edu">mcglynns@my.easternct.edu</a>			
	Talia botelho	10258272	<a href="mailto:botelhot@my.easternct.edu">botelhot@my.easternct.edu</a>			
	Samantha Vasquez	10258187	<a href="mailto:vasquezsa@my.easternct.edu">vasquezsa@my.easternct.edu</a>			
	Pablo Cruz	10259562	cruzpab			
	Aimee Elliott	10259936	elliottai			
	Kayla Coppola	10258883	<a href="mailto:coppolaka@my.easternct.edu">coppolaka@my.easternct.edu</a>			
	Ali Fern	10258650	<a href="mailto:ferna@my.easternct.edu">ferna@my.easternct.edu</a>			
	Hannah Prada	10266219	<a href="mailto:pradah@my.easternct.edu">pradah@my.easternct.edu</a>			
	Meaghan Labas	10259117	<a href="mailto:labasm@my.easternct.edu">labasm@my.easternct.edu</a>			
	Julia Calusine	10260625	<a href="mailto:calusinej@my.easternct.edu">calusinej@my.easternct.edu</a>			
	Kiana Beamon	10224294	<a href="mailto:beamonk@my.easternct.edu">beamonk@my.easternct.edu</a>			