



Her Campus at Eastern Connecticut State University Constitution

Mission Statement: To inform and educate students about the different aspects of running a publication by empowering members to create content and events about their interests and passions whilst uplifting women. As a student club of the Eastern community, the Her Campus is to provide community building activities and events for its members and Eastern community.

ARTICLE I - NAME

The name of this club shall be Her Campus (Club) at Eastern Connecticut State University.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to provide an online hub for ECSU by producing content that is both a resource and a source of entertainment for students. As a chapter, we publish weekly articles, post content on social media, and plan and market events for our organization. The group is ideal for students interested in business, event planning, journalism, media, and female empowerment.

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 two consecutive meetings will be considered a voting member of the Her Campus at ECSU. However, anyone who has two inexcusable absences from regular meetings during the same semester will lose their voting privileges.
- 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/ Campus Correspondent, Vice-President, Marketing and Publicity Director (Secretary), Events Director (Treasurer), and Social Media Director. 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 Campus Correspondent/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.
- h. Ensure quota of 4 articles/per week and 2 posts per week on all social media platforms are posted. In addition, work with events and marketing team to promote chapter with posters, mini fliers, and events on campus.
- i. Must maintain weekly correspondence with Her Campus national and ensure that weekly content requirements are met. Responsibilities include general team management and strategic planning, holding weekly meetings, and acting as the primary contact and representative for the chapter of Her Campus.

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. 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.
- g. Serve as a co-editor with the president.
- h. Go over articles for the week and ensure all are in good condition to be published before being sent to the President for upload approval.
- i. Remind writers of upcoming deadlines
- j. Will be the chair of the editorial committee.

Section 3 Events Director/ Treasurer shall:

- a. Also take the role of a treasurer
- b. expend funds as authorized by the membership of the organization as indicated in the organization's minutes.
- c. keep an accurate account of all receipts, membership dues, and expenditures of the organization.
- d. complete, sign, and submit all financial paperwork.
- e. submit a financial report.
- f. keep track of the club's accounts, income, and expenditures.
- g. give a Treasurer statement of balance at every meeting.
- h. request financial assistance from the Student Government Association and Budget and Management Committee if needed.
- i. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.
- j. Plan events specifically for our team and for community and recruitment on campus and assign meetings for events.
- k. Will be the chair of the event planning committee.

Section 4 The Marketing and Publicity Director/Secretary shall:

- a. Also take the role of a secretary
- b. keep a proper record of all activities of the club, including the minutes of every meeting.
- c. take attendance at all business meetings of the organization.
- d. prepare a roll call of members and call it when necessary.
- e. authenticate by his/her signature all records and documents of the organization.
- f. carry on the official correspondence of the club, which will be signed by the president.
- g. give 72 hours of notice of all meetings.
- h. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

- i. Create posters and fliers for events and collaborate with social media teams on appropriate posts.
- j. Will be co-chair of the Social Media committee.

Section 5 The Social Media Director shall:

- k. Configure social media posting to keep a positive reputation of Her Campus and ECSU
- l. Discover new opportunities for HC to expand.
- m. Create social media flyers and graphics for active promotion.
- n. Develop a strategy behind updating the Her Campus social media accounts.
- o. Manage the social media calendar and analyze the accounts to determine the best times to post and ways to have our readers/followers interact.
- p. Social media accounts must be updated multiple times per week, if not multiple times per day.
- q. Manage the team of members that contribute to our social media accounts and publicize the organization and its events around campus.
- r. Keep track of social analytics and relay any significant information.
- s. Will be co-chair of the Social Media committee.

ARTICLE VI - COMMITTEES

Section 1 Editorial Team

- a. Brainstorm article ideas
- b. Write at least two articles per month.
- c. Hit editorial deadlines.
- d. Relay any related social media needs/ideas to the social media team.

Section 2 Social Media Team

- a. Help brainstorm social post and campaign ideas.
- b. Help create content for socials to have a regular flow of content.
- c. Contribute to social media content.

Section 3 Event Planning Team

- a. Brainstorm event, fundraiser, and collaboration ideas
- b. Help plan and set up events both for the chapter and school wide events.
- c. Show up to all events unless given notice that the member will not be able to attend at least one day in advanced.
- d.

ARTICLE VII - 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 VIII - 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 end of the spring semester when their successors shall assume office.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 1 and no later than April 30 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.
- 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 IX - 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 wish 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 X - 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 I- Meetings

Section 1 Meetings of the organization shall be held weekly 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 XII - 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 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.
- Section 4 The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XIII - Parliamentary Authority

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

Article XIV - 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.