

Computer Science Club

Constitution

Founded 2008

Constitution Ratified September 22, 2008

Article I – Name

The name of this organization will be known as the Computer Science Club of Eastern Connecticut State University.

Article II – Purpose

The purpose of this organization will be to promote the field of computer science. The club shall be responsible for holding events as well as the planning and execution of trips for the benefit of those students interested in the computer science field.

Article III – Membership

- Section 1 This organization will be open to all students currently registered at Eastern Connecticut State University regardless of major. 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.
- Section 2 Anyone who attends two consecutive meetings will be considered a voting member of the Computer Science Club. Voting members will receive privileges as described in Article VI.
- Section 3 Anyone who has two inexcusable absences from regular meetings during the same semester will lose their privileges described in Article VI.
- Section 4 Unless physically incapable, any member will receive 24 hours following a meeting to contact an executive board member to give reason why they could not attend. After 24 hours they will be considered unexcused.
- Section 5 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.

Article IV – Executive Board and Officers

- Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer. 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. All members of the Executive Board and the Committee Chairpersons shall be required to attend.
- Section 5 Voting in the Executive Board meetings will consist of only Executive Board members and Committee Chairpersons but attendance is open to all club members.
- Section 6 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 7 Executive Board shall have the power to remove a member from the club as stated in Article XII.

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. be responsible for all sign postings and advertisements;
 - g. assist with coordinating all social functions of the organization;

- h. act as the spokesperson for the organization;
- i. 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. coordinate all social functions of the organization;
- 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. keep a head count of individuals during travel events;
- 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.

Article VI – Powers of Members

Members of the club as described by Article III Section 2 will be eligible for the privileges as described below. Duties may be revoked at any time following membership removal as described in Article XI.

- Section 1 Members will be eligible to vote for or against motions made during meeting times. Members may abstain from voting at their choosing
- Section 2 Members will be able to bring up for discussion topics of their choosing during meeting times. This will be done prior to adjournment. Meetings may not adjourn while members still wish to voice their opinion.
- Section 3 Members of the Computer Science Club will receive first priority should an event sponsored by the club require a limited number of openings.
- Section 4 Members of the Computer Science Club may request to impeach an Executive Board member through the proceedings of Article IX.
- Section 5 Members may run for any open office positions they wish through proceedings in Article VII.

Article VII – Advisor

- 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 exactly one (1) month following the election of their successor.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 01 and no later than April 01 of each year.
- Section 4 Should the club decide to change when elections shall be held, it will require a 2/3 vote from its active members as well as well as a majority vote among the current Executive Officers.
- Section 5 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 6 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 7 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 wishes 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 Article VII 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 XII – Removal of Member Privileges

Members of the Executive Board can vote to remove the membership privileges of any member following the guidelines described below

- Section 1 Members are capable of losing privileges based on disruptive behavior, misrepresentation of the club, or any action seen as inappropriate by the Executive Board.
- Section 2 All membership removal proceedings must be done during an Executive Board meeting. The member in question must be notified one (1) week prior to the meeting and may attend the meeting to defend him or herself.
- Section 3 To pass a motion to remove membership proceedings, a 2/3 majority of the Executive Board is required. The advisor is also required to give his/her consent to the removal process.
- Section 4 Those privileges to be lost are those listed in Article VI. They may regain membership the following semester.
- Section 5 Members, under the discretion of the Executive Board, still retain the right to attend meetings and club events.

Article XII - Meetings

- Section 1 Meetings of the organization shall be held at 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 XIII - 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 two-thirds (2/3) vote provided that prior notice has been given.

Article XIV - Parliamentary Authority

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

Article XV - 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.