

# ETV Constitution

## ARTICLE I: NAME

-The name of this club shall be ETV

## ARTICLE II: PURPOSE

-ETV, formerly known as TV22 has been formed from two former clubs: Eastern Expedition and the Communication club to create a more powerful media and news club that can reach the whole campus. The club aims to give students with Communication majors or minors a chance to experience television production and prepare for real-life job experiences.

## ARTICLE III: MEMBERSHIP

-Section 1: This organization will be open to all students currently registered at Eastern Connecticut State University.

-Section 2: To be considered a voting member of the club you must be an active member. Being an active member includes, but is not limited to:

- Attending two consecutive meetings
- Actively contributing to the club
- Participating in show production

However, any member who has two unexcused absences from regular meetings in the same semester will lose their voting privileges.

-Section 3: Any voting member unable to attend a meeting for an excused 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.

## 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 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 once every other week. 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. Include but are not 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 meeting of the organization
- c) Sign all official papers related to the club
- (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 temporary Executive Board members if one fails meet the requirements asked of them, leaves the club or resigns
- f) Act as 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) Coordinate all social functions of the organization
- e) Serve as coordinator of all standing and ad-hoc committees Be an ex-officio member of all standing and ad-hoc committees

- f) Be an ex-officio member of all standing and ad-hoc committees.
- g) Assist the Public Relations Director in club promotion
- h) Lead in club fundraising efforts
- I) Work Treasurer in conference planning

-Section 3: The Treasurer shall:

- a) Expend funds as authorized by the membership of the organization as indicated in the organization's minute
- b) Keep an accurate account of all receipts, membership dues and expenditures of the organization
- c) Submit a financial report
- d) Keep track of the club's accounts, income and expenditures
- e) Give a Treasurer statement of balance at one meeting a month
- f) Request financial assistance from the Student Government Association and Budget and Management Committee if needed
- g) Be responsible for the organization complying with the Student Activities Business Procedures Manual
- h) Coordinate the annual NAB conference with assistance from the Vice President

-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 36 hours of notice of all meetings
- g) Distribute Minutes within 48 hours of the meeting

-Section 5: The Public Relations Director shall:

- a) Be responsible for the online presence of the club
- b) Posting on all social media club news, milestones, updates and events
- c) Assisting the Executive Producers in the club YouTube channel
- d) Be the contact between other clubs

#### ARTICLE VI: ADVISORS

-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 annually

-Section 2: Officers shall be elected for a term of one year, or until their successors are elected

-Section 3: Elections shall be held during the Spring semester for the following Fall. Elections shall take place no earlier than March and no later than the end of each year.

-Section 4: Only active club members shall be allowed to vote. Voting shall be conducted by secret ballot unless there is only one candidate, in which case, election may be by voice.

-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, additional ballots will be taken until a majority vote has been reached.

-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 carried out by the Treasurer. The office of Treasurer will be carried out by the Secretary and the new Secretary shall be elected.

-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 IX: IMPEACHMENT AND/OR RECALL

-Section 1: Any officer is subject to impeachment and/or recall and removal from 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 vote. Voting shall be conducted by secret ballot.

-Section 4: An officer who is impeached shall immediately relinquish his/her office but is allowed to maintain an active membership status 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 Article VIII Section 1 or 2.

## ARTICLE X: MEETINGS

-Section 1: Business meetings of the organization shall be held at least once a month during the academic year. There must be 48 hours of notice before all emergency meetings.

-Section 2: A quorum shall be defined as 50% plus one 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 and official business of the organization except to adjourn.

-Section 4: When voting in favor of an item and it is 50/50, the President may vote.

## ARTICLE XI: AMENDMENTS

-Section 1: Amendments to this constitution must be approved by a two-thirds majority of the voting membership.

-Section 2: Prior to 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 3: The Constitution may be amended at a duly constituted meeting of the organization by a two-thirds vote provided that prior notice has been given.

#### ARTICLE XII: MEMBER DUTIES

-Section 1: Members must attend each weekly meeting on Thursday in order to conduct the weekly newscast and discuss club business.

-Section 2: Members shall receive positions based on their attendance and work ethic. Those who contribute the most will receive their first choice of jobs.

-Section 3: Members must help, take part in and assist in the planning of all fundraising and community service projects.

-Section 4: If a member cannot attend a meeting, they must email, call, text an Executive Board officer, Executive Producer or inform the group prior to the meeting.

#### 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.