

# People Helping People Constitution

## Eastern Connecticut State University

**Mission Statement:** to involve the students of Eastern Connecticut State University by directly engaging social issues which affect the local and global community while providing the opportunity to develop leadership and interpersonal skills.

## **ARTICLE I - NAME**

The name of this club is People Helping People. (PHP)

## **ARTICLE II - PURPOSE**

It shall be the purpose of this organization to involve the Eastern student body, faculty and the community as they work to take on social issues through a wide variety of meaningful service projects and civic engagement initiatives.

## **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 meetings a semester or three community service projects will be considered a voting member of People Helping People for that academic year.
- Section 3      Any voting member unable to attend a meeting for an excusable reason, as determined by the Executive Board may vote by an absentee ballot in the time frame allotted by Robert's Rules of Order.
- 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, Public Relations Officer, and the Faculty Advisors 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 Executive Board shall have the power to appoint the chairpersons of all standing and ad hoc committees.

- Section 4      The Executive Board and Committee chairpersons shall meet bi-weekly and as needed during the academic year. Meetings of the Executive Board and committee chairpersons shall be called by the President of the organization.
- Section 5      All Executive Board members shall serve as spokespersons for the club.
- Section 6      All voting decisions made by the Executive Board shall be by a majority vote of the members 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 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, in conjunction with the Executive Board, to approve the chairpersons of all standing and ad hoc committees;
- e. appoint a temporary secretary to take minutes when the secretary is absent;
- f. be an ex-officio member of all standing and ad hoc committees except the nominating committee;
- g. Coordinate all social functions of the organization;
- h. Be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

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      The 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;

- 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 sign in sheet of members and call it when necessary;
  - d. authenticate by his/her signature all records and documents, including minutes, 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 special 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 Relations Officer shall:
- a. be responsible for promoting the club to students and the community;
  - b. be responsible for corresponding and collaborating with other clubs, organizations, and faculty;
  - c. oversee committee public relations officers;
  - d. be responsible for updating all media including but not limited to electronic sources;
  - e. be responsible for coordinating PHP representation at any university events.

## **ARTICLE VI - ADVISORS**

Section 1      The advisors shall be chosen by the Executive Board.

Section 2      The faculty advisors shall serve as a non-voting ex-officio members of the Executive Board.

- Section 3      The advisors shall give advice for the better performance of the organization.
- Section 4      The advisors shall meet their 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 advisors 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) academic year or until their successors are elected.
- Section 3      Elections shall be held during the spring semester. Nominations shall take place during the first two weeks of April. Elections shall be held during the third or fourth week of April.
- 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 they will be listed on the ballot and elected by default.
- 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 up to two times, then a coin toss will be performed by the Advisor.
- 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 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 by the membership 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 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 month 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 A permanent meeting time should be established by majority vote of the membership.

## **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 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 XII - Parliamentary Authority**

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

## **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.

## **Article XIV- Committees and Sub committees**

- Section 1 Committees and sub committees exist for the purpose of organizing People Helping People efficiently and furthering the goals of the club according to the mission statement.
- Section 2 Any club member can propose the forming of a committee during an official People Helping People meeting.
- Section 3 Committees can be formed with the consent of the e-board during an official meeting with a secretary present to record the approval or denial.
- Section 4 Each committee and sub-committee meeting must have a designated member who takes minutes and submits them to the secretary.