

# **Senior Class Committee Constitution**

**Revised 9/2011**

## **ARTICLE I-NAME**

The name of this club shall be senior class committee of Eastern Connecticut State University.

## **ARTICLE II- PURPOSE**

It shall be the purpose of this committee to oversee all senior class events and activities and conduct fundraisers to support those events.

## **ARTICLE III\_ Membership**

1. This committee will be open to all full-time junior and senior students currently registered at Eastern Connecticut State University, and shall also maintain a cumulative grade point average of no less than a 2.0.
2. A Senior is defined as a student with 90+ credits and/or anticipates on graduating in May of that academic year of term appointed.
3. Any senior who attends three consecutive meetings will be considered a voting member of the committee.
4. Any students that are not of Senior status who attends three consecutive meetings will be considered a non-voting member of the committee.
5. 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 AND OFFICERS**

1. The members of the executive board shall consist of the President, Vice President, Secretary, and Treasurer. Also there shall be no more than three Senior-at-large positions and no more than three Junior-at-large positions on the executive board. The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.
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 committee. The executive board shall be subject to the rules of the committee and shall not act in conflict with actions taken by the committee.
3. The Executive Board shall meet accordingly during the fall semester (at least once every 2 weeks) and weekly during the spring semester. Meetings of the Executive Board shall be called to order by the president.
4. A majority of the membership of the Executive board and senior committee members shall constitute a quorum. All decisions made by the senior class committee shall be by a majority 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 committee. 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 committee;
- c. sign all official papers related to the club;
- d. appoint a temporary secretary to take minutes when the secretary is absent;
- e. act as the spokesperson for the organization;
- f. serve as a student representative for Alumni Affairs.

### 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;

### Section 3      Treasurer shall:

- a. expend funds as authorized by the membership of the committee as indicated in the committee's minutes;
- b. keep an accurate account of all receipts, membership dues, and expenditures of the committee;
- c. submit a financial report on a monthly basis during the Fall semester and a biweekly basis during the Spring semester;
- d. keep track of the club's accounts, income, and expenditures;
- e. give a Treasurer statement of balance at every meeting;
- f. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- g. be responsible for the committee complying with the Student Activities Business Office (SABO) Manual.

### 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 committee;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the committee;
- 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.

Section 5      The Senior-at-Large shall:

- a. be a voting member and attend all meetings and senior class activities and events.
- b. share the responsibilities with the rest of the committee.
- c. Represent the committee at university functions.

Section 6      The Junior-at-large shall:

- a. be a voting member and attend all meetings and senior class activities and events.
- b. share the responsibilities with the rest of the committee.
- c. Represent the committee at university functions.
- d. Encouraged to run for executive board positions as seniors the following year on the SGA ballot in the spring semester.

**ARTICLE VI – ADVISOR(S)**

Section 1      The advisor shall be the Assistant to the Director of Student Activities/Center: Program Assistant

Section 2      The advisors shall give advice for the better performance of the organization.

Section 3      The advisor shall meet his/her responsibilities to the committee 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 4      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, on a yearly basis. If positions are vacant then the position should be advertised campus wide. All interested parties should present their qualifications to the committee. The committee will discuss and select a candidate to fill the position.

Elections for all offices will be held every spring for the following academic year.

- Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until their successors shall assume office or the day after Spring Commencement Exercises.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March and no later than April 15<sup>th</sup> of each year.
- Section 4 Members of the Senior Class Executive Board shall be elected by their fellow classmates in a formal campus election.
- Section 5 Elections shall be carried out by Student Government Association and the Senior Class shall be subject to the rules and regulations established by Student Government's Board of Elections.
- Section 6 Officers shall be elected by a majority of the vote 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 7 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 treasurer and secretary. An election will held for the vacant position.
- Section 2 In the event of the vacancy of any other offices, the position should be advertised campus wide. All interested parties should present their qualifications to the committee. The committee will discuss and select a candidate to fill the position.

In the event of a vacancy during the year the position will be advertised campus wide. All interested parties will come to a designated committee meeting and present their qualifications. After discussion the committee will vote to select the best candidate to fill the position.

#### **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 committee unless his/her actions have brought discredit to the committee.
- Section 5 If an officer is impeached, the committee shall fill the position following the procedures outlined under Vacancies.

#### **Article X – Meetings**

- Section 1 Meetings of the committee shall be held at least once biweekly for the fall semester and weekly for the spring semester. 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 Voting in favor if it comes down to a tie a revote will be held with the president casting a vote.
- Section 5 Any Executive Board member who has had two inexcusable absences from regular meetings during the same semester will lose their voting privileges and could face impeachment.

#### **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 committee.

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 committee.

Section 4      The constitution may be amended at a duly constituted meeting of the committee 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