

Eastern Connecticut State University

Ping Pong Club Constitution

Mission Statement: The mission of the Ping Pong Club is to encourage students to engage in a physical activity that can be both competitive and casual. The Ping Pong Club shall provide a fun and engaging way for students to participate in the sport of table tennis with their peers.

ARTICLE I - NAME

The name of this club shall be the Ping Pong Club of Eastern Connecticut State University.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to allow students to learn about and engage with the sport of table tennis, also known as ping pong.

ARTICLE III - MEMBERSHIP

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| Section 1 | This organization will be open to all students currently registered at Eastern Connecticut State University. |
| Section 2 | Anyone who attends three consecutive meetings will be considered a voting member of the Ping Pong Club. |
| Section 3 | Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot. |
| Section 4 | Any member who attends at least 2 meetings, consecutive or otherwise, may become a non-voting member of the club. |
| Section 5 | <ul style="list-style-type: none">a. Anyone who is on the club roster but fails to attend any meetings for one (1) whole semester may be subject to removal from the club's roster and any voting privileges they hold,b. Except for those who can prove that, within reason, they are unable to attend at least one (1) meeting, who shall then be considered honorary members, but may not be allowed any voting privileges. |
| Section 6 | Any voting member in good standing may at any time ask for their name to be removed from the roster or be asked to be moved to honorary member status. They must, however, express that they fully understand that such an action will remove their voting privileges. |
| Section 7 | 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

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| Section 1 | The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Public Relations, and Scorekeeper. |
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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

- a. 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.
- b. In the event that the Executive Board does not agree with the President's nomination, they may hold an internal vote on who they would like to appoint the position. It shall then be put to a vote amongst the Executive Board and the nominee must win with a simple majority.
- c. In such a case where the Executive Board as a whole does not agree on any one candidate, the position shall be open to any voting member and announced during the next regular business meeting.
- d. If multiple voting members express interest in the position, there shall be an election between all interested parties two meetings following the regular meeting that the position's availability is announced. The seat must be won by a two-thirds (2/3) majority vote.
- e. In the event that either elections end in a tie, the club's Faculty Advisor must choose who shall be appointed.

Section 4 All standing and ad hoc committees may only be able to vote on any motions that pertain to that particular committee's area of expertise.

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.

- Section 6 In the event that a quorum is not established, no voting shall take place. Any business of importance may be discussed, but no motions or elections shall pass unless a quorum is established.

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. delegate any and all tasks that pertain to any particular Executive Board position;
- g. act as the spokesperson for the organization;
- h. 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;
- 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 Executive Board 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. 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 72 hours of notice of all 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. create any posters or flyers necessary for the club's publicity;
- b. maintain the club's online presence through Social media or otherwise as the Executive Board sees fit;
- c. and speak publicly on club affairs;

Section 6 The Scorekeeper shall:

- a. keep record of any and all games, sets, and matches that take place at any club meeting;
- b. be an impartial judge;
- c. understand the rules and scoring of table tennis;
- d. keep score during games, sets, or matches;
- e. assist other Executive Board members with anything they may need;
- f. or any other duties that are asked of them by the Executive Board.

ARTICLE VI - 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 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) year or until their successors are elected. They shall hold office until the following election, when their successors shall assume office.
- Section 3 Elections shall be held during the Spring semester. Elections shall take place no earlier than March 1st and no later than April 30th 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 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. If the Treasurer declines the position, the offer will go down the chain of command to the Secretary. If the Secretary declines the offer continues down the chain of command. If no 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 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 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 or there are serious concerns by other members that their presence is unsafe.
- 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 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 XI - Amendments

- Section 1 Amendments to this constitution must be approved by a two-thirds (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.
- Section 5 Any large, sweeping changes to the club's constitution constitutes a revision, which must be given to all club members at least 2 weeks in advance of any meeting voting on the changes in the constitution.
- Section 6 The same two-thirds (2/3) majority vote is still needed to pass a revision of the constitution, but also requires every Executive Board member to agree to the proposed changes.

Article XII - Parliamentary Authority

- Section 1 Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.
- Section 2 The order of meetings shall be call to order, roll call, Executive reports, report of any standing or special committees, old business, new business, announcement, and adjournment.

Article XIII - Ratification

- Section 1 This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.
- Section 2 Any proposed amendments or revisions must first be approved by the process outlined in Article XI and then submitted to the Student Government Association for ratification.
- Section 3 In the event that the Student Government Association denies the ratification of any proposed amendments, the pre-amended constitution stays as the club's constitution unless and until a new revision or amendment can be ratified.