

# Affinity Constitution

Adopted June, 2013

Revised January 21, 2014

## **Article I** (Name)

The name of this organization is Affinity.

## **Article II** (Purpose)

**Section 1:** To offer voice and visibility to LGTBQIQA identified and unidentified people of color.

**Section 2:** To acknowledge and educate allies and others about the unique experiences and struggles associated with the dual identities of being LGTBQIQA and of color through discussions and programming.

**Section 3:** To provide a voice for students identifying as LGTBQIQA and of color at Agnes Scott College and serve as liaison for LGTBQIQA identified and unidentified students of color if/when potentially negative based incidents that pertain to this community arise on campus.

**Section 4:** To provide a safe and supportive space for LGTBQIQA identified and unidentified people of color as well as advocate for the freedom of sexual and gender expression.

## **Article III** (Membership)

### **Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability.

### **Section 2:** Student and Non-Student Members

Membership is open to

- A. All Agnes Scott College Students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office.
- B. Agnes Scott College faculty and/or staff
- C. Honorary members, Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members

### **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. Attend at least half of all scheduled meetings and at least half of all scheduled events during the entire school year to remain in good standing.
- B. Serve on at least two committees per academic year to establish good standing and attend said committee's meetings as they are called.

- a. To take the initiative in communicating with the Committee Chair if communication is felt to be insufficient.
- C. Fulfill and record the ten-hour per semester Service Requirement with Membership Chair.
  - a. Service is defined as a minimum of five hours of community volunteer work with or on behalf of a non-profit organization and five hours of on-campus at events or other campus events as noted by the Community Service Chair.

**Article IV** (Offices)

**Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization.
- B. See that all elections are announced and held as prescribed by the constitution.
- C. Appoint, oversee, and assist all committees and Executive Board Members as needed.
- D. Submit a detailed report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.
- E. Serve as a liaison(s) between the organization and its advisor.
- F. Ensure that written correspondence is established with incoming First-Year students.
- G. Represent the organization at the Leadership Retreats and at all other IOC convened events as their presence is needed.

**Section 2:** Vice-President

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
  - a. To notify the President(s) of their absence at IOC meetings at least ONE week prior to the meeting so arrangements for a replacement representative can be made.
- B. Preside over all meetings in the event of the unavailability of the President(s).
- C. Succeed the President in the event of the President's extended absence or removal.
- D. Act as another advisor to all committees appointed by the President(s).
- E. Prepare all necessary duties as prescribed by the President(s).
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system.
  - a. Includes but not limited to membership numbers, community service hours, event attendance, etc.
- G. Submit a detailed report to incoming Vice-President

**Section 3:** Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community.

- B. Send out notices of all called/scheduled meetings to the General Body.
- C. Take attendance at each meeting or event.
- D. Make a member sign-up sheet available at all meetings and events.
- E. Track members' participation in committees, meetings, and events.
- F. Maintain an updated mailing and email list of all current members.
- G. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons.
- H. Submit a detailed report to incoming Secretary.

**Section 4:** Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings.
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information.
- D. Store budget information in multiple forms, digital and hard copy.
- E. Propose budget changes in congruence with the President(s) and Vice-President.
- F. Pay any bills accrued by the organization.
- G. Request checks from the Treasurer of SGA.
- H. Submit a detailed report to incoming Treasurer.

**Section 5:** Public Relations Chair

- A. Coordinate all off-campus promotions of events in a timely manner.
- B. Coordinate collaboration promotion efforts with other Agnes Scott organizations that the organization has agreed to promote as an event.
- C. Create promotional materials (flyers, event emails, cardstock invitations, etc) and Facebook event pages for events.
- D. Oversee a committee to aid them in publicity efforts, as needed.
- E. Submit a detailed report to the incoming Public Relations Chair.

**Section 6:** COSMO Chair

- A. Serve as the liaison, attending all COSMO meetings.
  - a. To notify the President(s) of their absence at COSMO meetings at least ONE week prior to the meeting so arrangements for a replacement representative can be made.
- B. Oversee all mandatory COSMO events (Harvest fest, Unity Banquet, etc)
- C. Help facilitate collaborations with other COSMO organizations.

**Article V** (Elections and Removals)

**Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester and the date will be set by the Center of Student Engagement.
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.

- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of a member by the Executive Board).
  - a. Requirements apply to both candidates for a Co-Presidency.
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform – defined as one’s intentions for their position and the organization once elected – before ballots are sent out.
- E. All officers must be elected by a majority vote of all members with an executive quorum or two – thirds majority, consisting of at least half of all members.
- F. Runoff elections may be called as necessary by the Executive Board and Advisor.
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- H. If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester.
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the position, if they are eligible to run for office.

**Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation.
- B. The President(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board.
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization’s members.

**Section 3: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization.
- B. The Advisor(s) shall be chosen by the Executive Board.
- C. Duties of the Advisor include but are not limited to:

- a. Meeting with the organization's Executive Board at times agreed upon.
- b. Reviewing the yearly allocated budget to plan for events, etc.
- c. Signing all required paperwork.
- d. Advising the organization on issues of risk management and leadership.
- e. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures.

**Section 4:** Time of Elections

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement.
- B. Emergency Elections are held in early Fall.

**Article VI** (Meetings)

**Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each General Body meeting.
- B. General Body meetings shall be held every other weekly and at least twice monthly.

**Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend General Body meetings.
- B. The President(s), with the approval of the Executive Board, may call additional meetings.

**Article VII** (Amendments)

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

**Section 3:** An Amendment must be approved by the organization Advisor before final ratification.

## PREAMBLE:

We, the members of the African Students Association, in accordance with the rules and regulations of Agnes Scott College, hereby establish this constitution as the constitution of the association.

## Article I: Name of the Association

The association shall be called the African Students Association, hereafter called ASA.  
The motto for the association will be "One Continent, United"

## Article II: Statement of Purpose

ASA is established to foster and enhance the intellectual and socio-cultural development of its members through educational and socio-cultural activities.

The association intends to achieve these goals through a positive and healthy interaction amongst its members as well as with other individuals and organizations.

## Article III: Membership

### A. General

1. Membership is open to all ASC students, faculty, and staff;
2. The association shall consist of active and associate members;
3. The active members shall retain the exclusive power to determine the general direction of the association.
4. The active members shall have the sole power to amend or dissolve this constitution with a  $\frac{3}{4}$  majority of the membership vote.

### B. An Associate member shall:

1. Participate in the functions organized or endorsed by the association; however he/she is not eligible to vote.
2. Endeavor at all times to represent the association in a favorable manner.
3. Be accountable to the association for whatever duties he/she volunteers for or accepts.

### C. An active member shall:

1. Pay non-refundable dues each semester as determined by ASA
2. Not miss more than 4 of the scheduled meetings during each semester.
3. Participate in at least one function organized or endorsed by the association
4. Endeavor at all times to represent the association in a favorable manner both at the individual and the official level.
5. Be accountable to the association for whatever duties he/she volunteers for or accepts by

virtue of nomination.

6. Be eligible to vote and run for office providing that the above requirements are met.
7. Receives all benefits and privileges accorded by the association.

#### Article IV: The Executive Board

##### A. The Executive Board shall:

1. Be comprised of the offices of the President, Vice-President, Secretary, Treasurer, Public Relations Officers, Entertainment Chair, and standing committee chairpersons.
2. Collectively constitute the deliberative body of the association
3. Be relieved of its duty either collectively or individually in the failure to carry out the necessary responsibilities as states in the constitution and its bylaws through the impeachment proceedings proposed by an active member and brought about by a secret ballot
4. Be required to attend at least  $\frac{3}{4}$  of all scheduled meetings in a given semester. This includes regular meetings and executive board meetings.

##### B. The President Shall:

1. Coordinate the activities of the association for the purpose of achieving its objectives;
2. Act as principal liaison officer with ASC student groups;
3. Be an ex-officio member of all sub-groups and committees
4. Perform additional duties as may be mandated by this constitution
5. Schedule meetings and arrange for meeting rooms and other necessities

##### C. The Vice-President Shall:

1. Act as the principal liaison officer with ASC student groups;
2. Assume the President's duties in the absence, or disability of the President
3. Temporarily perform the duties of any absent executive board member or officer;
4. Perform additional duties as may be mandated by this constitution

##### D. The Secretary Shall:

1. Maintain and coordinate the flow of information within the association
2. Be the custodian of the constitution, and minutes of all meetings;
3. Maintain and update a membership list, and the status of members;
4. Read the minutes of the prior meeting at the beginning of each meeting;
5. Make available minutes of executive board meeting to any member, upon a written request and with the written endorsement of two other members.
6. Make available minutes of general minutes to any interested member;
7. Perform other duties as many be mandated by this constitution;

##### E. The Treasurer Shall:

1. Collect, be fully responsible for, and maintain record of funds of the association;
2. Require the approval of the President and one other member of the executive board for the disbursement of funds;

3. Make available to the association the financial statement at the beginning of each semester for the previous semester and within a week of each fund -raising event;
4. Make available treasury records to any member, upon a written request
5. Be responsible for maintaining the correct amount of funds and in case any funds are misplaced, it is the treasurer's responsibility to replace the missing funds.
6. Perform other duties as may be mandated by this constitution and its by-laws;

F. The Public Relations Officer Shall:

1. Promote the association by maintaining liaisons with other individuals and/or organizations by personal contact or through a newsletter.
2. Be responsible for the production and editing of such a newsletter;
3. Advertise all scheduled meetings;
4. Formulate and be responsible for the membership recruitment activities;
5. Perform other duties as mandated by this constitution.

G. The Entertainment Chair shall:

1. Promote the association by organizing a variety of social events throughout the year.
2. Be responsible for the annual Fashion Show as well as the Variety
3. Perform other duties as mandated by the constitution.

H. The Faculty Advisor(s) Shall:

1. Primarily be the International Students advisor by virtue of his/her office and/or any other faculty member as agreed upon by majority of the members
2. Advise and assist the association on matters of ASC policy, and any other issues of relevance to the ASA members;
3. May attend executive board and/or general meetings whenever deemed necessary;

## Article V: Meeting

Meetings shall:

1. Be presided over by the President, or Vice-President in the absence of inability of the President;
2. Be held regularly, and at a specified time.
3. Be called to order and adjourned at specified times.

## Article VI Elections

Elections Shall:

1. Three before the end of the Spring Semester.
2. Be contested only by active members of good standing in the association and ASC.
3. Be held to fill any vacant position within three weeks.
4. Be held a week after nominations
5. Be held using secret ballots

## Article VII: Committees

### A. Academic Committee

The academic committee would be comprised of members of ASA with the academic chair in leadership position. The duty of the academic committee would be to find ways to make the academic experience as painless as possible for the members. This includes book trading, study groups, and tutoring sessions.

### B. Entertainment Committee

The entertainment committee would be lead by the entertainment chair. The goal of the committee would be to help organize all social events being held by the organization.

### C. Fundraising Committee

The fundraising committee would be lead by the treasurer. The duty of this committee would be to organize different fundraising events throughout the year.

# Organization Constitution Checklist

**Description:** Below are recommendations for how a student organizations constitution could be written. There are pieces below that are suggestions and there are other parts that are mandatory (they are clearly defined if they are mandatory). Use this checklist to ensure your constitution is up to date and fulfills the needs of your organization.

Adopted April, 2018

Revised April, 2018

\_\_\_ **Article I** (Name)

*American Chemical Society-American Society for Biochemistry and Molecular Biology*

\_\_\_ **Article II** (Purpose)

*State the purpose, objectives, mission statement, and/or aims of the organization*

\_\_\_ **Section 1:**

To advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people

\_\_\_ **Section 2:**

To advance the science of biochemistry and molecular biology and to promote the understanding of the molecular nature of life processes

\_\_\_ **Article III** (Membership)

*State the requirements for membership including what keeps a member in good standing*

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. **(Mandatory clause used by all Registered Student Organizations)**

\_\_\_ **Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
  - B. All Chemistry (ACS and non-ACS approved) and Biochemistry & Molecular Biology majors
  - C. Agnes Scott College faculty and/or staff
  - D. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

\_\_\_ **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

*Sign up and pay membership fees for ACS and ASBMB at the beginning of the academic year*

*Attend a minimum of 3 meetings per semester (including general body meetings and on/off-campus events)*

\_\_\_ **Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

\_\_\_ **Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

\_\_\_ **Section 2:** Co/Vice-President(s)

- A. Preside over all meetings in the event of the unavailability of the President(s)
- B. Succeed the President in the event if the President's extended absence or removal
- C. Act as another advisor to all committees appointed by the President(s)
- D. Prepare all necessary duties as prescribed by the President(s)
- E. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- F. Submit a detailed transition report to incoming Vice-President
- G. Serve as a liaison between the organization and its advisor

\_\_\_ **Section 3:** Secretary

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- C. Send out notices of all called/scheduled meetings to the General Body
- D. Take attendance at each meeting or event
- E. Track members participation in committees, meetings and events
- F. Maintain an updated mailing and email list of all current members
- G. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- H. Submit a detailed transition report to incoming Secretary

\_\_\_ **Section 4:** Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

\_\_\_ **Section 5: Advisor (mandatory)**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (**Mandatory guideline followed by all Student Organizations**)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

\_\_\_ **Article V** Elections and Removals (**mandatory guidelines followed by all Registered Organizations**)

\_\_\_ **Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory**)
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory**)
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory**)
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

\_\_\_ **Section 2:** Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

\_\_\_ **Section 3:** Time of Elections (***Mandatory guidelines followed by all registered student organizations***)

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

\_\_\_ **Article VI Meetings (mandatory)**

\_\_\_ **Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be once monthly and as required for preparation for special events

\_\_\_ **Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

\_\_\_ **Article VII Amendments (*mandatory guidelines followed by all registered organizations*)**

\_\_\_ **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ **Section 3:** An amendment must be approved by the organization Advisor before final ratification

# Anime Club Constitution

## I. **ARTICLE I: NAME**

Section 1: The name of this organization shall be Anime Club.

## II. **ARTICLE II: Purpose/Mission Statement**

Section 1: The purpose of this organization is to provide a safe and comfortable atmosphere which fosters learning of other cultures and friendship building, present and discuss anime and themes relating to material viewed, and provide additional activities for the enjoyment of the members.

## III. **ARTICLE III: Affiliations**

Section 1: The Anime Club is the sister club of the Role Playing Games Club.

Section 2: The Anime Club may accept new affiliations with the approval of the executive board.

## IV. **ARTICLE IV: Membership**

### A. Anti-Discrimination Clause

1. All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

### B. Student and Non-Student Members

1. Membership is open to all Agnes Scott College students who meet eligibility requirements as stated in the SGA policies. Only Agnes Scott College students can vote and/or hold office.
2. Membership is open to Agnes Scott College faculty and staff with the approval of the executive board.
3. Honorary members can include Alumnae with the approval of the executive board.
4. There will be no maximum number of members.

### C. Obligations and Expectations of the General Body Members

1. It shall be the duties of the members to assist with Wizard's Ball by participating in at least one committee under one of the executive board members.
2. It shall be the duties of the members to attend regular club meetings.
3. A person can become a member at any point by adding their name to the members list and paying membership dues at time of joining.
4. Members must be in good academic standing (2.5 GPA or higher) to retain membership.
5. Members must adhere to the club policies at all times.

## V. **ARTICLE V: Offices**

### A. Duties of the President

1. Call and preside over all meetings of the organization
2. See that all elections are announced and held as prescribed by the constitution
3. Appoint, oversee, and assist all committees and Executive Board members as needed

4. Submit a detailed transition report to the incoming president(s) in addition to conducting a transitional meeting for all incoming executive board members after elections
- B. Duties of the Vice President
1. Assist the Anime Club President
  2. Presides over weekly meetings in the absence of the Anime Club President.
  3. Assumes host duties with guest speakers.
  4. Heavily involved with membership development.
  5. Assumes the role and responsibilities of the president in the event that the acting president is no longer able to fulfill his/her/their duties.
- C. Duties of the Treasurer
1. Keeps record of all club money and receipts.
  2. Informs the President and V.P. of any monetary requests needed by the club
  3. Provide full financial reports at weekly club meetings
  4. Assist in advising and tracking budgeting for events
- D. Duties of the Secretary
1. Records minutes for all meetings
  2. Keeps record of all important files. (i.e. Handbook and Constitution.)
  3. Report pertinent information to officers who were absent from meetings.
  4. Record names of officers and club member who are present at weekly meetings.
  5. Calls attention to the other officers regarding any unfinished business from past meetings.
  6. Send weekly newsletter to the club members.
- E. Duties of the A.S.L.A.N. Chair
1. Present themes/topics and collect ideas from the club members
  2. Assist with voting on ASLAN themes.
  3. Organize theme nights (“ASLAN Nights”), including purchasing materials and organizing activities.
  4. Assist with advertising of ASLAN nights.
- F. Duties of the Advisor
1. Communicate with the officers regarding any matters which may concern the advisor as needed

## **VI. ARTICLE 6: Elections and Removals**

### **A. Executive Board**

1. The elections for officers for the forthcoming year will take place in the spring semester and will be set by the Center for Leadership and Service.

### **B. Impeachment**

1. Under the circumstance where the remaining executive board members feel impeachment may be necessary, it is required that a conversation be held informing the member that they are danger of impeachment.

2. Impeachment of an officer requires a unanimous vote among the remaining executive board members.
3. If impeachment occurs, emergency elections to fill the role should be held as soon as possible.
4. Any member of the Anime Club Executive Board may be impeached for the following reasons:
  - a) Misconduct, judged on an individual basis
  - b) Embezzlement of club funds
  - c) Failure to perform duties on a regular basis
  - d) Any other reason which disrupts the functioning of the organization

C. Time of Elections

1. General Elections shall be held in the Spring (April) and shall be overseen by the executive board of Anime Club. Emergency elections will be held in November as needed. The executive board will announce elections, the candidates, and the results in accordance with SGA politics.

**VII. ARTICLE VII: Meetings**

A. Organization Meetings

1. Regular meetings of this organization shall be held weekly for all general members, while the executive board will also meet weekly separately. Any member of the executive board has the ability to call a meeting. All members of the Executive Board shall notify the appropriate members of this organization via e-mail, no later than 48 hours in advance of the meeting.
2. Quorum shall consist of all voting members, unless the number of total members exceeds 10. If so, quorum only needs approximately 40% of voting members.
3. The Agnes Scott Student Handbook (2018-2019) and the IOC and SGA guidelines shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

B. Additional Meetings

1. Additional meetings will be held with the exec board of Anime Club and SGA, Advisor, faculty, etc., as needed
2. Executive board members will hold separate meeting on a weekly basis.

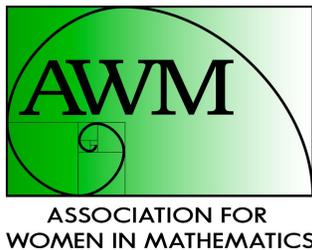
**VIII. ARTICLE VIII: Advisors**

**Choosing the Advisor**

- A. There shall be at least one full time Agnes Scott College faculty or staff member who shall serve as an advisor to the organization.
- B. The advisor will be selected based on their ability to dedicate some of their time and effort to the goals of the organization, as well as their interest in the organization's mission. The advisor will be chosen by the executive board. The advisor will fulfill the responsibilities specified in the Advisor/Organization Contract.

**IX. ARTICLE IX: Amendments**

- A. The constitution shall be amended by an Executive board Quorum (majority of Executive Board members in attendance at meeting) and majority vote of general body; the President or next highest position will act as a tie breaker.
- B. An amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the board plan to implement it.
- C. An amendment must be approved by the organization general body before final ratification.



## **AWM STUDENT CHAPTER BYLAWS**

Bylaws of the Agnes Scott Student Chapter of the Association for Women in Mathematics

### **Article I: Name**

1. This organization shall be called the Agnes Scott Student Chapter of the Association for Women in Mathematics. In these Bylaws it is referred to as the Chapter; the Association for Women in Mathematics is referred to as the AWM.

### **Article II: Purpose**

1. The Chapter is organized and will be operated for educational and scientific purposes to promote the following:
  - a. an increased knowledge of and greater interest in the mathematical sciences, including pure and applied mathematics, statistics, and their applications;
  - b. a greater understanding of the contributions of women in the mathematical sciences; and
  - c. mentoring and encouraging women and girls as they prepare for careers in the mathematical sciences.

### **Article III: Membership**

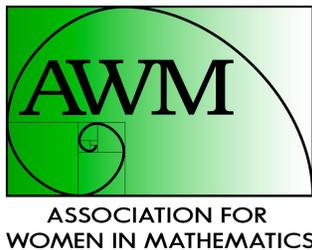
1. Membership in the Chapter shall be open to any student at Agnes Scott, regardless of gender identity or expression, race, color, religion, age, national origin, sexual orientation, or disability.

### **Article IV: Executive Council**

1. The Executive Council shall consist of the Officers (see Article VI), the Sponsor (see Article V), and Chairs of the Standing Committees (see Article VIII).

### **Article V: Sponsor**

1. Each Chapter shall have a Sponsor. The Sponsor shall be a faculty member Agnes Scott and a member of AWM.



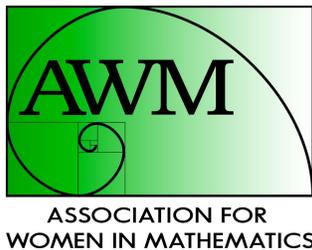
2. The Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor: Rachel Bayless
  - a. helps provide continuity from year to year as student leadership and personnel change; and
  - b. helps maintain university standards in all activities of the Chapter.

#### **Article VI: Officers**

1. The Officers of this Chapter shall be the President, Vice President, Secretary, and Treasurer. The Treasurer position may be combined with either the Vice President or Secretary position.
2. Each of the Officers of the Chapter must be a member of AWM.
3. The Officers shall be elected by a plurality of the votes cast by the Chapter members in an Annual Election. The Officers shall take office on and serve for one year.
4. No person may serve in the office of President or Vice President for more than two consecutive years.
5. If a vacancy should arise between elections, the Executive Council shall appoint a new Officer to fill the vacated post until the next election.

#### **Article VII: Duties of Officers**

1. The President is the principal Officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the AWM and these chapter bylaws. The President shall preside at all meetings of the Chapter and of its Executive Council.
2. The Vice President shall preside at meetings in the absence of the President, assist the President in the management of the Chapter, and perform other duties that may be assigned by the President.
3. The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include:
  - a. Maintaining the records of the Chapter;
  - b. Annual submission of the Officer and Sponsor contact information to the AWM Headquarters;
  - c. Submission of any proposed amendment to these bylaws to the AWM Committee on Student Chapters (proposed amendments must be approved by AWM before they can be submitted to the Chapter's membership for a vote);
  - d. Tallying and reporting votes from the Annual Election; and
  - e. Handling other correspondence pertaining to chapter business
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:



- a. Preparation of the Chapter's Annual Financial Report for annual presentation to the Chapter.

#### **Article VIII: Standing Committees**

1. The following standing committees are recommended: Program and Publicity.
  - a. The Program Committee shall plan and make arrangements for Chapter meetings.
  - b. The Publicity Committee shall maintain a mailing list for and publish and distribute all notices and publicity to the members of the Chapter.
2. Additional committees may include, but are not limited to, the following: Membership, Community Outreach, Seminar Series, Site Visits, and Collaborative Events.
3. The Chair of each Standing Committee shall serve on the Executive Council.

#### **Article IX: Temporary Committees**

1. The President may appoint temporary committees as appropriate.

#### **Article X: Meetings and Activities**

1. Meetings shall be held only in places that are open and accessible to all members of the Association.
2. All meetings of the Chapter shall be publically advertised via written (e.g., flyers) or electronic (e.g., web page) means.

#### **Article XI: Publications and Communications**

1. Any publications or communications (written, oral, or electronic), other than those of a purely factual and non-controversial nature, from the Chapter or any persons acting on behalf of the Chapter, shall include the following disclaimer: "The views expressed herein do not necessarily reflect the opinion of the Association for Women in Mathematics."

#### **Article XII: Disbursements and Dues**

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues, if any, shall be fixed annually by the Executive Council.

#### **Article XIII: Amendment and Voting Procedures**



ASSOCIATION FOR  
WOMEN IN MATHEMATICS

1. All proposed changes to these Chapter Bylaws shall be approved by the AWM Committee on Student Chapters before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is involved. A quorum of the Chapter shall be defined as 10% percent of the voting membership of the Chapter or at least 3 members, whichever is greater.
3. A simple majority of the voting members involved shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

**Article XIV: Dissolution of the Chapter**

1. Failure to adhere to these Bylaws may result in the suspension of the Chapter, as determined by the AWM Committee on Student Chapters.

# The Aurora Constitution

Updated: April, 2018

## **Article I: Name**

- The name of the club shall be The Aurora Arts & Literary Magazine.

## **Article II: Purpose**

- The purpose of the Aurora club to highlight creative talent in the Agnes Scott community. The club is designed to teach members about the literary magazine publication process while providing a platform for writers and artists to publish their work.
- Members develop a variety of skills, such as critical literary analysis, editorial experience, experience with editing layouts in preparation for magazine printing, as well as knowledge of the costs of publishing a magazine.
- The main goal of the club is to publish an annual literary & arts magazine in the Spring Semester, while also sponsoring events that pertain to the mission of literary and arts culture on campus.

## **Article III: Membership**

### *Membership Requirements:*

- The Aurora is open to all registered students of the college, regardless of discipline, course of study, class standing, and all students possessing interest in editorial work and literary magazine publication should be considered eligible for membership in the Aurora club.
- Members of the Aurora are required to attend meetings and participate in Aurora events, as well grade submissions to the magazine.

## **Article IV: Club Leadership**

### *Officer Positions:*

- Editor-in-Chief
- Junior Editor
- Treasurer
- Prose Editor
- Art Editor
- Poetry Editor
- Layout Editor

### **Section 1: Editor-in-Chief Duties**

- The Editor-in-Chief is the principal officer of the club. She presides over club meetings, ensures that all officers and members comply

with the policies and procedures of the club, and directs all activities in cooperation with the faculty advisor.

- The Editor-in-Chief is ultimately responsible for coordinating all meetings and events.
- Submit a detailed report to the incoming Editor-in-Chief in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.

**Section 2: Junior Editor**

- Assists the Editor-in-Chief in performance of duties
- Shadows the Editor-in-Chief to prepare themselves for the duties of being the Editor-in-Chief
- Assumes the role of Editor-in-Chief in the absence of the President.

**Section 3: Treasurer**

- Responsible for monetary functions in relation to the Aurora
- Create a detailed Budget and update regularly
- Inform the incoming Treasurer of budget allocation requirements

**Section 4: Poetry Editor**

- Responsible for the poetry section of the Aurora
- Attend editorial meetings
- Submit grades for ALL submissions

**Section 5: Prose Editor**

- Responsible for the prose section of the Aurora
- Attend editorial meetings
- Submit grades for ALL submissions

**Section 5: Art Editor**

- Responsible for the art section of the Aurora
- Attend editorial meetings
- Submit grades for ALL submissions

**Section 5: Layout Editor**

- Responsible for the layout of the Aurora which shall be done in a timely manner
- Attend editorial meetings
- Submit grades for ALL submissions

**Article V: Elections and Removals**

**Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for all Executive Board positions except for Junior Editor and Editor-in-Chief
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to run for Junior Editor (except in cases of special nomination of member by the Executive Board)
  - Requirements apply to both candidates for a Co-Presidency
- D. Any current student who has been the Junior Editor is eligible to run for Editor-in-Chief.
- E. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out
- F. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members
- G. Runoff elections may be called as necessary by the Executive Board and Advisor
- H. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- I. If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies
  - Emergency elections will take place early fall semester
  - All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

## **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor, considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain in the situation
- B. The Editor-in-Chief and Junior Editor will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that ember shall remain on the board
  - o The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

- D. If the President resigns or is removed, the vice President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization's members

**Section 3: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - o Meeting with the organizations Executive Board at times agreed upon
  - o Reviewing the yearly allocated budget to plan for events, etc
  - o Signing all required paperwork
  - o Advising the organization on issues of risk management and leadership
  - o Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**Section 4: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center of Student Engagement
- B. Emergency Elections are held in early fall

**Article VI: Meetings**

**Section 1: Organization Meetings**

- A. The Executive Board shall meet before each general body meeting
- B. General body meetings shall be held at the discretion of the Editor-in-Chief

**Section 2: Additional Meetings**

- A. Emergency Meetings May be called to provide awareness to students who are unable to attend general body meetings
- B. The President with the approval of the Executive Board may call additional meetings

**Article VII: Amendments**

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body member

**Section 2:** An Amendment, Which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it

**Section 3:** An amendment must be approved by the organization Advisor before final ratification.

# Black Power Book Club Constitution

April 2018

## Article I: Name

Black Power Book Club

## Article II: Purpose

Black Power Book Club provides students a safe space to read and discuss powerful novels written by authors who are a part of the African diaspora as well as books about black history and revolutionaries around the globe. We aim to collaborate with book clubs at other Atlanta colleges and universities to establish a healthy relationship with them by allowing students to come together and have intellectual discussions. Not only does the book club read books/novels and watch documentaries pertaining to black history, black leaders, and revolution in the black community, but also we learn about and combat issues impacting our campus as well as the greater Atlanta communities i.e. GSU/Turner Field purchase and gentrification, HB 37, etc.

## Article III: Membership

The book club will meet every Monday. For a member to remain in good standing they need to attend at least two meetings a month and actively and consistently contribute to the discussions. Members should also attend at least two off-campus/activism events.

### -Section 1: Anti-Discrimination Clause

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

### -Section 2: Student and Non-student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College students can vote and/or hold office.
- B. Agnes Scott College faculty and/or staff
- C. Honorary members; Alumnae, and others as voted on by the Executive Board.
- D. Maximum of 15 members
- E. Atlanta college students

Article IV (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

## Section 1: President(s) Duties

- A. Call and preside over all meetings of the organization

- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E.  Serve as a liaison between the organization and its advisor
- F. Establish collaborations with other universities.

\_ Section 2: Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event if the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President
- H. Assist President in establishing relationships and collaborations with other universities' book clubs.

\_ Section 3: Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members

- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G.  Submit a detailed transition report to incoming Secretary

Section 4: Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges,  vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual  expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer



Section 5: Advisor

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to  the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (*Mandatory guideline followed by all Student Organizations*)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all  College policies and procedures
  - g. Assist in planning collaborations with other university book clubs.

Article V: Elections and Removals (mandatory guidelines followed by all Registered Organizations) □

Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. □ Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
- C. □ Any current and rising Sophomore, Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
  - a. Requirements apply to both candidates for a Co-Presidency □
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional) □
- A. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional) □
- A. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- A. □ New officers take office at the last meeting of the Spring semester and remain in office until the next election (mandatory) □
  - a. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (mandatory) a. Emergency elections will take place early fall semester □
  - b. All general body members must be notified of the vacancies and have an □ opportunity to run for the positions, if they are eligible to run for office □

Section 2: Impeachment □ In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
  - D. If the President

resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

Section 3: Time of Elections (*Mandatory guidelines followed by all registered student organizations*)

- a. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- b. Emergency Elections are held in early fall

- Article VI Meetings (mandatory)

Section 1: Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly

Section 2: Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

- Article VII Amendments (*mandatory guidelines followed by all registered organizations*)

- Section 1: The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.
- Section 2: An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it
- Section 3: An amendment must be approved by the organization Advisor before final ratification

# Black Ring Radio Constitution

Adopted February, 2014  
Revised October, 2015

## Article I

The organization shall be called Black Ring Radio.

## Article II

### **Section 1:**

To allow students to gain experience with broadcasting, networking, production, management, and promotions/marketing by participating in the operations of a student-created, student-run radio station.

### **Section 2:**

To encourage student creativity by promoting and broadcasting student-generated content.

### **Section 3:**

To bring music, news, and entertainment to the Agnes Scott community through programming that will be researched, created, and performed by student DJs and the production team.

## Article III

### **Section 1: Anti-Discrimination Clause**

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual identity or expression, or ability.

### **Section 2: Student and Non Student members**

Membership is open to

A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office.

B. Agnes Scott College faculty and/or staff

C. Honorary members; Alumnae, and others as voted in by the Executive Board

There will be no maximum number of members.

### **Section 3: Obligations and Expectations of General Body Members**

It shall be the duties of the members to:

a. Join the organization by signing up. This can be done when attending any General Body meetings held throughout the year or the Student Activities Fair that is traditionally held during Orientation.

b. In order to become an officially recognized member of the organization, a student must then attend three (3) consecutive General Body meetings within a semester. During these three meetings, the student can sit in on each of the three committees in order to determine which committee(s) they would like to join.

i.) The names of these committees are as follows: Content Committee, DJ Committee, and Promotions Committee.

- ii.) A student can join multiple committees if desired.
- iii.) Members who wish to become radio station DJs must complete an application, audition, and training for the position. This audition includes reading a piece of literature/news story/monologue as well as an improvisation piece on a subject selected by the head of the Executive DJ Committee. In order to remain a DJ, they must comply by the rules set in the training manual as Agnes Scott regulations.
- c. After attending those three meetings, the student will become an official member of their chosen committee(s) and must perform the tasks that are presented to them by the Executive Board.
- d. Absences: If a member of the General Body is unable to attend a meeting, in order to receive an excused absence the General Body member must inform a member of the Executive Board of their absence within these time frames:
  - at least a day in advance
  - the day of
 OR the day after the missed meeting, with reason for the excuse.

The duties of these committees are as follows:

#### Content Committee

The Content Committee is responsible for:

- a. Content collection: finding, procuring, and securing material for broadcast by connecting with artists both via social media (Facebook, Twitter, Soundcloud, Youtube, Spreaker, etc.) and in-person interactions
- b. Collaborate with Promotions Committee to advertise the need for artists at local venues (i.e. Eddie's Attic, on-campus performances and shows)
- c. Scout for talent at on-campus performances and shows, including those hosted by Blackfriars, Programming Board, Witkaze, etc.
- d. Collaborate with DJs to approve ideas for live and prerecorded radio shows
- e. Sort through content that is collected, and decide what is suitable for broadcast
- f. Censorship as needed
- g. Enforcing rules of broadcasting

#### DJ Committee

The DJ Committee is responsible for:

- a. Managing all technical aspects of the broadcasting process including pre-show planning, equipment handling, and DJing
- b. Maintaining the recording booth and all of the equipment necessary for producing a show
- c. All activities concerning station DJs, including gathering and broadcasting
  - i.) All DJs or persons interested in DJing are included as a part of the DJ Committee
  - ii.) DJs are responsible not only for traditional DJ Committee duties, but also for the creation and airing of self-generated programs and Content Committee approved music
- d. Ensure that all DJs are following station and campus regulations

#### Promotions Committee

The Promotions Committee is responsible for:

- a. Maintaining and updating all social media accounts regarding the radio station

- i.) Committee members will choose which social media accounts, if any, they will regularly update
  - ii.) Social media accounts may include Facebook, Twitter, Instagram, Tumblr, Youtube, and Weebly, but are subject to change in the future. If there is no longer a need to use a site, our account may be suspended for the time being.
  - iii.) Maintaining the radio station's webpage (blackringradio.weebly.com) in collaboration with DJ Committee
- b. Conducting market research via polls on the Facebook page, website, and word-of-mouth in order to gauge the general interest of the student body in music, shows, content, etc.
- c. Thinking of, and implementing ways to advertise the station around campus
  - i.) Promotions tactics will include word-of-mouth advertising and recruitment, making and putting up posters/stickers, planning contests (with small prizes), and partnering with other organizations, etc.
- d. Planning and executing promotional events, including (but not limited to) launch parties and listening parties

## **Article IV**

### **Section 1: Presidential Duties**

- A. May serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Call and preside over all meetings of the organization
- C. See that all elections are announced and held as prescribed by the constitution
- D. Appoint, oversee and assist all committees and Executive Board Members as needed
- E. Submit a detailed report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- F. Serve as a liaison between the organization and its advisor
- G. Preside over all constitutional amendments

### **Section 2: Vice-President**

- A. May serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Assume the responsibilities of the President in the event that the President had an extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed report to incoming Vice-President(s)

### **Section 3: Secretary**

- A. May serve as Inter-Organizational Council (IOC) Representative, attending all meetings.

- B. Keep a record of the procedures of all meetings and to make minutes available to the General Body
- C. Send out notices of all called/scheduled meetings to the General Body
- D. Take attendance at each meeting or event
- E. Track members participation in committees, meetings and events
- F. Maintain an updated mailing and email list of all current members
- G. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- H. Submit a detailed report to incoming Secretary

#### **Section 4: Treasurer**

- A. May serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- C. Update budget regularly and bring to all Executive Board meetings
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President(s)
- F. Submit a detailed report to incoming Treasurer
- G. Prepare a budget to go before Allocating Committee

#### **Section 5: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Meeting with the organization's Executive Board at times agreed upon
  - b. Reviewing the yearly allocated budget to plan for events, etc.
  - c. Signing all required paperwork
  - d. Advising the organization on issues of risk management and leadership
  - e. Review Agnes Scott College's Handbook with the organization to know all college policies and procedures

#### **Section 6: Committee Chairs**

The General Body of Black Ring Radio is divided into and functions through committees designed to address the particular needs of a functioning radio station. A member of General Body may be a member of as many committees as they wish, as long as they are members of at least one committee. Standard election practices are held to elect "Committee Chairs".

The duties of the Chairs are as follows:

#### **Section 7: Promotions Chair(s)**

- A. The Promotions Chair will preside over the Promotions Committee and will oversee all activities dealing with or regarding the promotion of the radio station, including but not limited to social events, social media management, and advertisement.
- B. The Promotions Chair will attend all General Body and Executive Board meetings.

### **Section 8: Content Chair(s)**

- A. The Content Chair will preside over the Content Committee and will oversee all activities dealing with or regarding to the content played and presented on the radio station, including but not limited to content collection, content selection, and censorship.
- B. The Content Chair will attend all General Body and Executive Board meetings.

### **Section 9: Executive DJ Chair(s)**

- A. The Executive DJ Chair will preside over the DJ Committee and will oversee all activities dealing with or regarding the production and management of radio programming, including but not limited to DJ selection and training, station management, and technical production.
- B. The Executive DJ Chair will attend all General Body and Executive Board meetings.

It should be noted that if, at any time, a committee (and its Chair) become unnecessary for the successful running of the radio station, that committee may be disbanded with the majority vote of both the General Body and the Executive Board. Also, if, at any time, the need for a new committee arises, a new committee may be formed and a new chair elected with a majority vote from both the General Body and the Executive Board. Upon the creation of a new committee, the duties of its chair must be outlined in this section of the constitution for future use.

For the purposes of the IOC (Inter-Organizational Council), the President shall oversee all the duties of the Executive Board and committees. The remaining traditional officer positions (Vice President, Secretary, and Treasurer) will be given to members of the Executive Board based on the preferences and consensus of the members of the Executive Board. Upon the assigning of the traditional offices to the Executive Board members, those members with traditional office titles will assume the responsibilities of their traditional office, including but not limited to assuming the responsibilities of the President in case of the President's absence (Vice President), recording of minutes for all General Body and Executive Board meetings (Secretary), constructing and management of a budget (Treasurer), and attendance at IOC meetings when necessary.

## **Article V: Elections and Removals**

### **Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service.
- B. In order for a student to be elected to a Committee Chair, they must be a member of said committee and must have at least one year of experience with Black Ring Radio
  - a. In the case of co-chairs, the rules apply to both members interested in the position.
- C. In order for a student to be elected to the President, they must have at least one year of experience as a Committee Chair for Black Ring Radio, except in cases of special nomination by the Executive Board.

- a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members
- F. Runoff elections may be called as necessary by the Executive Board and Advisor
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- H. If a position remains unfilled after the elections process, the President or next highest Executive Board member will host an emergency election to fill the vacancies
  - a. Emergency elections will take place early fall semester
  - b. All General Body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

## **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The President(s) and the Vice-President(s) will meet with this Executive Board member after they have met with the Advisor to determine the member's' willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, which would be an active General Body member and who also agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization’s members.

## **Section 3: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center for Student Leadership and Service.
- B. Emergency Elections are held early in the fall

## **Article VI: Meetings**

### **Section 1: Organization Meetings**

- A. The Executive Board shall meet weekly and before each General Body meeting
- B. General Body meetings shall be held at least every other week and at least twice monthly

### **Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend General Body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

**Article VII: Amendments**

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it

**Section 3:** An amendment must be approved by the organization Advisor before final ratification

**Constitution and By-Laws of  
the  
Blackfriars of  
Agnes Scott College**

ARTICLE I Name

The name of this organization shall be The Blackfriars of Agnes Scott College.

ARTICLE II Aims

SECTION 1. The purpose of the organization shall be to promote lasting interest in the theater and to provide opportunities for experience in dramatic art.

SECTION 2. Through the organization's activities, Blackfriars shall support the aims and ideals of Agnes Scott College.

ARTICLE III Membership

SECTION 1. The organization shall be composed of those people who have satisfactorily met and maintained membership requirements.

SECTION 2. In order to become an active member of Blackfriars, students must have accumulated 125 hours over at least 2 shows to achieve status. Once the hours are met, students then have voting privileges.

SECTION 3. Maintaining Membership

- A. Members must earn 25 hours during every two-show period, recording hours on time sheets, which must be kept in the official Blackfriars hours book.
- B. Members taking a leave of absence must petition the Executive Board to maintain status.

SECTION 4. Reinstatement

If membership has been forfeited, a student may be reinstated by fulfilling active membership requirements.

SECTION 5. Non-Student Members

- A. Theater faculty, ex-officio with voting privileges.
- B. Honorary members: Blackfriars alumnae (if they so desire) and person so elected by the organization shall be honorary members.

ARTICLE IV Pledge

Typed October 1, 2003

AKR

Each member shall take the following pledge at the initiation ceremony and shall strive thereafter to keep it:

“I hereby promise steadfastly to uphold the principles of this organization and to so all in my power to promote the interests and to further the aims of the Blackfriars of Agnes Scott College.”

#### ARTICLE V Executive Board

SECTION 1. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and the faculty of the Theater Department. Publicity chairs may be invited to meetings of the Executive Board when deemed necessary by the President.

#### SECTION 2. Function

The board approves committee chairs, acts on questions of membership and general policy, appoints production crews, and promotes membership in the organization.

#### SECTION 3. Eligibility

An officer must maintain active status throughout her tenure. Any officer who does not do so will be required to resign. An officer may add 25 hours per year to her regular production hours for work done in the interests of the organization by virtue of her office.

#### ARTICLE VI Duties of Officers

#### SECTION 1. President

It shall be the duty of the President to call and preside over all meetings, to determine and record membership status, to call meetings of the Executive Board when necessary, to be responsible for special meetings, and appoint committees with the consent of the Executive Board.

#### SECTION 2. Vice-President

- A. It shall be the duty of the Vice-President to preside at all meetings and to handle all business in the absence of the President.
- B. The Vice-President shall act as Production Coordinator in acting as a liaison among the members of the Production Staff, in helping to set and maintain production schedules, including meetings of the Production Staff, and in coordinating details of production. The Production Coordinator shall also submit a written report detailing the hours worked by Blackfriars on the production in a semester.

#### SECTION 3. Secretary

It shall be the duty of the Secretary to record the minutes of both the Executive Board and the Blackfriars meetings, to take attendance, to conduct all general correspondence to the organization, to send notices of admission to all new members, to send notices of meetings to members, and to notify members of inactive status.

#### SECTION 4. Treasurer

It shall be the duty of the Treasurer to take charge of the funds of the organization, keeping detailed accounts of all receipts and expenditures, to make a report of financial standing of the organization at every meeting, and maintain the financial books in proper

Typed October 1, 2003

AKR

order for auditing. The Treasurer shall also submit a written report for expenditures on each production for which admission is charged.

#### SECTION 5. Historian/Librarian

- A. It shall be the duty of the Historian/Librarian to keep an accurate record of all the activities of the organization. The Historian/Librarian shall keep an up-to-date scrapbook including newspaper articles, programs, and other pertinent memorabilia. She shall also be responsible for keeping a photographic record of the year.
- B. It shall be the duty of the Historian/Librarian to maintain the Blackfriars' library consisting of the scripts, the books, and the card file system.

#### SECTION 6. Publicity Chairs

Two Publicity Chairs shall be elected. It shall be the duty of these chairs to coordinate, with any front-of-house staff, all publicity for the organization. This job shall include both on- and off-campus publicity. Possible tasks include producing and distributing the season brochure, maintaining the mailing list, producing and distributing the posters, producing the program, and doing other tasks deemed necessary to fully publicize the organization's activities.

### ARTICLE VII Production Staff Steering Committee

SECTION 1. The Production Staff Steering Committee shall consist of the following appointed personnel: Vice-President of Blackfriars, Director, Assistant to the Director, Stage Manager, Technical Director, Business Director, Designers, Scenery Chair, Costume Chair, Property Chair, Lighting Chair, Sound Chair, Make-up Chair, Publicity Chair, Program Chair, Box Office Chair, and House Manager. The Production Staff shall be headed by the Vice-President in her capacity as Production Coordinator.

SECTION 2. The function of the Production Staff Steering Committee is to coordinate all plans for the production.

SECTION 3. Certain technical positions for the fall production are prohibited to first semester freshmen. Such positions include Stage Manager, Assistant to the Director, Scenery Chair, Costume Chair, Properties Chair, and other positions so designated by the Technical Director due to overly taxing responsibilities.

### ARTICLE VIII Duties of Production Staff Steering Committee

#### SECTION 1. Assistant to the Director

It shall be the duty of the Assistant to the Director to prompt during rehearsals, to prepare the production book, to set the stage for rehearsals, and to carry out any instructions from the Director. See also Section 16.

#### SECTION 2. Stage Manager

Typed October 1, 2003

AKR

It shall be the duty of the Stage Manager to direct backstage activity of cast and technical committees during dress rehearsals and performances, and to leave all backstage areas in order under the supervision of the Technical Director at the end of the production.

SECTION 3. Scenery Chair

It shall be the duty of the Scenery Chair to be in charge of construction, painting, and mounting scenery for the production, and to leave the stage, scene shop, and scenery storage areas in order under the supervision of the Technical Director at the end of the production

SECTION 4. Lighting Chair

It shall be the duty of the Lighting Chair to be in charge of the hanging and running of lights for each performance, and to leave all equipment and the light booth in order under the supervision of the Technical Director at the end of the production.

SECTION 5. Costume Chair

It shall be the duty of the Costume Chair to be responsible for the buying, borrowing, or building of costumes for the production; to be responsible for the safekeeping, cleaning, and return of all costumes; to have charge of the costume shop in Dana during current production, and to leave it in order under the supervision of the Technical Director at the end of the production.

SECTION 6. Sound Chair

It shall be the duty of the Sound Chair to supervise the planning and execution of sound effects for each performance and to leave all equipment in order under the supervision of the Technical Director at the end of the production.

SECTION 7. Property Chair

It shall be the duty of the Property Chair to have charge of the property room in Dana; to provide and care for the properties for the play; to return all borrowed properties; and to leave the properties and all properties storage areas in order under the supervision of the Technical Director at the end of the production.

SECTION 8. Make-Up Chair

It shall be the duty of the Make-Up Chair to be in charge of the make-up materials; to supervise the make-up for each performance; and to leave the dressing rooms and Green Room in order under the supervision of the Technical Director at the end of the production.

SECTION 9. Publicity Co-Chairs

It shall be the duty of the Publicity Co-Chairs to advertise as widely and as attractively as possible the organization and its public performances. See also Section 16.

SECTION 10. Program Chair

It shall be the duty of the Program Chair to provide printed programs for each play. See also Section 16.

SECTION 11. Box Office Chair

Typed October 1, 2003

AKR

It shall be the duty of the Box Office Chair to coordinate the running of the box office. See also Section 16.

SECTION 12. House Manager

It shall be the duty of the House Manager to supervise the seating of the audience, to direct the timing of intermissions, to provide ushers for each performance, to supervise the concession stand, and to be responsible for any lobby displays. See also Section 16.

SECTION 13. Director

A member of the Theatre faculty or a student enrolled in Theatre 410 or 490 shall serve as director of the production.

SECTION 14. Technical Director

A member of the Theatre faculty or a designated student shall direct all technical aspects of the play.

SECTION 15. Business Director

A member of the Theatre faculty shall supervise and coordinate the business aspects of the production.

SECTION 16. A written report for the production book of each play shall be required of the Treasurer, Stage Manager, and each Committee Chair. The production book shall be compiled by the Assistant to the Director.

## ARTICLE IX Election and Appointments

SECTION 1. Nominations

For the election of fellow officers, nominations will initially be taken from the floor. A committee of seniors appointed by the President and in consultation with the faculty members may prepare a slate of candidates which will be presented following nominations from the floor.

SECTION 2. Elections

Elections shall be held in the spring semester, following the first two show period.

SECTION 3. The following positions shall be elected offices: President, Vice President, Secretary, Treasurer, Historian, and two Publicity Officers. Those nominated for President and Vice President must have been active members for at least one year; those nominated for the other offices must be active members.

SECTION 4. The Executive Board shall appoint all committees for each production; chairs will be subject to unlimited re-appointment.

SECTION 5. Any member who wishes to be considered for an appointment to a particular chair shall so inform the production coordinator through a petition before the announced meeting of the Executive Board.

Typed October 1, 2003

AKR

SECTION 6. Officers may be appointed as chairs of committees.

#### ARTICLE X Quorum

Two-thirds of the active membership shall constitute a quorum. A quorum must be present in order to vote on elections, upcoming production season, constitutional changes, and important policy questions.

#### ARTICLE XI Amendments

A proposed amendment may be put forth before the organization at any regular meeting. Amendments must be ratified at the next meeting by the three-fourths vote of a quorum of the organization.

#### ARTICLE XII Productions

SECTION 1. Play Reading Committee shall consist of the member of the Theatre faculty and a volunteer group of students. Said committee shall be chaired by a previous member of Play Reading Committee. This committee shall organize itself and being work in the middle of fall semester. The committee members will present six plays to the organization and organization members shall read the plays. At the next meeting the plays will be voted on by those active members and Theatre faculty who have read them.

SECTION 2. Auditions for each production shall be open to any member of the student body and any man in the community. A Casting Committee shall select the cast from those who audition on the basis of their suitability to particular roles. The Casting Committee shall consist of the Director, other Theatre faculty, and a minimum of four students. All members of the Casting Committee other than the Director shall serve in a disinterested, advisory capacity. The Director shall have the final choice concerning casting. All discussions and considerations of the Casting Committee shall be confidential. Violations of these principles of Casting Committee constitute violations of the Honor Code of Agnes Scott College.

SECTION 3. Rehearsal Attendance

If cast in a production, a member shall attend all rehearsals as specified by the Director. If unable to attend, she shall present a valid excuse to the Director before rehearsal. A valid excuse is one that would excuse her from classes or one that would be agreeable to the Director.

SECTION 4. Play Cycle

During a given four years, four of the eight major productions shall be selected from the following six theatrical categories: classical, 17<sup>th</sup> and 18<sup>th</sup> century, modern continental European, 20<sup>th</sup> century American, experimental, and musical theatre.

Typed October 1, 2003

AKR

## BY-LAWS

1. The organization shall provide books for the Secretary and Treasurer. These officers shall turn them over to succeeding officers in good order.
2. The funds of the organization shall be used to meet expenses of the organization, to finance special projects, productions, and workshops, and to provide refreshments for special occasions.
3. Copies of the plays purchased shall be retained by the organization unless purchased by the actor. Users shall be responsible for taking care of and returning scripts to the Assistant to the Director at the close of the production. They shall be placed in the Blackfriars' Green Room.
4. Fees shall be charged for the use of all Blackfriars' property. The rates shall be set by the Technical Director and monies collected by the Treasurer before the end of each academic semester. Costume rentals shall be handled by the Costume Mistress according to procedures established by the Technical Director. Costumes shall be rented only to campus organizations. Exceptions to this policy shall be made with the approval of the Technical Director.
5. There shall be a Blackfriars meeting every two weeks except when such a meeting would fall during the week of production. Extra meetings deemed necessary by the Executive Board may be called.
6. Complimentary Tickets
  - a. Cast members, the Assistant to the Director, and student designers of any given production may purchase student tickets at the price of two for one up to a total of four tickets for performances of that given production. If any of the individuals mentioned above wish to purchase "two for one" tickets in two price ranges, they must purchase the tickets in the higher price range. Thus, for example, an individual wishing to purchase one student ticket and one adult ticket may purchase both for the price of one adult ticket.
  - b. The Stage Manager for a given production, and members of Blackfriars who have worked fifty hours beyond the requirements of laboratories and membership on a given production may purchase two tickets for the price of one. The count of fifty hours will take into account projections of hours for Tech Week and performance dates.
  - c. A total of eight seats performance will be set aside for the use of the faculty, and when necessary, choreographer, music director, and any other production personnel who come from outside Blackfriars or the Theatre Department. If all of any number of these eight seats are not claimed one half hour before performance, they may be released for sale to the public.
  - d. The President of Agnes Scott College and the Dean of the College will be offered two complimentary tickets for each production.
  - e. In order to promote its productions among members of the Agnes Scott community, Blackfriars will select certain groups of campus faculty, administration, staff, and associations and give them the opportunity to purchase two tickets for the price of one. This would be limited to one "two for" per person and the rule of the higher priced ticket will prevail.
  - f. Members of Blackfriars who have knowledge of major contributions made by individuals or groups outside the organization may apply to the Executive Board for complimentary tickets, discount tickets, or program credit for those individuals or groups who have helped Blackfriars on the production.

7. In addition to work on Blackfriars-sponsored productions, members may earn hours through serving on the Play Reading Committee, on other committees, and in the promotion of the organization.

# **The Caribbean Student Association Constitution**

*Adopted August 2009*

*Revised March 2017*

## **I. Name, Affiliation, and Duties**

- A. The name of this organization shall be the Caribbean Student Association of Agnes Scott College. The association shall also be known as CSA
- B. This organization shall be affiliated with the Caribbean and Black student associations around the Atlanta and Decatur areas and the Caribbean Student Associations of Georgia Tech, Georgia State, Emory, Atlanta University Center, and other Atlanta education institutions.
- C. Mission Statement: Celebrating Caribbean heritage and culture through education, service, and movements of excellence.
- D. The duty of this organization is to promote the interest of Caribbean Students, and all students of the African Diaspora. It is also to bring awareness and share community of Caribbean Culture to the campus of Agnes Scott College (and the surrounding areas). This organization will also serve as a support/network system for students of these distinct cultures and other Minority Student Associations.

## **II. Memberships**

- A. All interested persons shall be eligible for membership.
- B. In order to be considered an active member, one must complete 10 hours of community service each semester, and miss no more than three general body meetings per year.
- C. Executive Board members must not miss no more than three general body, and two executive board meetings per year.

## **III. Officers**

- A. The officers in the organization shall be the President, Vice-President/IOC Representative, Secretary, Treasurer, Public Relations Officer, Event Planning Chair, COSMO Chair, Volunteer Chair, and Dance Chair.
- B. The officers shall be elected by the majority vote of membership at a regular scheduled meeting during the month of April, and the term of office shall last until the next election in April (late spring semester) of the following year.
- C. The membership may, by two-thirds vote, remove any office for

sufficient grounds. Sufficient grounds includes, gross violation of this constitution, the constitution of the Caribbean Student Association and Agnes Scott College or discrimination based on race, gender, religion, ethnic origin sexual orientation, age, class, mental, emotional, or physical ability.

**D. Presidential Duties:**

1. To call general meetings and executive meetings of the association
2. To preside over meetings
3. To prepare an agenda for meetings
4. To develop programs to increase membership with the organization
5. To serve as the official liaison between CSA and organization Advisor
6. To attend executive meetings of the association
7. To perform duties and settle situations that may arise within the organization throughout her presidency.
8. To submit a detailed report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.
9. To share detailed reports of any updates and/or crucial information pertaining to President's chair.
10. Take part in rotating hosted meeting discussions.
11. To perform any other duties relating to the position

**E. Duties of the Vice-President/IOC Representative**

1. To assist the president in her duties
2. To preside over meetings in the absence of the President
3. To succeed the President in the event of the President's extended absence or removal.
4. To supervise and coordinate the smooth running of planned activities of the association.
5. To attend executive meetings of the association
6. To develop programs to increase membership with the organization
7. To serve in Inter Organization Council Meetings
8. To perform other duties related to the position
9. To share detailed reports of any updates and/or crucial information pertaining to Vice President's chair.
10. To take part in rotating hosted meeting discussions.

11. To submit a detailed report to the incoming Vice President.
12. To collect and submit all organizational information to IOC as it relates to the Allocation Points System.
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
13. To perform any other duties relating to the position.

**F. Secretarial Duties**

1. To keep and distribute minutes from all full member meetings
2. To serve on the IOC in the absence of the representatives
3. To attend executive meetings of the association
4. To keep minutes from all CSA executive Board meetings
5. To monitor all committee work being performed
6. To perform any other duties related to the position
7. To keep general body updated with club information
8. To share detailed reports of any updates and/or crucial information pertaining to the Secretary chair.
9. To develop programs to increase membership with the organization.
10. To take part in rotating hosted meeting discussions.
11. To keep in contact with, as well as invite other Caribbean student organizations to sit in on general body meetings.
12. To submit a detailed report to incoming Secretary.
13. To perform any other duties relating to the position.

**G. Duties of the Treasurer**

1. To keep accurate accounts of all money received, spent, and earned by CSA.
2. To create/write the budget for ASCSGA funding.
3. To personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information.
4. To store budget information in multiple forms, digital and hard copy.
5. To develop programs to increase membership with the organization.
6. To propose budget changes in congruence with the President and Vice-President.
7. To submit a detailed report to the incoming Treasurer.
8. To monitor spending prior to the release of money or reimbursement.
9. To attend executive meetings of the association.
10. To share detailed reports of any updates and/or crucial

information pertaining to the Treasurer.

11. To take part in rotating hosted meeting discussions.

12. To perform any other duties related to the position.

#### **H. Duties of the Public Relations Officer**

1. To keep the ASC community informed about any activities of CSA
2. To publicize the activities of the association in other schools and around the community and also to get patronage from the students
  - a. Including updating all social media accounts produced for the advertising CSA (i.e. Facebook, Instagram, Twitter, Tumblr, Pinterest, etc.)
  - b. Including producing all advertisements for CSA's media (i.e. pictures, videos, etc.)
  - c. Including producing all advertisements for CSA's events and general body meetings.
3. To forge a collaborative networks with other Caribbean as well as African diaspora identifying associations in other schools/on other campuses.
4. To inform CSA members of various off campus
5. To attend all executive meetings of the association
6. To share detailed reports of any updates and/or crucial information pertaining to the Public Relations Officer.
7. Take part in rotating hosted meeting discussions.
8. To submit a detailed report to the incoming Public Relations chair.
9. To develop programs to increase membership with the organization
10. To perform any other duties related to the position

#### **I. Duties of the Dance Team Chair**

1. To organize all dances performed by the CSA Dancers.
2. To call practices when needed.
3. To design and finalize all costume decisions
4. To attend all executive board meetings
5. To share detailed reports of any updates and/or crucial information pertaining to the Dance Team chair.
6. To submit a detailed report to the incoming Dance Team Chair.
7. To take part in rotating hosted meeting discussions.
8. To develop programs to increase membership with the organization
9. To perform any other duties related to the position.

#### **J. Duties of the Volunteer Chair**

1. To look for volunteer opportunities to involve the association in the West Indian community around us.

2. To keep track of the places and the hours of service every CSA member participates in.
3. To organize service events.
4. To share detailed reports of any updates and/or crucial information pertaining to the Volunteer Chair.
5. To take part in rotating hosted meeting discussions.
6. To attend executive meetings of the association
7. To submit a detailed report to the incoming Volunteer Chair.
8. To develop programs to increase membership with the organization.
9. To perform other duties related to the position

#### **K. Event Planning Chair**

1. To handle paper work dealing with reservations and space requests.
2. To handle all aspects of event planning including but not limited to food, decorations, location, and DJ.
3. To examine the needs and wants of our student body for each event.
4. To examine the success of each event and come up with ways to improve each event.
5. To submit a detailed report to the incoming Event Planning Chair.
6. To take part in rotating hosted meeting discussions.
7. To share detailed reports of any updates and/or crucial information pertaining to the COSMO representative.
8. To excite the community about upcoming events.
9. To attend executive meetings of the Association.
10. To report to the PR Representative with vital information pertaining to the event.
11. To work with the Treasurer to make sure the event does not go over budget.
12. To develop programs to increase membership with the organization
13. To perform other duties related to the position.

### **IV. Elections and Removals**

#### **A. Executive Board**

1. The elections for officers for the forthcoming year will take place in the spring semester no later than and will be set by the Center for Student Engagement.
2. New officers take office at the last meeting of the Spring semester and remain in office until the next election
3. If a position remains unfilled after the election process, the President will host an emergency election to fill vacancies in which

only executive board and an advisor is present.

4. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.

**B. Impeachment:**

1. If two-thirds of members vote on a certain member to be removed from office, then it must be brought to the attention of the executive board as well as advisor, and they will decide on what happens from then on out.

A vacancy in office, created by resignation, or removal shall be filled by the majority vote of the membership at the regularly scheduled meeting. This newly elected officer shall serve the remainder of the term. The president may, with approval of the membership, appoint other officers and/or committee chairpersons. The president may remove any appointed officer/committee chair with the approval of the membership.

**V. Meetings**

- A. The Executive board shall call meetings to conduct organization business on a regular basis, but not less than once per month.
- B. Quorum to conduct business shall be 5 active members, not including the Executive board.
- C. Quorum for voting shall be two-thirds of active members.

**VI. Dissolution**

- A. In the event that this organization is dissolved, after all debts are paid, any remaining funds in the treasury shall be transferred to the ASCSGA treasury.

**VII. Amendments**

- A. The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members. Pending approval of the amendment by the CSA Executive Committee and the ASCSGA
- B. An Amendment, which the Executive board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.
- C. An amendment must be approved by the organization Advisor before final ratification.

**VIII. Anti-Discrimination**

- A. All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability.

# Cheerleading Constitution

## **I. Mission Statement**

The Cheerleaders will be exemplary representatives of Agnes Scott College and will lead by example, pursue athletic excellence, develop leadership and loyalty, and most importantly, to promote school spirit by encouraging, motivating and igniting unity among students, athletes, coaches and staff.

## **II. Purpose**

The Cheerleading Squad intends to fulfill its purpose of promoting school spirit by encouraging, motivating and igniting unity among students, athletes, coaches and staff through the following objectives:

1. Cheer and promote school spirit at all Agnes Scott home basketball games.
2. Participate in seasonal pep rallies.
3. Engage in the Decatur community through volunteer activities.
4. Raise money for the cheerleading organization through fundraising.

## **III. Membership**

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability. Membership is open to all Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office. There will be no maximum number of members.

### Obligations and Expectations of General Body Members

It shall be the duties of the members to:

1. Make academic achievements their priority.
  - Members will stay in “good standing” and not in academic probation with the college. Being on academic probation will result in probation from the cheerleading squad.
2. Participate in the mandatory tryout process.
  - Tryouts will consist of two parts, both of which are mandatory to participate in. The two parts may occur on the same day or spread apart into two days. Tardiness will be unacceptable during tryouts.
3. Attend all practices, games and events.
  - Cheerleaders are expected to have above average attendance habits and are responsible to their fellow squad members to attend and participate in all practices and activities.
  - Serious illness or death of a family member qualifies as an excused absence. Minor complaints such as headaches, cramps, etc. do not excuse the squad member from practice. If 3 or more practice/activities are missed the cheerleader must present a note from a doctor or other administration in order to be excused.
  - It is at the coach’s discretion whether or not the cheerleader will participate in that week’s performance if practice is missed.
4. Arrive to practice and events on time.

- Arriving on time is defined as being dressed in the correct uniform including shoes and in place 5 minutes before arrival time. Excused tardiness is limited to mandatory academic reasons: class, make up tests, quizzes or tutoring sessions if failing a class. Such tardiness will only be excused if the cheerleader notifies the coach in advance. Telling another squad member to tell the coach the “day of” will not be accepted.
- 5. Practice material outside of scheduled practice time in order to memorize routines.
- 6. Conduct themselves in a manner that abides by the Honor Code, both in school and out of school.
  - Members may not receive more than 1 Honor Court and/or Judicial Board Case.
- 7. Uphold a positive attitude at both practice and games and be an encourager to their teammates and the teams they are cheering for.
- 8. Members will cooperate fully with the captains and other squad members at all times.
- 9. If performing, members will be responsible for making sure they have the proper uniform including shell, skirt, midriff, shoes, socks, & briefs. Not having the correct uniform (missing uniform) may result in sitting out from a performance.

#### **IV. Offices/Captains**

Captains are chosen in an anonymous vote from the squad members during the spring semester preceding academic year and are notified by the Coach of their nomination. Selected Captains have the right to turn down the nomination. The Coach has the right to choose the number of Captains. In addition to the general guidelines, responsibilities and duties of a Cheerleading Captain outlined in *Appendix I: Captains Contract*, the following duties are required:

##### President

1. Preside over all meetings, practices, games, and events of the organization
2. See that all elections are announced and held as prescribed by the constitution
3. Appoint, oversee and assist all committees and Executive Board Members as needed
4. Submit a detailed report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
5. Serve as a liaison between the organization and its advisor

##### Vice-President

1. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings and retreats
2. Preside over all meetings in the event of the unavailability of the President(s)
3. Succeed the President in the event of the President's extended absence or removal
4. Act as another advisor to all committees appointed by the President(s)
5. Prepare all necessary duties as prescribed by the President(s)
6. Submit a detailed report to incoming Vice-President

##### Secretary

1. Keep a record of the procedures of all meetings and to make minutes available to the team
2. Send out notices of all called/scheduled meetings to the General Body
3. Take attendance at each meeting or event
4. Track members participation in committees, meetings and events

5. Maintain an updated email list of all current members
6. Submit a detailed report to incoming Secretary

#### Treasurer

1. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
2. Update budget regularly and bring to all Executive Board meetings
3. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
4. Store budget information in multiple forms, digital and hard copy
5. Propose budget changes in congruence with the President(s) and Vice-President
6. Submit a detailed report to incoming Treasurer

## **V. Elections and Removals – Captains & Coaches**

### **Section 1: Executive Board / Captains**

1. The elections for captains for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
2. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
3. New officers take office at the last meeting of the Spring semester and remain in office until the next election
4. If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies
  - Emergency elections will take place early fall semester
  - All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings/practices and events, fulfill their duties, or assist/attend organization events:

1. The Advisor/Coach, considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
2. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
3. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
4. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization’s members.

### **Section 3: Advisor / Coach**

1. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
2. The Advisor(s) shall be chosen by the Executive Board

3. Duties of the Advisor include but are not limited to
  - Meeting with the organizations Executive Board at times agreed upon
  - Reviewing the annual allocated budget to plan for events and other needs.
  - Signing all required paperwork
  - Advising the organization on issues of risk management and leadership
  - Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**Section 4:** Time of Elections

1. Elections shall take place during Spring Elections, set by the Center for Student Engagement
2. Emergency Elections are held in early fall

## **VI. Meetings – Practices, Games & Events**

Practices

1. Mandatory practice is held for 2 hours every week from late September – mid February excluding breaks (fall, thanksgiving, etc...)
  - Practice date and time is agreed upon after tryouts. Traditionally practice is held on Sunday evenings in the Woodruff gym.

Games

1. There are typically ~10 home games a semester. Games may occur at any day throughout the week but are typically Saturdays and Sundays

Other Events

1. All new members are required to attend the mandatory uniform fitting at the beginning of the season
2. All members are required to participate in at least one volunteer event in the Fall and one in the Spring
3. All members are required to participate in at least one fundraising event per academic year

## **VII. Amendments**

**Section 1:** The Constitution may only be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

**Section 3:** An amendment must be approved by the organization Advisor before final ratification.

# Organization Constitution

Adopted January 2014

Revised April 2018

## **Article I**

Commuter Student Organization (CSO)

## **Article II**

The Commuter Student Organization seeks to represent the interests of commuter students at Agnes Scott College by seeking and improving representation via participation in student governance. We intend to raise awareness of issues faced by commuter students while we strengthen relations between residential students and commuter students through various programs. We also aim to promote community awareness and involvement in the wider Atlanta area.

## **Article III**

Section 1: Anti-Discrimination Clause

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

Section 2: Student and Nonstudent Members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College commuter students can vote and/or hold office.
- B. Agnes Scott College faculty and/or staff.
- C. Commuter students, Woodruff scholars, future commuter students, and those with an interest in becoming commuter students.

There will be no maximum number of members.

## **Article IV**

Section 1: President's Duties

- A. Responsible for supervising/overseeing the work of the other officers and ensuring that they function together as an effective team.
- B. Provides the overall vision and sense of direction for the organization
- C. Spokesperson/representative/external liaison for the organization, has most contact with SGA and Senate
- D. Schedules and runs officer and organization meetings
- E. Serves as a role model for other officers and members

- F. Picks up tasks of other Exec members when necessary (i.e. emailing members, taking meeting minutes, attending IOC meetings, etc..)

#### Section 2: Vice-President's Duties

- A. Acts as second in command
- B. If there is not a specific person elected as IOC representative, serves as representative for IOC.
- C. Assumes responsibility during absence of president
- D. Picks up tasks of other Exec members when necessary (i.e. emailing members, taking meeting minutes, etc..)

#### Section 3: Treasurer's Duties

- A. Establishes annual budget and monitors all spending
- B. Regularly reports on the status of the budget during exec meetings
- C. Records and settles all bills/reimbursements
- D. Attends IOC meetings spring semester during budget allocation season.

#### Section 4: Secretary's Duties

- A. Records and distributes all pertinent information to members, including meeting minutes, upcoming events, and opportunities
- B. Handles all organizational correspondence (i.e. emailing or calling members)
- C. Keeps accurate membership lists with names, addresses, and phone numbers
- D. Maintains thorough organizational files and records

#### Section 5: IOC Representative

- A. Attends all IOC meetings
- B. Records concerns of the executive board and presents them to IOC
- C. Maintains careful minutes of IOC meetings to report at executive board meetings

#### Section 6: Social Media Chair

- A. Maintains the Commuter Student Organization Facebook, Twitter, and Instagram accounts, as well as any additional social media accounts that might be created
- B. Relays information and documents Commuter Student Organization events to post to social media accounts

#### Section 7: Advisor

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization.
- B. The advisor shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to

- a. Fulfillment of the agreed upon Advisor/Organization Contract.
- b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
- c. Signing all required paperwork
- d. Advising the organization on issues of risk management and leadership
- e. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

## **Article V**

### Section 1: Executive Board

- A. Nominees must be rising Sophomores, Juniors, or Seniors with good standing.
- B. Nominees must be active participants within the CSO.
- C. To run for president, nominee must have prior executive board experience.
- D. All nominees must apply for a position, application to be set by the current executive board.
- E. Officers must be elected by majority vote.
- F. New officers take office at the last meeting of the spring semester and remain in office until the next election.
- G. If a position remains unfilled after the election process, the president or the next highest position will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester.
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.

### Section 2: Impeachment

In the event that an officer is not fulfilling their expected duties, they may be removed from office and replaced in the interim until the next election.

### Section 3: Time of Elections

- A. Elections shall take place during Spring Elections, set by the Inter Organizational Council.
- B. Emergency Elections are held at the beginning of the fall semester. Or whenever a position within becomes vacant

## **Article VI**

### Section 1: Meetings

- A. The Executive Board shall meet before each general body meeting.
- B. General body meetings shall be held at least once, monthly.
- C. The president may call additional meetings

**Article VII**

Section 1: The constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting); the president or next highest position will act as tie-breaker.

Section 2: An amendment which the executive board wishes to take on, must be submitted to the members at least one week before the board plans to implement it.

**Description:** Below are **recommendations** for how a student organizations constitution could be written. There are **pieces below that are suggestions and there are other parts that are mandatory** (they are clearly defined if they are mandatory). Use this checklist to ensure your constitution is up to date and fulfills the needs of your organization.

Adopted *April, 2018*

\_\_\_ **Article I (Name)**

This organization will be hereby titled the Creative Correspondence Club.

\_\_\_ **Article II (Purpose)**

*State the purpose, objectives, mission statement, and/or aims of the organization*

The Creative Correspondence Club is dedicated to encouraging students to create original, hand-made media, such as letters or zines, in the interest of conveying epistolary messages that are personal, political, informational, or an intersection of the three.

\_\_\_ **Section 1:**

\_\_\_ **Section 2:**

\_\_\_ **Section 3:**

\_\_\_ **Article III (Membership)**

*State the requirements for membership including what keeps a member in good standing*

**Section 1: Anti-Discrimination Clause**

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. **(Mandatory clause used by all Registered Student Organizations)**

\_\_\_ **Section 2: Student and Non-Student members**

Membership is open to:

- All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
- Agnes Scott College faculty and/or staff
- Honorary members; Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members

\_\_\_ **Section 3: Obligations and Expectations of General Body Members**

It shall be the duties of the members to:

*Establish how and when a person becomes a member; if there is a process there must be sufficient reason. Can include but not limited to: sign up, apply, interview process etc.*

*Include requirements for members to be in good standing; academically and non-academically.*

\_\_\_\_ **Article IV (Offices)** *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

\_\_\_\_ **Section 1: President(s)' Duties**

- Call and preside over all meetings of the organization
- See that all elections are announced and held as prescribed by the constitution
- Appoint, oversee and assist all committees and Executive Board Members as needed
- Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- Serve as a liaison between the organization and its advisor
- *Add any other pertinent requirements for your organization President(s)*

\_\_\_\_ **Section 2: Vice-President(s)**

- Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- Preside over all meetings in the event of the unavailability of the President(s)
- Succeed the President in the event if the President's extended absence or removal
- Act as another advisor to all committees appointed by the President(s)
- Prepare all necessary duties as prescribed by the President(s)
- Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - Includes but not limited to membership numbers, community service hours, event attendance etc.
- Submit a detailed transition report to incoming Vice-President
- *Add any other pertinent requirements for your organization Vice-President*

\_\_\_\_ **Section 3: Secretary**

- Keep a record of the procedures of all meetings and to make minutes available to the campus community
- Send out notices of all called/scheduled meetings to the General Body
- Take attendance at each meeting or event
- Track members participation in committees, meetings and events
- Maintain an updated mailing and email list of all current members
- Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- Submit a detailed transition report to incoming Secretary
- *Add any other pertinent requirements for your organization Secretary*

\_\_\_\_ **Section 4: Treasurer**

- Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- Update budget regularly and bring to all Executive Board meetings
- Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information

- Store budget information in multiple forms, digital and hard copy
- Propose budget changes in congruence with the President(s) and Vice-President
- Submit a detailed transition report to incoming Treasurer
- *Add any other pertinent requirements for your organization Treasurer*

---

#### **Section 5: Advisor (mandatory)**

- A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- The Advisor(s) shall be chosen by the Executive Board
- Duties of the Advisor include but are not limited to
  - Fulfillment of the agreed upon Advisor/Organization Contract (**Mandatory guideline followed by all Student Organizations**)
  - Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - Reviewing the yearly-allocated budget to plan for events, etc.
  - Signing all required paperwork
  - Advising the organization on issues of risk management and leadership
  - Review the Agnes Scott College Handbook with the organization to know all College policies and procedures
  - *Add or augment any requirements you want your Advisor to have*

---

**Section 5+:** *Any other Officers your Organization may require*

---

### **Article V Elections and Removals (mandatory guidelines followed by all Registered Organizations)**

---

#### **Section 1: Executive Board**

- The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory**)
- Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (**optional**)
- Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (**optional**)
  - Requirements apply to both candidates for a Co-Presidency
- All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (**optional**)
- All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (**optional**)
- Runoff elections may be called as necessary by the Executive Board and Advisor (**optional**)

- New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory**)
- If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory**)
  - Emergency elections will take place early fall semester
  - All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

---

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- If the Executive Board member continues to underperform, the Executive Board shall vote whether that member shall remain on the Board
  - The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

---

### **Section 3: Time of Elections (*Mandatory guidelines followed by all registered student organizations*)**

- Elections shall take place during Spring Elections, set by the Center for Student Engagement
- Emergency Elections are held in early fall

---

### **Article VI Meetings (mandatory)**

---

#### **Section 1: Organization Meetings**

- The Executive Board shall meet weekly and before each general body meeting
- General body meetings shall be held every other week and at least twice monthly
- *Adjust required meeting times you want your organization to have*

---

#### **Section 2: Additional Meetings**

- Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- The President(s), with the approval of the Executive Board, may call additional meetings
- *Add or adjust required meeting times you want your organization to have*

\_\_\_ **Article VII** Amendments (*mandatory guidelines followed by all registered organizations*)

\_\_\_ **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ **Section 3:** An amendment must be approved by the organization Advisor before final ratification

# Excelsior! Organization Constitution

Adopted *TBA*, 2017  
Revised *October*, 2017

---

## ARTICLE I THE ORGANIZATION

- I. *Organization Name*
  - A. This organization shall be called *Excelsior! Comic Book Club*.
- II. *Mission Statement*
  - A. Excelsior! gathers community members with a shared interest in comic books, graphic novels, and other sequential media, regardless of publisher or subject, and allows for the exchange, analysis, and facilitated discussion of such media.

## ARTICLE II MEMBERSHIP

- I. *Anti-Discrimination Clause*
  - A. All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.
- II. *Student and Non-Student Members*
  - A. Membership is open to...
    1. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office in the organization.
    2. Agnes Scott College faculty and/or staff
    3. Honorary members
      - a) Alumnae
      - b) Others as voted on by the Executive Board
  - B. There will be no maximum number of members.
- III. *Obligations and Expectations of General Body Members*
  - A. It shall be the duties of the members to...
    1. Sign up for membership of the organization
    2. Remain in good standing with the college
      - a) If a student is placed on academic probation during their membership of the organization, it is recommended that their membership and participation cease in order to focus on their academic pursuits
    3. Attend at least one meeting per month, and at least two events per semester

## ARTICLE III EXECUTIVE BOARD

- I. *President(s) Duties*
  - A. Call and preside over all meetings of the organization

- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

*II. Vice-President(s) Duties*

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
  - 1. In the event that the Vice President is unable to attend an IOC meeting, it is their duty to find a member to attend in their stead
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event of the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - 1. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President

*III. Secretary Duties*

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary

*IV. Treasurer Duties*

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

*V. Librarian*

- A. Keep a log of which comics are being borrowed from the organization or from individual members, which shall include...
  - 1. The title borrowed
  - 2. The organization member borrowing

3. Who this title was borrowed from (the organization or member)
- B. Maintain an up-to-date record of all titles within the possession of the organization
  1. Titles owned by individuals may be logged at each individual's consent

*VI. Advisor*

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to...
  1. Fulfillment of the agreed upon Advisor/Organization Contract
  2. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  3. Reviewing the yearly-allocated budget to plan for events, etc.
  4. Signing all required paperwork
  5. Advising the organization on issues of risk management and leadership
  6. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**ARTICLE IV**  
**ELECTIONS AND REMOVALS**

*I. Executive Board*

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Involvement.
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.
- C. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position before ballots are sent out.
- D. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members.
- E. Runoff elections may be called as necessary by the Executive Board and Advisor
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies.
  1. Emergency elections will take place early fall semester
  2. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

*II. Impeachment*

- A. In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events...
  1. The Advisor(s), considered to be a "neutral party," shall meet with the Executive Board member in question to ascertain the situation.

2. The President(s) and the Vice-President(s) will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.
3. If the Executive Board member continues to underperform, the Executive Board shall vote whether that member shall remain on the Board.
  - a) The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
4. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

*III. Time of Elections*

- A. Elections shall take place during Spring Elections, set by the Center for Student Involvement.
- B. Emergency Elections are held in early fall.

**ARTICLE V**  
**MEETINGS**

*I. Organization Meetings*

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly, with the exception of meetings that fall within college-scheduled holidays.
- C. Members choosing to participate in optional close-readings of selected titles shall meet every other week, during weeks in which the general body does not meet, with the exception of meetings that fall within college-scheduled holidays.

*II. Additional Meetings*

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings .
- B. The President(s), with the approval of the Executive Board, may call additional meetings.

**ARTICLE VI**  
**AMENDMENTS**

- I. The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tiebreaker.
- II. An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it.
- III. An amendment must be approved by the organization Advisor before final ratification.

# Followers of Earth, Nature, and Noble Actions Constitution (FENNA)

*Written by Nicole Makely (Co-President, Daughters of Gaia) 3.8.11*

*Amended by Grace Vannes (President, Daughters of Gaia) 1.23.14*

*Amended by Jordan Keesler and Brittany Gilliland (Co-Presidents) 5.5.2017*

## Article One

### *Name*

The name of the club shall be “Followers of Earth, Nature, and Noble Actions”, formerly known as “FENNA”. Any motion to change the name must be proposed by the president and must be voted upon by all active members of club.

## Article Two

### *Mission Statement*

The mission of this organization seeks to explore the varying paths of Earth based religious practices. We gather to enhance our knowledge, honor the Wheel of the Year, educate our community on our faith, practice ritual, and to provide space for those who want to engage a community based practice.

## Article Three

### *Membership and Attendance*

- A) Membership: Membership is open to all students at Agnes Scott. To be an official/active member of this club, you must attend at least five meetings per semester. All private or special meetings held by the executive board of the club will be open to all active members of the club and any other student that wishes to attend must be approved by the entire executive board.
- 1) If any non-students (i.e. staff, faculty, or off campus persons) wish to attend a meeting it must be discussed during an executive board meeting but will be decided by the presidents alone. If approved, this person must be accompanied by an active FENNA member. If any member feels uncomfortable, it should be brought up immediately to the executive board and re-evaluated.
- B) Attendance: It is not necessary to attend every meeting, but it is highly recommended as we will be building on our knowledge and abilities each meeting. Attendance is not mandatory but required to maintain an active status.

## Article Four

### *Executive Board*

#### Section 1: Titles and Duties

- A) President/Co-president—
- 1) Plan different activities, such as retreats, holiday celebrations and lead meetings.
  - 2) Responsible for the delegation of other tasks to executive board members as well as making sure that they are completed correctly and on time.
  - 3) Check in at least once a semester with the club adviser to share events, meeting topics and discuss overall health of the organization.
  - 4) Attend every COSMO presidents round table meeting as well as the COSMO retreat unless a change in COSMO/Interfaith allocation of groups occurs.
  - 5) Attend Leadership Retreat if required.
  - 6) Plan semester syllabus and have it approved by the executive board at an executive board meeting.
- B) Vice President—
- 1) Help President/Co-Presidents plan activities.
  - 2) Handle any complaints or problems from group members.

- 3) Plan and run elections
  - 4) Communicate with the COSMO Representative about COSMO events
  - 5) Responsible for the FENNA documents, updating and organizing them as needed. Making sure that a copy of our event fliers, information and syllabus is in the binder for each semester.
  - 6) Update and maintain the FENNA Facebook Group
  - 7) Assist Secretary and Treasurer as needed
- C) Secretary—
- 1) Write and send out the weekly email two or three days before each meeting that reaches all members covering what we are going to be talking about that week.
  - 2) Supplying the Vice-President with an updated and typed copy of the syllabus for each semester that will go in FENNA binder
  - 3) Arranging to have events displayed in The Irvine when applicable.
  - 4) Soliciting the help of active group members to help support our events through posters/flyers/emails.
  - 5) Fill out EMS forms for events
- D) Treasurer—
- 1) Responsible for keeping track of the budget and how much money has been spent on every event
  - 2) Write budget and keep track of event forms that must be submitted with budget every spring
  - 3) Keep self updated about IOC and the budget point system.
  - 4) Check out and return P-card, keep track of receipts and purchases made, and maintain a spending log.
- E) COSMO Representative—
- 1) Attend and take notes at every COSMO meeting.
  - 2) Inform the group about COSMO events.
  - 3) Communicate with the Vice-President about COSMO events, collaboration opportunities, as well as attendance of other COSMO club events.

## Section 2: Removal of Executive Board Member

To remove an executive board member, another executive board member must propose their removal and have a valid reason for the proposal. Valid reasons include but are not limited to: excessive absences; prolonged and repeated lateness to meetings, lack of content knowledge, intentional infliction of conflict in the group: not abiding by the clubs mission statement; lack of support, help or attendance at events hosted by the club. The board member then will have an opportunity to defend themselves to the executive board. The board member will then leave and the rest of the executive board as well as one representative from the general body of the club will then debate and vote. The executive board can be given a probationary period that lasts no shorter than one semester, in the case of a severe offense, they can be immediately removed. There must be a unanimous vote by all board members as well as the representative to remove the contested executive board member.

## Article Five

### *Elections*

Elections will be held within the last two weeks of April. Results must be in by the end of the first week in May. Elections can be carried out through a survey online or any other way the Vice-President deems appropriate. The voting will be open to all active members of FENNA. Current officers can rerun for the same position no more than thrice, and may run for other positions as many times as they wish. In order to be eligible for election to an executive board position, you must: a. be an active member of FENNA for one semester without serving on the executive board, and b. have the endorsement of one current executive board member. These elections are to be carried out every year in April even if there is only one person running for any given position. Members running for a position on the executive board must read this document and agree to fulfill the duties for the position they are running for as stated above.

## **Article Six**

### *Amending the Constitution*

Only the President(s) are allowed to amend the constitution. Any officer or general body member may approach the President(s) to discuss changes they want to see, but the process of writing an amendment is the president's responsibility. After the constitution is amended, the President must ensure that every executive board member receives a new copy of the amended constitution and is aware of specific changes. After its distribution, it can then be voted upon or discussed if any executive board member has a specific concern regarding changes. Article Four can only be amended when changes occur on campus that allows the executive board members to have more or less duties (i.e. IOC changes, COSMO changes etc.)

## **Article Seven**

### *Anti-Discrimination*

There is to be no discrimination in this club. We are open to all faiths, beliefs and practices of learning or listening. Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College Community. Discrimination and harassment is unacceptable on this campus, as in any; behavior that is contrary to ASC's intellectual environment or the spirit of fellowship fundamental to our community. Discrimination and harassment may take many forms, including but not limited to: verbal insults, inappropriate humor, defacement or destruction of property, and physical intimidation. Harassment or discrimination of any person or group on the basis of race, color, nationality, origin, sex, gender identity or presentation, sexual orientation, age, size or disability is a violation of Agnes Scott College policy. No active member of this club shall violate this clause. If they do, they are to be given the chance to defend themselves and the executive board will discuss their immediate removal from the group. No member of the club should participate in harassment, direct or indirect, during any meeting of the club or executive board meeting. This includes using pagan beliefs to directly or indirectly affect another member, ex-member, or person in the Agnes Scott community negatively. If this is observed in group meetings, the member or the executive board member responsible will be called to meet with the executive board and the official removal policy will be discussed.

**Freedom at Agnes**  
Adopted September, 2016

**Article I**

The name of this organization is *Freedom at Agnes*. This organization will utilize the label *Freedom at Agnes* or *F@A* when announcing events.

**Article II**

**Section 1:**

Freedom at Agnes is a student-led organization. The purpose of Freedom at Agnes is to provide undocumented students, immigrants, and descendants of immigrants support and political advocacy by providing them with resources. In addition, the organization will promote awareness on campus about the marginalization of immigrants by the dominant culture in the United States.

**Section 2: Objectives**

1. To empower individuals marginalized by their legal citizenship status.
2. To support individuals who need resources by providing and/or connecting them with off-campus organizations.
3. To bring awareness about the social injustice that undocumented, immigrants and descendants of immigrants withstand.
4. To inform about the issues that undocumented immigrants, immigrants, and refugees face historically.
5. To inform individuals about immigration policies and laws.
6. To advocate for the creation of a scholarship for Undocumented/DACA students.

**Section 3: Mission Statement**

Freedom at Agnes is dedicated to empower, inform, and support individuals who are marginalized based on their legal citizenship. We proactively want to educate the Agnes Scott College community on the struggles that undocumented/immigrant individuals go through. In addition, to help those who are disregarded receive a voice on campus and on their communities. The organization provides their members with a safe zone and a platform for activism at large.

**Article III:**

**Membership**

A member of Freedom at Agnes is someone passionate, dedicated, eager for knowledge, and who wants to be a leader on campus.

**Section 1: Anti-Discrimination Clause**

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

**Section 2: Student and Non-Student Members**

Membership is open to:

- A. Agnes Scott students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College students can vote and/or hold office.
- B. Agnes Scott Faculty and/or Staff
- C. Honorary members who will be voted on by the executive board.

**Section 3: Obligations and Expectations of General Body Members**

It shall be the duties of the members to:

Be active members, demonstrate leadership, and take initiative. Freedom at Agnes is a great organization in which to learn leadership skills. Therefore, members will be required to attend major events and can miss 2 meetings or more due to certain circumstantial reasons. Members are also required to lead at least one event.

**Article IV: (Offices)**

Students can only run for and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code.

**Section 1: President(s) Duties**

- A. To fulfill the mission and objectives of Freedom at Agnes
- B. Call and preside over all meetings of the organization
- C. Appoint, oversee, and assist all Executive Board Members as needed
- D. To ensure a safe and inclusive environment
- E. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections

**Section 2: Vice President(s)**

- A. To fulfill the mission and objectives of Freedom at Agnes
- B. To ensure that other Executive Board Members are fulfilling Freedom at Agnes' mission and values
- C. To help the President oversee and assist all the Executive Board Members
- D. To help the President facilitate meetings and events
- E. Succeed/Substitute for the President in the event of the President's absence or removal
- F. Submit a detailed transition report to the incoming Vice President(s)

**Section 3: Secretary**

- A. Keep a record of all meetings and minutes
- B. Report notices of all scheduled meeting and events to General Body
- C. To track attendance of each meeting or event
- D. Maintain an updated email list of all current members
- E. To maintain and archive documents and record of events of Freedom at Agnes to provide to future Freedom at Agnes Executive Board
- F. Submit a detailed transition report to incoming Secretary

#### Section 4: Treasurer

- A. Record all the expenditures, including but not limited to, phone and photocopy charges, vendors, performers/speakers' costs, etc. in accord with CSI policies.
- B. Update budget regularly and bring it to all Executive Board Meetings
- C. To manage and to propose a budget for events and meetings in collaboration with the President(s) and Vice-President(s)
- D. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- E. Store budget information in multiple forms, digital and hard copy
- F. Submit a detailed report to incoming Treasurer

#### Section 5: Public Relations

- A. To propose a way to promote each event
- B. To create and maintain a Facebook page and other social media platforms
- C. To create marketing materials: flyers, logos, posters, designs, etc.
- D. To consult the President(s) and/or Vice President(s) with permission to use a specific design

#### Section 6: Advisor

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to:
  - 1. Fulfillment of the agreed upon Advisor/Organization Contract
  - 2. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - 3. Reviewing the yearly-allocated budget to plan for events, etc.
  - 4. Signing all required paperwork
  - 5. Advising the organizations on issues of risk management and leadership
  - 6. Reviewing Agnes Scott College's Handbook with the organization to know all College policies and procedures

### **Article V: Elections and Removals**

#### Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the spring semester and will be set by the Center for Student Involvement (CSI).
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.
- C. Any current Junior or Senior with at least one year on Executive Board experience is eligible to be elected President.
- D. All nominees must write and present (publicly or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out.
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of the members.
- F. Runoff elections may be called as necessary by the Executive Board and Advisor.

- G. New officers take office at the last meeting of the spring semester and remain in office until the next election.
- H. If a position remains unfilled after the election process, the President or the next highest position will host an emergency election to fill the vacancies.
  - 1. Emergency elections will take place early fall semester.
  - 2. All general body members must be notified of the vacancies and have a opportunity to run for the positions, if they are eligible to run for office.

### Section 2: Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party,” shall meet with the Executive Board member in question to ascertain the situation.
- B. The President(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member’s willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board.
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
  - B. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

### Section 3: Time of Elections (Mandatory guidelines followed by all registered student organizations)

- A. Elections shall take place during Spring Elections, set by the Center for Student Involvement.
- B. Emergency elections are held in early fall.

## **Article VI: Meeting (mandatory)**

### Section 1: Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly

### Section 2: Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

## **Article VII: Amendments**

Section 1: The constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body meeting; the President or next highest position will act as a tie-breaker.

Section 2: Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it.

Section 3: An amendment must be approved by the organization Advisor before final ratification.

Revised April 24, 2018

## BYLAWS of Gamma Eta CHAPTER

Adopted: 12 February 2002

Revised: 19 February 2002  
29 October 2003  
20 November 2004  
7 March 2007  
28 October 2007  
10 December 2009  
15 February 2009  
12 October 2010  
15 November 2012  
14 April 2013  
21 April 2013  
11 November 2014

Amended: 13 September 2002  
7 March 2007  
27 November 2007  
12 October 2010  
15 November 2012  
14 April 2013

### ARTICLE I – NAME

The name of this chapter shall be the Gamma Eta Chapter of Sigma Alpha Iota, located at Agnes Scott College in Decatur, GA.

### ARTICLE II – GENERAL PROVISIONS

- Section 1. General Policies and Procedures. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these Bylaws, shall be handled in accordance with established procedures as prescribed in appropriate Fraternity publications.
- Section 2. Abbreviations. The following abbreviations shall be used as appropriate throughout these bylaws:

CPM – Chapter Procedures Manual  
GPA – Grade Point Average  
ASC- Agnes Scott College  
NH- National Headquarters  
SAI- Sigma Alpha Iota  
MIT- Member In Training  
VPM- Vice President of Membership  
VPR- Vice President of Ritual

## ARTICLE III – MEMBERSHIP

Section 1. Eligibility Requirements for Student Membership.

**(NOTE: These criteria have been set by the National Executive Board and may not be altered in any way.)**

- A. Membership is open to any woman student who has completed at least one semester of study at ASC.
- B. A Prospective Member-in-Training must have a sincere interest in music and be willing to uphold the ideals of Sigma Alpha Iota.
- C. A Prospective Member-in-Training must have completed or be currently enrolled in one or more courses in music.
- D. The minimum, overall cumulative grade point average required for membership is 2.5.

Section 2. Title IX Status and Statement Against Discrimination. Sigma Alpha Iota is a Title IX exempt organization. Sigma Alpha Iota does not discriminate against women students on the basis of race, color, national origin, religion, creed, political belief, disability, age, marital status, veteran status, or sexual orientation.

Section 3. Exception to Active Membership. A member may become locally inactive for one semester.

- A. A member must submit a written request for inactive status at the beginning of the semester for approval.
- B. Reasons for inactive status shall include, but not be limited to student teaching away from campus; study abroad; internship; financial issues; medical issues; family issues; class conflicts; work conflicts.
- C. Other extenuating circumstances will be considered as they arise.
- D. While inactive a member is responsible for national dues, but local dues are waived.
- E. An inactive member may not vote, may not hold office, may not serve on committees or serve as a committee chairman, may not be a sponsor for a Member-in-Training, may not participate in Ritual ceremonies, and is not eligible for fraternity or chapter honors and awards.
- F. All inactive members are encouraged to attend chapter musicales, ritual ceremonies, and other designated public events as an audience member when possible.

Section 4. Financial Obligations of Membership.

- A. All members must pay annual dues in a timely manner in order to be in good financial standing.
- B. Members who have not met their financial obligations in full by the end of the year will be considered a member not-in-good-standing and will be reported to National Headquarters as delinquent.

Section 5. Voting Privileges of Membership.

- A. Only members in good standing are privileged to vote on chapter business.
- B. To be in good standing, a member must:
  - 1. Pay all dues and fees in full by the set due date.
  - 2. Attend all chapter meetings and events, unless excused.
  - 3. Maintain a minimum GPA required by local school regulations for active participation in extra-curricular activities.

Section 6. Alumnae Member Status. Members are granted alumnae status upon graduation or termination of studies and are encouraged to affiliate with a local alumnae chapter and join the Sigma Alpha Iota Alumnae Association.

#### ARTICLE IV – MEMBER-IN-TRAINING

Section 1. Invitations to Membership. After all membership eligibility criteria are met, invitations to membership are issued upon a two-thirds affirmative vote of the chapter in accordance with the CPM.

Section 2. Sponsors. Each Member-in-Training will be assigned a sponsor.

- A. Service as a sponsor shall be voluntary.
- B. Sponsors shall be assigned or chosen as follows:
  1. The President will assign sponsors to Members-in-Training based upon the preferences of the members.
  2. If there are more Members-in-Training than available sponsors, then sponsors can serve multiple Members-in-Training.
- C. Sponsors are responsible for assisting and advising the Members-in-Training, ensuring that they fulfill the requirements for initiation into the Fraternity and preparing them to meet the responsibilities and expectations of membership.

Section 3. Requirements for Initiation. In order to be initiated into the Fraternity, a Member-in-Training must:

- A. Pay all fees in full by the set due date.
- B. Demonstrate her musical ability by participating in a membership concert. This participation requirement may be fulfilled by a performance as a soloist, as a member of an ensemble, or, if not a musical performer, by a demonstration of her interest in and knowledge of music.
- C. Pass the National Membership Examination.
- D. Fulfill the requirements of the Member-in-Training program.

Section 4. Fees.

- A. The Member-in-Training fee must be paid in full at the time of the Pledging Ceremony. This fee is not refundable.
- B. The initiation fee, which includes the life leasehold of an official member Badge, must be paid in full at the time of the National Membership Examination.

Section 5. Statement Against Hazing. Sigma Alpha Iota condemns the hazing of prospective initiates, and the Gamma Eta Chapter will neither conduct nor participate in hazing activities of any kind.

#### ARTICLE V – OFFICERS

Section 1. Elected Officers. The elected officers of the chapter shall be: President; Vice President, Membership; Vice President, Ritual; Corresponding Secretary; Recording Secretary; Treasurer; Sergeant-at-Arms; and Editor.

The requirements for these offices are:

- A. President- The office of president requires a person with leadership qualities, energy, organizational skills and patience.
- B. VPM- The vice president, membership presides at chapter meetings in the absence of the president. The position of VPM requires a person who is well-organized and is in charge of the MITS.
- C. VPR- The office of VPR requires a person who loves the Ritual of SAI and her attitude towards the presentation of the Ritual and has a compassionate attitude towards the presentation of Ritual.
- D. Corresponding Secretary-The position of Corresponding Secretary requires a person to be well-organized and capable of writes thank you notes when appropriate, sends out invitations and checks the Gamma Eta mail box. .
- E. Recording Secretary- This officer of Recording Secretary requires a person who is well-organized, can record minutes for meetings and can record absences.
- F. Treasurer- The position of treasurer requires a person who is complex and detailed. A person who is good at keeping financial records and is entrusted with managing other people's money.
- G. Sergeant-at-Arms-The position of Sergeant-at-Arms requires a person who knows her chapter's bylaws thoroughly and knows or is willing to learn about parliamentary procedure.
- H. Editor- The position of Editor requires a person who is well-organized, is responsible for publishing the chapter yearbook directory as well as being connected to her community.

Section 2. Duties of Officers. Duties of officers are as listed in the CPM.

Section 3. Term Length of Offices. The term of office begins with the installation of officers in March but no later than April 15 and ends when the new officers are installed in March but no later than April 15 of the next year in accordance with the CPM.

Section 4. Vacancies in Office. Vacancies in office will be filled in accordance with the procedures outlined in the CPM.

## **ARTICLE VI - NOMINATIONS AND ELECTIONS**

Section 1. Qualifications for Election. To be elected to office a member must:

- A. Be current in the payment of dues and fees.
- B. Attend all chapter meetings and events, unless excused.
- C. Maintain the minimum GPA required by local school regulations for active participation in extra-curricular activities and to hold office.
- D. To be elected as President, it is recommended to be a rising junior or senior and have served as an officer for at least one full term.

To be elected to any other office, a member must be in good standing as defined in Article III, Section 6B.

Section 2. Nominating Committee. A nominating committee of 3 members shall be elected by the chapter in accordance with the CPM.

Section 3. Nominations. Nominations will be conducted in accordance with the procedures outlined in the CPM.

Section 4. Elections. Elections will be conducted in accordance with the procedures outlined in the CPM.

**ARTICLE VII - EXECUTIVE  
BOARD**

- Section 1. Membership. The executive board shall be composed of all elected chapter officers.
- Section 2. Responsibilities. Duties of the executive board are as outlined in the CPM.
- Section 3. Meetings. The executive board shall meet before each Formal Business Meeting and is to meet five times each year with the advisory committee in accordance with the CPM.
- Section 4. Quorum. Quorum shall be designated as two-thirds of the chapter's executive board membership.

**ARTICLE VIII –  
MEETINGS**

- Section 1. Chapter Meetings. Chapter meetings are business meetings that are held at regular times.
- A. Formal business meetings shall take place at least once each month and shall include ritual. Appropriate business attire is required.
  - B. Informal chapter meetings shall take place on weeks when there is no formal business meeting.
  - C. Quorum shall be designated as two-thirds of the chapter's active membership.
- Section 2. Special Meetings. Special meetings are meetings of the entire chapter held for emergency purposes, for business that could not be planned for in advance but must be transacted before the next scheduled meeting.
- A. The President or any member of the advisory committee can call a special meeting.
  - B. Circumstances for calling a special meeting are those that immediately and/or drastically affect the entire chapter. These are judged upon a case-by-case basis.
  - C. Notification of a special meeting is made via email or by phone. Members are required to respond in a timely manner.

**ARTICLE IX –  
COMMITTEES**

- Section 1. Standing Committees. Standing committees are ongoing committees which have continuing responsibilities throughout the year.
- A. Standing committees of the chapter shall include, but not be limited to: Service Committee, Programs Committee, Fundraising Committee, Social Committee, Membership Committee, Fraternity Education Committee and Awards Committee.
  - B. Each standing committee shall be formed by the President.
  - C. Each committee chair shall be elected through the same process as chapter officers. Exceptions are the chairs of the Fundraising, Membership, and Ritual committees, which shall be chaired by the Treasurer, Vice President, Membership and Vice President, Ritual, respectively.
  - D. Committees are composed of at least 3 members, including the chair but not including the President. Committee membership is voluntary.
  - E. Duties of the committees are as listed in the CPM.
  - F. The terms of committee matches those of the chapter officers.

- Section 2. Special Committees. Special committees may be created by the chapter as needed to function until completion of a specified assignment. These committees include, but are not limited to, Bylaws, Nominating, and Honors Committees.
- Section 3. Ex-Officio Committee Membership. The President shall serve as an ex-officio member on all committees except for the Nominating Committee.

#### **ARTICLE X – CHAPTER ADVISORS/ADVISORY COMMITTEE**

- Section 1. Composition. An advisory committee of three members shall be formed in accordance with the CPM. If unable to form an advisory committee, the chapter will select an advisor in accordance with the CPM.
- Section 2. Meetings. The advisory committee shall meet at least once each semester by itself and with the executive board bi-monthly beginning with the first month of the academic year in accordance with the CPM.
- Section 3. Responsibilities. Responsibilities and duties of advisors are as outlined in the CPM.

#### **ARTICLE XI - HONORS AND AWARDS**

- Section 1. Honors Committee. The chapter will form an Honors Committee of three members in January in accordance with the CPM. Duties of the Honors Committee shall be as outlined in the CPM.
- Section 2. National Honors and Awards. The Chapter may present National Honors and Awards in accordance with the National Bylaws and the CPM.
- Section 3. Local Honors and Awards. The Gamma Eta Chapter makes the following local awards that have been approved by the province officer and do not resemble national awards in name and form, in accordance with the CPM.

#### **ARTICLE XII-PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the chapter may adopt.

#### **ARTICLE XIII - AMENDMENT OF BYLAWS**

Amendments to these Bylaws may be proposed in writing at any regular meeting and voted upon at the next regular meeting. A two-thirds vote is required.

2017 Collegiate Chapter Bylaws Template  
Updated March 2017

# Constitution

## *Planned Parenthood Generation Action at Agnes Scott College*

### ARTICLE I: Name

*Planned Parenthood Generation Action at Agnes Scott College* is the official name of this organization.

### ARTICLE II: Purpose

Mission Statement: *Planned Parenthood Generation Action* aims to educate a new generation of young adults about sex education, sexual health, and sexual justice.

Purpose: *Planned Parenthood Generation Action at Agnes Scott College* exists to educate the university community about reproductive health and rights; to foster increased awareness of pro-choice activism on campus; and to serve as a coalition partner to state, national, and international reproductive rights efforts.

*Planned Parenthood Generation Action at Agnes Scott College* believes in the fundamental right of every individual to manage his or her fertility. *Planned Parenthood Generation Action at Agnes Scott College* supports full access to comprehensive reproductive and complementary health care services in settings that preserve and protect the essential privacy and rights of each individual; advocates public policies that guarantee these rights and ensure access to such services; and supports access to medically accurate educational programs that enhance understanding of human sexuality.

### ARTICLE III: Membership

#### Section 1: Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

#### Section 2: Student and Non-Student Members

*Planned Parenthood Generation Action at Agnes Scott College* is open to all students, faculty, administrators, and staff of Agnes Scott College. General membership is open to undergraduate and graduate students currently enrolled in at least four semester hours at Agnes Scott College.

Only general members can vote and hold office. Associate membership shall be composed of faculty and staff of Agnes Scott College. Students enrolled in less than four semester hours should be assigned associate membership. Associate members cannot hold office, and do not have voting privileges. There will be no maximum number of members.

#### Section 3: Obligations and Expectations of General Membership

Any person may be considered a member by registering with an officer and by attending at least 75% of all meetings during a semester. Members can be removed from the roster for failing to meet this requirement without giving sufficient justification for absences. Serious Honor Code infractions will be managed on a case-by-case basis by the Officers.

### ARTICLE IV: Offices

Students can only run for and hold office in an organization if they are in good academic standing based on the Agnes Scott Honor Code.

#### Section 1: President's Duties

The President calls and presides over all meetings of the organization. They see that all elections are announced and held as prescribed by the Constitution, and they appoint, oversee, and assist all committees and Executive Board Members as needed. They submit a detailed transition report to all the incoming Presidents and conduct a transitional meeting to all incoming Executive Board Members. They also take on the responsibility of serving as the primary affiliate liaisons as well as the liaison between the organization and the advisor.

#### Section 2: Vice-President's Duties

The Vice President serves as the Inter-Organizational Council Representative, attending all meetings. They preside over all meetings in the event of the unavailability of the President and succeed the President in the case of their absence or removal. They submit a detailed transitional report to any incoming Vice President. They also act as a liaison between the campus, the organization, the advisor, and the affiliate.

#### Section 3: Secretary's Duties

The Secretary keeps a record of all meetings and makes minutes available to the campus community. They announce meetings to General Members. They take attendance at each event and track member participation in committees, meetings, and events and maintain an updated roster and mailing list. They submit a detailed transitional report to any incoming secretary and send mailed correspondence to others off-campus.

#### Section 4: Treasurer's Duties

The treasurer keeps track of all expenditures and updates the budget regularly, bringing it to executive board meetings. They personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information and propose any budget changes in congruence with the President and Vice President. They submit a detailed transitional report to any incoming treasurer.

#### Section 5: Publicity Chair's Duties

The publicity chair is in charge of advertising meetings and events on campus and in the community. They submit a detailed transitional report to any incoming Publicity Chair.

#### Section 6: Advisor

A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization and is chosen by the Executive Board. The duties of the Advisor include fulfillment of the Advisor/Organization Contract, meeting with the Executive Board as described in the Contract, reviewing the yearly-allocated budget, signing all required paperwork, advising the organization on issues of risk management and leadership, and reviewing the Agnes Scott College Handbook with the organization.

### ARTICLE V: Election and Removals

#### Section 1: Executive Board

The elections for officers in the forthcoming year will take place in the spring semester no later than and will be set by the Center for Student Engagement. Any current general body member in good standing is eligible to run for an Executive Board position. All nominees must write and present a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out. All officers must be elected by a majority vote of all members with a required quorum existing of at least half of the members. New officers take office at the last meeting of the spring semester and remain in office until the next election. If a

position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies early in the fall semester. All general members will be notified of the emergency election and their ability to run.

#### Section 2: Impeachment

In the event that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor, a neutral party, will meet with the Executive Board member in question to ascertain the situation.
- B. The President and Vice-President will meet with this member after they have met with the advisor to determine this member's willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to underperform, the Executive Board will vote as to their remaining a Board member.
- D. The Board will immediately appoint a replacement who is an active General Body member and agrees to interview with the Board. If the President is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

#### Section 3: Time of Elections

Elections shall take place during Spring Elections, set by the Center for Student Engagement. Emergency Elections are held in early fall.

### ARTICLE VI: Meetings

#### Section 1: Organization Meetings

The Executive Board shall meet weekly and before each general body meeting. General body meetings shall be held at least monthly.

#### Section 2: Additional Meetings

Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings. The President, with the approval of the Executive Board, may call additional meetings.

### ARTICLE VII: Amendments

The Constitution shall be amended by an Executive Quorum and majority vote of the general body; the President or next-highest member will act as a tie-breaker. An Amendment which the Executive Board wishes to take on must be submitted to the members at least one week before the Board will implement it. An Amendment must be approved by the Advisor before final ratification.

\_\_\_ Article I

- *GLOW*

\_\_\_ Article II

\_\_\_ Section 1:

- At GLOW, we seek to create a highly inclusive, fun, and safe environment for beauty lovers of all levels to explore the newest trends, techniques, and innovations in makeup and skincare.

\_\_\_ Section 2:

- We desire to educate each other by providing a space in which anyone, whether they are a seasoned lover of makeup, or someone who simply wants to learn more about the craft, can share and enjoy beauty in a community that feels likewise.

\_\_\_ Section 3:

- We seek to explore how makeup and skincare can help us to gain confidence, express ourselves, and have fun by creating a space that allows us open up to others in a supportive manner.

\_\_\_ Article III (Membership)

Section 1 : Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

\_\_\_ Section 2: Student and Non-Student members

Membership is open to

- All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can hold office
- Agnes Scott College faculty and/or staff
- Honorary members; Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members

\_\_\_ Section 3: Obligations and Expectations of General Body Members It shall be the duties of the members to:

Be a member of the club by being on the Member Roster and attend as many meetings as necessary.

\_\_\_ Article IV (Offices)\

\_\_\_ Section 1: President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution  
Appoint, oversee and assist all committees and Executive Board Members as needed
- C. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- D. Serve as a liaison between the organization and its advisor

Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings  
Preside over all meetings in the event of the unavailability of the President(s)  
Succeed the President in the event if the President's extended absence or removal  
Act as another advisor to all committees appointed by the President(s)
- B. Prepare all necessary duties as prescribed by the President(s)
- C. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
- D. Submit a detailed transition report to incoming Vice-President

Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary

\_\_\_ Section 4: Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

\_\_\_ Section 5: Advisor (mandatory)

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - Fulfillment of the agreed upon Advisor/Organization Contract (*Mandatory guideline followed by all Student Organizations*)
    - Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - Reviewing the yearly-allocated budget to plan for events, etc.
  - Signing all required paperwork
  - Advising the organization on issues of risk management and leadership
    - Review Agnes Scott College's Handbook with the organization to know all
  - College policies and procedures

\_\_\_ Section 6:

- Social Media Director
  - Managing all marketing for the company and activities within the marketing department.
  - Developing the marketing strategy for the company in line with company objectives.
  - Co-ordinating marketing campaigns with sales activities.
  - Overseeing the company's marketing budget.
  - Creation and publication of all marketing material in line with marketing plans.

- Planning and implementing promotional campaigns.
- Manage and improve lead generation campaigns, measuring results.
- Overall responsibility for brand management and corporate identity
- Preparing online and print marketing campaigns.
- Marketing through Social Media

## \_\_\_ Article V Elections and Removals

### \_\_\_ Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Involvement (mandatory )
  - B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
  - C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
  - D. Requirements apply to both candidates for a Co-Presidency
  - E. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
  - F. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
  - G. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
  - H. New officers take office at the last meeting of the Spring semester and remain in office until the next election ( mandatory )
  - I. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies ( mandatory )
- a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### \_\_\_ Section 2 : Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation

The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.

If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board

The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

\_\_\_ Section 3 : Time of Elections

Elections shall take place during Spring Elections, set by the Center for Student Involvement.

- Emergency Elections are held at the beginning of the fall semester.

\_\_\_ Article VI Meetings (mandatory)

Organization Meetings

The Executive Board shall meet weekly and before each general body meeting General body meetings shall be held every other week and at least twice monthly

Additional Meetings

Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings

The President(s), with the approval of the Executive Board, may call additional meetings

\_\_\_ Section 1 : The Constitution shall be amended by an Executive Quorum (majority of Executive

Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ Section 2 : An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ Section 3 : An amendment must be approved by the organization Advisor before final ratification

Adopted August, 2016  
Revised August, 2016

**Article I** (Name)

*The name of this chapter of HerCampus Media will be HerCampus at Agnes Scott.*

**Article II** (Purpose)

**Section 1:** The purpose of HerCampus at Agnes Scott is to connect students of the college through relatable online content. The organization will produce frequent online content which will cover topics such as style, beauty, health, lifestyle, career, pop-culture, news, and LGBTQ+, as well as provide resources for career development for both members and readers of HerCampus.

**Section 2:** We aim to expand the media presence at Agnes Scott by maintaining a strong online platform and visual presence on-campus. This will be done by maintaining the online blog and organizing occasional on-campus events and programs.

**Section 3:** It is our mission to uphold the standards of Her Campus media through our writing, public relations, and social media presence. We intend to engage and connect the community of Agnes Scott through online media and to provide our readers with relatable information and resources. Through our public platform, we also lift the voices and experiences of Scotties and underrepresented community members.

**Article III** (Membership)

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

**Section 2:** Student and Non-Student members

Membership is open to:

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty and/or staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

**Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. *Join by indicating interest and signing a New Member Contract.*
- B. *Maintain a 2.5 GPA to remain in good academic standing.*
- C. *Carry out responsibilities and submit content regularly and punctually*
- D. *Attend all meetings - in the case of anticipated absence, co-correspondents must be notified*
- E. *Participate in the planning and carrying out of programs and events throughout the year*
- F. *Abide by all HerCampus Media LLC policies*

**Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code*

**Section 1:** President / Co-Editor-in-Chief

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor
- F. Supervise the Events, Publicity, and Social Media teams
- G. Serve as a liaison between HC Agnes Scott and Her Campus National, and submit the My Campus Weekly Report each week

**Section 2:** Vice President/ Co-Editor-in-Chief

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event of the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President
- H. *Add any other pertinent requirements for your organization Vice-President*

**Section 3:** Editors-in-Chief

The position of Editor-in-Chief will be shared between the President and Vice President

- A. Manage and coordinate team of writer's
- B. Set deadlines and oversee management, editing, and publication of 6 articles a week
- C. Create editorial calendar and track members' submissions, meeting attendance, etc.

**Section 5:** Senior Editor

- A. Assists the Editor-in-Chief (EIC) with editing, managing, and uploading articles
- B. Works with the EIC to create an editorial calendar and compile writer's ideas for approval by the EIC
- C. Reminds writers of deadlines

**Section 6:** Events Coordinator

- A. Plans and publicizes events
- B. Seeks venues and sponsors (if applicable) and determines giveaways
- C. Works to publicize events

**Section 7: Social Media Director**

- A. Develops a strategy in updating the Twitter, Instagram, and Facebook accounts three times a week
- B. Manages the social media calendar

**Section 8: Treasurer**

- A. Records all expenditures, including but not limited to vendors, performer/speaker costs, supplies, etc.
- B. Update budget regularly and bring to Exec. Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice President
- F. Submit a detailed transition report to incoming Treasurer

**Section 9: Advisor**

A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization

- A. The Advisor(s) shall be chosen by the Executive Board
- B. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
  - g. *Add or augment any requirements you want your Advisor to have*

**Article V Elections and Removals**

**Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- E. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)

- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies
- H. Emergency elections will take place early fall semester
  - a. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

### **Section 3: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

## **Article VI Meetings (mandatory)**

### **Section 1: Organization Meetings**

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly
- C. Meetings will be held on Thursdays at 7:30 p.m.

### **Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings
- C. *Add or adjust required meeting times you want your organization to have*

## **Article VII Amendments**

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

**Section 3:** An amendment must be approved by the organization Advisor before final ratification

# H.E.R.O CONSTITUTION 2018-2019

## Health Education Resource Organization Constitution

Adopted August 2015

Revised April 2018

Health Education Resource Organization makes and publishes this as the organization's constitution, hereby revoking all other constitutions formerly made by the organization prior to April 23, 2018.

Throughout this Constitution, Health Education Resource Organization will be referred to as H.E.R.O.

**Mission Statement:** H.E.R.O. members strive to be active in the campus community to promote health education in the form of inspirational, accessible programs pertinent to the contemporary college student in all of their forms. A H.E.R.O. member values active leadership, active membership and integrity. They are open-minded, approachable, and knowledgeable in their subject areas.

### Article I: Name

This organization shall be known as H.E.R.O., also known as the "Health Education Resource Organization." The members of this organization shall be known as H.E.R.O. members.

### Article II: Purpose

H.E.R.O. is an organization devoted to peer education and community service; striving to be the primary health student organization on the Agnes Scott College campus. The education is principally focused on the holistic mental, sexual, nutritional and general health of the peers of the members of H.E.R.O., including programs such as: alcohol awareness, breast cancer, HIV/AIDS, disease, nutrition, and sexual health awareness.

### Article III: Membership

Membership is open to any Agnes Scott student who wishes to be a part of the organization. H.E.R.O. will follow the anti-discriminatory policy of Agnes Scott College, which is printed in the Student Handbook and is described below.

#### *Section I:*

H.E.R.O. will follow the anti-discriminatory policy of Agnes Scott College, which reads: Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community. Discrimination or harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property and physical intimidation. It may be directed at any one of our distinctive human differences. All members of our community are diminished by these acts. Harassment or discrimination of any person or group of persons on the basis of race,

color, national origin, religion, sex, sexual orientation, age or handicap is a violation of Agnes Scott College policy. Persons determined to have engaged in unacceptable behavior, such as activity which substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the college or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

*Section II: Student members*

Membership is open to

- A. All Agnes Scott College students who meet the eligibility standards as stated by SGA policies. Only Agnes Scott College Students can vote and/or hold office.

*Section III: Requirements*

To become a H.E.R.O. member one has to: A. Fill out the required H.E.R.O. application. (The Executive Board also withholds the right to have an interest meeting or hold group interviews.)

To remain an active member, one is required to:

- A. Take basic training (which is held every fall and spring. A prospective member may attend the fall and spring retreats in order to meet this training.)
- B. A member must partake in at least one program in the fall semester
- C. A member must partake in two programs in the spring semester (one must be Sexstravaganza)
- D. A member must submit facts for Toilet Training
- E. A member must participate in at least one community service project per academic year

A H.E.R.O. member must also lead by example. They must attend weekly meetings to remain an active member in the organization. If the member is not upholding H.E.R.O.'s policies and duties, the elected Executive Board has the right to take the necessary action to warn, discipline, suspend or remove the member from the organization.

**Article IV: Meetings**

Meetings will be held weekly. Members are expected to attend all meetings.

*Section I:*

- A. The Executive Board shall meet weekly and before each general body meeting
- B. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings

*Section II: Meeting Attendance*

Members of H.E.R.O. are allowed 3 unexcused absences per semester. Once a member has more than 3 unexcused absences, they are required to meet with the Executive Board who will decide on their membership status. Meetings will be held every Wednesday evening at 7:30pm.

*Section III:*

- A. Members who are late without informing an Executive Board member will receive one point. If they accumulate three points, it counts as one absence.
- B. When a member does not inform the Executive Board before an absence occurs, it is considered unexcused.

- C. An absence is considered excused when a member notifies the Executive Board prior to the meeting time with a legitimate reason (i.e. family emergency or illness).

The disciplinary action regarding absences will be at the discretion of the Executive Board.

## **Article V: Elections and Removals**

### *Section I: Executive Board*

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service.
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.
- C. The election procedure will commence with the nomination of officers. Officers can either be nominated by members or can self-nominate. The nominees will be given times to accept or decline nominations after which elections will begin. A nominee is expected to give a statement to the organization should they accept the nomination for the Executive Board.
- D. All members of H.E.R.O. are encouraged to vote in the elections, except for those members who will not be returning to Agnes Scott the following semester.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- F. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have opportunity to run for the positions, if they are eligible to run for office

### *Section II: Impeachment*

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member's’ willingness to remain on the Board and perform sufficiently 3 H.E.R.O. CONSTITUTION 2015-2016
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members

### *Section III: Elected Term*

New officers take office at the last meeting of the spring semester and remain in office until the next election.

## **Article VI: Positions and Duties**

Executive Board members are held to a higher standard. Members of the H.E.R.O. Executive Board must attend weekly meetings to prepare for the upcoming events and meetings of the week. Meetings will be held every Monday afternoon from 1:00pm-2:00pm.

### *Section I: Advisor or Co-Advisors*

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor(s) to the organization.
- B. The Executive Board will choose the Advisor(s).
- C. Duties of the Advisor include but are not limited to:
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organization's Executive Board at the agreed upon times
  - c. Reviewing any yearly-allocated budget with the Executive Board to plan for events, etc
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Reviewing Agnes Scott College's Handbook with the organization to know all College policies and procedures

### *Section II: President or Co-President*

The President or Co-President will call and preside over all H.E.R.O. members during meetings. The President(s) will meet every month with the advisor(s) to discuss the plans for the organization. The President(s) will represent the organization for events, proposals, and in other situations that call for representation, unless directed otherwise by the group. The President(s) will delegate tasks and oversee all programs organized by H.E.R.O. The President(s) will also act as the historian and keep organized records of past events. They will reserve the right to call for a constitutional review, change the election process, and resign in an orderly manner should the situation arise. They must also have been a member of the organization for at least one year prior to being elected. 4 H.E.R.O. CONSTITUTION 2015-2016

### *Section III: Vice President*

The Vice President will preside over meetings and represent H.E.R.O. in the absence of the President. They will also assist the President in overseeing all programs organized by H.E.R.O. The Vice President is expected to attend all meetings regarding financing and the allocation of finances for organizations. They will also attend IOC meetings for/with the President. They will report information back to the President if the President cannot attend. They are also responsible to making the reservations for programs through the EMS service by Agnes Scott College, whenever the President is unable to do so. The Vice President must be a member of H.E.R.O. for at least one year prior to being elected.

### *Section IV: Secretary*

## HEALTH EDUCATION RESOURCE ORGANIZATION CONSTITUTION 2018-2019

The Secretary will be responsible for recording and distributing the minutes of the weekly meetings via email. They will coordinate volunteering for events and make community service opportunities known to the group. The Secretary will be in charge of keeping track of members' attendance. They will distribute all minutes and sign-ups for programs at the weekly meetings or via email. The Secretary must be a member of H.E.R.O. member for at least one year prior to being elected.

### *Section V: Treasurer*

The Treasurer will monitor any funding received from the SGA and pay all debts incurred by H.E.R.O. They will organize the budget for the following academic year with the help of other executive board members. They will requisition forms according to the rules set forth by the allocation committee. The Treasurer will be in charge of requesting the P-card from the Center of Student Engagement with enough time in advance to any programs H.E.R.O. will be organizing. They will always keep an updated record and invoice of the organization's expenses for the year. The Treasurer must be a member of H.E.R.O. for at least one year prior to being elected.

### *Section VI: Chairs and Sub-Committees*

The Executive Board reserves the right to create committees and chair positions where they see fit. Chair and committee positions are voluntary. These are not Executive Board positions. (This year we will have the following Chairs/Committees available: Decorating Committee, Toilet Training, Social Media Chairs & Commuter Chair)

## **Article VII: Amendments**

*Section I:* The Constitution shall be amended by the Executive Board and agreed upon by a majority vote of General Body members.

*Section II:* 5 H.E.R.O. CONSTITUTION 2015-2016 If an Executive Board member wants to remove or add an Amendment, they must present it to the Board at least two weeks before the Board decides whether or not to adopt it.

*Section III:* An amendment must be approved by the organization Advisor(s) before final ratification.

Revised April 23, 2018 by  
Iara Moran, H.E.R.O. President 2018-2019  
Caitlynn Croft, H.E.R.O. Vice President 2018-2019  
Nia Thompson, H.E.R.O. Secretary 2018-2019  
Alissa Wheeler, H.E.R.O. Treasurer 2018-2019

# Hillel Constitution

Adopted April, 2018

Revised April, 2018

\_\_\_ **Article I** (Name)

Hillel

\_\_\_ **Article II** (Purpose)

*State the purpose, objectives, mission statement, and/or aims of the organization*

\_\_\_ **Section 1:** Agnes Scott Hillel exists to serve religious and cultural needs of the Jewish community on campus and educate the general community on Judaism.

\_\_\_ **Article III** (Membership)

*State the requirements for membership including what keeps a member in good standing*

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

\_\_\_ **Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
- B. Agnes Scott College faculty and/or staff
- C. Honorary members; Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members

\_\_\_ **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

*Establish how and when a person becomes a member; if there is a process there must be sufficient reason. Can include but not limited to: sign up, apply, interview process etc.*

*Include requirements for members to be in good standing; academically and non-academically.*

\_\_\_ **Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (**Mandatory to have 4 executive board positions defined in the organization's constitution**).*

\_\_\_ **Section 1:** President

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

- F. Attend Interfaith, COSMO, and IOC meetings
- G. Must have served on exec board for at least one year
- H. Takes on responsibilities of unfilled chairs

\_\_\_ **Section 2:** Religious Chair

- A. Responsible for the planning and leading of services
- B. Takes the lead on planning religious programs, such as lunch and learns on holidays, seders, etc.
- C. Makes connections with local synagogues
- D. Contact with Chaplain Kate

\_\_\_ **Section 3:** Cultural Chair

- A. Takes the lead on planning cultural programs, such as lunch and learns about Jewish life, Holocaust speakers, etc.
- B. Responsible for *tikkun olam* programming, such as tree planting for Tu B'shvat, participating in marches/protests as members of the Jewish community, etc.

\_\_\_ **Section 4:** Communication Chair

- I. Responsible for communication with student body
- J. Responds to all emails sent to Hillel
- K. Runs social media

\_\_\_ **Section 5:** Events Chair

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President
- F. Submit a detailed transition report to incoming Treasurer
- G. Puts in room request forms
- H. Reserves P-Cards

\_\_\_ **Section 6:** First Year Representative

- L. Responsible for first year outreach
- M. Learns from other board members to prepare for future on board
- N. Creates relationships with faculty and important contacts

\_\_\_ **Section 7:** Advisor

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (***Mandatory guideline followed by all Student Organizations***)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership

- f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
- g. *Add or augment any requirements you want your Advisor to have*

\_\_\_\_ **Article V** Elections and Removals

\_\_\_\_ **Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement **(mandatory)**
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- D. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- E. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election **(mandatory)**
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies **(mandatory)**
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

\_\_\_\_ **Section 2:** Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a "neutral party", shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

\_\_\_\_ **Section 3:** Time of Elections ***(Mandatory guidelines followed by all registered student organizations)***

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

\_\_\_ **Article VI** Meetings

\_\_\_ **Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly

\_\_\_ **Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President, with the approval of the Executive Board, may call additional meetings

\_\_\_ **Article VII** Amendments

\_\_\_ **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ **Section 3:** An amendment must be approved by the organization Advisor before final ratification

# Ignite Poetry Collective Constitution

**Adopted** *March, 2015*  
**Revised** *September, 2017*

**Article I: Name**  
Ignite Poetry Collective

**Article II: Purpose**

*To create space for poets to share their truths and change their communities through spoken word.*

Section 1: We believe that people's truths are important and should be heard, and so we seek to hold space for critical engagement.

Section 2: To create a space that is both courageous and accountable to keeping one another honest and vulnerable.

Section 3: To create space for even novices to grow in their performance and poetry-writing skills.

Section 4: To produce poetry that is as good on the stage as it is on the page.

Section 5: To produce poetry and performance that is committed to being accessible.

Section 6: To build and send a slam poetry team who will represent Agnes Scott College to the Collegiate Union Poetry Slam Invitational every year.

**Article III: Membership**

Section 1: Anti-Discrimination Clause. All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. (Mandatory clause used by all Registered Student Organizations)

Section 2: Student and nonstudent members can include:

- A. Any Agnes Scott College student who meets eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office.
- B. Agnes Scott College faculty and/or staff.
- C. Honorary members; Alumnae, and others as voted on by the Executive Board
- D. Students who currently enrolled in an undergraduate program.

Section 3: Collective Members

In order to be a collective member of the team, you must:

- A. Be in good academic standing.
- B. Be a current enrolled undergraduate student.

- C. Pay \$20.00 due, unless waived for some financial circumstances
- D. Sign a contract agree to uphold the values of Ignite Poetry Collective.

#### Section 4: Slam Team Members

- A. All members of a slam team will be decided through a slam at the end of the fall semester.
- B. If someone misses more than 3 rehearsals without notice or because of extenuating circumstances, their spot will be automatically forfeited.
- C. All members must attend Agnes Scott College and be in good academic standing.
- D. Must be collective members.

#### Section 3: Obligations and Expectations of Collective Members

- A. To attend workshops and events throughout the year.
- B. To perform in at least two showcases or slams throughout the year.
- C. To submit at least three pieces of poetry throughout the year.
- D. To arrive to events on time.
- E. To show consistent solidarity and support for one another within the organization.
- F. To hold all members, including the Executive Board, accountable to the purpose and vision of Ignite.

### **Article IV: Offices**

Students can only run for and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).

#### Section 1: President(s) Duties

- A. Behaves in a manner that upholds the values of Ignite Poetry Collective at all time
- B. Calls and presides over all meetings of the organization
- C. Sees that all elections are announced and held as prescribed by the constitution
- D. Appoints, oversees and assists all committees and Executive Board Members as needed
- E. Submits a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- F. Serves as a liaison between the organization and its advisor.
- G. Meet with advisor once of a month
- H. Attends and conducts all meetings with administration from the college.
- I. Oversees *show committee*
- J. Finalizes and confirms all bookings and performances on and off campus.
- K. Maintains good standing and membership with the Southern Collegiate Poets Coalition.
- L. Regulates all matters concerning CUPSI in partnership with the Treasurer.
- M. Approves all official notices and press releases.
- N. Approves and coordinates the hiring of coaches.
- O. Finalizes and approves all bookings on campus.
- P. Signs all official documents for the organization.
- Q. Communicates with the Southern Collegiate Poets Coalition.

- R. Initiates and supervises the hiring process for CUPSI coach.

#### Section 2: Vice-President(s)

- A. Presides over all meetings in the event of the unavailability of the President(s).
- B. Succeeds the President in the event of the President's extended absence or removal.
- C. Acts as another advisor to all committees appointed by the President(s).
- D. Prepares all necessary duties as prescribed by the President(s).
- E. Submits a detailed transition report to incoming Vice-President.
- F. Checks in with other executive board members about task completion.
- G. Seeks out and confirms panels for submission review.
- H. Fills and keeps track of all official documents
- I. Should meet twice a semester with Treasurer and Secretary to obtain all documents
- J. Oversees the *show committee* with President
- K. Allocates any additional roles to members
- L. Oversees showcase planning
- M. Oversees the production of all chapbooks

#### Section 3: Secretary

- A. Keeps a record of the procedures of all meetings to make minutes available to the campus community.
- B. Sends out notices of all called/scheduled meetings to the General Body.
- C. Takes attendance at each meeting and event.
- D. Tracks members' participation in committees, meetings and events.
- E. Maintains an updated mailing and email list of all current members.
- F. Sends mailed correspondence to others, off-campus if needed, checks mailboxes and routes mail to appropriate persons.
- G. Submits a detailed transition report to incoming Secretary.
- H. Sends out weekly newsletter.
- I. Compiles submission for panel to look over.
- J. Works with Treasurer to oversee the *merch committee*.
- K. Maintains the membership list.
- L. Books spaces on campus via Event Management Services.

#### Section 4: Treasurer

- A. Records all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Updates budget regularly and brings to all Executive Board meetings

- C. Personally communicates with all Executive chairs regarding their individual expenditures and other budgetary information.
- D. Stores budget information in multiple forms, digital and hard copy.
- E. Proposes budget changes in congruence with the President ('s) and Vice-President
- F. Submits a detailed transition report to incoming Treasurer.
- G. Collecting dues from members
- H. Responsible for holding cash box
- I. Makes deposits into Ignite's account
- J. Collects cash box from *merch committee* and *show committee* head for every event
- K. Works with Secretary to oversee the *merch committee*
- L. Signs all contracts and confirms all purchases
- M. Allocates and determines the budget for each committee and CUPSI
- N. Determines and presents fundraising goal for the academic year

#### Section 5: IOC Chair

- A. Serves as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Collects and submits all organizational information to IOC as it relates to the Allocation Points system.
  - a. This includes but is not limited to membership numbers, community service hours, event attendance, etc.
- C. Presents all collaboration proposals to Executive Board
- D. Sends out collaboration forms to other organizations.
- E. Works with Vice-President to keep track of information for IOC.
- F. Works with treasurer to determine budget for collaborations.

#### Section 6: Public Relations & Branding Chair

- A. Upkeeps the overall brand.
- B. Oversees the creation of the flyers and posters.
- C. Ensures that branding is in appropriate places.
- D. Sends out social media posting for all events.
- E. Finalizes and present the design for all new merch.
- F. Oversees the website and updates every two weeks.
- G. Oversees the Youtube regularly after events and shows.
- H. Works with video & audio outsourcing.
- I. Oversees relationship with Black Ring Radio and other publication sources on campus.
- J. Writes up public relation releases for off-campus media outlets.
- K. Oversees *Marketing Committee*.

#### Section 7: Advisor

*A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization.*

The Advisor(s) shall be chosen by the Executive Board

Duties of the Advisor include but are not limited to:

- A. Fulfillment of the agreed upon Advisor/Organization Contract (Mandatory guideline followed by all Student Organizations).
- B. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract.
- C. Reviewing the yearly-allocated budget to plan for events, etc.
- D. Signing all required paperwork.
- E. Advising the organization on issues of risk management and leadership.
- F. Travels with CUPSI team to competition and in the case of being unable to attend appoints of different staff or faculty to go.
- G. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures.

#### Section 8: Merch Committee Head

- A. Reports and meets monthly with Treasurer and Secretary.
- B. Keeps track of all merchandise.
- C. Staffs and oversees merch table at every event.
- D. Keeps cash box for every major event for merchandise.
- E. Makes deposits to Treasurer after every event.

#### Section 9: Show Committee Head

- A. Reports and meets monthly with President.
- B. Posts posters around community and other campuses.
- C. Secures tech people and staffing for shows.
- D. Works with Secretary to secure venue for shows.
- E. Works with PR & Branding Chair to ensure and set up recording and sound people
- F. Onsite event manager.
- G. Confirms all performers.
- H. Keeps cash box for ticket sales.
- I. Makes deposits to Treasurer after every event.

#### Section 10: Marketing Committee Head

- A. Reports and meets monthly with PR & Branding Chair.
- B. Helps creates posters and flyers for events.
- C. Works with Show Committee to advertise events.
- D. Runs all social media.
- E. Creates Facebook events for every event.
- F. Sends out Irvine postings.

### **Article V: Elections and Removals**

#### Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service (mandatory)
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
- D. Requirements apply to both candidates for a Co-Presidency
- E. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- F. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- G. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election (mandatory)
- H. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (mandatory)
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

Section 2: Impeachment In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member's' willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to underperform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a

replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

#### Section 3: Time of Elections

- A. Elections shall take place during Spring Elections, set by the Center for Leadership and Service.
- B. Emergency Elections are held at the beginning of the fall semester.

### **Article VI: Meetings**

#### Section 1: Workshop Meetings

- A. Workshops will occur 2-3 times a month.
- B. Open mics occur once a month.
- C. To slam in Ignite the Flame, one must attend at least 3 workshops or open mics.
- D. Workshops are at least 1 and a half hours long.
- E. Members are expected to notify Secretary if they will not be in attendance.

#### Section 2: Events

- A. Major events will be planned by *show committee*
- B. All branding and marketing for every event should be done by PR & Branding Chair.
- C. At least two executive board members should be present at every meeting

#### Section 3: Executive Board Meetings

- A. Executive Board shall meet bi-weekly
- B. Notes should be taken and upload to share folder every month
- C. Tasklist should be updated and distributed at every meeting
- D. The President(s), with the approval of the Executive Board, may call additional meetings

#### Section 4: Additional Meetings

- A. Executive Board Members should be meeting amongst each other outside of executive board meetings in order to fulfill their responsibilities
- B. Notes should be taken at every meeting

### **Article VII: Amendments**

Section 1: The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tiebreaker.

Section 2: An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

Section 3: An amendment must be approved by the organization Advisor before final ratification

## CONSTITUTION OF THE ASC

### ***Latinas UNIDAS***

(Formerly known as *Hispanic Awareness Society*)

Adopted April, 2018

Revised: April, 2018

#### **Article I—Name**

**Section 1:** The name of this organization shall be *Latinas UNIDAS*.

#### **Article II—Purpose**

**Section 1:** The purpose of *Latinas UNIDAS* is to educate the campus and the metropolitan area about issues pertinent to the Latinx community as well as to preserve and promote, with non-bias, the cultural history, traditions, and customs of Latinx, Hispanic, Latinx Caribbean, and indigenous people of Latin America. *Latinas UNIDAS* is meant to foster a sense of community where members of all backgrounds and orientations can be dedicated to embracing the meaning of being a person of color, race, and culture.

#### **Article III—Affiliations**

**Section 1:** *Latinas UNIDAS* is in no way affiliated with any larger nationwide organization, club, or society to promote Hispanic and Latinx awareness.

**Section 2:** *Latinas UNIDAS* may co-sponsor cultural events with other groups and clubs from different schools, but will always be independent of them in terms of affiliation.

#### **Article IV—Membership**

**Section 1:** The membership of *Latinas UNIDAS* shall consist of currently enrolled Agnes Scott College students, faculty, staff, and alumnae.

**Section 2:** Any person who subscribes to the purposes and policy of *Latinas UNIDAS* shall be eligible for membership in *Latinas UNIDAS*.

**Section 3:** No person shall be excluded from membership in *Latinas UNIDAS* because of race, disability, age, gender, color, creed, religion, political persuasion, sexual orientation, national origin, or any other factor.

**Section 4:** Membership of *Latinas UNIDAS* will be divided into two factions: Active Voting Members and Active Non-Voting Members.

**A.** Active Voting Members are those who attend two *Latinas UNIDAS* events, perform one hour of community service, and attend three General Body meetings per semester. Active Voting Members will be eligible to run for *Latinas UNIDAS* Executive Board positions as well as vote in any matter requiring a vote.

**B.** Active Non-Voting members are those who attend one *Latinas UNIDAS* event and two General Body meetings per semester. Active Non-Voting Members are not eligible to run for *Latinas UNIDAS* Executive Board positions or vote in any matter requiring a vote.

#### **Article V—Officers**

There shall be seven officers elected by members of *Latinas Unidas*. They are listed and defined as follows:

### **Section 1: President Duties**

- A. The President will preside at all meetings of the organization and have such usual powers of supervision and management as may pertain to the Chief Executive Officer.
- B. The President will attend biweekly meetings with the organization's advisor to keep the advisor updated on upcoming events, meetings as well as for general advising.
- C. The President will have final say of event plans.

### **Section 2: Vice-President Duties**

- A. The Vice President shall take over the presidential responsibilities and duties if the President is deemed unfit or unable to fulfill their term in office.
- B. The Vice President will oversee Inter-Organizational Council (IOC) interactions and engagements. This means attending monthly meetings and any retreat.
- C. The Vice President will fill out and submit all paperwork/forms required for event registration including the Student Space Request Form and Google Event Registration Form.

### **Section 3: Secretary Duties**

- A. The Secretary will keep the minutes of all *Latinas UNIDAS* meetings and shall be responsible for any other secretarial duties required of the position. Secretarial duties include the following:
  - 1. Keep an updated list of members and guests attending *Latinas UNIDAS* meeting (including names and email addresses). The list shall be divided between Active Voting and Active Non-Voting members.
  - 2. Email reminders to all members of *Latinas UNIDAS*. Reminders include:
    - i. Monthly newsletters of upcoming general body meetings and events: This is sent the first week of the month.
    - ii. Event reminders: This is sent a week before an event and the morning of the event.
    - iii. General body meeting reminders: This is sent the beginning of the week the meeting takes place as well as the morning of the meeting.
  - 3. Keep minutes of each executive and general body meetings.
- B. The Secretary will also perform any other functions as may be incident to the office.

### **Section 4: Treasurer Duties**

- A. The Treasurer will be responsible for the finances of the club, including managing, budgeting, recording, fund-raising, and distribution.
- B. No money shall be allotted by the Treasurer without the consent of the President.
- C. The Treasurer will manage P-Card Request Forms as well as have copies of receipts of each purchase made by *Latinas UNIDAS*.
- D. The Treasurer will also attend the IOC meetings when the Vice President cannot attend.

### **Section 5: Public Relations Chair Duties**

- A. The Public Relations Chair will create flyers for upcoming *Latinas UNIDAS* events and communicate with the Office of Student Involvement (CSI) to advertise these events to the entire student body.
- B. The Public Relations Chair will create monthly newsletters of upcoming general body meetings and events and send them to the secretary to distribute to general body members.

- C. The Public Relations Chair will keep in contact with other Hispanic/Latinx organizations, businesses, and leaders off campus including exchange of events.
- D. The Public Relations Chair will be responsible for establishing and maintaining contact with any and all *Latinas UNIDAS* alumnae.
- E. The Public Relations Chair will also perform any other functions as may be incident to the office.

**Section 6: Event Planner Chair Duties**

- A. The Event Planner Chair will be responsible for the creation, planning, and execution of events. These responsibilities include but are not limited to:
  - a. planning the layout of the event
  - b. contacting necessary outside organizations
  - c. buying or getting access to necessary supplies
 These events will need to be within the budget set forth by the treasurer and must correspond with the desires of the club members.

**Section 7: Volunteer Chair Duties**

- A. The Volunteer Chair will be responsible for organizing at least one volunteer event per semester. This includes but is not limited to
  - d. contacting organizations, including charitable and non-profit organizations, in the metropolitan area
  - e. coordinating any responsibilities *Latinas UNIDAS* receives with said organizations.
- B. The Volunteer Chair will also be responsible for gathering volunteers for *Latinas Unidas* events as well as for other organizational, including those on and off campus, collaborations and service projects.

**Section 8: Committee of Student Multicultural Organizations (COSMO) Representative Duties**

- A. The Committee of Student Multicultural Organizations (COSMO) Representative will be responsible for being a liaison between COSMO, its affiliates, and *Latinas UNIDAS*.
- B. The COSMO Representative will be responsible for coordinating all events in conjunction with COSMO and its affiliates as well as communicating with all Executive Board members in terms of budget, volunteers, and any responsibilities to COSMO and affiliates *Latinas UNIDAS* may incur.

**Section 9:** Active Voting Members who have been on Executive Board for a year are the only Active Voting Members who are eligible to run or hold *Latinas UNIDAS Unidas* presidential or vice presidential office.

**Section 10:** In order to continue holding office, all members of *Latinas UNIDAS* Executive Board must attend four General Body meetings, perform two hours of community service, attend two events.

**Section 11:** The only Executive Board position that may hold a shared office, otherwise known as a “Co-“, is the office of President.

## **Article VI—Elections and Removal**

### **Section 1: Executive Board**

- A.** The elections for officers for the forthcoming year will take place in the spring semester no later than and will be set by the CSI.
- B.** New officers take office at the last meeting of the spring semester and remain in office until the next election
- C.** Before a vote may move forward, there must be a quorum of Active Voting Members present.
  - a.** Quorum is defined as being the presence of no less than 2/3 of the Active Voting Member population including members of the Executive Board.
- D.** If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies
  - a.** Emergency elections will take place early fall semester
  - b.** All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.
- E.** The officers of *Latinas UNIDAS* shall be elected by ballot and must obtain a majority vote of Active Voting Membership at the last General Body Meeting of the academic year in order to win the election.
- F.** All members seeking an executive position will fill out a petition for the position they wish to fill. Petitions will be distributed via email two weeks prior to the election date, and will be due one week prior to the election date.
- G.** All membership will be notified by email one week prior to elections. Said email will contain petitions for each executive position. All membership will be responsible for obtaining and reading said email before Election Day. All petitioners will be allowed to give a concise statement before elections take place.
- H.** If a position still remains unfilled after a call of emergency elections, the President will appoint someone to fill the position.

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A.** The Advisor, considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B.** The President and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C.** If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - i.** The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D.** If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization’s members.

### **Section 3: Faculty Advisor**

- A. The Officers of *Latinas UNIDAS* shall constitute the *Latinas UNIDAS* Executive Board. There may be one faculty/staff advisor who shall be a *Latinas UNIDAS* member ex officio without voting privileges.
- B. The *Latinas UNIDAS* Board will conduct business of *Latinas UNIDAS*
- C. The faculty advisor will be approved by the *Latinas UNIDAS* officers.
- D. The faculty advisor may attend *Latinas UNIDAS* Executive Board meetings and will be allowed to make recommendations concerning the operation of *Latinas UNIDAS* to the *Latinas UNIDAS* Executive Board.

### **Section 4: Time of Elections**

- I. The elections for officers for the forthcoming year will take place in the spring semester no later than and will be set by the Center for Student Engagement.
- J. Emergency elections will take place early fall semester

## **Article VII—Meetings**

### **Section 1: Organization Meetings**

- A. Regular meetings of *Latinas UNIDAS* shall be established every other week from the first General Body meeting. *Latinas UNIDAS* will meet at least twice a month during the academic school year. The Secretary shall notify members of the meetings (Refer to Article V Section 3-A2).
- B. The Executive board will meet every other week that is not a General Body meeting day. The Executive board will meet at least twice a month during the academic school year. The Secretary shall notify members of the meetings (Refer to Article V Section 3-A2).

### **Section 2: Additional Meetings**

- A. Special meetings may be called anytime by the President with one-week of notice by or e-mail.

## **Article VIII—Amendment of the Constitution**

**Section 1:** This constitution may be amended by a quorum of Active Voting Members, including *Latinas UNIDAS* Executive Board, at a meeting. Suggestions for an amendment must be submitted in writing to the *Latinas UNIDAS* Executive Board two weeks prior to the next Executive Board meeting. *Latinas UNIDAS* members should receive notification of Executive Board recommended amendments one week prior to the next General Body meeting.

**Section 2:** An amendment must be approved by the organization Advisor before final ratification

# Luce Society Constitution

## Agnes Scott College Chapter

### Article I: Organization Name

The official name of the organization shall be the Luce Society.

### Article II: Purpose

Section 1: The mission of the Luce Society is to educate young women on conservative ideas, cultivate a community in which to discuss and strengthen these ideas, and embolden young women to speak out on campus and in their communities.

Section 2: The Luce Society is meant to prepare and promote conservative women in social, political, and economic aspects of society. The organization wants to start a conversation on campus where conservative women may come together with different ideologies, while discussing the future of the nation and their role in it.

Section 3 The organization aims to expand intellectual diversity at universities by empowering conservative women to stand up for their beliefs. The Luce Society is educating and training the next generation of conservative women leaders in the diverse political culture of contemporary society.

### Article III: Membership

#### Section 1: Anti-Discrimination Clause

All Privileges of memberships shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

#### Section 2: Student and Non-Student Members

Membership is open to:

- A. All Agnes Scott College students who meet eligibility standards as stated in the Student Government Association policies.
- B. Any and all students and faculty of Agnes Scott College who are interested in engaging in discussions about women's issues, cultural conservatism, politics, and public policy.

#### Section 3: Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. Obtain official status as members of the Luce Society by surpassing the following requirements:
  - a. Sign-up expressing interest
  - b. Interview process with an executive member detailing the purpose of the Luce Society and the interviewee's goals in participating
  - c. Signing a Declaration to the Luce Society to become an official member
- B. Maintain a GPA of 2.000 in any choice of major
- C. Vote on issues concerning the organization and/or optionally run for office
- D. Have little to no disciplinary issues while at Agnes Scott College.

# Luce Society Constitution

## Agnes Scott College Chapter

- a. The Executive Board will congregate to discuss further disciplinary action if such issues occur.

### Article IV: Offices

Students can only run for, and hold office, in an organization if they are in good standing based on the Luce Society's requirements and the Agnes Scott Honor Code. The organization shall have the titles of President, Vice President, Secretary, and Treasurer. Social and Recruitment Chairs are optional positions based on interest and need, however, these positions are recommended to be filled. The officers shall be selected based on written statements indicating their desire to serve as officers for the organization, and a majority vote of members of the organization. The officers shall be elected at the end of the spring semester, and shall serve one school year.

#### Section 1: President

- A. Call and preside at and organize substantive and procedural matters at meetings
- B. Appoint, oversee, and assist all Executive Board Members as needed
- C. Be available to all members, to the faculty advisor, to the College, and to the community
- D. Be the main point of contact to the Clare Boothe Luce Institute for Conservative Women
- E. Send bi-weekly updates to Elizabeth Campbell of the Clare Boothe Luce Institute for Conservative Women
- F. Secure a faculty advisor for the chapter, and serve as liaison between the organization and its advisor
- G. See that all elections are announced and held as prescribed by the Constitution
- H. Submit a detailed transition report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board after elections

#### Section 2: Vice-President

- A. Preside over all meetings in the event of the unavailability of the President
- B. Aid the President administratively at meetings and officer meetings
- C. Succeed the President in the event of the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President
- E. Prepare all necessary duties as prescribed by the President
- F. Submit a detailed transition report to incoming Vice-President
- G. Keep organization up to date on university, community, and current events specific to the conservative and/or female agenda
- H. Present a current event or spotlight each week
- I. Be the second point of contact for Luce Society members if the President is unable to respond

#### Section 3: Secretary

# Luce Society Constitution

## Agnes Scott College Chapter

- A. Keep a record of procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Track members' participation in meetings and events
- D. Take attendance at each meeting using a computer, and give this attendance to the President and send records to Elizabeth Campbell at the Clare Boothe Luce Institute for Conservative Women
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence, check mailboxes, and route mail to appropriate persons
- G. Submit a detailed report to the incoming Secretary
- H. Take photos at all events and meetings and send to the President

### Section 4: Treasurer

- A. Record all expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Lead membership and collect member dues per semester and/or year
- C. Update budget regularly and bring to all Executive Board meetings
- D. Communicate with all Executive chairs regarding their individual expenditures and other budgetary information, including expense deposits and transactions
- E. Store budget information in multiple forms, digital and hard copy
- F. Propose budget changes in congruence with the President and Vice-President
- G. Transact all business through a bank and/or student club fund
- H. Deposit all club funds and send receipts to the Clare Boothe Luce Institute for Conservative Women (or to the college) when appropriate
- I. Submit a detailed transition report to incoming Treasurer

### Section 5: Social Chair

- A. Bring the women of the Luce Society closer together through fun and engaging activities
- B. Plan activities that encourage the Luce Society's growth on campus
- C. Serve as the Luce Society's main point of contact for events and speakers
- D. Write event summaries (including quotes of attendees) and send them to the President
- E. Take the lead on planning/executing ConSERVative

### Section 6: Recruitment Chair

- A. Maintain the Chapter's social media accounts to increase awareness of the Luce Society and notify members of meetings and events and send links to Stephanie
- B. Organize advertising for events and meetings
- C. Lead tabling and clip boarding for Club Fairs each semester
- D. Design quality T-shirts, flyers, slogans and other promotional materials each semester to increase awareness and membership of the Luce Society

### Section 7: Advisor

# Luce Society Constitution

## Agnes Scott College Chapter

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor shall be chosen by the Executive Board
- C. Duties of the advisor include but are not limited to:
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

### Article V: Elections and Removals

#### Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
- C. Any current and rising Sophomore, Junior, or Senior with at least one year Executive Board experience is eligible to be elected President
- D. All nominees must write and present (publicly and electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members
- F. Runoff elections may be called as necessary by the Executive Board and Advisor
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- H. If a position remains unfilled after the election process, the President or the next highest position will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

#### Section 2: Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

# Luce Society Constitution

## Agnes Scott College Chapter

- A. The Advisor, considered to be a “neutral party,” shall meet with the Executive Board member in question to ascertain the situation
- B. The President and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board/
- D. If the President resigns or is removed, the Vice-President will take her place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

### Section 3: Time of Elections

- A. Elections shall take place during Spring Elections, set by the Center for Student Involvement
- B. Emergency Elections are held in early fall

### Article VI: Meetings

#### Section 1: Organizational Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be bi-monthly, and shall be determined by the officers or most the membership
- C. Meetings shall be announced five days prior to the meetings

#### Section 2: Additional Meetings

- A. Special meetings shall be held 75% majority vote of the total membership or by the officers
- B. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- C. The President, with the approval of the Executive Board, may call additional meetings
- D. In case of updates, meetings may be organized by the President.

### Article VII: Quorum

Quorum shall be the President, the majority of the officers, and a majority of the members.

### Article VIII: Referendum and Recall

The meetings shall be presided over by the officers. They shall be discussions, a book club, and lunches and gatherings for fellowship.

### Article IX: Amendments

Section 1: The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

# Luce Society Constitution

## Agnes Scott College Chapter

Section 2: An Amendment, which the Executive Board wishes to enact, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it.

Section 3: An Amendment must be approved by the Advisor before final ratification.

### Article X: Ratification

This constitution shall be adopted based on review and approval of the officers, advisors, and members.

# LUCHSINGERS A CAPPELLA ENSEMBLE

## Constitution

### **Article I: Purpose**

The mission of Luchsingers is to create a collaborative a cappella ensemble that performs for the Agnes Scott and Decatur communities, embracing musically and vocally talented students.

### **Article II: Membership**

We hold auditions once per semester, and encourage anyone who wants to try out. After auditions current members deliberate and vote in prospective members based on who best betters our sound.

#### *Section 1: Anti-Discrimination Clause*

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

### **Article III: Offices**

#### *Section 1: Co-presidential Duties*

- A. Call and preside over all rehearsals of the organization
- B. Responsible for communications to group members
- C. Arrange set list for concerts
- D. Reserve rehearsal and concert spaces
- E. Delegate responsibilities to other members as needed
- F. Outside communications directed to the co-presidents
- G. Control social media accounts

#### *Section 2: IOC Chair*

- A. Go to all IOC meetings and report learned material back to co-presidents/executive board

#### *Section 3: Event Promotion Chair*

- A. Makes all banners, flyers, posters, etc. to promote concerts and events

#### *Section 4: Music Chair*

- A. Leads warmups and helps teach music during rehearsal

#### *Section 5: Advisor*

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Help resolve any conflict within the club/club members

## **Article IV: Elections and Removals**

### *Section 1: Executive Board*

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
- C. New officers take office at the last meeting of the Spring semester and remain in office until the next election
  - a. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies
    - i. Emergency elections will take place early fall semester
    - ii. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### *Section 2: Time of Elections*

- A. Elections shall take place during Spring Elections, set by the Center for Leadership and Service.
- B. Emergency Elections are held at the beginning of the fall semester.

## **Article V: Meetings**

### *Section 1: Organization Meetings*

- A. Luchsingers rehearses bi-weekly from 8:00-9:30 pm on Sundays and Wednesdays
- B. Additional or extended rehearsals will be necessary nearer to the concert at the end of each semester

## **Article VI: Amendments**

- A. The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.
- B. An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it
- C. An amendment must be approved by the organization Advisor before final ratification

Agnes Scott College  
Masala SACE

**Article 1: Name**

The name of the club shall be “Masala SACE,” where SACE stands for South Asian Cultural Exchange.

**Article 2: Mission Statement**

The mission of our club is to promote learning and understanding of South Asian culture. The following countries’ cultures will be represented by our club: India, Nepal, Bangladesh, Pakistan, Sri Lanka, Maldives, Afghanistan, Bhutan, Burma, Laos, Thailand, Cambodia, Vietnam, Malaysia, Philippines, Indonesia, and Singapore. We will hold discussions and panels that highlight important issues and topics in the region.

**Article 3: Membership and Attendance**

The club is open to the entire student body of Agnes Scott College. Active members will attend the majority of meetings and help with events. The secretary will record attendance. All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, disability, or anything else.

**Article 4: The Executive Board and Officers/Chairs**

I. General Role

The Executive Board and Officers/Chairs will serve as a form of guidance to the general body of the club and delegate tasks for events and club projects. The Executive Board will comprise of the President, Vice President, Secretary, Treasurer, and COSMO Representative. All other positions will be Officers/Chairs. On top of the mentioned roles and duties below, the chairs and executive board may take on extra roles as needed or requested by the president.

II. Positions

A. President

1. Will oversee all of the events the group hosts and sponsors
2. Will oversee all of the Executive Board members
3. Be responsible for aiding the other officers/chairs in their responsibilities
4. Plan deadlines/create task lists for events and club projects
5. Notify all group members of pertinent information
6. Plan agendas for meetings
7. Will register the organization in the Fall
8. Coordinates the overall success of an event by facilitating the actions taking place on the day of the event

9. Responsible for creating sign-up sheets for volunteers for an event; volunteer tasks include set-up, clean-up, food-serving, ticket selling, etc.
10. Works on event programs/schedules
11. Assists the President with contacting catering and food services for an event

B. Vice President

1. Will serve as IOC (Inter-Organizational Committee) representative and attend all meetings as well as the retreat
2. Assist the President in creating task lists and timelines for planning events and club projects
3. Assist the President with any other tasks they request help with
4. Oversee the recruitment and organization of performers/speakers for events (i.e. DJs, henna artists, musicians, dancers, etc.)

C. Secretary

1. Record attendance at general body and Executive Board/Officer meetings
2. Record minutes of all meetings
3. Send out emails about meetings/events
4. Reserve rooms for meetings/events, dance team rehearsals, and movie nights  
Assist with event planning and take on other roles as needed or requested by the President.
5. Assist with event planning and take on other roles as needed or requested by the President.
6. Oversee Dance and Social Media Chairs
  - i. Dance Chair: will record attendance, send emails, and organize the team for performances

D. Treasurer

1. Maintain the organization's budget for the academic year
2. Keep records of receipts and all transactions
3. Responsible for submitting the estimated budget to the allocation committee at the end of the academic year
4. Take inventory and keep updated records of the club's items
5. Assist with event planning and take on other roles as needed or requested by the President.

E. COSMO Representative

1. Serve as the liaison between the club and COSMO (Coalition of Student Multicultural Organizations)
2. Attend all COSMO meetings and the retreat
3. Post pertinent information about Masala SACE on Comos' social media
4. Communicate with the Cosmo Chair

5. Assist with event planning and take on other roles as needed or requested by the President.
6. Coordinate collaborations with the Executive Board
- 1.

#### F. Social Media Chair

1. Coordinate advertisement of the club, meetings, and events
2. Maintain the Facebook, Twitter, and Instagram accounts
3. Serve as historian (taking photos, video recording) and uploads and archives everything on Facebook
4. Creates flyers and banners for each event as needed
5. Assist with event planning and take on other roles as needed or requested by the President.

#### G. Bollywood/Film Chair

6. Selects films for movie nights
7. Must contact production company to request rights
8. Organizes all film viewings (i.e. what is the venue? will there be snacks?)
9. Responsible for the promotion of film nights with the Social Media Chair
10. Creates music playlists for meetings and events
11. Assist with event planning and take on other roles as needed or requested by the President.

#### H. Dance Chair

1. Responsible for the overall choreography of dance team performances, including selecting music, costumes, props, and dance steps
2. Assist with event planning and take on other roles as needed or requested by the President.

### **Article 5: Dance Team (ASC Meherbani)**

#### I. General Role

A supplemental group to the club that will perform at Masala SACE's and other organizations' events. Members of the dance team do not necessarily have to be general body members of Masala SACE, however it is highly recommended. The dance team should try to practice weekly in South Asian dance styles, such as Bollywood Classical, Bhangra, etc. However, the frequency of dance practices can be adjusted depending on when a major event is scheduled. Dance team is open to the public of Agnes Scott College.

### **Article 6: Elections and Removals**

I. The elections for officers/exec for the forthcoming year will take place in the spring semester and will be conducted by the Center for Student Involvement.

II. New officers/exec will take office at the last meeting of the spring semester and remain in office until the next election

III. If a position remains unfilled after the election process, the President will host an emergency election to fill the vacancy(s)

- A. Emergency elections will take place early in the fall semester
- B. All members will be notified and have the opportunity to run, if eligible

#### IV. Impeachment

In the event it is found that any Executive Board member or Officer has consistently failed to attend Executive Board/Officer meetings, fulfill their duties, or assist/attend organization events:

- A. The Advisor, considered to be a neutral party, shall meet with the member in question to ascertain the situation
- B. The President and Vice President will meet with the member after she has met with the Advisor to determine her willingness to remain in the position and perform sufficiently
- C. If the member continues to underperform, the Executive Board shall vote whether that member shall remain in the position
  - 1. The executive Board can choose to immediately appoint a replacement, who is an active general body member and agrees to interview with the Executive Board
  - 2. If there are no eligible or interested general body members, the Executive Board will distribute the duties of the open positions appropriately

#### V. Eligibility

- A. Chairs
  - 1. All members are eligible to run for Chair positions
  - 2. Must be an active member (attend meetings, events, etc.), verified by the Secretary. Exceptions will be made based on need and availability each year.
- B. Executive Board
  - 1. Members are eligible to run for Executive positions after one year
  - 2. Must be an active member (attend meetings, events, etc.) and have experience in a chair position
  - 3. Secretary will oversee eligibility

### **Article 7: Mandatory/Major Events**

#### I. Fall

- A. Diwali: Festival of Lights (October, Diversifest)
  - a. Have dance performances and/or musical or other talents
  - b. Have food catered from a South Asian restaurant
  - c. Event will be ticketed with all profits going to a selected charity

#### II. Spring

- A. Lunar New Year
  - i. Event will be ticketed will all profits going to fundraiser of choosing should the board decide to charge for the event

- ii. Catered Snacks
  - iii. Games
- B. Holi: Festival of Colors (March/April)
  - i. Have colored powder, water toys, and other fun outdoor activities

### **Article 8: Amendments**

- I. The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members
- II. An Amendment, which the Executive Board wishes to take on must be submitted to the members at least one week before the Board plans to implement it
- III. An amendment must be approved by the organization Advisor before final ratification

# Organization Constitution Checklist

**Description:** Below are recommendations for how a student organizations constitution could be written. There are pieces below that are suggestions and there are other parts that are mandatory (they are clearly defined if they are mandatory). Use this checklist to ensure your constitution is up to date and fulfills the needs of your organization.

Adopted April, 2018

Revised April, 2018

\_\_\_ **Article I** (Name)

*Model United Nations*

\_\_\_ **Article II** (Purpose)

*State the purpose, objectives, mission statement, and/or aims of the organization*

\_\_\_ **Section 1:** The Agnes Scott College Model United Nations Team aims to teach students about the processes of diplomacy and peacekeeping, train them to excel with confidence in debate and public speaking, give them the opportunities to build skills in global leadership and professionalism, and encourage them to think critically and creatively about problem-solving strategies. Through intercollegiate training and competition, local volunteering initiatives, and activities both on and off-campus, Agnes Scott College Model United Nations creates a space for students to broaden their horizons, diversify their perspectives about current events and issues related to Political Science and International Relations, and engage with their communities, both local and global.

\_\_\_ **Article III** (Membership)

*State the requirements for membership including what keeps a member in good standing*

\_\_\_ **Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. **(Mandatory clause used by all Registered Student Organizations)**

\_\_\_ **Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
- B. Agnes Scott College faculty and/or staff
- C. Honorary members; Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members

\_\_\_ **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- Sign up and become a member of the mailing list
- Attend weekly meetings

\_\_\_ **Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

\_\_\_ **Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor
- F. Plan and execute team training/joint-team training and plan conference attendance (at least one every academic year) with assistance of Executive Board

\_\_\_ **Section 2:** Vice-President(s)

- A. Preside over all meetings in the event of the unavailability of the President(s)
- B. Succeed the President in the event of the President's extended absence or removal
- C. Act as another advisor to all committees appointed by the President(s)
- D. Prepare all necessary duties as prescribed by the President(s)
- E. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- F. Submit a detailed transition report to incoming Vice-President
- G. Oversee organization of community volunteer engagement

\_\_\_ **Section 3:** Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary

\_\_\_ **Section 4:** Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

\_\_\_ **Section 5:** Advisor (mandatory)

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization

- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (**Mandatory guideline followed by all Student Organizations**)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
  - g. *Add or augment any requirements you want your Advisor to have*

\_\_\_ **Section 5+:** *IOC Chair*

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Maintain notes from IOC meetings and update the Executive Board during Executive meetings

\_\_\_ **Article V** Elections and Removals (**mandatory guidelines followed by all Registered Organizations**)

\_\_\_ **Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory**)
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- F. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory**)
- H. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory**)
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

— **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

— **Section 3: Time of Elections (*Mandatory guidelines followed by all registered student organizations*)**

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

— **Article VI Meetings (mandatory)**

— **Section 1: Organization Meetings**

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every week and at least twice monthly
- C. *Adjust required meeting times you want your organization to have*

— **Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

— **Article VII Amendments (*mandatory guidelines followed by all registered organizations*)**

— **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

— **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

— **Section 3:** An amendment must be approved by the organization Advisor before final ratification

**Agnes Scott College  
Muslim Students Association  
Constitution  
Adopted: August 2012, Revised:2018**

**Article I**

***Name***

The name of the organization shall be “Muslim Students Association”.

**Article II**

***Mission Statement***

The organization’s mission shall be to:

- A) Promote the awareness of Islam and Muslims within the campus community.
- B) Educate others about the religion and its beliefs.
- C) Provide a support system for Agnes Scott students interested in Islam and Muslims.
- D) Inform the campus community of events and happenings related to Islam and Muslims.
- E) Hold related events on campus for students, faculty, and staff.
- F) Serve as a liaison between Muslim Students and the faculty

**Article III**

***Membership and Attendance***

Membership:

Membership is extended to all Agnes Scott students interested in Islam. Members should be committed to participate in club activities and attend meetings.

Attendance:

Regular attendance of meetings is strongly encouraged of all members. Executive officers are expected to attend both planning meetings and general body meetings. Other members of the executive council should be notified of any officer absence at least twenty-four hours prior to the meeting.

***Anti-Discrimination Clause***

Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination and harassment is unacceptable of this campus; such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community.

Discrimination and harassment may take many forms, including, but not limited to, verbal insults, inappropriate humor, defacement or destruction of property, and physical intimidation.

Harassment or discrimination of any person or group on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap is a violation of Agnes Scott College policy.

A person determined to have engaged in unacceptable behavior, such as activities that substantially threaten or interfere with another woman’s academic efforts, property, employment, or participation in life of the College, or created a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

## Article IV *Officers*

The administrative officer of MSA will be Roshan Iqbal and Dean Karissa Merkle.

The administrative duties of the club will be carried out by an executive council consisting of a President, Vice-President, Secretary, Treasurer, COSMO Representative, IFC Chair, Parliamentarian, and an IOC Representative. These positions may be shared or combined between members as the organizations deems necessary. The council will be voted when positions are no longer filled or if one resigns. Committees focused on specific activities may be formed as necessity arises. The term of the executive council will last two years with successive terms acceptable.

- A) Responsibilities of the President are to:
  - a. Preside over all executive council and general body meetings.
  - b. Prepare meeting agendas and decide on future meeting dates.
  - c. Appoint, oversee and assist all executive board and members as needed.
  - d. See that all elections are announced and held as prescribed by the constitution.
  - e. Serve as a tie-breaker vote during elections.
  - f. Meet with advisor to update him/her on the status of the organization.
  - g. Submit a detailed transition report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.
- B) Responsibilities of the Vice-President are to:
  - a. Aid the President and preside over meetings and events in the absence of the President.
  - b. Supervise all constitutional revisions.
  - c. Oversee committee planning of club activities and events.
  - d. In the absence of the IOC representative, attend IOC meetings and take notes.
  - e. Fill out EMS forms for upcoming events 10 days prior to the event.
  - f. Request feedback from general members after all organization events.
  - g. Aid the secretary in sending out minutes and/or updating social media accounts.
  - h. Submit a detailed transition report to the incoming Vice-President.
- C) Responsibilities of the Secretary are to:
  - a. Record and maintain meeting minutes and other organizational records.
  - b. Maintain an updated mailing list of all current members.
  - c. Send out reminders to members about meetings and events.
  - d. Update social media accounts with reminders and advertise for events.
  - e. Take attendance (registration) at each meeting or event.
  - f. Submit a detailed transition report to the incoming Secretary.
- D) Responsibilities of the Treasurer are to:
  - a. Maintain the club budget.
  - b. Be responsible for timely reimbursements of funds.
  - c. Assist in preparation of the annual budget.
  - d. Prepare financial reports to be submitted to appropriate parties.
  - e. Report financial situation to executive council.

- f. Supervise all fundraising activities.
  - g. Collect all money due to the organization.
  - h. Must keep inventory of all extra items available to the organization at any given time (check Prayer room).
  - i. Submit a detailed transition report to the incoming Treasurer.
- E) Responsibilities of the COSMO Representative are to:
- a. Represent MSA at COSMO meetings and events.
  - b. Act as a liaison between MSA and other diversity groups.
- F) Responsibilities of the IFC Chair are to:
- a. Attend all IFC meetings and events.
  - b. Act as a liaison between MSA and other groups.
- H) Responsibilities of the parliamentarian are to:
- A. Serve as the tiebreaker for decisions
  - B. Serve as the conflict resolver
  - C. ensures all members are following the regulations stated in the constitution
  - D. Assist in meeting planning
  - E. Carries through with all roles assigned to her by the president
- H) Responsibilities of the Advisor are to:
- a. Fulfillment of the agreed upon Advisor/Organization Contract.
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization contract.
  - c. Reviewing the yearly allocated budget to plan for events, etc.
  - d. Signing all required paperwork.
  - e. Advising the organization on issues of risk management and leadership.
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures.

## Article V

### *Elections and Removals*

- A) The elections for officers for the forthcoming year will take place as needed or every two years and will be set by the Center for Student Involvement.
- B) New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- C) Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position except for Vice-President or President.
- D) Any current and rising Junior or Senior with at least one year of Executive experience is eligible to be elected by President (except in cases of special nomination).
- E) If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies.
- F) Emergency elections will take place early fall semester.
- G) All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.

**Article VI**  
***Meetings***

Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held once a month.

Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings.
- B. The President, with the approval of the Executive Board, may call additional meetings.

***Other Rules and Regulations***

- A) Primary control of the organization shall rest with its student members and be presided over by the advisor.
- B) It is expected that all members will abide by the Agnes Scott Honor Code.

**Article VII**  
***Amendments***

- A) The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members; the President or next highest position will act as a tie-breaker.
- B) An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it
- C) An amendment must be approved by the organization Advisor before final ratification

## **Bylaws of the Agnes Scott College Chapter of Pinky Promise**

### **Preamble**

Pinky Promise is a national Christian women's movement that was started by Heather Lindsey on January 27, 2012. The Agnes Scott Chapter of Pinky Promise was started on July 30, 2012. Pinky Promise is dedicated to connecting, uplifting, guiding and encouraging women to honor God with their life in any and all things that they do. It's a promise to honor God with their bodies, their relationships, their marriages, and their actions, all for God's Glory.

Pinky Promise is quickly identifying within women, a void that exists and a need that has arisen to replenish their hearts in Christ. Groups continue to spring up around the world with the sole purpose of connecting women with other women in this mission, and to build a support community to grow and build on to this network so that it can touch the masses.

### **Article I—Name**

The name of this organization will be the Agnes Scott College Chapter of Pinky Promise otherwise known as Pinky Promise ASC.

### **Article II—Foundation**

Section 1: The foundation of the Campus Chapters program is based on 1 Peter 3:8: "Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble.

Section 2: Pinky Promise ASC will will meet together at least twice a month to have Bible Study.

Section 3: The campus chapter is open to all students, faculty, staff, and other involved with campus life.

Section 4: All Pinky Promise ASC Reps promise to honor God with their body and their lives. To refuse to give their body to anyone that hasn't paid the price for you called marriage. It's a promise to stay pure before God in every single way. It's a promise that says, they won't test the boundaries in their relationship to see how far they can push it sexually--but instead--they want God to have their heart. It's a promise to God that they will honor their marriage covenant. It's saying that they promise not to step outside of their marriage, cheat on their spouse and that they'll work through every issue.

### **Article III—Framework**

The primary purpose of the campus chapter is to create a place for women to gather to encourage each other, build each other up, pray for one another and encourage them in their Christian walk.

In furtherance of this primary goal, the chapter will endeavor:

Section 1: To assist and work with local Pinky Promise city or college chapters on affiliated or sponsored projects.

Section 2: To spread the word while on campus about the Pinky Promise Movement, and to raise the level of awareness regarding the need to pray for each other, share resourceful tips and be accountable to one another as we promise to honor God with every part of our life.

Section 3: To embrace and promote the overall purposes of Pinky Promise as embodied in the Covenant.

#### **Article IV—Membership**

Section 1: Active members of the campus chapter will be comprised of students, faculty, alumnae, administrators, staff, and others who are involved in campus life and activities.

Section 2: Membership in the campus chapter will not be denied on the basis of age, race, gender, national origin, religious beliefs, citizenship, physical disability, or sexual orientation.

Section 3: Membership dues for the campus chapter will be not be a requirement.

Section 4: The campus chapter shall hold a meeting at least once a month during the school term to receive and communicate information and to transact other business.

Section 5: Committees shall be formed by the officers as necessary for the development and support of all aspects of the organization (i.e. membership, fundraising, projects, social activities, community outreach). The committees shall be formed by those interested and with at least one designated person in charge. This person need not be an officer.

#### **Article V—Officers**

Section 1: The officers will consist of all elected positions. They will meet at least once a month during the school term in addition to the meetings of the campus chapter.

Section 2: The officers of the campus chapter will be a president, vice president, secretary, public relations chair, treasurer, and other representatives, all with terms of one year, which the membership may elect:

**President**—The president, who must be a student, will preside at all meetings and will serve as the chief operating officer of the organization. The president plans events with the help of Pinky Promise Reps and executive board. The president oversees the operation of everything concerning Pinky Promise. The president constantly follows-up with other executive board members. The president sends emails to Pinky Promise members and creates a calendar of events & Bible Studies for the year. The president also finds/books speakers as needed and submits all space reservation and event request forms.

**Vice President**—The vice president, who must be a student, supports the president as needed. The vice president helps the president plan and run events, and takes turns with the president to lead meetings, also leading meetings when the president is not in attendance. The vice president also attends the monthly mandatory IOC meetings.

**Secretary**—The secretary will keep the minutes of the officers and organization meetings. The secretary shall send all notices of officer meetings and organization meetings and is responsible for preparing a newsletter which informs the membership. The secretary will keep a permanent roster of membership with addresses, telephone numbers, and e-mail addresses as well as a current history of the organization. The secretary brings sign in sheets to all meetings and keeps a updated list of Pinky Promise members.

**Public Relations Chair** —The Public Relations Chair will be responsible for informing the students, faculty, staff, alumnae, and community of meetings and events involving Pinky Promise. The Public Relations Chair also participates in member and officer meetings. The Public Relations Chair updates social media accounts (Facebook, Instagram, Twitter, etc.) frequently and creates fliers for all events.

**Treasurer**—The treasurer will be responsible for all funds of the organization and will give a report at each meeting of the officer and representatives and at one meeting of the organization each semester. The treasurer will also compile the annual financial report.

**Section 4:** The officers and representatives will be self-perpetuating, recruiting, and nominating new officers before the end of each school year. Elections for the succeeding year will be held during a regular business meeting of the chapter. Elections will be guided by the principles of the Covenant in an attempt to secure broad campus representation. Quorum for election meetings will be three-fifths (3/5) of the membership. Representatives and officers will be voted into office by a simple majority of the votes cast.

#### **Article VI—Funds**

**Section 1:** The campus chapter will hold and manage property and funds received by it in accordance with the general purposes of such property and funds. The campus chapter will not

use or disburse the property or funds received by it in any way that inures to the benefit of a private person or that is contrary to the purposes of Pinky Promise.

Section 2: All monies or property collected or raised for a designated or announced purpose by the campus chapter will be used by the chapter for such purpose.

Section 3: The campus chapter will not accumulate funds, monies, or property in excess of dues collected for purposes other than announced or designated purposes which are consistent and in accordance with the purposes of Pinky Promise. The campus chapter will not establish or accept an endowment of any kind or form. Any specific fundraising project of the campus chapter will have an announced or designated purpose. All fundraising ideas and projects must be approved through the Volunteer Board and officers of the college.

Section 4: The primary purpose of the campus chapter is to promote and carry on the work and ministry of Pinky Promise through affiliated or sponsored projects.

#### **Article VII—Renovation/Amendment**

..

Section 1: These bylaws may be amended by a two-thirds majority vote of the executive board members present at a meeting and majority vote of the general body members of the campus chapter.

Section 2: An amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

Section 3: An amendment must be approved by the organization Advisor before final ratification.

## **Scotties For Scotties Pre-Veterinary Club**

### **Article I – Name**

**Section 1** – The name of this club or organization shall be **The Scotties for Scotties Pre-Veterinary Club**

### **Article II – Purpose/Mission Statement**

**Section 1** – The purpose of this organization shall be to encourage and support Agnes Scott students pursuing careers in veterinary medicine/science through the provision of informative meetings that introduce organization members to knowledgeable people and experiences while simultaneously pursuing the betterment of animals within the Decatur/Atlanta area.

**Section 2** – The Scotties for Scotties Pre-Veterinary Club shall abide by all Agnes Scott policies and procedures for student run clubs.

### **Article III – Membership**

**Section 1** – Members of Scotties for Scotties Pre-Veterinary Club must be enrolled Agnes Scott students or current Agnes Scott faculty and staff members.

**Section 2** – In order to retain membership, students must attend at least 2 meetings per semester. Members are also required to be a volunteer of Lifeline Animal Shelter, or have some other animal involvement within the community including but not limited to the Atlanta Zoo, Georgia Aquarium, veterinary clinics, animals shelters, and animal sitting. Exceptions will be reviewed and approved/disapproved by club officers.

**Section 3** – Membership in this club or organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation. Any discrimination against a club member regarding any of the aforementioned attributes is unacceptable, and may result in membership termination.

### **Article IV – Officers/Executive Board**

**Section 1** – The officers of this club or organization shall be: President, Vice President, Secretary, and Treasurer. Any current student of the Agnes Scott community has the ability to run for any of these positions.

**Section 2.1** – The roles of the president are as follows:

- Call and Preside over all organization meetings

- See that all elections are announced and held as prescribed by the constitution
- Appoint, oversee, and assist all executive board members as needed.
- Submitting a detailed transition report to the incoming president as well as holding a transitional meeting for elected executive board members after elections
- Serve as a liaison between the organization and its advisor

**Section 2.2** -- The roles of the vice president are as follows:

- Preside over organization meetings in the event the president is absent
- Succeed the president in their extended absence or removal
- Submit a detailed transition report to the incoming vice president

**Section 2.3**-- The roles of the Secretary are as follows:

- Keep record of procedures of all meetings
- Send notices of all scheduled meetings out to Organization members and/or the Agnes Scott student body as necessary
- Take attendance at each meeting
- Track member attendance to various club activities
- Submit a detailed report to incoming secretary

**Section 2.4**-- The roles of the Treasurer are as follows

- Record all expenditures
- Update budget regularly and bring to all executive meetings
- Store budget information in multiple forms
- Proposed budget changes in congruence with President and Vice President

**Section 2.5**-- The roles of the Advisor are as follows:

- Fulfill the roles as stated upon in the Advisor/Organization Contract
- Meeting with the executive board during times stated in the Advisor/Organization Contract
- Review the yearly allocated budget to plan for events
- Advising the executive board of risk management and leadership
- Signing all required paperwork

**Section 3** – Each term for any of the Executive Board positions lasts from the last spring semester organization meeting until the next election cycle is complete unless impeachment is necessary.

**Section 4** – In the event that the removal of an officer (impeachment) is necessary, a short vote will be carried out at the earliest meeting following a “complaint submission”. The impeachment of the officer will then be decided on a majority rule vote from all club members.

**Section 5** – Reports pertaining to any changes made to the club schedule, budget, or function during executive board meetings will be dispelled to the Scotties for Scotties Pre-Veterinary Club members.

### **Article V – Elections**

**Section 1** – Election of officers shall be held during Spring elections as mandated by the Center for Student Engagement; Emergency elections will be held in early fall.

**Section 2** – In the case of an unscheduled vacancy, the president will be expected to fulfill any roles left unattended. An emergency election will be held at the soonest possible time, following the same procedures as the general election.

**Section 3** – The election will be conducted through a secret ballot. Club members must write their preferred candidate on a ballot and submit it to the secretary during the election meeting. The secretary will then count the ballots and relay the results to the organization members.

### **Article VI – Meetings**

**Section 1** – Regular meetings of this club or organization shall be held monthly as scheduled by the president. The secretary holds the responsibility to notify the club members of upcoming meetings (Section 2.3). Notifications should be relayed to organization members no later than 5 days before the scheduled meeting.

**Section 2** – Quorum shall consist of 20% of organization members

**Section 3** – Robert’s Rules of Order shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this club or organization.

### **Article VII – Finances**

**Section 1** – Funds shall be allocated by the executive board and shared with organization members by the treasurer. Specific allocation of club funds will be reviewed during club meetings and will be made available to inquiring members through the treasurer.

### **Article VIII – Constitutional Amendments**

**Section 1** – This constitution may be amended by a vote of 51% or greater of the popular vote. Individuals must submit their amendment request at least one week prior to a scheduled monthly meeting to be addressed as soon as possible. The organization advisor must ratify the amendment before being implemented into the organization

constitution. Amendments (once ratified) are effective immediately and MUST be added to the constitution within 24 hours of the change (To be completed by the secretary).

*The Profile* Constitution  
Revised September 2016

Mission statement:

The staff of the Profile is dedicated to creating a publication that seeks to engage, investigate, and inform the Agnes Scott College community in clear, relevant, and innovative ways.

## **Article I**

The organization's name is *The Profile*.

## **Article II (Purpose)**

*The Profile* is a student-run publication and organization that investigates and reports on all Agnes Scott campus news. Students distribute *The Profile* throughout Agnes Scott's campus. It is a paper monitored by students and held accountable by students. The staff of the Profile is dedicated to creating a publication that seeks to engage, investigate, and inform the Agnes Scott College community in clear, relevant, and innovative ways. The Profile intends to treat all news fairly and without favor. The content of the Profile is impartial, accurate and truthful. The Profile does not accept work that has been plagiarized and follows the guidelines of journalism ethics. The Profile reserves the right to disclose or withhold names and identities.

## **Article III (Membership)**

### **Section I**

Anti-Discrimination Clause

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability.

### **Section II**

Membership is open to all Agnes Scott students who meet the requirements as illustrated in the SGA handbook and who demonstrate excellence in the field of journalism, photography, and design. Members will not be less than five.

### **Section III**

Members are obligated to attend all Profile meetings, to communicate with the Editor(s)-in-Chief regularly, to complete request assignments each weekly on time, and to meet all the guidelines of ethical, accurate journalism at all times.

Students can only run for and hold office in an organization if they are in good standing in academics and have served the Profile for at least one year. If candidates do not meet one or more of the requirements above, they must submit an appeal letter to the advisor and Editor(s)-in-chief.

## **Article IV**

## **Section I**

### **Editor-in-Chief Duties**

The Editor(s)-in-Chief will be responsible for calling and adjourning all Profile meetings, managing the entire Profile team, assigning stories and projects to all members and managing the content editing team, layout team, and photojournalist team. The Editor(s) will be responsible for coordinating Profile events on campus according to the specifications in the student handbook. The Editor-in-Chief(s) can be chosen only by the previous Editor-in-Chief(s) in consultation with the advisor and must have served the Profile for at least two years as both a writer and editor. The Editor-in-Chief may serve for two years; however, they must apply to serve for the second year.

The Editor-in-Chief(s) must be present at all Profile meetings and events. This person should be ready and capable to take any task others are unable to perform. The Editor-in-Chief(s) along with the managing editor will be in possession of the key to the office and will be the only editors allowed to be in the office alone. The Editor-in-Chief must keep track of all issues, advertising responsibilities, subscriptions and distributions.

## **Section II**

The managing editor is responsible for helping the Editor-in-Chief(s) managing the entire team. This includes formulating assignments, teams and projects. The managing editor is required to keep a close, accurate account of the members of the Profile, their progress or regress within the organization, and their work. The managing editor is responsible for preparing weekly meetings and assisting the Editor-in-Chief(s) with all issues. The managing editor must be able to edit or write stories for *The Profile*. In the event of an Editor-in-Chief's absence, the managing editor must serve as interim Editor-in-Chief. The managing editor must then appoint an interim managing editor in consultation with the advisor. Only content editors are eligible to be chosen as managing editors.

If candidates do not meet one or more of the requirements above, they must submit an appeal letter to the advisor and Editor(s)-in-chief.

## **Section III**

Content editors are responsible for managing small teams of writers. Content editors are required to attend all meetings and keep track of writers. Content editors will also suggest stories for their writers and perform all the editing duties necessary for writers. Content editors can, at the approval of the Editor in Chief(s), assign photojournalists to their stories. Content editors need to show adequate editing and writing skills and must have served on the Profile team for at least a semester.

If candidates do not meet one or more of the requirements above, they must submit an appeal letter to the advisor and Editor(s)-in-chief.

## **Section IV**

Profile writers and photojournalists are required to write at least one story per month for the Profile, attend all meetings and submit the necessary edits to keep the Profile in circulation. Writers and photojournalists must submit at least one piece of work corresponding to their desired position and submit an application in order to be considered for the Profile team. A Profile writer or photojournalist does not need any formal training with the Profile to join the team.

## **Article V**

### **Section I**

#### Elections and Removals of Executive Board

The Executive Board consists of the Editor-in-Chief, managing editor, and editors.

The elections for officers for the forthcoming year will take place in the Spring semester. Any current and rising Junior or Senior with at least one year or semester Executive Board experience is eligible to be elected Editor-in-Chief.

Requirements for both candidates should be met in order to earn a Co-editorship. All nominees must write a brief statement of their qualification for the Executive Board position. New Editor-in-Chief(s) take office at the last meeting of the Spring semester and remain in office until the next election. If a position remains unfilled after the elections process, the Editor-in-Chief(s) will host an emergency election in early fall semester to fill the vacancy.

All general body members must be notified of the vacancies and have an opportunity to run for the position, if they are eligible to run for office.

### **Section II**

#### Impeachment

If one or more content editor or writer has consistently failed to attend meetings, fulfill their duties, or assist/attend organization events, the Editor-in-Chief(s) will meet with the member to determine whether they are able to remain on the staff. If not, the Editor-in-Chief(s) will lay her off of her duties.

The Editor-in-Chief(s) will appoint the managing editor to take over the previous content editor's duties until the next election cycle.

### **Section III**

#### Advisor

A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization. The advisor shall be chosen by the Editor-in-Chief(s).

Duties of the Advisor include but are not limited to: meeting with the Editor-in-Chief(s) at times agreed upon, signing all required paperwork, advising the organization on issues of leadership, and give tips on professional journalistic practice. Advisors will also act as treasurer.

### **Section IV**

#### Time of Elections

Elections shall take place the beginning of early fall, and the beginning of early spring when low on members.

## **Article VI**

### **Section I**

Writer's and Content Editor's meetings shall meet weekly or biweekly. The former meetings will take place in a meeting room in Alston, while the latter will meet in The Profile office. In addition to the weekly or biweekly meeting, Writers and Content Editor's must attend monthly meetings with their column members.

## **Article VII (Amendments)**

### **Section I**

The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members.

### **Section II**

An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

### **Section III**

An Amendment must be approved by the organization Advisor before final ratification.

## **Article I: Name and Purpose**

### **Section I: Name**

The organization shall be called Programming Board (ProBo), hereafter referred to as ProBo or the Board.

### **Section II: Purpose and Core Values**

- A. The responsibility of Programming Board is to support the educational mission and to uphold the Student Code of Conduct of Agnes Scott College.
- B. Programming Board, a comprehensive programming board, has been established for the said purpose of:
  - a. Sponsoring and coordinating educational, cultural, recreational, entertaining, and social activities for the benefit students at Agnes Scott College throughout the year.
  - b. The betterment of the Agnes Scott community as a whole to remain responsive to student attitudes, interests, and needs. ProBo will provide programs that reflect and respond to those interests and needs.
  - c. Providing students with the opportunity to become involved in selecting, planning, promoting, implementing, and assessing events.
  - d. Enriching the co-curricular experience through the leadership and involvement on the Board and in the production of events.
  - e. Partnering with other student organizations, faculty, staff, and college departments, and the greater Agnes Scott community to provide the best possible social, academic, and cultural experiences to Agnes Scott students.
- C. The core values of Programming Board are:
  - a. Teamwork: Striving to create a network of members that are tied together by communication, friendship, cooperation, and work towards the enrichment of the campus community.
  - b. Enrichment: Striving to not only provide entertainment but to use our events as a medium for enlightenment and education.
  - c. Accountability: Striving to efficiently and effectively manage all financial affairs, give back to the student body, promote leadership, preserve integrity, and be accountable.
  - d. Diversity: Striving to serve all those of different lifestyles, cultures, ethnic backgrounds, etc. through an array of events focused on entertainment and education.

### **Section III: Funding**

- A. Members will not be expected to pay dues.
- B. Programming Board will receive a portion of the Students Activities Fee allocated by the Student Government Association at the discretion of the Dean of Students' Office.

## **Article II: Membership**

### **Section I: Non-Discrimination Policy**

All benefits and privileges of the Board shall be available to all members regardless of race, age,

size, class, political affiliation gender expression and identity, creed, color, religion, national origin, sexual identity, and/or ability.

## **Section II: Qualifications for Membership**

- A. Membership of ProBo is open to full-time undergraduate students of the College
- B. Members including the Executive board, General Board, and general board members must be enrolled at the College during the term they are applying for membership.
- C. Members shall serve on a Programming Board committee
- D. Members must attend at least 80 percent of scheduled ProBo committee and general board events in one semester to remain as active and good standing members.
- E. All students pursuing an elected position must be under no collegiate probation and in good academic standing.

## **Section III: Selection of New Members**

- A. The Membership Selection Committee shall consist of the President, Vice-President, Membership Chair, and Advisor
- B. The Membership Selection Committee shall fill vacancies through the year as necessary.
- C. The Membership Selection Committee shall select from applications submitted by the students to fill vacant positions.
  - a. In the event that the selection of a new President or Vice-President is needed, applications will be given to those currently on the General Board as well as extended to Full Board members as long as they have been on ProBo for at least one (1) full year.
- D. The Executive Committee can fill a vacancy if it occurs within two weeks of accepting new members. The Membership Selection Committee shall reconvene and choose members to fill vacancies based on the most recent application pool. The Executive Committee may recommend that the position(s) remain open until the next regularly scheduled interview period.

## **Section IV: Removal of Members**

- A. Any member may be removed from office for neglect of duties. Neglect of duties include, but is not limited to, the lack of keeping office hours, missing more than 2 meetings per semester, missing events, and missing mandatory training sessions.
- B. Per semesters, missing 2 meeting or neglecting duties will result in a warning. The second time will result in probationary period, with the Membership Selection Committee meeting to determine if removal is necessary and deliver written notice to member within one week of making decision. In the event the President needs to be removed, the Vice-President shall function in that capacity.
- C. The offending member will have the chance to address the membership in defense of the charges in the meeting following warning.
- D. Removed members may apply for reconsideration of membership at the beginning of a new semester, it is at the discretion of the Membership Selection Committee to readmit the member, re-admittance must be a three-fourths majority vote.

## **Section V: Full Board Responsibilities**

- A. Committee members are required to attend 80% of all events under Programming Board.

- a. If unable to attend they must notify their respective chairperson, 24 hours prior of missing an event.
- B. Each committee member is required to attend the weekly Sunday Full Board meeting.
  - a. Members shall miss no more than 3 general body meetings.
  - b. Excused absences may be taken into consideration during membership review, but continue to count as absences. There are no exceptions to the attendance rules.
- C. Complete all other duties as assigned by committee chairperson.
- D. Failure to comply with these responsibilities could result in the dismissal of membership in ProBo as detailed in Article II, Section IV.

#### **Section VI: General Board Responsibilities**

- A. General Board members must fulfill all responsibilities outlined in Article II, Section V.
- B. Must maintain a minimum of one (1) office hour per week during regular business hours (8:30 AM- 4:30 PM) with no more than 1 unexcused office hour per month.
- C. Chairpersons must attend weekly Sunday General Board Meetings, in addition to Full Board Meetings.
- D. Adhere to a no substance use policy during any ProBo sponsored event.
- E. Meet bi-weekly with Advisor (may be done during office hour if time constraints are present).
- F. Participate in all trainings, retreats, and any other event deemed mandatory for chairpersons.

#### **Section VII: Executive Board Responsibilities**

- A. Executive board members must fulfill all responsibilities outlined in Article II, Section V.
- G. Must maintain a minimum of two (2) office hours per week during regular business hours (8:30 AM- 4:30 PM) with no more than 1 unexcused office hour per month.
- B. Must attend weekly Sunday General Board Meetings, in addition to Full Board Meetings.
  - a. At the discretion of the President or Advisor must also be able to attend other meetings deemed necessary.
- C. Adhere to a no substance use policy during any ProBo sponsored event.
- D. Meet bi-weekly with Advisor (may be done during office hour if time constraints are present).
- E. Participate in all trainings, retreats, and any other event deemed mandatory.

### **Article III: Organizational Structure**

#### **Section I: Composition**

Programming Board shall consist of an Executive Board, General Board and Full Board members. An Advisor appointed by the Dean of Students Office shall serve as an ex-officio member of ProBo.

- A. Executive Board:
  - a. Shall consist of the President of Programming, Vice-President of Programming, Director of Finance, Director of Membership and Outreach, Director of Marketing and Promotions, and an Advisor (as an ex-officio member).
- B. General Board:

- a. Shall consist of a designated chairperson for each committee.
  - b. Shall also include Executive Board.
- C. Full Board:
  - a. Shall consist of committee members, General Board, and Executive Board.
- D. The following are recommended for chairperson positions of the General Board.
  - a. Entertainment
  - b. Enrichment
  - c. Campus Traditions
  - d. Festival/Concert
  - e. Marketing & Promotions
- E. General Board positions may be established, combined, or eliminated at the discretion of the Executive Board. Special committees or positions may be established on a temporary basis by the President when deemed necessary.

#### **Section II: Advisor**

- A. The Programming Board Advisor shall be appointed by the Dean of Students Office.
- B. The advisor shall be a full-time member staff of the College. They maintain continuity, offer guidance, help cut through red tape, serves as a sounding board, assist officers, and are an all-around resource person.
- C. The advisor shall advise the board of the College's university policies and known legal issues.
- D. The advisor shall advise ProBo on long-range goals.
- E. The advisor shall have final authority over all actions requiring financial attachments.
- F. The advisor shall help develop leadership among ProBo members through retreats and special training.
- G. The advisor shall hold weekly and bi-weekly meetings with the Executive Board and General Board, respectively.

#### **Article IV: Officers, Powers, and Duties**

##### **Section I: Executive Board**

- A. President of Programming
  - 1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VII.
  - 2. Serve as the primary spokesperson of Programming Board.
  - 3. Provide leadership, vision, and oversee the direction of Programming Board.
  - 4. Chair the Executive Board, Full Board and, General Board. Presiding over and creating agendas for meetings.
  - 5. Call special meetings when necessary.
  - 6. Enforce the Programming Board Constitution and By-Laws.
  - 7. Act as the official Programming Board representative in all matters where such representation is needed, unless otherwise specified or delegated.
  - 8. Establish relationships with other registered student organizations and College affiliates.
  - 9. Coordinate Executive Board and Full Board Retreat with Advisor.
  - 10. Be ultimately responsible for all operations at all Programming Board -sponsored events in conjunction with Advisor and Vice-President of Programming.
  - 11. Support committees through attendance of meetings and programs.

12. Collect and ensure the creation and upkeep of thorough transition materials by all Programming Board Chairpersons and Executive Board members.
  13. Complete other duties as assigned.
- B. Vice-President of Programming
1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VII.
  2. Serve as the official ProBo representative on the Agnes Scott College Vibrant Social Life Taskforce.
  3. Preside over meetings in the absence of the President.
  4. Assume the presidential responsibilities in the event that the elected President is unable to fulfill their responsibilities.
  5. Co-coordinate the evaluation process of the chairpersons.
  6. In conjunction with assigned chairpersons update the ProBo display board.
  7. Support committees through attendance of meetings and programs.
  8. Other duties as assigned.
- C. Director of Finance
1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VII.
  2. Maintain accurate budget records for all Programming Board committees.
  3. Allocate programming funds to committees in conjunction with and approval of the President of Programming and ProBo Advisor.
  4. Keep accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
  5. Manage budgetary responsibilities for program proposals.
  6. Provide chairpersons with written reports of the status of each committee budget area twice a semester.
  7. Track revenues and expenditures of all Programming Board accounts.
  8. Coordinate and complete the allocation budget request each spring, with approval from Advisor and Programming Board President.
  9. Complete other duties as assigned.
- D. Director of Membership and Outreach
1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VII.
  2. Record minutes at all Executive, General, and Full Board meetings and make available within 2 days.
  3. Keep attendance records for all Executive, General, and Full Board meetings.
  4. Maintain up to date program resource files in the ProBo office.
  5. Maintain all membership documents.
  6. Coordinate transition process for new incoming General Board members.
  7. Oversee coordination, conceptualization, and management of the recruitment of membership in ProBo.
  8. Maintain interest and involvement of General Board Membership.
  9. Coordinate community service events for Executive, Full, and General Boards
  10. Update members of absences at weekly board meetings.
  11. Complete other duties as assigned.
- E. Director of Marketing and Promotions
1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VI.

2. Serves as a member of the Executive Board as well as General Board.
3. Responsible for the development of promotional materials, overseeing brand management efforts, and coordinating marketing projects for the overall organization and for each specific event.
4. Responsible for external communication with all campus organizations, the community, and other collegiate programming boards.
5. Responsible for the maintenance and evaluation of social networks and the Programming Board webpage.
6. Develop and manage the Marketing and Promotions committee.
7. Work with chairpersons to develop creative marketing strategies for each ProBo event.
8. Oversee the creation of ProBo event merchandise/giveaways.
9. Keeping accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
10. When appropriate, delegate committee/program responsibilities to committee members.
11. Work cooperatively with all other ProBo committees and campus organizations.
12. Complete other duties as assigned.

## **Section II: Full Board**

### **A. Entertainment Chair**

1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VI.
2. Responsible for hosting Red Light Green Light Party, every year in September, Light the Mic in November, and Spring Bash, every year in April.
3. Responsible for hosting any “miscellaneous” events. These include but are not limited to: magicians, hypnotists, comedians, other parties.
4. Keeping accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
5. When appropriate, delegate committee/program responsibilities to committee members.
6. Work cooperatively with all other ProBo committees and campus organizations.
7. Complete other duties as assigned.

### **B. Enrichment Chair**

1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VI.
2. Responsible for the conceptualization and coordination of at least two (2) karaoke or coffee house events each semester.
3. Responsible for the conceptualization and coordination of at least two (1) film screenings on campus per semester.
4. Responsible for the conceptualization and coordination of an arts and crafts related event when deemed necessary.
5. Responsible for the conceptualization and coordination of at least one (1) Atlanta Outing per semester in coordination with the Center for Student Involvement.
6. Keeping accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
7. When appropriate, delegate committee/program responsibilities to committee

members.

8. Work cooperatively with all other ProBo committees and campus organizations.
9. Complete other duties as assigned.

C. Campus Traditions

1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VI.
2. Responsible for the conceptualization and coordination of the Black Cat formal in October.
3. Responsible for the conceptualization and coordination of the Ring Ceremony celebration in February.
4. Responsible for the conceptualization and coordination of AgnesPalooza, specifically the agenda for the week and the final blow out event- in conjunction with the Festival/Concert Chair.
5. Responsible for the collaboration of COSMO group involvement and Center for Student Involvement.
6. Keeping accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
7. When appropriate, delegate committee/program responsibilities to committee members.
8. Work cooperatively with all other ProBo committees and campus organizations.
9. Complete other duties as assigned.

D. Festival/Concert Chair

1. Fulfill all responsibilities as outlined by Article II, Section V and Article II, Section VI.
2. Responsible for the conceptualization and coordination of Harvest Fest in the Fall.
3. Responsible for the conceptualization and coordination of AgnesPalooza, specifically the agenda for the week and the final blow out event- in conjunction with the Campus Tradition Chair.
4. Responsible for the collaboration of COSMO group involvement and Center for Student Involvement.
5. Keeping accurate records of ProBo expenditures, which shall conform to the standard College financial record-keeping practices.
6. When appropriate, delegate committee/program responsibilities to committee members.
7. Work cooperatively with all other ProBo committees and campus organizations.
8. Complete other duties as assigned.

**Article VI: Executive Board Election**

**Section I: Election of Programming Board President**

1. Programming Board President shall be elected by Student Government Association vote.
2. Petitions for Programming Board President will be handled through the Student Government Association Elections Chair.
3. President of Programming Board is not allowed to hold the following positions: officer of Honor Court; officer of Judicial Board; officer of the student's class; member of the Allocating Committee.

4. Officers must have had a minimum eligibility of one (1) year on Full Board and at least 1 semester on General Board.
  - a. Must have maintained a good standing position while on the board. Any probationary periods will be taken into consideration when running for such position.
5. Officer may not hold position if studying abroad for at least one (1) semester.

**Section II: Election of Vice President of Programming Board, Director of Finance, and Director of Membership and Outreach, and Director of Marketing and Promotions**

1. All candidates must meet member eligibility criteria as outlined in Article II, Section II, Section V, Section VI, and Section VII.
2. Election of Vice President of Programming Board, Director of Finance, and Director of Membership and Outreach, and Director of Marketing and Promotions shall occur by vote of current General Board of Programming.
3. Petitions for the positions will be handled by the current Membership Chair.
4. Voting mechanisms will be handled by current Membership Chair, overseen and approved by the Advisor.
6. Persons elected are not allowed to hold the following positions: member of the Allocating Committee.
5. Current officers must petition for re-election.
6. Officers may not hold position if studying abroad for at least one (1) semester.
7. Petitions shall be made available no later than the first week of April.
8. Officers must have had a minimum eligibility of one (1) year on Full Board.
  - a. Must have maintained a good standing position while on the board. Any probationary periods will be taken into consideration when running for such position.

**Article VII: General Board Selection Procedure**

**Section I: Selection Procedure**

1. All candidates must meet member eligibility criteria as outlined in Article II, Section II, Section V, and Section VI.
2. Selection procedure shall be handled by Membership Selection Committee as well as elected President, Vice President, and Membership Chair.
3. Petitions shall be made available no later than the first week of April.
4. Current chairs must petition for re-selection.
5. Officers must have had a minimum eligibility of one (1) year on Full Board.
6. Candidates for committees must be interviewed by Membership Selection Committee.
7. Interviews must be held by the second (2) week of April.
8. Selections shall be made no later than the third (3) week of April.
9. Candidates may apply if they are studying abroad for no more than one (1) semester in the term they will be selected to serve.
10. The Membership Selection Committee reserves the right to review petitions and at their discretion decide whether candidates truly meet eligibility requirements. Past and present disciplinary actions shall be heavily taken into consideration.

## **Article VIII: Constitution and By-Laws**

### **Section I: Amendments to the Constitution.**

1. All amendments to this constitution or the bylaws shall be submitted to the Programming Board President prior to the General Board meeting at which the amendment will be discussed.
2. Any General Board member of ProBo may propose an amendment by submitting the amendment in writing to the ProBo President.
3. Proposed amendments shall be discussed by and voted on further action by the General and Executive Board. A majority vote shall require further action for proposed amendments.
4. If proposed amendments require further action they will be presented to the Constitutional Review Committee of the Student Government Association, who reserve the right to approve or decline proposed amendments by their own method of decision.
5. Proposed amendments will take effect when approved by the Constitutional Review Committee and shall be effective immediately after approval.

### **Section II: Governing Statement**

1. This Constitution shall be the primary document governing all actions and policies of Programming Board and its members. Any Bylaws, Committee Rule, statute, or decisions of Programming Board or any of its parts that conflict with this Constitution shall be made void.

Psychology and Neuroscience Club Constitution  
Adopted November, 2013  
Revised September, 2016

**Article I: Name**

The name of this organization is the Psychology and Neuroscience Club.

**Article II: Purpose**

**Section 1:**

The purpose of this club is to allow students with an interest in the fields of psychology and neuroscience to interact and attend events that are specific to their fields of interests.

**Section 2:**

The objective of this club is to give students access to events, opportunities, and guest lectures in the fields of psychology and neuroscience, and give students with shared interest a place to come together and discuss these shared topics.

**Section 3:**

The aims of this club are to bring together students with interests in psychology and neuroscience. This club creates a space to discuss shared ideas and allows access to psychology- and neuroscience-specific events.

**Article III: Membership**

**Section 1: Anti-Discrimination Clause**

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability.

**Section 2: Student and Non-Student members**

Membership is open to:

- A. Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College students can vote/or hold office positions.
  - B. Agnes Scott College faculty and/or staff.
  - C. Honorary members, alumnae, and others as voted on by the Executive Board.
- There will be no maximum number of members.

**Section 3: Obligations and expectations of the general body members**

It shall be the duties of the students to sign up at the Psychology and Neuroscience club meetings, during the Student Organization Fair, or email the president, if they wish to be members of the club. A club member must attend one meeting and/or event per semester in order to remain in good standing.

**Article IV: Offices**

**Section 1: President Duties**

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee, and assist all committees and Executive Board Members as needed
- D. Submit a detailed report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board Members after elections

E. Serve as a liaison between the organization and its advisor

**Section 2: Vice President Duties**

A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings

B. Preside over all meetings in the event of the unavailability of the President

C. Succeed the President in the event of the President's extended absence or removal

D. Act as another advisor to all committees appointed by the President

E. Prepare all necessary duties as prescribed by the President

F. Collect and submit all organizational information to the IOC as it related to the Allocation Points system

a. Includes but not limited to membership numbers, community service hours, event attendance etc.

G. Submit a detailed report to incoming Vice President

**Section 3: Secretary Duties**

A. Keep a record of the procedures of all meetings and to make minutes available to the club members and/or executive board, as appropriate

B. Send out notices of all called/schedules meetings to the General Body

C. Take attendance at each meeting or event

D. Track members' participation in committees, meetings, and events

E. Maintain an updated mailing and email list of all current members

F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to the appropriate persons

G. Submit a detailed report to incoming secretary

**Section 4: Treasurer Duties**

A. Record all of the expenditures, including, but not limited to, phone and copy charges, vendors, performers/speaking costs, etc.

B. Update budget regularly and bring to all Executive Board meetings

C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information

D. Store budget information in multiple forms; digital and hard copy

E. Propose budget changes in congruence with the President and Vice President

F. Submit a detailed report to incoming Treasurer

**Section 5: Advisors**

A. A full time Agnes Scott College faculty or staff member will serve as an advisor to the organization.

B. The Advisor(s) shall be chosen by the Executive Board

C. Duties of the Advisor include but are not limited to:

a. Fulfillment of the agreed upon Advisor/Organization Contract

b. Meeting with the organizations Executive Board at times agreed upon

c. Reviewing the yearly allocated budget to plan for events, etc.

d. Signing all required paperwork

e. Advising the organization on issues of risk management and leadership

f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

## **Article V: Elections and Removals**

### **Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the spring semester no later than the date set by the Center for Leadership and Service
- B. Any current general body member in good standing is eligible to run for an Executive Board position
- C. Any current and rising Junior or Senior is eligible to be elected President (except in cases of special nomination of a member by the Executive Board)
- D. All nominees must present a brief statement of their qualification for the Executive Board position and their platform before ballots are sent out
- D. All officers must be elected by a majority vote of all members on the online ballot emailed by the President to the general body
- F. Runoff elections may be called as necessary by the Executive Board and Advisor
- G. New officers take office at the last meeting of the spring semester and remain in office until the next election
- H. If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions if they are eligible to run for office

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organizations events:

- A. The advisors, considered to be a “neutral party,” shall meet with the Executive Board member in question to ascertain the situation
- B. The President and Vice President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the board and perform sufficiently
- C. If the executive board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The board will immediately appoint a replacement, who is an active general body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization’s members.

### **Section 3: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center for Leadership and Service.
- B. Emergency Elections are held at the beginning of the fall semester.

## **Article VI: Meetings**

### **Section 1: Organization Meetings/Events**

- A. The Executive Board shall meet before each general body meeting

B. General Body meetings/events shall be held two times a semester

**Section 2: Additional Meetings**

A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings

B. The President, with the approval of the Executive Board, may call additional meetings

**Article VII: Amendments**

**Section 1:**

The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the General Body members. The President or next highest person will act as a tie-breaker.

**Section 2:**

An amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

**Section 3:**

An amendment must be approved by the organization advisor before final ratification.

## **Public Health Club**

Revised in March 2016

### **Article I (Name)**

Public Health Club

### **Article II (Purpose)**

#### Mission Statement:

Promote and encourage healthy behaviors on campus, inform students on campus about Public Health, and connect the campus community with the greater Atlanta community through health activities and service.

### **Article III (Membership)**

#### Section 1: Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

#### Section 2: Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
- B. Agnes Scott College faculty and/or staff
- C. Honorary members; Alumnae, and others as voted on by the Executive Board

There will be no maximum number of members.

#### Section 3: Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. Express interest in topics and issues related to public health, wellness, sustainability, etc.
- B. To be an active member, students must attend most meetings held by or co-sponsored by the club, unless the student has notified the exec board in advance of her/his/their absence.

## **Article IV (Offices)**

Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code

### Section 1: President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor
- F. Build relationships with community organizations, the Wellness Center, and other student organizations

### Section 2:

#### Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event if the President has an extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President

H. Assist the president in building relationships with community organizations, the Wellness Center, and other student organizations

### Section 3: Secretary

A. Keep a record of the procedures of all meetings and to make minutes available to the campus community

B. Send out notices of all called/scheduled meetings to the General Body

C. Take attendance at each meeting or event

D. Track members participation in committees, meetings and events

E. Maintain an updated mailing and email list of all current members

F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons

G. Submit a detailed transition report to incoming Secretary

H. Build relationships with the student body and other student organizations to make the organization more visible

### Section 4: Treasurer

A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.

B. Update budget regularly and bring to all Executive Board meetings

C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information

D. Store budget information in multiple forms, digital and hard copy

E. Propose budget changes in congruence with the President(s) and Vice-President

F. Submit a detailed transition report to incoming Treasurer

### Section 5: Communications Chair

A. Publicize club events on social media accounts, Irvine and other methods

B. Increase visibility in club

- C. Being a liaison between public health, other clubs and other organizations
- D. Has flexibility within position
- E. Promote and help spread awareness about the club and public health issues
- F. As a liaison between public health and other health organizations

#### Section 6: Advisor

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (Mandatory guideline followed by all Student Organizations)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
  - g. Support student-led club initiatives and add advisement, if needed

#### **Article V: Elections and Removals**

##### Section 1: Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position

C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board or Vice President's temporary placement of the President's extended absence)

a. Requirements apply to both candidates for a Co-Presidency

D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)

E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members

F. Runoff elections may be called as necessary by the Executive Board and Advisor

G. New officers take office at the last meeting of the Spring semester and remain in office until the next election

H. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies

a. Emergency elections will take place early fall semester

b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

## Section 2: Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

A. The Advisor(s), considered to be a "neutral party", shall meet with the Executive Board member in question to ascertain the situation

B. The President(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.

C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board

a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

### Section 3: Time of Elections

A. Elections shall take place during Spring Elections, set by the Center for Student Engagement

B. Emergency Elections are held in early fall

## **Article VI: Meetings**

### Section 1: Organization Meetings

A. The Executive Board shall meet biweekly and before each general body meeting

B. General body meetings shall be held at least twice monthly

### Section 2: Additional Meetings

A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings

B. The President(s), with the approval of the Executive Board, may call additional meetings

## **Article VII: Amendments**

Section 1: The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker

Section 2: An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

Section 3: An amendment must be approved by the organization Advisor before final ratification

# **Publius Pre-Law Society Constitution**

Revised April 2018

## **Article I: Name of Organization**

The name of the organization shall be the Agnes Scott College “Publius Pre-Law Society” and shall be referred to as such in all official correspondences.

## **Article II: Mission of Publius Pre-Law Society**

- I. Serve Student Interests. To serve as a body of students concerned with and interested in the advancement of Scotties in their judicial endeavours.
- II. Represent Student Interests in the Community. To coordinate activities and functions that will enhance the reputation and standing of both the organization and the students of Agnes Scott College in their judicial community.
- III. Provide Events and Opportunities. To organize education, social, cultural, and civic activities and leadership opportunities for both members of the organization and the student body (i.e. internship opportunities, law career events, law school events etc.).
- IV. Promote Organizational Relationships. To organize educational, social, cultural, and civic activities and leadership opportunities to members of this organization and other organizations on the Agnes Scott campus.
- V. Foster a Relationship Between Agnes Scott and the Law Community in Atlanta. To promote interactions between the organization, the administration of the college, local and national judicial communities, and organizations and institutions promoting the advancement of Scotties in judicial positions.

## **Article III: Purpose of the Organization**

Publius Pre-Law Society is an organization founded by the students of Agnes Scott College who all have the common goal of one day attending law school. These students sought out to create an organization at Agnes Scott which would provide students with information on the law school admissions process, one on one talks with law school representatives, support study sessions for the LSAT, and advice from current lawyers and alumnae who are currently in law school.

## **Article IV: Membership**

To be a member in good standing with the organization, one must maintain a grade point average of 2.0 (on a 4.0 scale) and regularly attend meetings, as the organization sees fit.

- I. Student Membership. All persons who are currently in the process of obtaining a degree from Agnes Scott College are eligible for membership. Membership is granted by a request sent to any member of the Executive Board, either by written, electronic, or verbal communication. All members shall have such rights and privileges as may be decided at semester meetings of the organization.
- II. Faculty Mentors. Faculty members of Agnes Scott College desiring to advance the interests of their students by participating may also be involved in the activities of the organization by serving as mentors and intermediaries both with Agnes Scott College administration and the judicial community at large.
- III. Anti-Discrimination Clause. Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and our bond as a community. Discrimination or harassment may take many forms, including, but not limited to; verbal insults, inappropriate humor, defacement or destruction of property, and physical intimidation. Harassment or discrimination of any person, group, or national origin is a violation to Agnes Scott College's mission. Persons determined to have engaged in unacceptable behavior, such as activity, which substantially threatens or interferes with another person's academic efforts, property, employment, or participation in the life of the college, or creates a hostile or demeaning atmosphere will be subject to prompt disciplinary action.

## **Article V: Leadership**

- I. Presiding Officers & Duties.
  - A. President
    1. Call and preside over all meetings, nominations, communication, and financial discussions with the other members of the Executive Board.
    2. See that all elections are announced and held as prescribed by the Constitution.
    3. Appoint, oversee, advise, and/or assist all committees and Executive Board members as needed.
    4. Represent the organization to administration and outside persons/entities.
    5. Serve as the liaison between the organization and its advisor.
    6. To create the online survey for executive board petitions.
    7. Prepare all necessary duties related to the Presidency.

8. Submit a detailed report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board members after election.
- B. Vice President/IOC Representative
1. Call and preside over all meetings, nominations, communication, and financial discussions with the other members of the Executive Board when the President is not in attendance.
  2. Attend Inter-Organization Council (IOC) monthly meetings. In the case of IOC Retreats, the Vice President shall be in attendance with the Treasurer.
  3. Submit a detailed report to the incoming Vice President in addition to conducting a transitional meeting for all incoming Executive Board members after election.
- C. Secretary
1. Keep a detailed record of the minutes for every meeting and to make minutes available to the Publius Pre-Law Society community via weekly e-mail communication.
  2. Send out notices of all called/scheduled meetings to members of the organization.
  3. Take attendance at each meeting or event.
  4. Track member participation in communities, meetings, and events.
  5. Maintain an updated mailing and e-mail list of all current members.
  6. Keep detailed track of Publius Pre-Law Society networking.
  7. Send mailed correspondence to other off-campus individuals if needed, check mailboxes and route mail to appropriate persons.
  8. Submit a detailed report to the incoming Secretary in addition to conducting a transitional meeting for all incoming Executive Board members after election.
- D. Treasurer
1. Keep track of all the expenditures, including but not limited to food, refreshments, printing charges, postage, vendors, performers/speakers costs etc.
  2. Update budget annually and bring to Executive Board to review.
  3. Personally communicate with all committee chairs regarding their individual expenditures and other budgetary information.
  4. Be present at every use of the organization's budget. If the Treasurer is unable to be present, a copy of the expenditures in

either physical or digital copy must be given to the Treasurer to ensure accurate budget accounting.

5. Store budget information in multiple forms, including, but not limited to, digital and hard copies.
6. Propose budget changes in coordination with the President.
7. Prepare a detailed report to the incoming Treasurer in addition to conducting a transitional meeting for all incoming Executive Board members after election.

E. Public Relations Chair

1. Create flyers & posters for meetings and events
2. Send flyers to President for approval
3. Get posters approved by Center for Student Involvement
4. Submit flyers for meetings and events to the Irvine
5. Take photos during meetings and events
6. Update and maintain all Publius Pre-Law social media accounts

F. Advisor

1. Fulfillment of the agreed upon Advisor/Organization Contract.
2. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract.
3. Reviewing the yearly-allocated budget to plan for events.
4. Signing all required paperwork and documentation.
5. Advising the organization on issues or risk management and leadership.
6. Review of the Agnes Scott College Handbook with the organization to know all college policies and procedures.

**Article VI: Election of Leadership**

- I. All who want to join or remain on the executive board must submit their petition for their desired position through the online survey.
- II. Petitions will be made visible and the general body and current Executive Board members will vote through the online survey.
- III. In the case of a tie, the President will appoint who will fill the position.

**Article VII: Removal and Resignation of Leadership**

- I. Any officer or advisor may be removed for due cause.
- II. A letter of complaint must be filed by a member of the organization against the member in question to the President. In the case that the member in question is

the President, the letter of complaint shall be filed with the Advisor of the organization.

- III. The complaint will be entrusted to the President and/or Advisor and the next highest officer to determine the most appropriate course of action for the organization (i.e. removal and resignation, formal letter of apology, special meeting of the members etc.).

## **Article VIII: Meetings and Communication of the Members**

- I. Meetings of the Members.
  - A. The time, date, location, and frequency of the meetings shall be decided by the entire body of the organization at the end of each preceding semester, with the Executive Board holding supreme and lasting discretion upon the final decision.
  - B. It shall be the job of the Vice President to then obtain approval and registration documentation of the meeting information with EMS.
- II. Purpose of the Meetings.
  - A. To allow the President and Vice President to present the semester agenda for the organization.
  - B. To open the floor to discussion and calls for additions to the agenda.
  - C. To publically install new leadership through the organization.
- III. Communication to the Members.
  - A. Communication may exist through official letters and brochures, mail packages, e-mails and campus wide announcements.
  - B. The Secretary is responsible for communicating the Publius Pre-Law Society agenda to each section of membership and campus to effectively promote the organization.
- IV. Communication Policies.
  - A. Although the organization will serve the students as an active campus organization, the communication of Publius Pre-Law Society shall be limited to selectively inform and promote opportunities to members. The organizations service to membership functions as a resource and affiliation to those of common interest, and the organization's communication shall not be used to market or unnecessarily breach a courteous level of communication.

# ASC Radiant Royalties

## Constitution 2018 - 2019

**Article I** (Purpose): Striving towards a sense of community through dance and service.

\_\_\_\_\_ **Article II** Requirements of Members

1. Above average attendance
  - a. Each performer is allowed to have three unexcused absences. After three, you are placed on probation. On probation, you are not allowed to perform but you are still required to attend performances and practices. You are taken off of probation at the President's discretion.
2. Willingness and openness to learn
3. Willingness to be apart of a team and not an individual
4. Ability to memorize stands and "half - time performances"

\_\_\_\_\_ **Section 1**: Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

\_\_\_\_\_ **Section 2**: Student and Non - Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office.
- B. Agnes Scott College faculty and/or staff.
- C. Honorary members; Alumnae, and others as voted on by the Executive Board.

There will be a maximum of 20 members.

\_\_\_\_\_ **Section 3**: Obligations and Expectations of General Body Members

It shall be the duties of the members to:

1. Meet the physical demands of the club
2. Come to ALL practices
3. Attend performances

\_\_\_\_\_ **Section 4**: Audition Process: To Become A Member

1. There will be a two day audition process:

# ASC Radiant Royalties

- a. We Students learn a dance and a stand routine within one practices. They will then prepare a solo.
- b. Week 2: Performance of routine learned in Week 1.
- 2. Selection Process: After Week 2, the executive board will personally contact you to inform you of your status on the team.

## \_\_\_\_ Article III Elections and Removals *(mandatory guidelines followed by all Registered Organizations)*

### \_\_\_\_ **Section 1** : Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory** )
- B. In order to be eligible to run for an Executive Board position:
  - a. You must be a rising Sophomore, Junior, or Senior in good standing
  - b. You must shadow the position you are running for
    - i. Once you get an approval by the person you are shadowing and the President, you are then allowed to run. (Current standing executives must be approved by the President in order to re-run)
- C. Any current and rising Junior or Senior with at least two years on the team is eligible to be elected President (except in cases of special nomination of member by the Executive Board).
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory** )
- F. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory** )
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### \_\_\_\_ **Section 2** : Impeachment

# ASC Radiant Royalties

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/ attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member’s willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to underperform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

\_\_\_\_\_ **Article IV Meetings (mandatory)**

\_\_\_\_\_ **Section 1: Organization Meetings**

- A. The Executive Board shall meet bi -weekly based on the members’ schedules.
- B. General body meetings shall be held every week, three times per week.
- C. *Adjust required meeting times you want your organization to have*

\_\_\_\_\_ **Section 2 : Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President, with the approval of the Executive Board, may call additional meetings

By signing below I acknowledge that I have fully read and understood the rules, regulations and orientation packet. I understand that if I have any questions or concerns about this policy, it is my responsibility to discuss this with the executive members of the Radiant Royalties.

\_\_\_\_\_

\_\_\_\_\_

Print Full Name

Date

# ASC Radiant Royalties



Signature

Adopted October 2016

Revised October 2016

**Article I** (Name)

Role Playing Games Club (RPG Club)

**Article II** (Purpose)

The purpose of this club is to provide accessibility and opportunities for students to engage in group role playing activities and games, as well as to organize and host the yearly Nerd Prom in spring semester

**Article III** (Membership)

**Section 1: Anti-Discrimination Clause**

All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation or ability.

**Section 2: Student and Non-Student Members**

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA Policies. Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty/staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

**Section 3: Obligations and Expectations of Members**

It shall be the duties of the members to:

- A. Sign up to be on appropriate email list for overall club/individual campaigns
- B. Be in good standing, academically and non-academically

**Article IV** (Offices)

**Section 1: President(s) Duties**

- A. Call and Preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and executive board members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

**Section 2: Vice-President(s)**

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event of the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to the IOC as it relates to the Allocation Points System

- a. Includes but not limited to membership numbers, community service hours, event attendance exc.

G. Submit a detailed Transition report to incoming Vice-President

**Section 3: Secretary**

- A. Keep record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary

**Section 4: Treasurer**

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, exc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

**Section 5: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, exc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**Article V (Elections and Removals)**

**Section 1: Executive Board**

- A. The Elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service
- B. Any current general body member and rising Sophomore, Junior or Senior in good standing is eligible to run for an Executive Board position

- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
- D. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members
- E. Runoff elections may be called as necessary by the Executive Board and Advisor
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

**Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member to ascertain the situation
- B. The President(s) and Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member’s willingness to remain on the Board and perform sufficiently
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the executive board
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members

**Section 3: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center for Leadership and Service
- B. Emergency Elections are held at the beginning of the fall semester

**Article VI (Meetings)**

**Section 1: Organization Meetings**

- A. The Executive Board shall meet weekly before large events and otherwise as needed and before each general body meeting
- B. General body meetings shall be held at the beginning of each new semester and as needed before larger events

**Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings

B. The President(s), with the approval of the Executive Board, may call additional meetings

**Article VII** (Amendments)

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and a majority vote of the general body; the President or next highest position will act as a tie-breaker

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it

**Section 3:** An amendment must be approved by the organization Advisor before final ratification

Adopted October, 2015  
Revised April, 2018

# Constitution

## **Article I:** Name - Scottie Sharks Swim Club

### **Article II:** Purpose

**Section 1:** The purpose is to provide students with an opportunity to participate in their favorite sport on the casual, recreational level.

**Section 2:** The objectives are as follows:

1. Students will exercise together and build their fitness level.
2. Swim workshops will be provided so students can improve their technique.
3. Students will socialize and bond through recreational activities, such as pool parties, relays, game nights, water Zumba, water aerobics, etc.

**Section 3:** Mission Statement - "Scottie Sharks Swim Club" empowers students to share their interest in swimming by exercising together, enjoying aquatic recreational activities, furthering their abilities with workshops, and promoting team building with competitions.

## **Article III:** Membership

### **Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

### **Section 2:** Student Membership

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office.

There will be no maximum number of members.

### **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. A person becomes a member by signing up and/or emailing one of the executive members their desire to join. Members must be of decent academic standing, with no less than a 2.5 GPA. Members are required to attend at least 3 general body meetings, 2 swim club events, 2 events co-hosted with CSI, and all but 3 Group Swim events (including make up swim during pool community hours). Failure to fulfill these requirements will result in a personal meeting with the executive board at the end of the semester.

## **Article IV: Offices**

### **Section 1: President Duties**

- A. Call and preside over all meetings of the organization.
- B. See that all elections are announced and held as prescribed by the constitution.
- C. Appoint, oversee and assist all committees and Executive Board Members as needed.
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting to all incoming Executive Board Members after elections.
- E. Serve as a liaison between the organization and its advisor.

### **Section 2: Vice-President Duties**

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event of the President's extended absence or removal.
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance, etc.
- G. Submit a detailed transition report to incoming Vice-President.

### **Section 3: Secretary**

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community.
- B. Send out notices of all called/scheduled meetings to the General Body.
- C. Take attendance at each meeting or event.
- D. Track members participation in committees, meetings, and events
- E. Maintain an updated mailing and email list of all current members.
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons.
- G. Submit a detailed transition report to incoming Secretary.

### **Section 4: Treasurer**

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings.
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information.
- D. Store budget information in multiple forms, digital and hard copy.

- E. Propose budget changes in congruence with the President(s) and Vice President.
- F. Submit a detailed transition report to incoming Treasurer.

**Section 5: Advisor**

- A. A full time Agnes Scott College faculty or staff member will serve as an advisor to the organization.
- B. The Advisor(s) shall be chosen by the Executive Board.
- C. Duties of the Advisor include but are not limited to:
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership.
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**Article V Elections and Removals**

**Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement.
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
  - a. Requirements apply to both candidates for a Co-presidency.
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out.
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members.
- F. Runoff elections may be called as necessary by the Executive Board and Advisor.
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- H. If a position remains unfulfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester.
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.

**Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a “neutral party,” shall meet with the Executive Board member in question to ascertain the situation.
- B. The President(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member’s willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board.
  - a. The Board will immediately appoint a replacement who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all the other officers will be nominated by the organization’s members.

**Section 3:** Time of Elections

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement.
- B. Emergency Elections are held in early fall.

**Article VI** Meetings

**Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly.

**Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings.
- B. The President(s), with the approval of the Executive Board, may call additional meetings.

**Article VII:** Amendments

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it.

**Section 3:** An amendment must be approved by the organization Advisor before final

ratification.

# *Scotties for Change Constitution*

---

## Article I

- Purpose
    - Scotties for Change aims to bring individuals together to build community efforts to create positive change in the world through community service projects.
  - Objectives
    - To engage in the Atlanta community through volunteering our time to local organizations and bringing awareness to their causes.
    - To provide the opportunity for leadership training in service.
    - To serve on the campus and in the community.
    - To encourage participation in group volunteer activities.
    - To promote good fellowship and high scholarship.
    - To develop active citizenship and the spirit of service for improvement of all human relations.
    - To cooperate with the administrative officers of the educational institutions of which the club is a part.
    - To afford useful training in social graces and personality development.
  - Mission
    - To be the leading community service organization on Agnes Scott College's campus and to set an example for all students on the campus, as well as for students at other college campuses.
- 

## Article II

- Membership
  - All privileges of membership shall be made available to to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or disability. Membership is open to all Agnes Scott students who meet eligibility standards as stated in the SGA policies.
  - Members are encouraged to fulfill 10 hours of community service per semester. This can be met by attending 2-4 service events put on by Scotties for Change.
  - Members are recommended to attend at least half of the club meetings to engage in discussion and learn about upcoming opportunities.
  - Only Agnes Scott College students can vote and/or hold executive positions.
  - There is not a maximum number of members.
  - Members who attend general body meetings are given priority to attend events. If a member does not show up to an event without giving the exec member who planned the event at least 48 hour notice with a reasonable excuse to not attend

## *Scotties for Change Constitution*

(scheduled for work, illness, family emergency, etc), the member will be on the bottom of the priority list for future events for the remainder of the academic year.

- - Exceptions can be made for true immediate emergencies for members who have otherwise shown commitment
- Executive Board Duties and Responsibilities
  - Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code. President and Vice-President positions may have co-leaders if they are approved by the general body and if both leaders agree to the arrangement.
  - General Officer Responsibilities
    - Determine policies that govern the club
    - Determine the nature and context of the club's service activities with input from the club members
    - Access member recruitment and retention activities and pursue further club development
    - Evaluate club progress
    - Maintain operating budget and oversee disbursement of all funds
    - Approve all presidential appointments of committee chairs and special positions
    - Oversee filling of club officer vacancies
    - Plan at least 2 (one per semester) community service events and attend many to set an example for general body members.
      - Contacting the organization and setting up a date and time
      - Getting members to attend using the Scotties Serve site, facebook, the mailing list, and announcing it at the preceding general body meeting
      - Arranging transportation and other resources for the trip (food, water, gloves, etc)
      - Attending and documenting the event
      - Ensuring members safety while off campus
    - Attend all club meetings, save emergencies and inform other officers if a meeting will be missed
  - President Duties
    - All general officer responsibilities
    - Call and preside over all meetings of the organization
    - See that elections are announced and held as prescribed by the constitution
    - Appoint, oversee and assist all committees as Executive Board Members as needed

## *Scotties for Change Constitution*

- Submit a detailed transition report to the incoming president in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- Serve as a liaison between the organization and its advisor
- Lead many service events off campus and aide in the organization of other members events
- Vice-President Duties
  - All general officer responsibilities
  - Serve as Inter-Organizational Council (IOC) Representative, attending all meetings, and finding a substitute if unable to attend.
  - Preside over all meetings in the event of the unavailability of the President, or at the request of the President.
  - Succeed the President in the event if the President's extended absence or removal.
  - Prepare all necessary duties as prescribed by the President(s)
  - Collect and submit all organizational information to IOC as it relates to the Allocation Points system.
    - Includes but is not limited to membership numbers, community service hours, event attendance, etc
  - Assist the President and other Executive Board Members
  - Submit a detailed transition report to incoming vice president
- Secretary Duties
  - All general officer responsibilities
  - Keep a record of the procedures of all meetings and to make minutes available to the campus community.
  - Submit a detailed transition report to incoming secretary
- Treasurer Duties
  - All general officer responsibilities
  - Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
  - Update budget regularly and bring to all Executive Board meetings
  - Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information.
  - Store budget information in multiple forms, digital and hard copy.
  - Proposed budget changes in congruence with the President's and Vice-President.
  - Submit a detailed report to incoming Treasurer
- Advisor

## *Scotties for Change Constitution*

- A full time faculty or staff member will serve as an advisor to the organization
  - The advisor shall be chosen by the executive board
  - Duties of the advisor include but are not limited to
    - Fulfillment of the agreed upon Advisor/Organization Contract
    - Meeting with the organization's Executive Board at times agreed upon
    - Reviewing the yearly allocated budget to plan for events
    - Signing all required paperwork
    - Advising the organization on issues of risk management and leadership.
    - Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
- 

### Article III

- Elections
  - The elections for officers for the forthcoming year will take place in the Spring semester no later than and we be set by the Center for Leadership and Service
  - Any current rising Junior or Senior with at least one year executive board experience is eligible to be elected President
  - All nominees for every position must write and present (publicly or electronically) a brief statement for of their qualifications for the Executive Board position and their platform before ballots are sent out
  - All officers must be elected by a majority vote of all members
  - Runoff elections may be called as necessary by the Executive Board and the Advisor
  - New officers take office at the last meeting of the Spring semester and remain in office until next election.
  - If a position remains unfilled after the election process, the President or the next highest position will host an emergency election to fill the vacancies
    - Emergency elections take place early fall semester
    - All general body members must be notified of the vacancy and have an opportunity to run for the positions, if they are eligible for office
  - Elections shall take place during Spring Elections, set by the Center for Leadership and Service. Emergency elections are held at the beginning of the fall semester.
- Removals

## *Scotties for Change Constitution*

- In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events
    - Then the Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation.
    - The president and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the member's' willingness to remain on the Board and perform sufficiently.
    - If the Executive Board member continues to underperform, the Executive Board shall vote whether that member shall remain on the Board. The Board will immediately appoint a replacement, who is an active member.
  - If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization's members.
- 

### Article IV

- Meetings
  - General body meetings will be held nearly bi-weekly. At meetings upcoming events and their causes will be discussed.
  - The executive board will meet at least twice a semester outside the general body meetings and additionally as needed. Open communication will be held between executive officers via email and the phone.
- Events
  - The main events Scotties for Change hosts involves getting off campus and volunteering. Below are guidelines for how to go about planning and executing a service event.
    - Contact an organization that relates to a cause that Scotties for Change works towards.
    - Plan the event for a date and time when students will be available (usually a weekend).
    - Figure out transportation. Contact the Scotties for Change drivers and offer them to provide transportation and attend the event.
    - Add the event to the GivePulse Scottie Serve site and the Scotties for Change calendar.
    - Inform members at meeting directly before the event about the project and allow them to fill the remaining spots.
    - Email the general body after the meeting informing them of the event and any remaining spots.

## *Scotties for Change Constitution*

- If someone contacts you and says they can no longer attend the event contact the first person on the waiting list to see if they are still interest in attending until you fill the vacant spot.
  - Attend the event and provide any snacks or tools that would be useful to the volunteers for the event.
  - Keep track of who is there and ensure all students return to campus safely.
  - In case of emergency follow protocol of the organization you are at, call 911 if necessary, inform faculty advisor and/or contact public safety.
- 

### Article V

- Amendments
    - The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of General Body members.
    - An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.
    - An amendment must be approved by the organization Advisor before final ratification.
-

## **Article I: Name**

Society of Physics Students

## **Article II: Purpose**

“The Society of Physics Students (SPS) is a professional association explicitly designed for students. Membership, through collegiate chapters, is open to anyone interested in physics... SPS exists to help students transform themselves into contributing members of the professional community.”

Source: <http://www.spsnational.org/about/index.htm>

## **Article III: Membership**

### **Section 1: Anti-Discrimination Clause**

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

### **Section 2: Student and Non-Student members**

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies.  
Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty and/or staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

### **Section 3: Obligations and Expectations of General Body Members**

It shall be the duties of the members to:

- A. Attend General body Meetings
- B. Attend events
- C. Volunteer at events
- D. Be in good academic standing in accordance to the Dean of Academic Affairs.

## **Article IV: Offices**

Students can only run for, and hold office in an SPS if they are in good standing based on the requirements above.

**Section 1: President(s) Duties**

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

**Section 2: Vice-President**

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event of the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed report to incoming Vice-President

**Section 3: Secretary**

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed report to incoming Secretary

**Section 4: Treasurer**

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed report to incoming Treasurer

## **Section 5: Advisor**

- A. A full time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership
  - f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

## **Article V: Elections and Removals**

### **Section 1: Executive Board**

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Leadership and Service
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position.
- C. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out.
- D. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members.
- E. Runoff elections may be called as necessary by the Executive Board and Advisor
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- G. If a position remains unfilled after the elections process, the President and or next highest position will host an emergency election to fill the vacancies.
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office.

### **Section 2: Impeachment**

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a "neutral party", shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.

- a. If this Executive officer in question is the President or Vice President, the issue can be addressed by other officers.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle. All other officers will be nominated by the organization's members.

**Section 3: Time of Elections**

- A. Elections shall take place during Spring Elections, set by the Center for Leadership and Service
- B. Emergency Elections are held in early fall

**Article VI: Meetings**

**Section 1: Organization Meetings**

- A. The Executive Board shall meet monthly and before each general body meeting
- B. General body meetings shall be held once a month and right before an event.

**Section 2: Additional Meetings**

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings.
- B. The President(s), with the approval of the Executive Board, may call additional meetings

**Article VII: Amendments**

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the General Body; the President or next highest position will act as a tie breaker.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

**Section 3:** An amendment must be approved by the organization Advisor before final ratification.

# Constitution of The ASC

## Soon Movement Constitution

Adopted: April, 2019

Revised: April, 2019

### **Article I: Organization Name**

The official organization name is Soon Movement in CRU

### **Article II: Purpose**

Section 1: Our main purpose is to fulfill the mission of Soon Movement in Atlanta, Georgia. Their mission is connecting people to Christ and helping them grow as disciples.

Section 2: To give students a safe space to share and practice their faith.

Section 3: Our last purpose is to build relationships with other Soon Movement members across college campuses in Georgia.

### **Article III: Membership**

Section 1: Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. *(Mandatory clause used by all Registered Student Organizations)*

Section 2: Student and Non-Student members

Membership is open to:

1. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
2. Agnes Scott College faculty and/or staff
3. Honorary members; Alumnae, and others as voted on by the Executive Board
4. All Soon Movement members and staff from other campuses are welcome to join our weekly meetings
5. There will be no maximum number of members

Section 3: Obligations and Expectations of General Body Members

It shall be the duties of the members to:

1. Attend weekly meetings of Soon Movement and come with open ears and minds
2. Be willing to pray for others and worship our Father

#### **Article IV: Offices**

*Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

##### Section 1: President(s) Duties

1. Call and preside over all meetings of the organization
2. See that all elections are announced and held as prescribed by the constitution
3. Appoint, oversee and assist all committees and Executive Board Members as needed
4. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
5. Serve as a liaison between the organization and its advisor
6. Prepare weekly powerpoints with message and praise songs
7. Be willing to attend Friday night meetings with other SOON Movement members and staff.

##### Section 2: Vice-President(s)

1. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
2. Preside over all meetings in the event of the unavailability of the President(s)
3. Succeed the President in the event if the President's extended absence or removal
4. Act as another advisor to all committees appointed by the President(s)
5. Prepare all necessary duties as prescribed by the President(s)
6. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  1. Includes but not limited to membership numbers, community service hours, event attendance etc.
7. Submit a detailed transition report to incoming Vice-President
8. Prepare weekly powerpoints with message and praise songs
9. Be willing to attend Friday night meetings with other SOON Movement members and staff.

##### Section 3: Secretary

1. Maintain Soon Movement Facebook page and mailing with announcements

2. Send announcements for Soon Movement at Agnes to other Soon Movement Campuses, if needed
3. Fill out and submit all paperwork/forms required for event registration including the Student Space Registration Form and Google Event Registration Form
4. Submit a detailed transition report to incoming Secretary
5. Be willing to attend Friday night meetings with other SOON Movement members and staff.

#### Section 4: Treasurer

1. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
2. Update budget regularly and bring to all Executive Board meetings
3. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
4. Store budget information in Soon Movement folder
5. Submit a detailed transition report to incoming Treasurer
6. Be willing to attend Friday night meetings with other SOON Movement members and staff.

#### Section 5: Advisor

1. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
2. The Advisor shall be chosen by the Executive Board
3. Duties of the Advisor include but are not limited to
  1. Fulfillment of the agreed upon Advisor/Organization Contract (*Mandatory guideline followed by all Student Organizations*)
  2. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  3. Check in on Soon Movement folder for budget and club activity
  4. Signing all required paperwork
  5. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

### **Article V: Elections and Removals**

#### Section 1: Executive Board

1. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement

2. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
3. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
  1. Requirements apply to both candidates for a Co-Presidency
4. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
5. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
6. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
7. New officers take office at the last meeting of the Spring semester and remain in office until the next election
8. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies
  1. Emergency elections will take place early fall semester
  2. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

## Section 2: Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

1. The Advisor(s), considered to be a “neutral party”, shall meet with the Executive Board member in question to ascertain the situation
2. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members’ willingness to remain on the Board and perform sufficiently.
3. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  1. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
4. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

## Section 3: Time of Elections

1. Emergency Elections will take place early fall semester
2. Elections for the forthcoming year will take place at the end of the spring semester.

## **Article VI: Meetings**

### Section 1: Organization Meetings

1. The Executive Board shall meet weekly and before each general body meeting
2. Soon Movement meetings will weekly from the first general body meeting, same day to keep consistency

### Section 2: Additional Meetings

1. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
2. The President may call additional meetings
3. Additional meetings for Soon Movement are held every Friday evenings

## **Article VII Amendments**

Section 1: The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

Section 2: An Amendment, which the Executive Board wishes to take on, must be submitted to the members at least one week before the Board plans to implement it.

Section 3: An amendment must be approved by the organization Advisor before final ratification.

## **STRONG SIBLINGS COALITION CONSTITUTION**

**Article I** This club is henceforth to be called Strong Siblings Coalition (SSC)

**Article II** (Purpose)

*To empower young women to become the next generation of leaders.*

**Section 1:**

Strong Siblings Coalition is a joint mentoring program with Agnes Scott College and Decatur High School.

**Article III** (Membership)

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.

**Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty and/or staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

**Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. Express interest through a signup posted on Scotties Serve
- B. Members are expected to live and act honorably.

**Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code*

**Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor
- F. Honorably represent Strong Siblings Coalition

**Section 2:** Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event if the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)

- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President
- H. Serve as an extension of the President if necessary.

**Section 3: Secretary**

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary
- H. Coordinate calendar events with the President(s) and Workshop Chair

**Section 4: Treasurer**

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and **hard copy**
- E. Propose budget changes in congruence with the President and Vice-President
- F. Submit a detailed transition report to incoming Treasurer

**Section 5: Workshop Chair**

- A. Coordinates 5-8 workshops per semester
- B. Sets up themes for each workshop
- C. Works on the agenda for the workshops
- D. Works with the Secretary for space reservations

**Section 6: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (***Mandatory guideline followed by all Student Organizations***)
  - b. Meeting with the organization's Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.

- d. Signing all required paperwork
- e. Advising the organization on issues of risk management and leadership
- f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

## **Article V** Elections and Removals

### **Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)**
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- E. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- F. New officers take office at the last meeting of the Spring semester and remain in office until the next election
- G. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

### **Section 2:** Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a "neutral party", shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

**Section 3:** Time of Election

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

**Article VI** Meetings

**Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly

**Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings

**Article VII** Amendments

**Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tiebreaker.

**Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

**Section 3:** An amendment must be approved by the organization Advisor before final ratification

## Student Green Fee Fund

The Student Green Fee Fund was established in partnership with the Student Government Association and the Student Senate. The SGFF enables Agnes Scott students to take active leadership in addressing issues of sustainability at Agnes Scott, with the support of the Center for Sustainability and the Center for Student Involvement. The SGFF finances a variety of a sustainability initiatives on campus including:

- Student organization sustainability projects;
- Sustainability equipment upgrades;
- Small-scale sustainability programs.

### **Student Organization Sustainability Projects**

Student organizations can apply to the SGFF for funding so they can incorporate sustainability into the operations of their organization. By doing so, student organizations are able to take active leadership in addressing issues of sustainability on campus. Past examples include, purchasing compostable bowls for Scottie Stem Siblings Mixer, funding a Yurt demonstration from the House of Harmony theme house, and purchasing upcycled decorations for Nerd Prom.

Portion of the budget: 20%

### **Sustainability Equipment Upgrades**

Every year, the SGFF committee approves several projects to upgrade sustainability equipment on campus. In previous years, they have approved the installation of hydration stations across campus and the installation of outdoor recycling in select locations. The committee is able to support sustainability upgrades that normally would be outside of the scope of the college's operating budget.

Portion of the budget: 65%

### **Small-Scale Sustainability Programs**

The SGFF committee also funds a select number of sustainability outreach programs that without the support of the SGFF would not be supported in the college's operating budget. These are sustainability programs that directly impact students and their interactions with sustainability. The current program being support by the SGFF is the Purple Bike program. The SGFF will support one to two programs a year.

Portion of the budget: 15%

## Goals for the Student Green Fee Fund

1. In August, the chair will coordinate with the Center for Sustainability to fill any vacancies in committee positions. The committee will consist of four members, and one chair.
2. In September, the chair of the SGFF committee will set up a committee meeting to review the expectations and responsibilities of the committee for the academic year. The committee will also vote on which Small-Scale Sustainability Programs they wish to fund for the academic year.
3. In October, the committee will begin promoting the SGFF to student organizations through flyers, social media, and/or tabling in Evans.
4. In February, the committee will complete a second round of promotion following the same guidelines from the fall.
5. In mid-April, the committee will begin discussing the sustainability equipment upgrade project they wish to complete. This project will be voted on by all members of the committee and the decision will be sent to the committee's adviser. The selected project must be selected by a majority of the committee. Additionally, all members of the committee should be given updates on SGFF at least once a month by the chair of the committee can be given in person or via email. The chair will also schedule monthly meetings with the SGFF adviser to review the budget and update them on the status of projects.

#### The Student Green Fee Fund's Procedure for Funding Student Organization Projects

1. If an organization or club on campus is interested in applying for funding from the SGFF, they can email [sgff@agnesscott.edu](mailto:sgff@agnesscott.edu) to request an application. The application will be sent as a Google Form.
2. Once the application is submitted, the committee will receive an update from the SGFF chair. The chair will then set a meeting with all members within one week of receiving an application in order to vote on the project.

One member of the committee will take the lead in communicating with the organization during the application process if any additional information is needed on the project.
3. Once the committee has decided to fund the project, the applicant will be notified by a committee member. If the project was approved, the project will be inputted into the budget spreadsheet.
4. After the organization's event, the SGFF adviser will complete the funds transfer for the organization. Once this is complete, the organization will be notified.

## **AMENDING**

### **B Agnes Scott College**

#### **Student Government Association Constitution**

### **PREAMBLE**

We, the students of Agnes Scott College, with the goal of unifying the students through one shared system of self-governance, do hereby establish the Agnes Scott College Student Government Association, and endow it with our grant of power, pledging to support it, respect it, and sustain it.

### **ARTICLE I THE ASSOCIATION**

#### **Section I: Name**

The organization will be called the Agnes Scott College Student Government Association (ASCSGA).

#### **Section II: Membership**

- A. All students of Agnes Scott College will be members of the Association.
- B. All students are entitled to representation in the Governing Body.
- C. All students will have a vote.

#### **Section III: Action of the Association**

- A. The association may be called into session by a petition of student signatures of no less than 15% of the enrolled student body or by the president of the Student Government Association.
  - a. A student petition for action of the association must outline a desired course of action.
- B. For the transaction of business and the approval of any campus-wide referendum, a quorum will consist of one-fourth of all enrolled students.
- C. Business will be transacted by a simple majority. To censure or revoke a decision of a member organization of the Association or the Association itself, two-thirds vote by the students choosing to vote will be required.
- D. All voting members of the Association will be given one vote.

#### **Section IV: Non-Discrimination Policy**

All benefits and privileges of the ASCSGA will be available to all members regardless of race, age, size, class, political affiliation, gender expression and identity, creed, color, religion, national origin, sexual identity, and/or ability.

### **ARTICLE II GOVERNING BODY OF THE ASSOCIATION**

#### **Section I: Membership**

- A. The Governing Body of the Association will be composed of the Executive Board and the General Body

B. Membership of the Executive Board

a. Members of the Executive Board of the Association will be the President, Vice-president, Treasurer, Secretary, and Parliamentarian

b. All Executive Board positions will be elected at large.

C. The General Body of the Student Government Association will be composed of the following Senators:

- a. The President and Vice President of each class as elected by members of that class in a general election.
- b. Two senators at large per class will be elected in a general election.
- c. One Woodruff Scholar representative
- d. One Commuter Student representative
- e. The IOC Chair
- f. The COSMO Chair
- g. Transfer Student representative
- h. International Student representative
- i. One representative from the Interfaith Council
- j. One representative from the Student Athletic Advisory Council
- k. The Programming Board President
- l. Any remaining open positions will be filled by either residential or nonresidential students of any class in the special elections.

D. Eligibility

a. Executive Board Eligibility

i. President

1. Be in good academic standing with a 2.5 or higher GPA.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot hold an executive position in any other student organization, be an officer or member of Honor Court; or officer or member of Judicial Board.
4. Must have Junior or Senior standing
5. Must have served at least one academic school year in the governing body of the ASCSGA.

ii. Vice President

1. Be in good academic standing with a 2.5 or higher GPA.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot hold an executive position in any other student organization, be an officer or member of Honor Court; or officer or member of Judicial Board.
4. Must have served at least one academic school year as a member of an executive board of an organization at ASC or as a member of the General Body of the Student Government Association.

iii. Treasurer

1. Be in good academic standing with a cumulative 2.5 or higher GPA to be maintained through the term of office.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot hold an executive position in any other student organization, be an officer or member of Honor Court; or officer or member of Judicial Board.

iv. Secretary

1. Be in good academic standing with a cumulative 2.5 or higher GPA to be maintained through the term of office.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot hold an executive position in any other student organization, be an officer or member of Honor Court; or officer or member of Judicial Board.

v. Parliamentarian

1. Be in good academic standing with a cumulative 2.5 or higher GPA to be maintained through the term of office.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot be a member of Honor Court or member of Judicial Board.

b. General Body Eligibility

i. Senators

1. Be in good academic standing with a cumulative 2.5 or higher GPA to be maintained through the term of office.
2. Elected from the population they represent.
3. Cannot be an officer or member of Honor Court; or officer or member of Judicial Board
4. Must not have been found responsible of an Honor Court violation.

ii. IOC Chair

1. Be in good academic standing with a cumulative 2.5 or higher GPA to be maintained through the term of office.
2. Be in good disciplinary standing with no current Honor Court or Judicial Board infractions.
3. Cannot hold an executive position in any other student organization, be an officer or member of Honor Court; or officer or member of Judicial Board.
4. Must not have been found responsible of an Honor Court violation.

## Section II: Powers and Duties

### A. Powers and Duties of the Executive Board of the Association

- a. All voting members of the Executive Board of the Association will be given one vote except for the President and Vice-president of the Association. The Vice-president who will vote only in the case of a tie. Business will be conducted by a simple majority.
- b. It will be the responsibility of the Student Government Association to facilitate communication within the campus community and act in accordance with student interests.
- c. It will be the responsibility of the Executive Board to make themselves available via office hours during the week.
- d. President of Student Government Association
  - i. To serve as chairperson of the Student Government Association, voting only in the case of a tie in an executive board decision.
  - ii. To serve as a member of the Executive Board of the Association.
  - iii. To call all regular and emergency Executive Board of the Association meetings
  - iv. To be responsible for violations of the Constitution by the officers and members of Student Government Association, and to deal with the situations accordingly
  - v. To use veto power over unethical and unjust events in voting as determined by President and discussed with executive board.
  - vi. To provide executive leadership, by upholding democratic ideals, to the ASCSGA and assume primary responsibility for the fulfillment of the Association's purpose (see Preamble).
  - vii. To serve as a liaison between the Association and the administration.
  - viii. To call and preside over meetings of the Association.
  - ix. To serve as chairperson of the ASCSGA Executive Board.
  - x. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.
  - xi. May create special committees that meet the needs of the students. Members of such committees need not be Executive Board members.
  - xii. May veto an allocation made by the Allocating Committee within five school days, subject to override by the Student Government Association.
  - xiii. To serve as a member of the Judicial Review Committee.
  - xiv. To uphold the Constitution and to ensure that other elected officers do the same.
  - xv. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
  - xvi. To perform any other duties deemed necessary or prudent by the administration of the college
  - xvii. Upon invitation by the board chair, to attend meetings of the Board Trustees as an observer
  - xviii. To represent students and the SGA, upon invitation, at Senior Investiture and Opening

convocation, Honor Pledge Ceremony, Founder's Day, Sophomore Ring Ceremony, and Graduation.

e. Vice President of Student Government Association

- i. To serve as a member of the Executive Board of Student Government Association.
- ii. To attend all meetings of the Executive Board of the Association.
- iii. To assume the chair of Student Government Association meetings in the absence of the President.
- iv. To coordinate the petition process for student members of all College, faculty, and Board of Trustees committees as listed in the bylaws.
- v. To serve as a member of the Judicial Review Committee and other committees in absence of the President.
- vi. To fill Student Government Association committees and oversee the execution of responsibilities of the committees.
- vii. To serve as the liaison between Student Government Association and the Executive Board during the process of constitutional changes.
- viii. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
- ix. To assume the duties and powers delegated to the president of the Association in the president's absence.
- x. To uphold the constitution and to make sure other executive members uphold them as well
- xi. To represent students and the SGA, upon invitation, at Senior Investiture and Opening convocation, Honor Pledge Ceremony, Founder's Day Convocation, Sophomore Ring Ceremony, and Graduation.
- xii. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.

f. Secretary of Student Government Association

- i. To serve as a member of the Executive Board of Student Government Association.
- ii. To attend all meetings of the Executive Board of the Association.
- iii. To maintain individual attendance records of meetings of all student senators
- iv. To take minutes at all meetings of the Executive Board of the Association
- v. To notify members of violation of the constitution and its bylaws and of any action taken by the Executive Board or Association against such members.
- vi. To record minutes of Student Government Association and Executive Board meetings, and to distribute minutes to Executive Board and administrative offices requesting them.
- vii. To post/publish the minutes of the Student Government Association meetings in areas provided.
- viii. To prepare and present to the Executive Board of the Association a concise summary of Student Government Association's activities at its final session.

- ix. To coordinate student interviews for the board of trustees, faculty and college committees.
  - x. To chair the Elections Committee and ensure eligibility of candidates
  - xi. To maintain and accept petitions for all Student Government Association offices.
  - xii. To conduct elections in a manner that upholds the Agnes Scott Honor Code.
  - xiii. To represent students and the SGA, upon invitation, at Senior Investiture and Opening convocation, Honor Pledge Ceremony, Founder's Day, Sophomore Ring Ceremony, and Graduation.
  - xiv. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.
- g. Treasurer of Student Government Association
- i. To serve as a member of the Executive Board of the Student Government Association.
  - ii. To keep the financial records of the Student Government Association.
  - iii. To draft the yearly budget of the Student Government Association.
  - iv. To preside as the head of the Allocations Committee.
  - v. To serve as chairperson of the Budgeting Committee
  - vi. To serve as chairperson of the ASCSGA Allocating Committee, voting only in the case of a tie.
  - vii. To have the power and responsibility to examine all of the financial records of ASCSGA supported organizations.
  - viii. To call and preside over budget hearings.
  - ix. To serve on the Strategic Planning Advisory Committee (SPAC) and SPAC Financial Subcommittee of the college.
  - x. To attend all meetings of the Executive Board of the Association.
  - xi. To supply such information and documentation as is necessary for the college to file accurate annual income taxes for the organization.
  - xii. To have the sole power to review and have a final approval of all proposed budget use by the ASCSGA Executive Board before any payment or transfer can
  - xiii. be made from the ASCSGA Executive Board account, including ASCSGA Executive Board Co-sponsorship.
  - xiv. To have the power to approve or disapprove SGFF transfers to individuals or organizations that have been selected by the SGFF committee after the examination of the current SGFF budget.
  - xv. To have the power to appoint the Allocating Committee Secretary, subject to approval by the President of the Association and the Student Government Association.
  - xvi. To have the power and responsibility to demand and examine reports from each ASCSGA supported organization showing their own budget uses each semester.
  - xvii. To have the power to temporarily withhold the use of the allocated money from an organization if ASCSGA Treasurer and the ASCSGA Executive Board advisor deem that

an ASCSGA supported organization is misusing or overusing its allocated budget or if an organization is not submitting any financial reports requested by the Treasurer of the Association. There will be an interview process for an ASCSGA supported organization to have allocated budget reinstated.

- xviii. To have the power to review any budget appeals submitted within the first two weeks of the fall semester.
  - xix. To have the power to ask the Chair of Inter-Organizational Council (IOC) and/or the advisor of the Chair of IOC for the IOC meeting attendance record to finalize the allocation process.
  - xx. To represent students and the SGA, upon invitation, at Senior Investiture and Opening convocation, Honor Pledge Ceremony, Founder's Day, Sophomore Ring Ceremony, and Graduation.
  - xxi. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.
- h. Parliamentarian
- i. To serve as a member of the Executive Board of Student Government Association.
  - ii. To attend all meetings of the Executive Board and Student Government Association.
  - iii. To have a working knowledge of the rules of parliamentary procedure, specifically Robert's Rules of Order, and will advise the Executive Board of Student Government Association on points of procedure when asked.
  - iv. To assist the Executive Board in the maintenance of order.
  - v. To serve as chairperson of the Constitutional Review Committee of the Student Government Association.

#### Duties and Powers of the General Body

- i. Student Senators
- i. It will be the primary function of Student Senators to represent the views and concerns of their constituent groups to the Student Government Association of Agnes Scott College.
  - ii. To be informed of the needs and interests of the Association, College, and community, and to undertake and support projects which serve these interest.
  - iii. To meet the attendance guidelines of the Student Government Association constitution.
  - iv. To consult with and make proposals to college committees as well as the administration and faculty in matters concerning the students.
  - v. To adopt and amend constitution by the affirmative vote of a majority of its members. The constitution will govern its operation and procedure.
  - vi. Upon appeal, and only by a supermajority vote, may the Student Government Association override a veto by the president of the Association, on an allocation made by the Allocating Committee. A vote to override must take place within ten (10) school days.
  - vii. To be able to approve or reject, by a majority vote, all presidential appointments.
  - viii. To read, understand, and always act in accordance with this constitution.

- ix. To recommend recognition as well as suspension of student organizations.
- x. To serve on at least one committee as set forth in the constitution..
- xi. To serve as a liaison to a department or office on campus.
- xii. To vote on final approval of constitutions of organizations seeking official recognition.
- xiii. To elect student members to all College, faculty, and Board of Trustees committees as listed in the constitution.
- xiv. All senators will represent the needs and voices of their respective constituent group.
- j. Chair of Inter-Organizational Council (IOC)
  - i. To serve all duties of Student Senators
  - ii. To chair and coordinate regular Inter-Organizational Council meetings.
  - iii. To assist in the coordination of ASC SGA student group activities.
  - iv. To serve as a voting member of the Allocating Committee.
  - v. To coordinate and execute the new student organization process as chair of the Chartering Standing Committee.

### **ARTICLE III RULES AND PROCEDURES**

#### **Section I: Meetings and Action of the Governing Body of the Association**

- A. The Agnes Scott College Student Government Association Governing Body meets every Friday at 2:30 pm with meeting duration dependant on the business on the agenda.
- B. All meetings are open to the campus community unless closed by a motion and full body vote or action of the Executive Board. Whenever possible, a specified reason for holding a closed meeting should be provided.
- C. The General Body upholds the Honor Code in all meetings and decisions.
- D. The agenda is established by the members of the Executive Board of the Association and should be shared at least 3 days prior to the agreed upon meeting time. All members of the Governing Body of the Association may suggest any topics that should be discussed to the Executive.
- E. The minutes of meetings will be posted onto the ASCSGA website within three days of the meeting.

#### **Section II: Meetings and Action of the Executive Board of the Association**

- A. The SGA Executive Board will meet once a week at a time determined by the Executive Board members. These meetings are closed
- B. The Executive Board upholds the Honor Code in all meetings and decisions. The agenda is established by the members of the Executive Board of the Association and should be
- C. shared at least 3 days prior to the agreed upon meeting time. All members of the Executive Board of the Association may add any topics that should be discussed.
- D. All members of the Executive Board of the Association will be given one vote except for the president of the Association, who will vote only in the case of a tie.

- E. It will be the responsibility of the Executive Board to facilitate communication within the campus community and act in accordance with Association's interests.
- F. The following actions will not be held to the requirements of a vote by the general body :
  - a. Financial decisions from the SGA Executive budget under \$300
- G. The following actions will REQUIRE a vote by the general body:
  - a. Expenditures over \$300
  - b. Appointment of a senator or executive board member to fill a vacancy.

### **Section III: Emergency Meetings of the Association**

- A. Emergency meetings may be called by the President at any time with 24 hours notice.
- B. Attendance Policies will be waived for emergency Meetings
- C. The President may suspend quorum rules through a written Declaration of Emergency with approval by the ASCSGA Advisor.
- D. The minutes of meetings will be posted onto the ASCSGA website within three days of the meeting.

### **Section IV: Attendance Policy**

#### **A. General Body Attendance**

- a. Senators are allowed three (3) excused absences and two (2) unexcused absences during their term.
- b. Whenever possible, at least 24 hours notice should be given in advance of an absence.
- c. Excused absences are special circumstances over which senators have no control. (e.g. sickness, exams scheduled during meeting times, job interviews)
- d. Missing a Friday meeting is equivalent to one (1) absence
- e. Missing a committee meeting or responsibility is equivalent to 1/3 of an absence.
- f. Arriving late to or leaving early from a meeting without notice is equivalent to 1/3 of an absence
- g. All absences from a Friday meeting are to be turned into the Secretary and President via e-mail (sgaexec@agnesscott.edu).
- h. On the third absence, a verbal and written warning will be given.
- i. After the third absence, if there is a failure to complete any liaison report, committee duties, or miss any committee or Senate meetings, the senator is obligated to give a letter of resignation.
- j. For special circumstances (e.g. severe illness, death in the family, etc.), executive board can make allowances on a case by case basis. Disputed policies can be appealed to the Governing Body.

#### **B. Executive Board Attendance**

- a. Only 3 unexcused absences allowed.
- b. On the third absence, a verbal and written warning will be given.
- c. After the third absence, if there is a failure to attend any meetings without prior approval by the SGA Adviser, the executive board member is obligated to give a letter of resignation.
- d. For special circumstances (e.g. severe illness, death in the family, etc.), other executive board members or SGA Adviser can make allowances on a case by case basis. Disputed policies can be

appealed to the Governing Body.

## **Section V: Liaisons**

- A. Each Senator will be a liaison to a department or office on campus.
- B. The President of the ASCSGA will assign Senators to liaison departments according to seniority.
- C. Each Senator will keep a record of their correspondence with their liaison, which will include any letters and a summary of all liaison activity.
- D. Each senator will be responsible for acting in at least one liaison position. The departments listed below are recommended but the president may use presidential discretion to add or change offices.
- E. Senators assigned to the following offices will be responsible for maintaining regular contact with the head of that office with the purpose of representing student concerns and acting as a student resource to the office:
  - a. Accounting
  - b. Athletics
  - c. Dean of the College
  - d. Dean of Students
  - e. Office of Facilities
  - f. Financial Aid
  - g. Food Services
  - h. Health Services/Wellness Center
  - i. Information Technology Services
  - j. Intercultural Engagement
  - k. Global Learning
  - l. Library
  - m. Public safety
  - n. Religious Life
  - o. Residence Life
  - p. Registrar
  - q. Student Activities/CSI
  - r. Internship and Career Development
  - s. Commuters
  - t. Center for Global Diversity and Inclusion
  - u. Center for Leadership and Service
  - v. Office of Summit
- F. Each Senator will provide the secretary of Student Government Association with copies of all correspondence with the office or series of meetings to which the senator is assigned.
- G. The executive board of Student Government Association reserves the right to amend the liaison positions throughout the term if the need arises.
- H. Senators assigned to the following meetings are responsible for attending the meetings with the purpose of reporting to Student Government Association, and when necessary, to voice concerns of the Association:
  - a. Faculty Meetings
  - b. Master Plan Meetings

## **Section VI: Voting**

- A. Definition of Voting Terms

- a. Majority: The majority of a voting body is defined as more than fifty percent (50%) of the voters.
- b. Super Majority: The supermajority of a voting body is defined as at least seventy-five percent (75%) of the voters.
- c. Quorum: The quorum of a voting body is defined as at least two-thirds (2/3) of the voting members.
  - i. Quorum is defined by the number of members not by the number of seats in the body.

**B. Voting Procedure**

- a. A vote may be submitted in person or paper ballot.
- b. Revisions and amendments to the constitution will be treated as main motions, with an affirmative majority vote required to amend the constitution.
- c. Voting on all motions must be by roll call, non-secret ballot, or unanimous consent.
- d. All motions must be in the form of a bill or resolution. Amending these Rules will be made by a motion.
- e. Voting by secret ballot will not be allowed under any circumstances.

**C. Voting Privileges**

- a. The President of Association will not have voting privileges.
- b. The Vice-President of Association will vote only in the case of a tie.
- c. All other members of the Governing Body of the Association will have voting privileges.

**D. Rules of Voting**

- a. Votes may be changed if the request is made before the results are announced.
- b. Except where otherwise noted, the necessary votes required to pass a motion, bill, resolution, or other legislative action will be based on a majority vote of members present so long as the session maintains quorum.
- c. The results and tally of all votes must be recorded in the official minutes, with the vote of each individual recorded in the case of roll call votes.

**Section VII: Order of Business**

The following order of business must be followed, except by suspension of the these Rules:

Call to Order

Approval of the Minutes

President

Vice-President

Treasurer

Secretary

COSMO Chair

Senator Reports

Committee Reports (given by the Chairperson, including accounts of the work of the committee)

Liaison Reports

Old Business

New Business

Miscellaneous Business

Announcements

**ARTICLE IV**

## **SPECIAL FUNCTIONS OF THE ASSOCIATION**

### **Section I: Student Activity Fee**

- A. Each Agnes Scott College student will pay a Student Activity fee included in the tuition.
- B. The student activity fee will be set by the ASCSGA Executive Board in consultation with Board of Trustees Financial Subcommittee and the college administration. Student Government Association will vote on approval or rejection of the proposed fee.
- C. As of fiscal year 2017-2018, the student activity fee is \$240 per student.
- D. The set student activity fee will be used to fund activities of the organizations of the Association.
- E. The Student Activity fee will be collected once a year by the Accounting Office and placed into a General Student Governance Fund until it has been allocated to the student organizations through the Allocations Committee.
- F. Any amount of allocated student activity fee money remaining in the Student organizations accounts at the end of the fiscal year will return to the General Student Governance Fund and will be transferred into a “rollover” account for future contingency.

### **Section II: Allocations Committee**

These bylaws will govern the operation and procedure of the Allocations committee.

#### **A. Membership**

- a. There will be an Allocations Committee composed of the following members: the ASCSGA treasurer as chairperson, the Associate Director of the Center for Student Involvement as adviser, the InterOrganizational Committee chairperson, the treasurer of each Class, and two students elected at large in the spring elections.
- b. The Allocating Committee secretary will be a non-voting member and appointed by ASCSGA treasurer, subject to approval by the President of the Association and the Student Government Association.
- c. If two students at large are not elected at the time of elections or if any of the allocations members are unable to serve due to resignation or impeachment, then such positions will be filled by the president of the Association, subject to approval by the Student Government Association general body..

#### **B. Powers and Duties**

- a. The Allocations Committee will have the sole authority to make allocations of student monies, which will become effective if not vetoed by the President of the Association.
- b. Funds distributed by the Allocations Committee to Programming Board must be used only for events which are open to all members of the ASC Student Body .
- c. To adopt and amend the Committee bylaws by the affirmative vote of a majority of its members.

#### **C. Meetings**

- a. Meetings will be held at least 4 times during the Allocations process held each spring semester.
- b. All meetings must be held on campus and members will be notified at least 24 hours in advance

of emergency meetings.

- c. All meetings are mandatory and regular meetings will be announced with 2 weeks notice.

D. Eligibility for funding

- a. In order for a student organization to be funded by the Allocations Committee:
  - i. The organization must be a registered student organization.
  - ii. The organization cannot duplicate the goals or services of another already funded organization.
  - iii. The organization cannot be in debt.
  - iv. The organization cannot be an honor society.
  - v. The organization cannot require dues of its members.
  - vi. The group must fall into one of the fundable categories as defined by the Allocating Committee's guidelines.
- b. The Allocating Committee has determined that activities in the following categories are eligible for Student Activity Fee money:
  - i. Co-curricular organizations that are not administered by college departments or units
  - ii. Club sports
  - iii. Student news, information, opinion, entertainment, or academic communications media groups
  - iv. Cultural organizations
  - v. Fine arts organizations
  - vi. Hobby organizations
  - vii. Service organizations

**Section III: Special Circumstances**

- A. Due to the extensive costs for campus wide programming and the manner in which the body serves the entire Agnes Scott students, the Programming Board will automatically receive 25% of the Student Activity Fee Allocation.
- B. As per the approval of the Board of Trustees in 2012, the Student Green Fee Fund will receive ten dollars (\$10) per student and will be distributed as set forth below. Any funds remaining at the end of the fiscal year will be redeposited to the general SGA account.
- C. Five dollars (\$5) per student in each Class goes into their respective Class account each year.

**Section IV: Budget Proposal and Allocations Process**

- A. Organization representatives must attend the budget meeting presented by the Center for Student Involvement. If they are unable to attend at the scheduled time, they must set up a separate time to meet with the Student Government Association (SGA) Treasurer to get this information.

- B. The Allocation Committee will review budget proposal rough drafts and reply to an organization with any feedback.
- C. Budgets turned in after the deadline for final budget proposal submissions will be penalized at a rate of 10% off the final allocation per day late. After 5 days, there will be an allocation of \$0. (Please note that the “first day” for late budgets begins at 5:15 p.m. the day that budgets are due.) Incomplete budgets will be penalized at a rate of 5% off the final allocation per day incomplete.
- D. In the event that pertinent information concerning the request is not available or circumstances arise which prevent a request from being turned in on time, the ASCSGA Treasurer reserves the right to waive the aforementioned penalties. These situations will be assessed on a case-by-case basis.
- E. Allocation Committee will interview certain groups for more information. If a group is asked to complete an interview it is mandatory. If a representative does not attend the group relinquishes its student organization budget proposal and it will be automatically rejected
- F. After the Allocation Committee has completed organization interviews, it will begin deliberations to determine the amount allocated to each organization. All deliberations are closed. Final budget allocations will be distributed by the end of the spring semester.

#### **Section V: Fundraising:**

- A. Registered student organizations may fundraise for additional budget money and may use the collaboration form to get more funding from SGA and are encouraged to cosponsor with other student organizations.
- B. Fundraising efforts by any allocated student organization can be for donations to charity.
- C. Dues may be collected by a student organization to be used for events for the Agnes Scott community or for the club itself..

#### **Section VI: Appeals of Allocations**

- A. All appeals of allocations committee decisions must be made within a month of the start of the fall semester to the current Treasurer of the Association, IOC Chair, and Adviser of the Allocations committee.
- B. Once the decision is made by this panel,, the decision is final and no more appeals can be submitted from the same organization that year.
- C. The appeals submitted by an ASCSGA supported organization can only reflect the allocated budget of the current year.

#### **Section VII: Student Green Fee Fund (SGFF) Committee**

- A. The SGFF Committee Chair will serve as a voting member of ASC SGA General Body.
- B. The Student Green Fee Fund (SGFF) allows Agnes Scott students the opportunity to engage directly in sustainability efforts at Agnes Scott by initiating and leading sustainability projects on campus and by participating in educational opportunities off campus. This fund will be available to all students who apply and it will be managed by a student committee. By so doing, students are able to take active leadership in addressing issues of sustainability at Agnes Scott.

- C. Funds for the SGFF will come from the \$10 green fee allocation of the Student Activity Fee.
- D. Applications for SGFF funds will be available on the SGA website and through the Office of Sustainability and Center for Student Involvement.
- E. The application will be opened on a rolling basis during the academic year.
- F. Two Thirds of the \$10 per student fee will be distributed by the SGFF committee as per its constitution and will be advised by a full-time professional in the Office of Sustainability.
- G. One Third of the \$10 per student fee will be distributed by a special committee of the Allocations Committee.

## **ARTICLE V COMMITTEES**

### **Section I: Standing Committees**

- A. Each senator will be an active member of at least one committee.
- B. At least four (4) representatives must serve on each standing committee.
- C. The Vice President of the SGA will assign membership to each regular standing committee, from amongst the General Body and may be adjusted when necessary during the course of the legislative term. Committee Chairpersons may designate additional members.
- D. Committee chairpersons are responsible for keeping track of the duties of their committee. They must turn in an attendance sheet for all committee meetings and they must report any unfulfilled duties to the Vice President. Meetings of all standing committees will be conducted in accordance with established SGA guidelines Robert's Rules of Order Revised 10th Edition, and general parliamentary law.
- E. Members present at any committee meeting that does not meet the requirements for quorum as set in the committee bylaws may conduct business but not hold an official vote on any legislation. The committee may take an informal vote and communicate the results thereof to the Legislature.
- F. Only members of a particular committee may be allowed to vote at meetings of said committee.

### **Section II: CONSTITUTIONAL REVIEW COMMITTEE**

- A. There will be a Constitutional Review Committee with the Parliamentarian of the Association as the chairperson.
- B. These members will select one person from the committee as Secretary of the committee in order to maintain an accurate record of the proposed amendment or any changes to the constitution.
- C. To be responsible for the maintenance of the ASCSGA Constitution.
- D. To be responsible for handling the amendment process to the ASCSGA Constitution.
- E. Members will have one vote each, with the chairperson voting only in case of a tie.
- F. The chair of the Constitutional Review Committee may call meetings at any time. If a member of the Constitutional Review Committee fails to attend more than one (1) meeting, they will be asked to resign from the committee.
- G. The committee will follow the process set forth in the Procedures for Amendments section of this

constitution.

### **Section III: ELECTIONS COMMITTEE**

- A. The chairperson of the Elections Committee will be the Secretary of the ASCSGA.
- B. These members will select one person from the committee as Secretary of the committee in order to maintain an accurate record of the proposed amendment or any changes to the constitution.
- C. The Elections Committee who will assist the chair of Elections in all facets of publicity, preparations for election events, and clean-up of all Election materials and flyers.
- D. To assist the ASC SGA secretary/Chair of Elections
- E. To be responsible for all publicity concerning elections, excluding individual campaign materials.
- F. To distribute petitions for all offices to be filled.
- G. To assist in verifying the eligibility of all candidates.
- H. To assist in the Elections Kick Off event.
- I. Election Board Members will never handle the electronic ballot nor will they personally receive petitions.
- J. The chair of Elections may call meetings at any time. If a member of the Elections Committee fails to attend more than one (1) meeting during an election cycle, they will be asked to resign from the committee.
- K. The Elections Committee will follow the process of Elections as set forth in the Elections section of this constitution.
- L. If the Elections Chair should run for a position on the ASCSGA the adviser will directly oversee the elections process and results.

### **Section IV: PUBLIC RELATIONS COMMITTEE**

- A. The Vice President of the ASCSGA will appoint the Chairperson of the Public Relations Committee from the General Body.
- B. The members will select one person from the committee as Secretary of the committee in order to maintain an accurate record of the proposed amendment or any changes to the constitution.
- C. The Public Relations Committee is responsible for coordinating the efforts of the Publicity, Visuals, and Web Page subcommittees.
  - a. The Publicity subcommittee is responsible for maintaining an ASCSGA bulletin board in a public space.
  - b. The Visuals subcommittee is responsible for coordinating advertisements for all events to be hung in restrooms and other public places; these advertisements are but not limited to flyers and banners.
  - c. The Web Page subcommittee is responsible for working with information technology services to create and maintain a web page containing information about Student Government Association and its activities.
- D. The committee is also responsible for ensuring that the campus community remains informed of Student

Government Association activities and issues. To be responsible for informing the campus community, in a timely manner, of events sponsored by Student Government Association and important community issues through such means as email, voicemail, and posters.

#### **Section V: CHARTERING COMMITTEE**

- A. The Chairperson of the Chartering committee will be the IOC chair.
- B. The members will select one person from the committee as Secretary of the committee in order to maintain an accurate record of the newly chartered organizations..
- C. The committee will review applications for chartering new student organizations and will conduct Interviews in order to determine a new student organization eligibility.
- D. The committee will follow the process set forth in the Chartering section of this constitution.
- E. The committee will determine the organization's status as allocated or non-allocated.

#### **Section VI: BUDGET COMMITTEE**

- A. The Chairperson of the Budget committee will be the SGA Treasurer
- B. The members will select one person from the committee as Secretary of the committee in order to maintain an accurate record of the budget proposals and discussion
- C. The committee will review all budget proposals submitted by any member of the ASCSGA and will bring a recommendation to the governing body for approval by majority vote.
- D. The committee will review all collaboration requests submitted by any member of a chartered organization on campus and will provide a recommendation to the governing body for approval of use of funds by majority vote.

#### **Section VII: AD HOC COMMITTEES**

- A. Ad Hoc Committees can be created by the President or Vice President at any time for special circumstances. (examples: Service, Sustainability, TEDx)
- B. The creation or dismissal of an ad hoc committee requires a majority vote of members present..
- C. All ad hoc committees are automatically dismissed at the end of each ASCSGA Term in which they were created, unless decided otherwise by the Legislature by the resolution forming the ad hoc committee or decided later.
- D. Ad hoc committee meetings will be conducted in accordance with established SGA guidelines.
- E. Each Ad Hoc Committee will have at least five (5) Members, appointed by the by the Vice President, one (1) of whom will be a Chair.

### **ARTICLE VI CHARTERING**

#### **Section I: Jurisdiction of the Chartering Committee**

The Chartering Committee of SGA reviews the application and requests a meeting with each new student

organization to determine whether or not the will be a student organization.

The Chartering Committee will determine the status as Allocated or Non-Allocated organization.

## **Section II: Procedure for Chartering a New Student Organization**

- A. Students wishing to register a new student organization must complete the following requirements within the time frame designated by the chartering committee:
  - a. Submit Letter of Intent to the Center for Student Involvement including a clear, distinct purpose and ensure that the organization is not similar to any other student organization on campus.
  - b. Meet with Center for Student Involvement staff member to review documents and walk you through the registration process.
  - c. Discuss the role and impact the student organization will have on campus to ensure the student organization supports the needs of the student body.
  - d. Identify an advisor who is a full time faculty member or staff member of Agnes Scott College.
  - e. Each organization must have at least 10 members, 4 of which are officers.
  - f. Submit registration packet through the Center for Student Involvement
  - g. Registration information must include:
    - i. Organization Name (cannot have “Agnes Scott College” preceding the name)
    - ii. Classification of Student Organization
    - iii. Recruit a full-time faculty/staff member as your organization advisor, employed by Agnes Scott College
    - iv. Advisor Roles and Responsibilities of Student Organization form
    - v. Advisor/Organization Expectations Contract
    - vi. Minimum of 10 full-time students (4 Executive Board Members included) as members using *@agnesscott.edu* email
    - vii. Officers include but are not limited to: President, Vice President, Secretary and Treasurer
    - viii. Organization Constitution
    - ix. Acknowledgement and agreement of Alcohol and Drug Policy form
  - h. Review registration requirements with student organization advisor, prior to registration submission to the Center for Student Involvement.
- B. Upon completion of the requirements above potential student organizations will then go through the ASCSGA Chartering Process as follows:
  - a. The Chartering Committee will review the application materials provided
  - b. The Chartering Committee will schedule an interview with the prospective organization to discuss their goals on campus
  - c. Based on the content of the application and interview, The Chartering Committee will make a recommendation to the general body on whether they believe the group should be recognized
  - d. The General Body will vote on whether or not to recognize the new student organization
  - e. Should the organization be recognized and seek allocation, the chartering committee will vote on

their status as allocated or not allocated

### **Section III: Responsibilities and Expectations of Registered Student Organizations**

- A. Register/renew your organization annually based on deadlines set by the Center for Student Involvement.
- B. Accept responsibility and be accountable for sponsoring events and/or programs.
- C. Review and adhere to the policies and procedures in the Student Organization Manual.
- D. Ensure that all organization's activities comply with Agnes Scott College's policies and regulations.
- E. Maintain current forms and files with the Center for Student Involvement.
- F. Assign one representative to attend monthly IOC meetings.
- G. Set and follow expectations for communication and involvement of the organization's advisor.
- H. Follow regulations regarding fiscal procedures including: budget allocation, p-card usage, expenditures, ticket sales, financial reporting, etc.
- I. Maintain an updated organization member roster.
- J. Participate in leadership development opportunities provided by the Center for Student Involvement.

### **Section IV: Allocations Status**

- A. Groups may be allocated in the same year their charter is granted.
- B. Groups wishing to be allocated must present a budget proposal to the chartering committee which can also be used by the allocating committee.
- C. Allocated groups will be granted no more than \$200 within their first year of allocation.
- D. Each group may apply to have its allocations status changed during the spring of each year.

## **ARTICLE VII ELECTIONS**

### **Section I: Procedures**

- A. Any student wishing to become a candidate for a Student Government Association office or for any office to be elected by the student's class, must submit a petition to Elections Committee at a time to be determined by the Elections Committee.
- B. No office may be filled by more than one student.
- C. Students may petition for one (1) executive board position and one (1) general body position, but may only hold one office. No student may petition for more than two (2) total SGA positions.
- D. Should a candidate be elected to more than one (1) office, the candidate can select the office they want to accept. In this case, the first runner-up (person with the second highest number of votes) will be elected for the vacant office. If there were no other candidates, the position will be filled as outlined in the Resignations and Vacancies Article.
- E. The Elections Committee will send preference cards to those students appearing on the ballot more than once. The student must rank the offices according to the student's preference and return the card by the

date specified to the Elections Committee. If the student fails to do so, the student's name will be removed from the ballot.

- F. The Elections Committee will post the names of the candidates of each office randomly on a final ballot.
- G. The Elections Committee will post the final ballot and petitions as they are submitted before the Association votes.
- H. Speeches will be required of the candidates in contested races for the Executive Board of the Student Government Association.
- I. Voting will last for at least one (1) school day (24 hours, 12am - 11:59pm) and no more than three (3) consecutive school days.
- J. The chair of Elections Committee will inform the Association of the election results.
- K. Candidates wishing to appeal
  - a. Any candidate may request a recount.
  - b. Any candidate may request to see the numbers of the election results.
  - c. Any candidate who has reason to suspect the result may have been compromised may submit a formal letter of appeal to the Dean of Student within 24 hours of the release of election results which explains and provides evidence of suspected misconduct.
  - d. Any appeal to elections results will be reviewed by a committee including the following: the Student Government Association President, the Honor Court president, the Judicial Board President, the Assistant Dean of Students, a representative from the Center for Student Involvement staff and a representative from Academic Affairs.

## **Section II: Eligibility**

- A. All candidates
  - a. Must have a 2.5 GPA at the time of the election.
  - b. Must not be found responsible for an Honor Court violation.
  - c. Must not be found responsible for any more than two Judicial Board violations of any kind and no more than one alcohol violation.
  - d. Must meet any specific eligibility requirements of their position as outlined in Article II, Section D.
- B. If a candidate for ASC SGA Executive Board wishes to petition to hold other responsibilities at Agnes Scott College (e.g., Resident Assistant, member of a student organization executive board, editor of a publication, etc.), they should discuss this with the adviser of the ASCSGA and/or the organization's advisor. In rare occasions, permission may be granted by the Elections Committee to waive this restriction.
- C. Students running for positions with specific conditions of eligibility (i.e. Commuter, Transfer, International, Woodruff, and Athlete Senators) must run according to expected status in the gall. Eligibility will be verified. If, in the fall, there is a change in status the student must resign from office.
- D. If candidates do not meet one or all of the requirements above they must submit an appeal letter to the president of the Association at the time the petition is submitted. The Elections Committee will notify

the candidate prior to the campaign period.

### **Section III: Elections Timing**

- A. All elections will be conducted in accordance with the policies and procedures of the Elections Committee.
- B. Campus-wide elections will be held two times per academic year: once at the beginning of fall semester and once at the end of spring semester.
- C. Elections to elect First-Year officers and representatives to Student Government Association, Honor Court, and Judicial Board will be held at the beginning of the fall.
- D. Elections to elect representatives to Student Government Association Governing body, (including Executive and General Body), Honor Court, Judicial Board, and Programming Board, will be held at the end of the spring.
- E. Elections to elect Class Officers ( president, vice president, treasurer and secretary) and Class Senators-At-Large will be held in the spring. These offices are voted on by their respective classes.

### **Section IV: Special Elections**

- A. Any vacancies occurring or remaining in the time between fall elections and spring elections will be filled by appointment, according to the eligibility of the position, by the Executive Board using a process of interviewing with approval by the General Body.
- B. If any positions are left open after the spring general election period and no replacement is made by appointment by the ASCSGA Executive Board, the chair of Elections will make a call for petitions in the fall semester.
- C. Should they be necessary, special elections will be held in conjunction with elections of First Year student representatives and will follow all the procedures and eligibility of spring elections.

## **ARTICLE VIII RESIGNATIONS OR VACANCIES**

### **Section I: Resignation or Vacancies of Office of Student Government Executive Board Members**

- A. Any member of the Executive Board of the Association wishing to resign must submit a typed letter of resignation to the ASCSGA secretary, whom will be distribute it amongst the Executive Board of the Association, where the Executive Board of the Association will reject or accept the typed letter of resignation.
- B. Vacancies will be filled as soon as possible. All resignations must be verified in writing to the president of the Association.
- C. The President of the Association will fill any executive board vacancy by appointment with approval by the general body through a simple majority.
- D. An officer may nominate their successor if leaving in good standing.
- E. Consideration will be given to any runners-up for the position in question from the last election

- F. During the period of the vacancy, the president of the Association will fulfill both the president's position and the vacant position. If the president of the Association resigns or is impeached, the Vice-President of Student Government Association fulfills the position of Student Government Association president. The Vice President position will be filled by an appointment of the new acting President with approval by the general body.
- G. Special provisions may be made for students who plan to study abroad in the fall semester.

**Section II: Vacancies of Office in Member Organizations of the Association and Class Officer Position**

- A. The departing senator or executive board member may nominate the successor to the position if leaving in good standing.
- B. Appointment of Successor will be made following the procedure of succession outlined by that organization, or by the President of the Student Government Association with approval by the General Body if no such procedure is in place.
- C. Special provisions may be made for students who plan to study abroad in the fall semester.

**ARTICLE IX  
IMPEACHMENT PROCESS FOR ASCSGA ELECTED OFFICERS**

**Section I: Supreme Court**

The Honor Court will serve as the Supreme Court in cases of constitutional challenges to the SGA Constitution and impeachment issues.

**Section II: Grounds for Impeachment of Members of the ASCSGA Governing Body**

Impeachment grounds include, but are not limited to:

- A. Gross violations of the ASCSGA Constitution
- B. Gross violation of the Honor Code
- C. Gross violation of Student Handbook
- D. Embezzlement
- E. Gross negligence of duties
- F. Abuse of power

**Section III: Impeachment Process**

- A. A concerned student contacts a member of the Supreme Court as designated in the Honor Court constitution.
- B. The student meets with the Supreme Court to state the student's case. The student must give grounds for impeachment.
- C. The Supreme Court, excluding member(s) being impeached, would research and review the case in a timely manner and determine if there are sufficient grounds for impeachment
- D. If sufficient grounds for impeachment are determined by a 2/3 vote, there will be a student forum held

- by the Supreme Court within one week. At the forum, both sides of the issue will be presented.
- E. A campus wide vote will be held within 72 hours of the forum, not including weekends, to determine if the officer will be impeached.
  - F. The Secretary/Chair of Elections Board will oversee the voting. If the Secretary/Chair of Elections Board is being impeached, the President of the Association will oversee the voting.
  - G. Impeachment requires a 2/3 agreement of the voters present.
  - H. Decision of vote takes effect immediately after the results of the vote are announced.
  - I. The open position is filled according to the ASCSGA Constitution of the respective organization.

## **Article X**

### **MEMBER ORGANIZATIONS**

#### **Section I: Definition of Member Organization**

- A. The following Organizations are considered member organizations of the ASCSGA with representation and voting powers: Coalition of Student Multicultural Organizations (COSMO), Student Athletic Advisory Council (SAAC), and Programming Board
- B. Each will set and abide by their own constitution as well as the constitution of the ASCSGA.
- C. Each member organization holds its own charter, constitution, and bylaws and must fulfill its duties as outlined in these documents.
- D. In order to maintain a voting seat on the ASCSGA, the Constitution of each Member Organization must be approved by a majority vote in the governing body of the ASCSGA.
- E. All subsequent amendments to the constitution of each member organization must also be approved by a majority vote of the ASCSGA.
- F. The Inter-Organizational Council (IOC) is differentiated in representation on the SGA and in power.
  - a. Absent an executive board and constitutions of their own, this grants these entities existence and power since they are not Recognized Student Organizations

#### **Section II: Procedures for Bylaws for Member Organizations of the Association**

- A. Adoption
  - a. Notice of proposed initial bylaws must be given to all members of the organization at least one week in advance of vote.
  - b. A quorum of three-fourths (3/4) of the body must be present to adopt bylaws. Bylaw proposals will be treated as main motions, with the exception that initial bylaws must receive an affirmative vote of at least two-thirds (2/3) to be adopted.
- B. Revision and Amendments
  - a. Notice of a proposed revision or amendment of the organization's bylaws must be given to all members at least one week in advance of a vote.

- b. A quorum of three-fourths (3/4) of the body must be present to revise or amend the bylaws. Revision and amendments of the bylaws will be treated as main motions, with an affirmative majority vote required to change the bylaws.

C. Extent

- a. Bylaws adoption, revision, or amendment will be effective immediately upon passage unless passed with a proviso of delay.
- b. All bylaws are subject to the restraint of the Agnes Scott College Student Government Association constitution, and bylaws in conflict with the constitution will be declared null and void.
- c. Any amendments or revisions to an organization's bylaws must be submitted to Constitutional Review
- d. A member's failure to conform to the bylaws of the organization will be grounds for impeachment.

**Section III: Inter-organizational Council (IOC)**

A. Membership

- a. Membership will consist of the Vice President or a designated representative from each student organization at Agnes Scott College. These organizations include both those funded by the ASC SGA and those with independent sources of funds.
- b. Officers may be elected from within the Inter-Organizational Council at the discretion of the chair.

B. Meetings

- a. Meetings will be held regularly and will be chaired by the Inter-Organizational Council chair.
- b. In order to avoid absent group representatives, reminders must be sent out before each meeting.

C. Powers and Duties

- a. IOC's purpose is to facilitate communication among campus organizations [themselves, as well as with the ASC SGA].
- b. Each student organization will be required to submit a "student organization registration form" along with the appropriate attachments (member roster and constitution) in spring semester for the following academic year. Failure to submit this form will result in the loss of organizational status and the inability to participate in the budget allocations process and reserve event space on campus. If an organization loses organizational status and would like to re-establish itself, it must re-apply to Student Government Association for approval.
- c. All groups will submit proper EMS forms to reserve all spaces. Failure to use spaces upon their reservation may result in penalties to be decided upon by the IOC chair or Center for Student Involvement staff, including, but not limited to billing for up to 50% of the cost of set-up.
- d. The Chair will verify and advise new student organizations with completion of all student organization forms through the chartering committee of the SGA. The committee will then make recommendations to the ASCSGA Governing body where the new student organization will

then be voted on by the Student Government Association.

## **ARTICLE XI**

### **PROCEDURES FOR AMENDMENTS TO THE ASCSGA CONSTITUTION**

#### **Section I: Procedure**

- A. Proposed Amendments must be submitted in writing by students to the Constitutional Review Committee which is a Student Government Association committee.
- B. After submission, the Constitutional Review Committee will research the amendment. By consensus, the committee will have the right to determine if the proposed amendment is relevant.
- C. If relevant, the committee will take the amendment to the Governing Body of Student Government Association.
- D. The ASCSGA Governing Body will vote on the proposed amendment. Three-fourths (3/4) affirmative vote of a quorum, in favor of the amendment is required for approval of the proposed amendment.
- E. If the Constitutional Review Committee does not approve the amendment, the committee will send a written statement to the person who submitted the proposal. The statement will explain the committee's decision.

#### **Section II: Appeal Procedure**

- A. Any student has the right to appeal the adoption or rejection of a constitutional amendment at either the committee consensus or the Governing Body vote.
- B. To appeal an approved or rejected amendment a student must submit a petition for review
- C. Said petition must have signatures of thirty (30%) percent of the ASCSGA body.
- D. The petition will set forth in exact words the action sought and will have the proposed amendment written at the top of each page. The petition must include the name and phone number for each signer of said petition.
- E. The petition will be submitted to the president of Student Government Association. The president reserves the right to verify the signatures on the said petition.
- F. If the signatures are secured and verified, the proposed amendment will then follow the procedures as listed in Article XI, Section I., D-E.
- G. The decision made following appeal will be the final decision.

# Organization Constitution Checklist

**Description:** Below are recommendations for how a student organizations constitution could be written. There are pieces below that are suggestions and there are other parts that are mandatory (they are clearly defined if they are mandatory). Use this checklist to ensure your constitution is up to date and fulfills the needs of your organization.

Adopted *May, 2015*

Revised *May, 2018*

\_\_\_ **Article I** (Name)

*Swing Dance Club*

\_\_\_ **Article II** (Purpose)

*State the purpose, objectives, mission statement, and/or aims of the organization*

\_\_\_ **Section 1:** Mission: To exposure, teach and help Scotties practice their swing dance skills at social dances at Agnes Scott and in the Atlanta area.

\_\_\_ **Article III** (Membership)

*State the requirements for membership including what keeps a member in good standing*

**Section 1:** Anti-Discrimination Clause

All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. **(Mandatory clause used by all Registered Student Organizations)**

\_\_\_ **Section 2:** Student and Non-Student members

Membership is open to

- A. All Agnes Scott College students who meet eligibility standards as stated in the SGA policies. Only Agnes Scott College Students can vote and/or hold office
  - B. Agnes Scott College faculty and/or staff
  - C. Honorary members; Alumnae, and others as voted on by the Executive Board
- There will be no maximum number of members

\_\_\_ **Section 3:** Obligations and Expectations of General Body Members

It shall be the duties of the members to:

*Members should attend monthly swing dances at Agnes Scott and be in good academic standing and in good standing with the college.*

\_\_\_ **Article IV** (Offices) *Students can only run for, and hold office in an organization if they are in good standing based on the organization's requirements and the Agnes Scott Honor Code (Mandatory to have 4 executive board positions defined in the organization's constitution).*

\_\_\_ **Section 1:** President(s) Duties

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

F. Add any other pertinent requirements for your organization President(s)

\_\_\_ **Section 2: Vice-President(s)**

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- B. Preside over all meetings in the event of the unavailability of the President(s)
- C. Succeed the President in the event if the President's extended absence or removal
- D. Act as another advisor to all committees appointed by the President(s)
- E. Prepare all necessary duties as prescribed by the President(s)
- F. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
  - a. Includes but not limited to membership numbers, community service hours, event attendance etc.
- G. Submit a detailed transition report to incoming Vice-President
- H. Vice president is in charge of reserving space for the club as well as equipment

\_\_\_ **Section 3: Secretary**

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Send out notices of all called/scheduled meetings to the General Body
- C. Take attendance at each meeting or event
- D. Track members participation in committees, meetings and events
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus if needed, check mailboxes and route mail to appropriate persons
- G. Submit a detailed transition report to incoming Secretary
- H. In charge of social media and advertising for the club including making signs and posting on facebook

\_\_\_ **Section 4: Treasurer**

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
- B. Update budget regularly and bring to all Executive Board meetings
- C. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- D. Store budget information in multiple forms, digital and hard copy
- E. Propose budget changes in congruence with the President(s) and Vice-President
- F. Submit a detailed transition report to incoming Treasurer
- G. In charge of reserving and picking up money box

\_\_\_ **Section 5: Advisor (mandatory)**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract (**Mandatory guideline followed by all Student Organizations**)
  - b. Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
  - c. Reviewing the yearly-allocated budget to plan for events, etc.
  - d. Signing all required paperwork
  - e. Advising the organization on issues of risk management and leadership

- f. Review Agnes Scott College's Handbook with the organization to know all College policies and procedures
- g. *Add or augment any requirements you want your Advisor to have*

Section 5+: *Any other Officers your Organization may require*

**Article V** Elections and Removals (***mandatory guidelines followed by all Registered Organizations***)

**Section 1:** Executive Board

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than and will be set by the Center for Student Engagement (**mandatory**)
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position (optional)
- C. Any current and rising Junior or Senior with at least one year Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board) (optional)
  - a. Requirements apply to both candidates for a Co-Presidency
- D. All nominees must write and present (publically or electronically) a brief statement of their qualifications for the Executive Board position and their platform before ballots are sent out (optional)
- E. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members (optional)
- F. Runoff elections may be called as necessary by the Executive Board and Advisor (optional)
- G. New officers take office at the last meeting of the Spring semester and remain in office until the next election (**mandatory**)
- H. If a position remains unfilled after the elections process, the President or the next highest position will host an emergency election to fill the vacancies (**mandatory**)
  - a. Emergency elections will take place early fall semester
  - b. All general body members must be notified of the vacancies and have an opportunity to run for the positions, if they are eligible to run for office

**Section 2:** Impeachment

In the event it is found that one or more Executive Board members have consistently failed to attend Executive Board meetings, fulfill their Executive Board duties, or assist/attend organization events:

- A. The Advisor(s), considered to be a "neutral party", shall meet with the Executive Board member in question to ascertain the situation
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to determine the members' willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.

- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization's members.

\_\_\_ **Section 3:** Time of Elections (***Mandatory guidelines followed by all registered student organizations***)

- A. Elections shall take place during Spring Elections, set by the Center for Student Engagement
- B. Emergency Elections are held in early fall

\_\_\_ **Article VI Meetings (mandatory)**

\_\_\_ **Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly
- C. *Adjust required meeting times you want your organization to have*

\_\_\_ **Section 2:** Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(s), with the approval of the Executive Board, may call additional meetings
- C. *Add or adjust required meeting times you want your organization to have*

\_\_\_ **Article VII Amendments (*mandatory guidelines followed by all registered organizations*)**

\_\_\_ **Section 1:** The Constitution shall be amended by an Executive Quorum (majority of Executive Board members in attendance at a meeting) and majority vote of the general body; the President or next highest position will act as a tie-breaker.

\_\_\_ **Section 2:** An Amendment, which the Executive Board wishes to take on, must be submitted (can be electronically) to the members at least one week before the Board plans to implement it

\_\_\_ **Section 3:** An amendment must be approved by the organization Advisor before final ratification