

Affinity Constitution

Adopted June 2013

Revised February 22nd, 2019

Article I (Name)

The name of this organization is Affinity.

Article II (Purpose)

Section 1: To offer voice and visibility to LGBT+ 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 LGBT+ and of color through discussions and programming.

Section 3: To provide a voice for students identifying as LGBT+ and of color at Agnes Scott College and serve as liaison for LGBT+ 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 LGBT+ 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. 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.
- C. If these parameters are not met, the President must contact the Exec board accordingly to make them aware.

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.

African Students Association

Agnes Scott College African Student Association Constitution

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. It is a place to learn, promote, educate and celebrate African culture in a communal environment that cultivates growth and unity.

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 3/4 majority of the membership vote.

B. An associate member shall: 1. Participate in the functions organized or endorsed by the association; however members are 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 members and participants volunteer for or accept.

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 active members volunteer for or accept 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, Committee Chair, Historian, and standing committee chairpersons.

Last revised: 4/23/19 at 12:33pm

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 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. Historian: 1. Keep account of original records and documents. 2. Maintain history of all events through photos, videos, or written descriptions

H. The COSMO Chair shall: 1. Acts as a liaison between COSMO and ASA to speak on the behalf of ASA. 2. Be responsible for attending COSMO meetings and relaying notes and information collected during these meetings. 3. Promote the association by fostering mutually beneficial connections between a variety of COSMO organizations throughout the year. 4. Perform other duties as mandated by the constitution.

I. 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 weeks 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 disclosed electronic 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, 2019

___ **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 (optional)

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:** Co-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 April 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)
 - 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 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 (***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 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 the 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 affiliated with Pinky Promise and Swim 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 Matsuri by participating in at least one committee under one of the executive board members.
2. It shall be the duty of the members to attend regular club meetings.
3. A person can become a member at any point by adding their name to the member's list at the 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
 - 5.
- 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 records of all important files. (i.e. Handbook and Constitution.)
 3. Report pertinent information to officers who were absent from meetings.
 4. Record the names of officers and club members who are present at weekly meetings.
 5. Calls attention to the other officers regarding any unfinished business from past meetings.
 6. Send a weekly newsletter to the club members.
- E. Duties of the Marketing Chair
1. Responsible for planning, development, and implementation of all of the Organization's marketing strategies, communications, and public relations activities.
 2. Report to other officers about their plans.
 3. Help to organize theme nights, including purchasing materials and organizing activities.
 4. Maintain all of the club social media sites
 5. If the club does not have a social media site, then help create one.
- 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. The quorum for voting in Anime 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 (2019-2020) 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 a 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 (the 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.
- B. An amendment, which the Executive Board wishes to take on, must be submitted (can be electronic) to the members at least one week before the board plan to implement it.
- C. An amendment must be approved by the organization's general body before final ratification.

ASCEND! Constitution, 2019-2020

Created - August 24, 2015

Edited - April 18, 2019 by Claire Moore

Article I: Anti-Discrimination Clause

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

Article II: Purpose

The purpose of this organization shall be:

SECTION 1: Primarily to provide a safe space and resources for students on campus who identify with the LGBTQIA+ community.

SECTION 2: To provide a voice and community for students on campus who identify with the LGBTQIA+ community.

SECTION 3: To be a resource on LGBTQIA+ issues for the entire campus community.

SECTION 4: To support the efforts and initiatives of the Transcend group which focuses on community and resource sharing specifically for the Trans and non-binary community on campus.

Article IV: Membership

SECTION 1: Student and Non-Student Members

Membership is open to:

- A. All Agnes Scott College students
- B. Agnes Scott College faculty and staff
- C. Honorary members: Alumni and others as voted upon by the Executive Board

SECTION 2: Obligations and Expectations of General Body Members

It shall be the duties of members to:

- A. Attend at one ASCEND!-sponsored event or meeting per semester to remain in good standing.
- B. Respect the identities of all members and keep any disclosed personal information of other members private unless otherwise stated.
- C. Understand that the primary function of the group is to serve as a safe space for LGBTQIA+ and/or questioning students.

Article V: Organization

SECTION 1: President(s)

It shall be the duties of the president(s) to:

- A. Call and preside over all meetings of the organization
- B. Oversee social media and external marketing materials such as flyers and ads
- 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. Ensure that written correspondence is established with incoming first-year students
- F. Submit a detailed report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board members after elections
- G. Serve as a liaison(s) between the organization and its advisor
- H. Represent the organization at the Leadership Retreats and at all other IOC convened events as their presence is needed

SECTION 2: Vice-President

It shall be the duty of the Vice-President to:

- A. Serve as another leader in social media
- 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. Submit a detailed report to incoming Vice-President

SECTION 3: Secretary

It shall be the duty of the secretary to:

- A. Keep a record of the procedures of all meetings and to make these minutes available to the campus community
- B. Send out notices of all meetings and events
- C. Track attendance at committee meetings, events, and discussions
- D. Maintain an updated e-mail list of current members
- E. Make a member sign-up sheet available at all events
- F. Submit a detailed report to the incoming secretary

SECTION 4: Treasurer

It shall be the duty of the treasurer to:

- A. Record updated spreadsheet of all expenditures
- B. Request supplies and purchasing cards
- C. Bring an updated budget to Executive Board Meetings
- D. Personally communicate with all Executive Chairs periodically regarding their individual expenditure and other budgetary concerns
- E. Check out and pick up purchasing Cards when necessary
- F. Propose budget changes with the guidance of the President(s) and Vice-President
- G. Submit a detailed report to the incoming Treasurer

SECTION 5: COSMO Representative

It shall be the duty of the COSMO Representative to:

- A. Attend all COSMO meetings and report back to the rest of the Executive Board members with meeting notes and announcements.
- B. Assist whenever possible with club management

SECTION 6: Transcend Liason

It shall be the duty of the Transcend Liason to:

- A. Coordinate all Transcend events in collaboration with the plans of the president and vice president to ensure effective functioning as a branch of ASCEND!
- B. Communicate expenditure needs to the executive board at least two weeks prior to events
- C. Be an access point for transgender and non-binary individuals in the event that the president or vice president cannot
- D. Be appointed by the executive board, due to the nature of the position

Article VI: Elections and Removals

SECTION 1: Officers

- A. Any rising Sophomore general body member of good standing is eligible to run for an Executive Board position
 - a. Any rising Junior or Senior in good standing is eligible to be elected President, except in cases of special nomination of a rising sophomore member of good standing by the Executive Board

- B. Any rising Junior or rising Senior in good standing with at least one year of Executive Board experience is eligible to be elected President, except in cases of special nomination of a rising sophomore or junior member of good standing by the Executive Board.
 - a. These requirements apply to both candidates for a Co-Presidency
 - b. Current Sophomores, current Juniors or current Seniors who meet the above requirements may also run
 - c. All nominees must write and present – publicly or electronically – a brief statement of their qualifications for the Executive Board leadership and their “platform – defined as one’s intentions for their position and the organization once elected – before ballots are sent out”
- C. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members in good standing
- D. Run off elections may be called as necessary by the Executive Board and Advisors

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 2: Advisor(s)

- A. The Advisor(s) shall be chosen by the membership, or by Executive Board request

SECTION 3: Time of Elections

- A. Elections shall take place during Spring Elections, typically before IOC and COSMO requests new Executive Board members and final budgets

Article VII: Meetings

SECTION 1: Organization Meetings

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

SECTION 2: Additional Meetings

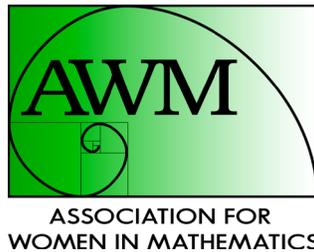
- A. Emergency meetings may be called to provide awareness to students who are unable to attend general meetings
- B. The President(s) with the approval of the Executive Board may call additional meetings

Article VIII: 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 with consistent meeting attendance and community service participation

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 takes action on it

SECTION 3: Amendment must be approved by the Advisor before final ratification



AWM STUDENT CHAPTER BYLAWS

Only items in brackets (< >) may be modified, except for changes required to adhere to the local requirements of the school.

Bylaws of the <your school name> Student Chapter of the Association for Women in Mathematics

Article I: Name

1. This organization shall be called the <your school name> 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.

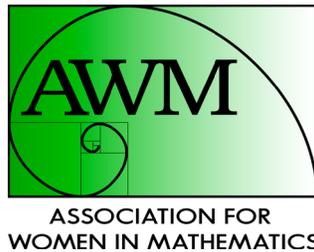
Article III: Membership

1. Membership in the Chapter shall be open to any student at <your school name>, 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



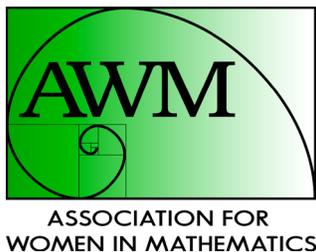
1. Each Chapter shall have a Sponsor. The Sponsor shall be a faculty member of <your school name> and a member of AWM.
2. The Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
 - a. helps provide continuity from year to year as student leadership and 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

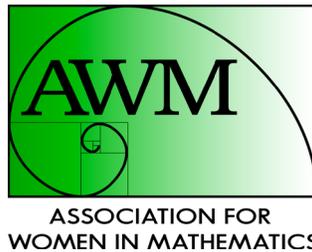
1. Meetings shall be held only in places that are open and accessible to all members of the Association.
2. All meetings of the Chapter shall be publically advertised via written (e.g., flyers) or electronic (e.g., web page) means.

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

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: February, 2019

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 Agnes Scott students 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. They preside 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.

Adopted *March, 2016*
Revised *September, 2017*

❖ **Article I**

- We as a student body hereby gather as The Bee Society.

❖ **Article II**

- **Section I:** The Bee Society was created with the purpose of educating the school and local community about bees and their importance, maintaining and caring for our on campus hives, and preserving one of humanity's most important symbiotic relationships.

❖ **Article III**

- **Section I:** All Privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability.
- **Section II:** We hereby open our membership 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 III:** Obligations and Expectations of General Body Members
 - It shall be the duties of members to be present at at least four meetings a semester and at least two major events a semester, should there be any. Exceptions will be made on a case by case basis as voted on by the executive board.
 - Members must be in good academic standing with a minimum, yearly GPA of 2.5. Non-Academically students must have good standing with honor court.
 - The Bee Society wishes to provide a productive environment for all of its members. Therefore, any hateful or derogatory speech **WILL NOT** be tolerated. The first reported incident will result in a stern warning. The second incident will result in an immediate dismissal from The Bee Society and being banned from all future events.
 - The executive board reserves the right to withhold membership for any reason other than race, gender, creed, color, religion, nationality, sexual orientation, or ability.

❖ **Article IV**

- 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 I: Presidential 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
 - Determine beekeeping schedules
- **Section II: Vice Presidential Duties**
 - Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
 - If they are unable to attend they will give a 24 hour notice to alert the executive board and someone else will attend in their place
 - 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
- **Section III: 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
 - **Section IV: Treasurer**
 - Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, donations to charities, etc.
 - Update budget regularly and bring to all Executive Board meetings
 - Continuously search for and apply for grants the relate to The Bee Society and its various projects
 - Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
 - Store budget information in multiple forms, digital and hardcopy that are available to the entire society
 - Propose budget changes in congruence with the President(s) and Vice-President
 - Submit a detailed transition report to incoming Treasurer
 - **Section V: Event Coordinator**
 - Organizes events and creates lists of tasks
 - Delegates tasks to other executives and members
 - Officers report back to Event Coordinator with updates on tasks
 - Arranging coordinated events with other clubs
 - Submit a detailed transition report to incoming Vice-President
 - **Section VI: 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
 - Fulfillment of the agreed upon Advisor/Organization Contract
 - Meeting with the organization's 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
- ❖ **Article V: Elections and Removals**
 - **Section I: 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
- Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position should the current member decide to step down
- 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)
- 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
- All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members
- Runoff elections may be called as necessary by the Executive Board and Advisor
- 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
 - 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 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:
 - 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 member's' 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.
- 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:** 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 I:** Organization Meetings

- The Executive Board shall meet every other week and before each general body meeting
 - Should the need arise, the executive board can meet as needed
- General body meetings shall be held every other week and at least twice monthly

➤ **Section II:** 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

- **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 the general body; the President or next highest position will act as a tiebreaker.
- **Section 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.
- **Section III:** An amendment must be approved by the organization Advisor before final ratification

Black Power Book Club Constitution

2019-2020

Article I: 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 other organizations 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 Wednesday at 7pm. 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 three off-campus events a semester.

-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. Minimum of 10 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 the club adviser
- F. Establish collaborations with other universities.

Section 2: Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) Coalition of Student Multicultural Organizations (COSMO) 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. Reserve P-Card if necessary
- D. Personally communicate with all executive chairs regarding their individual expenditures and other budgetary information
- E. Store budget information in multiple forms, along with receipts, digital and hard copy
- F. Propose budget changes in congruence with the President(s) and Vice-President
- G. Submit a detailed transition report to incoming Treasurer

Section 5: Media Chair

- A. Maintain the social media pages for the club (Instagram, Twitter)
- B. This includes posting flyers for meetings, events of the club, promotion of other student organization events, and general engagement on social media
- C. Design flyers if necessary
- D. Capture photos at book club meetings and events
- E. Update GroupMe with current club meetings and events

- F. Collaborate and assist other exec board members with the event registration planning and process
- G. Get flyers approved, post in campus buildings and off campus if necessary
- H. Communicate with other student organizations for logos and flyers for events in collaboration



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. 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 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 (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. [SEP]
- 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

Blackfriars Student Organization Constitution

Adopted *April, 2019*

Revised *April, 2019*

Article I (Name)

The name of the Organization shall be the Blackfriars Student Organization

Article II (Purpose)

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

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. Honorary members; Alumnae as voted on by the Executive Board

There will be no maximum number of members

Section 3: Obligations and Expectations of General Body Members

Any student may identify as a general body member

Section 4: Obligations and Expectations of Inducted Members

- A. Certain events are only offered to Inducted members as prescribed by the discretion of the President and the Advisor
- B. It shall be the duties of the President, Vice President, and Secretary to establish how and when a person is invited to become an inducted member. This invitation may be extended once a person has accomplished any of the following throughout their time at Agnes Scott College:
 - a. Participated in at least two Theatre productions (put on by the Theatre Department or Blackfriars) as part of the cast or crew
 - b. Attended at least three Blackfriars events and attended at least three general body meetings
 - c. Participated in at least one theatre production (put on by the Theatre Department or Blackfriars) as part of the cast or crew, attended at least two Blackfriars events, and attended at least two general body meetings
 - d. The President, Vice-President, and Secretary may also vote in favor of a person to be inducted who has not accomplished any of the above. However, all three votes must be unanimous

Article IV (Offices)

- ___ **Section 1:** 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 2:** 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 3:** Vice-President(s)
 - A. Preside over all meetings in the event of the unavailability of the President
 - B. Succeed the President in the event of the President's extended absence or removal
 - C. Prepare all necessary duties as prescribed by the President
 - D. Submit a detailed transition report to incoming Vice-President
- ___ **Section 4:** Secretary
 - E. Keep a record of the procedures of all meetings and to make minutes available
 - F. Send out notices of all called/scheduled meetings to the General Body
 - G. Take attendance at each meeting or event
 - H. Track members participation in meetings and events
 - I. Maintain an updated mailing and email list of all current and inducted members
 - J. Submit a detailed transition report to incoming Secretary
- ___ **Section 5:** Treasurer
 - K. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speaker costs, etc.
 - L. Update budget regularly and bring to all Executive Board meetings
 - M. Store budget information in multiple forms, digital and hard copy
 - N. Propose budget changes in congruence with the President and Vice-President
 - O. Submit a detailed transition report to incoming Treasurer
- ___ **Section 6:** Inter-Organizational Council (IOC) Chair
 - P. Serve as Inter-Organizational Council (IOC) representative
 - Q. Attend all meetings/retreats and relay information back to the Executive Board
 - R. Collect and submit all organizational information to IOC as it relates to the Allocation Points system
 - a. Includes but not limited to membership numbers, event attendance, etc.
 - S. If desired, the IOC Chair may also choose to serve in another Executive Board position
- ___ **Section 7:** Marketing and Promotions Chair
 - A. Create and manage all Blackfriars social media accounts (Facebook, Instagram, Twitter)
 - B. Create and distribute flyers, banners, and other promotional materials for non-departmental productions and events
 - C. If desired, the Marketing and Promotions Chair may also choose to serve in another Executive Board position
- ___ **Section 8:** Advisor
 - A. A full-time or part-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 Student Involvement
- B. A student that is a rising Sophomore, Junior, or Senior in good standing is only eligible to run for a position on the Executive Board if they hold Inducted membership status or will hold Inducted membership status before the year they intend to serve on the Executive Board has begun
- C. Only a current Inducted member that is a rising Junior or Senior with at least one year of Executive Board experience is eligible to run and be elected President
 - a. Requirements apply to both candidates for a Co-Presidency
 - b. The current President, Vice-President, and Secretary may also vote in favor of an Inducted member to be granted special permission to run for President in the case that there is no current Inducted member that is a rising Junior or Senior with at least one year of Executive Board experience. However, all three votes must be unanimous.
- D. All nominees must write and present (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 the next highest position will host an emergency election to fill the vacancies
 - a. Emergency elections will take place early fall semester
 - b. All Inducted 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 Inducted 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 Involvement
- B. Emergency Elections are held in early fall

___ **Article VI** Meetings

___ **Section 1:** Organization Meetings

- A. The Executive Board shall meet bi-weekly 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 Executive Board; 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

Catholic Student Organization
Chapter Constitution

Estimated Adoption Year: 2018

Revised: March 1, 2018

ARTICLE 1: Name and Affiliation

SECTION I. The name of this organization shall be the Catholic Student Organization.

SECTION II. The Agnes Scott College Catholic Student Organization shall be the recognized campus affiliate of the Emory University Catholic Center and shall collaborate with Emory Catholic Center staff, clergy, and affiliated students whenever appropriate.

SECTION III. The Catholic Student Organization of Agnes Scott College shall be a club for Roman Catholic students and all interested persons who would like to participate in club meeting, or activities. All are welcome to join and attend meetings and activities regardless of religious affiliation.

ARTICLE II: Purpose

SECTION I. To make known and promote the tenants of Catholicism to all interested persons.

SECTION II. To encourage fellowship among members and and with members of other religious groups on campus.

SECTION III. To encourage spiritual growth among members through weekly Mass and other relevant activities.

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, secual orientation, or disability.

SECTION II. Any person affiliated or associated with the Agnes Scott College community may become a member. Interested persons should email the current Catholic Student Organization president to be included on the email list. Only Agnes Scott Students can vote and/or hold office. There is no maximum number of members.

SECTION III. Dues are not currently required for membership, but may be implemented by the current members if a majority passes the motion.

ARTICLE IV: Offices

SECTION I: The officers which comprise the Agnes Scott Catholic Student Organization shall be the President, and if desired the Vice President, the Secretary, and the Treasurer.

SECTION II: The President, Vice President, or appointed member shall send weekly emails to all members about upcoming plans and activities for the week. All members of Catholic Student Organization shall have the ability to send notifications to the club members via the club email list provided they first communicate with the President about their subject matter.

SECTION III: 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(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.
- E. Serve as liaison between the organization and its advisor.

SECTION IV: Vice-President

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings relevant to our club.
- B. Preside over all meetings in event of the unavailability of the President.
- C. Succeed the President in the event if the President has an extended absence or is removed.
- D. Acts 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 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 the incoming Vice-President.

SECTION V: 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. Maintain an updated mailing list of all current members.
- E. Submit a detailed report to incoming Secretary.

SECTION VI: Treasurer

- A. Record all of the expenditures, including but not limited to phone and copy charges, vendors, performers/speakers cost, 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 President and Vice-President.
- F. Attend Interfaith Council Meetings.
- G. Submit a detailed report to incoming Treasurer.

ARTICLE V: Elections and Removals

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

SECTION II. Nominations of candidates for office in the Catholic Student Organization shall be made from the floor and by any member in good standing. 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 III. Officers shall be elected by a majority of those present and voting if elections are done at a club meetings, or by a majority of votes received by the current President from members if elections are done via email.

SECTION IV. 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. Vacancies occurring among the officers shall be filled via email or via club meeting immediately following the occurrence of the vacancy, providing however that notice that the election is to occur is included in an official notice to all members. A person elected to fill a vacancy shall serve as officer until the next annual election.

SECTION V. Any officer who, during her term of office, has demonstrated negligence or incompetence in the performance of her prescribed Constitutional duties or willfully impeded the Catholic Student Organization program may be impeached and removed from office.

SECTION VI. Specific charges against the impeached officer must be approved by absolute majority of the Catholic Student Organization members present, excluding the officer being impeached, at a scheduled club meeting.

SECTION VII. From the approval of the charges until the next club meeting, the impeached officer shall remain in her office and be allowed to prepare her defense to the charges.

SECTION VIII. A subsequent club meeting must be held after the meeting in which the charges were approved. At this meeting, an officer or other member elected by the officers shall present the charges and the impeached officer shall present her defense. Following the presentations, the impeached officer may be removed from her office by a majority vote from the members present. At least 51% of the total percentage of the Catholic Student Organization members must be present for this to take effect.

ARTICLE VI: Advisor

- A. A fulltime Agnes Scott College faculty or staff member will serve as an advisor to the organization.
- B. The advisor(s) will be chosen by the Executive Board.
- C. Duties of the Advisor include but are not limited to:
 - a. Meeting with the Executive Board at least once a month.
 - b. Reviewing the yearly allocated budget to plan for events, etc if the Catholic Student Organization has one.
 - c. Signing all required paperwork.
 - d. Advising the organization on issues of risk management and leadership.

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.

Organization Constitution

Adopted January 2014

Revised March 2019

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 advocate for safe exclusive spaces for commuter students on campus. We also 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: Inter-Organization Council 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: Student Government Association Representative

- A: Attends all SGA meetings
- B: Records relevant information from meetings and reports at executive board meetings
- C: Serves as a voice for commuter students at SGA meetings; brings up commuter

concerns when they are relevant

D: If someone wishes to leave the position, they MUST provide two weeks notice beforehand

Section 8: 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.

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

Amended By Adrian Fox (President of FENNA) 4.15.2019

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. We encourage personal growth, and provide a safe space for students with earth based religions to practice their faith.

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—

- 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 Leadership Retreat if required.
- 5) 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) Takes on position of Cosmo Representative
- 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) Arranging to have events displayed in The Irvine when applicable.
- 6) Soliciting the help of active group members to help support our events through posters/flyers/emails.
- 7) 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.

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; appropriate personal conduct, 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, we strive to advocate for help those who do not have a voice on campus and in 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
31 January 2019

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, Georgia.

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

ARTICLE III – MEMBERSHIP

Section 1. Eligibility Requirements for Student Membership.

- A. Membership is open to any student who has completed at least one semester of study at Agnes Scott College.
- 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.

- 1. 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.

- 1. A member must submit a written request for inactive status at the beginning of the semester for approval.
- 2. 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.
- 3. Other extenuating circumstances will be considered as they arise.
- 4. While inactive, a member is responsible for national dues, but local dues may be waived.
- 5. 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. Special permission is required to be eligible for fraternity or chapter honors and awards.
- 6. All inactive members are encouraged to attend chapter musicales, ritual ceremonies and other designated public events as an audience member when invited.

Section 4. Financial Obligations of Membership.

- A. All members must pay annual dues in a timely manner to be in good financial standing.
- B. Members who have not met their financial obligations in full by the end of the fraternity 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 may 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 2.5 GPA, the 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, termination of studies, or special request and are encouraged to join the Sigma Alpha Iota Alumnae Association and to affiliate with a local alumnae chapter.

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 have a sponsor.

- A. Service as a sponsor shall be voluntary.
- B. 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. 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 performance. This participation requirement may be fulfilled by a performance as a soloist, as a member of an ensemble, or, if not a performer, by a demonstration of her interest in and knowledge of music.
- C. Pass the National Membership Examination.
- D. Fulfill the requirements of the National and Chapter 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.

1. Sigma Alpha Iota condemns the hazing of prospective initiates, and 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.

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

Section 3. Term Length of Offices.

1. The term of office begins with the installation of officers and ends after a term of 1 year or when the new officers are installed.

B. If the nominating committee wishes to consider the current president or treasurer for a second term of office, the committee must first obtain permission, as outlined in the CPM, prior to placing her name on the slate of officers.

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:

1. Be current in the payment of dues and fees.
2. Attend all chapter meetings and events, unless excused.
3. Maintain the minimum GPA required by local school regulations for active participation in extra-curricular activities and to hold office.
4. 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.

Section 2. Nominating Committee. A nominating committee of three 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.

1. The executive board should meet before each Formal Business Meeting in accordance with the CPM
2. The executive board is to meet five times each year with the advisory committee in accordance with the CPM.

Section 4. Quorum. Quorum shall be designated as a simple majority 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 must take place at least once each month and must 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 members-in-good-standing.

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.

1. A special meeting can be called by the chapter president or by three chapter members.
2. 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.
3. 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 that have continuing responsibilities throughout the year.

1. Standing committees of the chapter include: Service Committee, Programs Committee, Fundraising Committee, Social Committee, Membership Committee, Fraternity Education Committee and Awards Committee.
2. The chapter president shall appoint committee chairmen.
3. Committee membership is voluntary.
4. Committees are composed of at least 3 members, including the chair but not including the President.
5. Duties of the committees are as listed in the CPM.
6. The term of office for committee chairmen is 1 year per the CPM.

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. Faculty Advisor. Every chapter is required to have a faculty advisor.

Section 2. Advisory Committee. An advisory committee shall be formed in accordance with the CPM.

Section 3. Meetings. The advisor(s) shall meet at least once each semester by themselves and with the executive board bi-monthly in accordance with the CPM.

Section 4. Responsibilities. Responsibilities and duties of advisors are as outlined in the CPM.

ARTICLE XI - HONORS AND AWARDS

Section 1. Honors Committee. The chapter president will appoint 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 chapter may present local awards with the approval of the Province Officer as long as they do not resemble national awards in name and form.

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 a second meeting held at least 48 hours later. A two-thirds affirmative vote of the chapter members in-good-standing is required.

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 their 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, gender identity, 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 60% 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 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.

Adopted August, 2016
Revised April, 2019

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 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. Reserve space for meetings
- I. Respond to the email from HC's chapter advisor

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

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 Wednesdays at 7:00 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

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 2019-2020

Health Education Resource Organization Constitution

Adopted August 2015

Revised April 2019

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 22, 2019.

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

HEALTH EDUCATION RESOURCE ORGANIZATION CONSTITUTION 2019-2020

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.

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- 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

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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.

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Section IV: Secretary

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 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: Decoration Committee, Toilet Training, Social Media Chairs & Events Committee.

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: H.E.R.O. CONSTITUTION 2019-2020. 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 22, 2019 by
Nia Thompson, H.E.R.O. President 2019-2020
Happy Le, H.E.R.O. Vice President 2019-2020
Kamiyla Lane, H.E.R.O. Secretary 2019-2020
Blu Laseter, H.E.R.O. Treasurer 2019-2020

Hillel Constitution

Adopted April 2018

Revised April 2019

___ **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 the religious and cultural needs and wishes of the Jewish community on campus. The organization also intends to educate both the greater Agnes Scott and Atlanta communities about Jewish practices, beliefs, history and culture. Hillel operates on the Jewish ideal of *tikkun olam*, repairing the world, and plans to engage the needs of its communities.

___ **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:

- D. Attend one Shabbat service a semester
- E. Engage with events Hillel throws or co-sponsors with other clubs
- F. Volunteer when applicable to act as helping hands to larger events that the Executive Board plans and throws
- G. Participate in at least one General Body member meeting a year, to ensure that the member is up to date on all activities of the club

___ **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. Plan and execute Shabbat services at least once a month
- C. Lead weekly or bi-weekly meetings for the Hillel Executive board
- D. Maintain a consistent monthly meeting to inform general body members the plans for the following month
- E. See that all elections are announced and held as prescribed by the constitution

- F. Appoint, oversee and assist all committees and Executive Board Members as needed
- G. 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
- H. Serve as a liaison between the organization and its advisor
- I. Attend Interfaith, COSMO, and IOC meetings and act as liaison to SGA representatives that serve on these committees
- J. Establish outside plans for Hillel members for holidays in which students will still be present on campus, or incapable of returning home
- K. Responsible for communication with student body, as well as any email sent to Hillel general body members

— **Section 2:** Vice President

- A. Responsible for leading a Shabbat service once a month (to not overlap with that led by the president)
- B. Represents Hillel at Interfaith, COSMO and IOC meetings when the President is unable to attend
- C. Create and manages a calendar of all Hillel events on campus, as well as Jewish holidays
- D. Act as the communication liaison with the campus chaplain (when applicable) and all outside guests and visitors
- E. Engage with other on-campus organizations to ensure a good relationship between clubs/executive boards, and to help foster future co-sponsored events

— **Section 3:** Treasurer

- A. Requests P-Card
- B. Manage and store a consistent, up to date budget for all Hillel events
- C. Maintains a shopping list for any food or other goods Hillel might need
- D. Reserves spaces for events when instructed
- E. Personally communicate with all Executive chairs regarding their individual expenditures and other budgetary information
- F. Submit a detailed transition report and budget expectation to incoming Treasurer

— **Section 4:** Social Outreach Chair/Secretary

- L. Promotes events across social media platforms that include but are not limited to: Instagram, Facebook, Twitter, and the Irvine
- M. In charge of creating and maintaining any Eventbrite links required for ticketed events
- N. Creates posters to be utilized both on campus and on social media
- O. Request prints of aforementioned posters from the Faculty Advisor
- P. Maintains communication and outreach with Hillels of Georgia, as well as the Hillels at various college campus' around the Atlanta Metropolitan Area
- Q. Organizes the purchase and presentation of gifts and thank you cards to outside guests
- R. Oversees "Shadow Program" for the First Year Representative

— **Section 5:** First Year Representative

- S. Required to attend a minimum of 75% of all events Hillel executes, unless given clear permission by the current sitting President otherwise
- T. Participates in "Shadow Program" that is established by the Social Outreach Chair with the intention of learning the basics of each position on the Hillel exec board

- U. Must lead at least one Shabbat service during each semester of the 2019-2020 school year, with the intention of allowing them to learn and improve
- V. Act as the point of communication between the Executive Board and the First Year Class

___ **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. Print posters for Hillel events at the request of the Social Outreach Chair

___ **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 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 (***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
- C. Shall come to an election result within a week of the ballot being sent out to Hillel body members

___ **Article VI** Meetings

___ **Section 1:** Organization Meetings

- A. The Executive Board shall meet weekly (but not more than once per week)
- B. Biweekly Shabbat services will be held by the President and Vice President
- C. Monthly meetings with the intention of informing general body members of Hillel

___ **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 that do not fit into the above guidelines

___ **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

POLITICAL POWER IN EVERY YOUNG WOMAN

IGNITE NATIONAL Agnes Scott College

Mission: Our mission is to mentor young women who are ready and eager to become the next generation of civic and political leaders.

Article I: Name, Purpose, & Objectives

Section A: *Name*

The name of this organization shall be known as IGNITE Agnes Scott College Chapter.

Section B: *Purpose*

The purpose of this organization shall be to increase the political ambition, civic engagement, and leadership skills of its members in order to build the next generation of women leaders.

Section C: *Objectives*

To achieve its purpose, this organization shall:

- Provide its members with opportunities to meet and network with women political leaders.
- Provide its members with leadership and civic engagement opportunities.
- Provide opportunities for its members to engage in statewide and national IGNITE activities.
- Increase knowledge of its members through IGNITE College Chapter activities.
- Support young women to position them for candidacy.

Article II: Membership

Section A: *Eligibility*

Membership is open to any Agnes Scott College young woman who is interested in learning more about politics and is committed to be involved in her local community.

Section B: *Active membership*

Upon completing the IGNITE College Chapter Membership Application the applicant will be considered an active member. The responsibilities of an active member are as follows:

- Attend chapter meetings and be an active, respectful, and responsible participant during meetings.
- Support and help organize chapter events with guidance from the leadership team.
- Participate in events, conferences, field trips, and other relevant activities organized by the leadership team and other members.

Article III: Officers

Section A: *Duties of Officers*

The officers of this IGNITE College Chapter shall be:

- **President:** The President will set meeting agendas, lead, and facilitate chapter meetings. The President will be the point of contact and face of the IGNITE College Chapter. Most importantly, the President will represent IGNITE's ideals and values to the college community and beyond.
- **Vice-President:** The Vice-President manages Chapter membership. The Vice-President is also responsible for collecting all media including, event photographs, video, and other media relevant to the Chapter.
- **Treasurer:** The Treasurer collects and holds all Chapter dues, approves and pays for Chapter expenses, and manages the intake of money at all Chapter fundraising and other events.
- **Secretary:** The Secretary takes attendance at Chapter meetings, records minutes, collects agenda items for future meetings, and maintains all Chapter records.

Section B: *Elections*

Chapter officers must be students in good standing. The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office. The officers shall serve for one year and their term of office shall begin at the beginning of the fall semester. If for any reason a vacancy occurs, the leadership team may hold elections if they deem it necessary.

Article IV: Amendments

Any member in good standing may submit an amendment to the constitution during a general business meeting. All members shall receive advance notice of the proposed amendment at least five days before the meeting. This constitution may be amended by the majority vote.

Article V: Dissolution

Section A: *Process*

If an IGNITE chapter is inactive for 6 consecutive months, the group will be dissolved.

CONSTITUTION OF THE ASC

Latinas UNIDAS

(Formerly known as *Hispanic Awareness Society*)

Adopted April, 2019

Revised: April, 2019

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 week from the first General Body meeting. *Latinas UNIDAS* will meet four times 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 week 30 minutes before a General Body meeting. The Executive board will meet four times 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

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 I: Name

The name of the club shall be “Masala SACE,” where SACE stands for South Asian Cultural Exchange.

Article II: 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 events that celebrate cultures, highlight important issues, and discuss critical topics within these regions.

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. 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 Chairs, which comprise of Social Media and Dance 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. There may also be additional subroles underneath each Chair.

II. Positions

A. President

- a. Will oversee all of the events the group hosts and sponsors
- b. Will oversee all of the Executive Board members
- c. Be responsible for aiding the other officers/chairs in their responsibilities
- d. Plan deadlines/create task lists for events and club project
- e. Notify all group members of pertinent information
- f. Plan agendas for meetings
- g. Will register the organization in the Fall
- h. Coordinates the overall success of an event by facilitating the actions taking place on the day of the event

- i. Responsible for creating sign-up sheets for volunteers for an event; volunteer tasks include set-up, clean-up, food-serving, ticket selling, etc
 - j. Works on event programs/schedules
- B. Vice President
- a. Will serve as IOC (Inter-Organizational Committee) representative and attend all meetings as well as the retreat
 - b. Assist the President in creating task lists and timelines for planning events and club projects
 - c. Assist the President with any other tasks they request help with
 - d. Oversee the recruitment and organization of performers/speakers for events (i.e. DJs, henna artists, musicians, dancers, etc.)
- C. Secretary
- a. Record minutes of all meetings
 - b. Send out emails about meetings/events
 - c. Assists the President with contacting catering and food services for an event
 - d. Reserve rooms for meetings/events
 - e. Assist with event planning and take on other roles as needed or requested by the President
- D. Treasurer
- a. Maintain the organization's budget for the academic year
 - b. Keep records of receipts and all transactions
 - c. Responsible for submitting the estimated budget to the allocation committee at the end of the academic year
 - d. Take inventory and keep updated records of the club's items
 - e. Assist with event planning and take on other roles as needed or requested by the President
- E. COSMO Representative
- a. Serve as the liaison between the club and COSMO (Coalition of Student Multicultural Organizations)
 - b. Attend all COSMO meetings and the retreat
 - c. Post pertinent information about Masala SACE on Comos' social media
 - d. Communicate with the Cosmo Chair
 - e. Assist with event planning and take on other roles as needed or requested by the President
 - f. Coordinate collaborations with the Executive Board
- F. Social Media Chair
- a. Coordinate advertisement of the club, meetings, and events
 - b. Maintain Facebook, Twitter, and Instagram accounts
 - c. Serves as a historian (taking photos, video recording)
 - i. upload and archive everything on Facebook or other social media
 - d. Supervise the Graphic Designer

- e. Assist with event planning and take on other roles as needed or requested by the President
- f. Graphic Designer
 - i. Create flyers and banners for each event as needed

G. Dance Chair

- a. Responsible for the overall choreography of dance team performances, including selecting music, costumes, props, and dance steps for ASC Meherbani
- b. Assist with event planning and take on other roles as needed or requested by the President

Article 5: ASC Meherbani - Dance Team

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, Bengali, Nepali etc. However, the frequency of dance practices can be adjusted depending on when a major event is scheduled. Dance team is open to Agnes Scott students.

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 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 they have 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; must be an active general body member and agree to an 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.)
3. 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.)
3. Secretary will oversee eligibility

Article 7: Mandatory/Major Events

I. Fall

A. Diwali: Festival of Lights

- a. Have dance performances and/or musical or other talents
- b. Have food catered from a South Asian restaurant
- c. If event is ticketed, all profits will go to a selected charity

II. Spring

A. Lunar New Year

- i. If event is ticketed, all profits will go to a selected charity
- ii. Catered Snacks or Food
- 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

Masala SACE Constitution

Adopted *Month, Year*

Revised *Month, 2019*

— **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:

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**

- 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. *Add any other pertinent requirements for your organization 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
- H. *Add any other pertinent requirements for your organization 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
- G. *Add any other pertinent requirements for your organization 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+:** *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

Constitution of the Mock Trial Team

Written by Arin Yost 11.15.18

Article I

Name and Purpose

Section 1: Name

- A) The name of this organization will be the mock trial team, henceforth referred as “The Team”, “The Organization”, “we”, or “our”.

Section 2: Affiliations

- A) The Team is to be affiliated with The American Mock Trial Association (AMTA), a national organization that will provide us with the case files, resources, and guidelines that The Team will use to guide its procedures, agendas, and yearly schedule.

Section 3: Purpose

- A) The purpose of The Organization is to introduce to undergraduate students the basics of the American courts system, including basic evidence admission procedures, relevant aspects of state and federal legislatures, and conducting witness examinations.
- B) Characteristics that The Team will develop in its members will include public speaking, courtroom presentation, and research skills. We will do this by registering with The American Mock Trial Association, using its case materials, and competing against other collegiate mock trial teams.

Article II

Membership

Section 1: Requirements for Membership

- A) All privileges of membership shall be made available to anyone regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. Any student at Agnes Scott College in good academic standing with the college is eligible for membership. There is no limit on how many members may join.
- B) Students who join as members by signing up within the first month of the semester must attend the weekly meetings. In the case of an excused absence, they may notify a member of the executive board ahead of time to avoid being noted as unexcused. A member of The Organization is allowed three unexcused absences per semester. They must notify a member of the executive board 24 hours in advance of a meeting if they are to be excused.
- C) Membership of The Team does not guarantee a place in competitions. These limited spaces will be allotted by the executive board’s discretion.
- D) Should a member be given a place in competition, they are obligated to attend all full organizational meetings, unless they have a recognized excuse.

Section 2: Provisions for Dismissal or Resignation

- A) The President reserves the right to dismiss any member at any time, provided that the executive board conducts a full hearing with the involved member(s) informed and present and given a chance to speak on their behalf.
- B) Members may resign from The Team by notifying the President via email. Members are strongly discouraged from resigning within two weeks of a tournament.

Section 3: Fees, Dues, and Payments

- A) The President reserves the right to levy appropriate fees or dues at the advisement of the Treasurer.

Article III

Officers: Elections, Vacancies, Removals, Duties, and Powers

Section 1: Officers and duties

- A) President(s)
 - 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) Take a primary role as The Team's lead coach
- B) 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 IOC as it relates to the Allocation Points system
 - g) Includes but not limited to membership numbers, community service hours, event attendance etc.
 - h) Submit a detailed transition report to incoming Vice-President
 - i) Take a secondary role as The Team's coach
- C) 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
- D) 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
- E) 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
 - i) Fulfillment of the agreed upon Advisor/Organization Contract
 - ii) Meeting with the organizations Executive Board at times agreed upon in their Advisor/Organization Contract
 - iii) Reviewing the yearly-allocated budget to plan for events, etc.
 - iv) Signing all required paperwork
 - v) Advising the organization on issues of risk management and leadership
 - vi) Reviewing Agnes Scott College's Handbook with the organization to know all College policies and procedures

Section 2: Elections

- A) Elections shall take place during Spring Elections, set by the Center for Student Engagement.
- B) Emergency Elections shall take place in early fall.
- C) An individual may be eligible to run for any position if they:
 - a) Have been an active member of The Team for at least one semester, though it is strongly recommended that a President have at least one full academic year of experience.
 - b) Have an endorsement from a current member of the executive board,
 - c) Have read the duties of their intended position as contained within this constitution and agree to fulfil their role.
- D) There are no term limits for any executive board position.
- E) Voting will be open to all active members of The Team, and may be carried out via online survey, voice vote, secret written ballots, division vote, or role call vote. The President may choose, but The Team can successfully require the vote to be by secret written ballots if $\frac{1}{3}$ of active members demand so.
- F) An individual may win their race if they are voted in by a simple majority.
- G) Runoff elections may be declared by the executive board if a simple majority is not reached in the original race.
- 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 or the next highest position will host an emergency election to fill the vacancies

Section 3: Impeachment and Removal

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

Team Makeup

Section 1: Should The Team membership exceed 11 students, The Organization is required to split into two squads of 6 to 10 members each. Each squad will work separately to develop their own case theory, examinations, and presentation. Further additions will be determined by the executive board as membership increases.

Article V

Meetings

Section 1: Organization Meetings

- A) Meetings of the entire member body must be conducted every other week.
- B) Individual squads are required to meet on the alternating weeks, but are given the freedom to meet separately.
- C) The Executive Board must meet weekly and before each general body meeting.

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

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, 2019

___ **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/ IOC Chair

- 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. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- H. Maintain notes from IOC meetings and update the Executive Board during Executive meetings
- I. 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*

___ **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

2018-2019 School Year

Team:

President: Zaina Anwer

Vice President: Rida Naseeb

Diplomat/Parliamentarian: Firdous Cleaver

Secretary: Islam Farhan

Treasurer: Fatima Khan

COSMO: Susana Ramirez Londono

IFC: Zozan Tahir

Social Media Coordinator: Zubaidah Farhan

Prayer Room & Halaqa Coordinator: Alaa Abdelrahman

ADVISOR: SHINADE RAMIERZ

*Executive board meetings are **MANDATORY** unless 24- hour notice to president. Meetings are to be held in the Prayer Room unless otherwise notified. Proper participation is **EXPECTED** during meetings, as well as in the WhatsApp group.*

FAILURE TO MEET EXPECTATIONS DURING FALL SEMESTER CAN LEAD TO IMPEACHMENT FOR SPRING SEMESTER.

*Information discussed in executive board meetings are to remain **CONFIDENTIAL**- meaning it should not be discussed with non-board members unless agreed upon by the whole team.*

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 Shinade Ramierz 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.

Responsibilities of the President are to:

- Preside over all executive council and general body meetings.
- Prepare meeting agendas and decide on future meeting dates.
- Appoint, oversee and assist all executive board and members as needed.
- See that all elections are announced and held as prescribed by the constitution.
- Serve as a tie-breaker vote during elections.
- Meet with advisor to update him/her on the status of the organization.
- Submit a detailed transition report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board Members after elections.

Responsibilities of the Vice-President are to:

- Aid the President and preside over meetings and events in the absence of the President.
- Supervise all constitutional revisions.
- Oversee committee planning of club activities and events.
- In the absence of the IOC representative, attend IOC meetings and take notes.
- Fill out EMS forms for upcoming events 10 days prior to the event.
- Request feedback from general members after all organization events.
- Aid the secretary in sending out minutes and/or updating social media accounts.
- Submit a detailed transition report to the incoming Vice-President.

Responsibilities of the Secretary are to:

- Record and maintain meeting minutes and other organizational records.
- Maintain an updated mailing list of all current members.
- Send out reminders to members about meetings and events.
- Update social media accounts with reminders and advertise for events.
- Take attendance (registration) at each meeting or event.
- Submit a detailed transition report to the incoming Secretary.

Responsibilities of the Treasurer are to:

- Maintain the club budget.
- Be responsible for timely reimbursements of funds.
- Assist in preparation of the annual budget.
- Prepare financial reports to be submitted to appropriate parties.
- Report financial situation to executive council.
- Supervise all fundraising activities.
- Collect all money due to the organization.
- Submit a detailed transition report to the incoming Treasurer.

Responsibilities of the COSMO Representative are to:

- Represent MSA at COSMO meetings and events.

- Act as a liaison between MSA and other diversity groups.

Responsibilities of the IFC Chair are to:

- Attend all IFC meetings and events.
- Act as a liaison between MSA and other groups.

Responsibilities of the Parliamentarian are to:

- Serve as the tiebreaker for decisions
- Serve as the conflict resolver
- ensures all members are following the regulations stated in the constitution
- Assist in meeting planning
- Carries through with all roles assigned to her by the president

Responsibilities of Social Media Coordinator are to:

- Create flyers and draft posts for all events.
- Create any creative content for advertising.

Responsibilities of Prayer Room and Halaqa Coordinator are to:

- Must keep inventory of all extra items available to the organization at any given time (check Prayer room)
- Maintain and brainstorm Halaqa and event topics in order for us to arrange the appropriate speaker.
- Keep track of important religious days of all sects of Islam so we can acknowledge them accordingly.
- Take note of fundraiser opportunities and charities for Muslim communities.

Responsibilities of the Advisor are to:

- Fulfillment of the agreed upon Advisor/Organization Contract.
- Meeting with the organization's 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.

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

BUDGET: \$3850

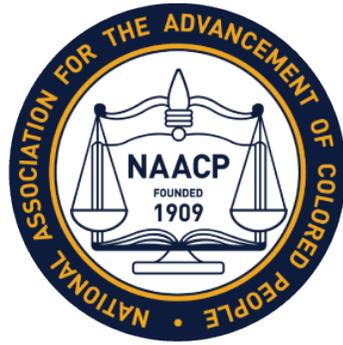
**NOT TO BE DISCLOSED. IF YOU DISCLOSE THE BUDGET
OR ANY FINANCIAL MATTERS TO ANYONE, IMPEACHMENT
WILL BE DISCUSSED.**

Event Draft & Tentative Calendar:

Highlighted events are confirmed or prioritized.

- **Eid Welcome Back & Kick-Off: September 1st week**
- **Intersectionality of Islam with Chaplin Kate: September 25th**
- **ISB ATL talk- October**
- **Fundraiser- October**
- **Women's Gala (Black Cat Alternative)- October**
- **Unity Banquet- November 1st or 2nd Thursday**
- **Halaqa and of semester get together- November**
- **Welcome Back Halaqa- January**
- **World Hijab Day Dinner- February**
- **Black History Month Exhibit- End of February**
- **Fundraiser- March**
- **End of the Year with Witkaze- April**

*****These are all tentative, unless highlighted. They are based upon successful events of the 2017-2018 school year. Please note we also collaborate as requested, specifically to show inclusivity*****



AGNES SCOTT COLLEGE
NAACP

Organization Constitution

Updated April, 2017

Article I:

Chapter of the National Association for the Advancement of Colored People, NAACP

Article II:

The mission of our chapter is to serve the students identifying as a person of color at Agnes Scott College through self-empowerment, black excellence, professionalism, community outreach, and educational dialogues on current and past social justice issues while being inclusive to all other racial and ethnic minorities.

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 Non-Student Members

Membership is open to:

A. All Agnes Scott College students whom pay the mandatory NAACP Youth & College Unit \$15.00 membership due per academic year and 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 whom pay the mandatory NAACP Youth & College Unit \$15.00 membership due per academic year

C. Honorary members; Alumnae, and others as voted on by the Executive Board whom pay the mandatory NAACP Youth & College Unit \$15.00 membership due per academic year



AGNES SCOTT COLLEGE
NAACP

Section 3: Obligations and Expectations of General Body Members

It shall be the duties of the members to:

- A. Renew chapter membership annually by submitting membership dues of \$15.00 in the fall semester of each academic year (or spring semester for those choosing to join at that time period)
- B. Attend a minimum of three meetings and three community service events per semester

Article IV:

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. Renew and submit an updated list of executive board members to NAACP Georgia Youth & College Secretary at the beginning of the fall semester
- G. Create monthly newsletters containing chapter meetings, events, and updates to send to general body
- H. Solidify all room requisitions for meetings and events through Agnes Scott EMS
- I. Create Executive Board meeting agenda
- J. Submit membership dues and list to NAACP National Headquarters after each interest meeting
- K. Draft organization activities calendar during Summer and Winter break for upcoming semesters
- L. Attend all organization meetings and events unless previously notified to executive board

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. Print sign in sheet for all chapter meetings and events
- G. 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.

H. Renew Agnes Scott student organization packet for IOC annually

I. Submit a detailed transition report to incoming Vice-President

J. Attend all organization meetings and events unless previously notified to executive board

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; Record attendance electronically within 48 hours after event

D. Track member's 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. Attend all organization meetings and events unless previously notified to executive board

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 treasury report to NAACP Georgia Youth & College Secretary at the end of the spring semester

G. Communicate with NAACP Georgia Youth & College Secretary each fall semester to discuss state and national assessment fees

H. Submit a detailed transition report to incoming Treasurer

I. Attend all organization meetings and events unless previously notified to executive board

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

Section 6: Chapter Chair(s)

The following apply to the Education, Political Action, Criminal Justice, and Campus Action Chairs:

- A. Present update at beginning of each general body meeting on topic in respect to the chair position title
- B. Attend all organization meetings and events unless previously notified to executive board

Article V:

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 with Agnes Scott NAACP is eligible to be elected President or Vice 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 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

- 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:

Section 1: Organization Meetings

- A. The Executive Board shall meet bi-weekly on every other Sunday at 7:30pm
- 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:

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

Ophelia Productions Constitution

Adopted *April, 2018*

Revised *November, 2018*

Article I

Ophelia Productions

Article II

Section 1: Ophelia Productions seeks to allow a platform for passionate filmmakers, including screenwriters, producers, directors, editors, and more to use advanced filmmaking equipment and techniques to produce a visual story. We will study films and filming techniques, outline and create our own films, and present our films in various ways including screenings and SpARC. Due to Atlanta's presence in the film world, we want to become skilled filmmakers with the tools we have and seek out more opportunities in the greater Atlanta area.

Section 2: We will address topics that Agnes Scott students can relate to by expressing ourselves in the realm of film.

Section 3: Our goals include to:

- a. Study groundbreaking films and apply techniques to our own short films.
- b. Produce one short film per semester and submit to a competition.
- c. Host a student film festival by the end our time here at Agnes Scott.

Article III

In order to become a member, students must submit an application that states interest, skills, and time commitment. We want to make sure people are committed and passionate. Members must be in good academic standing and must show up to meetings unless excused. Excuses include: illness, reschedules of work, classes, or rehearsals, and more depending on circumstances.

Section 1: Anti-Discrimination Clause

Note: ***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:

Assist with the editing, producing, writing, and filmmaking process. As a member, your role would be to contribute to film ideas, come to weekly meetings, and attend filming days if possible.

_____ **Article IV** *Students can only run for, and hold office in this organization if they are in good standing based on our 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. Oversee filmmaking processes, including planning, screenwriting, directing, editing, and producing.

_____ **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 the President with filmmaking processes, including planning, screenwriting, directing, editing, and producing.

_____ **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. Keep a record of all scripts and storyboards created and keep the shared folder organized.

___ **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. Keep a budget goal for all projects and make sure that all expenses are written in a shared folder between all Executive chairs.

___ **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
 - g. Help find filming resources in Atlanta and the surrounding area.

___ **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
- 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 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 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
- C. Additional meetings will take place upon member agreement; these meetings including filming days and extra work days.

___ **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

Purchase Card Agreement, Adviser form, Adviser/ Organization contract and the Alcohol Policy form to Alston 216.

Out In STEM Constitution

Adopted February, 2018

Revised February, 2018

___ **Article I** Out in STEM (oSTEM)

___ **Article II** (Purpose)

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

___ oSTEM seeks to support LGBTQ+ individuals both personally and academically by creating a diverse and supportive environment. oSTEM values integrity, intentionality, respect, passion and grit. As STEM fields are known for being particularly male dominated and heteronormative, and thus additional support is needed for LGBTQ+ individuals in STEM fields.

___ **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. Because oSTEM is a group dedicated to fostering an inclusive environment for LGBT+ people, the executive board reserves the right to ask anybody who makes derogatory remarks towards members or minority groups to leave the organization and not attend meetings or events. Dismissal requires a majority vote from the exec board, with the advisor making the deciding vote in the case of a tie.

___ **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 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. Submit the twice annual chapter reports to the national organization.

___ **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 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
- H. Maintain the social media accounts for the organization, including but not limited Instagram and 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

___ **Section 5: Advisor**

- A. An 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 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 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 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 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 biweekly.

___ **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

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

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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.

To whomever it may concern:

We would like to start a Pre-Health Society at Agnes Scott College. We feel that this club is crucial for students to develop their skills and experience entering the healthcare professional field. This club differs from any STEM related club on campus because we are designed to specifically focus on all individuals being a part of the pre-health (medical, dental, nursing, veterinarian, optometry and physician's assistant) track. This club will serve several different purposes such as:

- providing a vehicle for pre-health students to submit competitive applications
- educating students interested in pursuing any field in a healthcare profession
- preparing students to encounter work environment including knowledge on ethics and responsibilities as a healthcare profession
- establishing a network for students to interact with peers and mentors in their field inside and outside the college
- arranging health professionals and other experts to come speak on their experiences and assist students in forming a network
- gathering opportunities to shadow various healthcare professionals

Another reason this club is crucial for the Agnes Scott pre-health community is because many health related graduate programs emphasize the need of being part of a pre-health society that is geared towards preparing students for all components in the health field. We recognize that some of these opportunities exist at Agnes Scott but the prime motive of this club is to bring all of the various opportunities for students on a platform and create a network where students are able to share, learn and grow from not just their own experiences but also their peers'. This club will bring light and serve as a liaison between the external professional community and the student network at Agnes Scott. This will create lifelong relationships between students and professionals to serve as a guide for students. The Pre-Health Society is vital to the Agnes Scott Community as it will help in the personal and professional growth of pre-health students.

Thank you,
Pre-Health Professions Club Executive Board

CONSTITUTION OF THE PRE-HEALTH SOCIETY (PHS)

Updated *April, 2019*

Article I - Name

Section 1: The name of this organization shall be the Pre-Health Society (PHS).

Article II - Purpose

Section 1: To educate people interested in pursuing any field of the healthcare profession. PHS wants to enrich student skills and knowledge regarding the process of following any pre-health track regardless of their major. This includes what courses to take, exams needed for their intended profession as well as the overall application process and requirements outside of the university setting.

Section 2: To bring awareness to people that are committed to the pre-health field with opportunities such as shadowing, volunteering, internships, and conferences to make them stronger candidates for their desired profession.

Section 3: To establish a network both within the Agnes Scott community, as well as with mentors in their field allowing students to have a stronger support system.

Article III - Membership

Section 1: Any person who is interested in participating in the organization shall not be discouraged to join regardless of race, gender, creed, color, religion, nationality, sexual orientation, or ability. People of all backgrounds are welcomed.

Section 2: 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: Membership of the PHS will be divided into two factions; Eligible Executive Board Candidates and Active Members

- A. A person is recognized as an Eligible Executive Board Candidate when they attend two general body meetings per semester, and two PHS events per semester. This person is eligible to run for Executive Board positions when available.
- B. A person is recognized as an Active Voting Member when they attend at least two events per semester

Article IV - Office

Section 1: President/Co-President Duties

- A. Lead and conduct meeting of the organizations.
 - a. Co-President serves as a substitute for the President in the event of absences or emergencies
- B. Uphold the values listed in the constitutions, oversee all elections.

- C. Send out notices of all called/scheduled meetings to the General Body
- D. Appoint, oversee, and assist all committees and Executive Board Members
- 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
- F. Serve as a liaison between the organization and its advisor, working to provide everything needed for the executive board and organization
- G. Co-President will uphold the same duties as the President unless otherwise stated

Section 2: Vice-President

- A. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings.
- B. Preside over all meetings and fill in responsibilities in absence of the President(s)
- C. Succeed the President(s) 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

Section 3: Secretary

- A. Keep a record of the procedures of all meetings and to make minutes available to the campus community
- B. Draft emails to send to President(s) in order to notify General Body Members
- 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. Submit any budget request and/or sponsorship forms to other organizations or Center for Student Involvement
- E. Store budget information in multiple forms, digital, and hard copy
- F. Proposed budget changes in congruence with the President(s) and Vice-President
- G. Submit a detailed transition report to incoming Treasurer

Section 5: Event Coordinators

- A. Two event coordinators will have a seat on the Executive Board
- B. Responsible for submitting all required forms in advance for all club events

and activities

- C. Plan an outline of events and organizing the set up, as well as administer roles to others during the time of events
- D. Serve as a liaison between other departments when planning major events
- E. Assist with flyers, posters, and other major advertisements around campus
- F. Submit a detailed transition report to incoming Event Coordinator(s)

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
 - 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. Elections will only take place in cases of opening positions. Executive board members do not need to re-run after being elected for their designated position.
- B. Any Eligible Executive Board Candidate is allowed to run for an Officer position aside from President(s) and Vice President.
- C. Any Eligible Executive Board Candidate who is on the Executive Board for at least one year is eligible to be elected President or Vice President.
 - a. Requirements apply to both candidates for a Co-Presidency
- D. 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.
- 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 including the Executive Board.
- 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(s) 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 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 both Presidents resign or are 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 Involvement
- B. Emergency Elections are held in early fall

Article VI Meetings

Section 1: Organization Meetings

- A. The Executive Board shall meet bi-weekly. General body meetings shall be held every month that is not an Executive Board meeting day.
- B. The President(s) shall notify members of this meeting by e-mail the Sunday of the meeting week.

Section 2: Additional Meetings

- A. Emergency meetings may be called to provide for the executive boards in case of upcoming events or other unexpected tasks.
- B. Members may request to meet with any Executive board members or their respected liaisons for information for missed meetings
- C. 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(s) and if necessary the Vice President 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.

The Pre-Vet Society Constitution

Article I – Name

Section 1 – The name of this club or organization shall be **The Pre-Vet Society**

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).

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.

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 2019 - 2020

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:
 - 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.

ASC Radiant Royalties

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

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

ASC Radiant Royalties

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

Signature

SCOTTIE CHEERLEADING

2019-2020 Mission Statement: The Scottie Cheerleaders will be exemplary representatives of our school and will lead by example, pursue athletic excellence, develop leadership and loyalty. We will promote school spirit by encouraging, motivating and igniting unity among students, athletes, coaches and staff.

Purpose: Cheer for all Agnes Scott home basketball games. Participate in seasonal pep rallies. Raise money for the cheerleading organization. Encourage, motivate & ignite unity among students, athletes and staff by participating in events orientation, games and more.

Important Dates: TBA

Saturday, September 15, 2018 - Tryouts: Day One, TBA

September 16-18, 2018 - Optional Tryout Practice, TBA

Wednesday September 19, 2018 - Tryouts: Day Two, TBA

Sunday, September 23, 2018 - First Practice, Woodruff Gym 6pm – 9:00pm

Friday, September 28, 2018 - Chat and Cheer, Evans, 11:30a - 2pm

Saturday November 10 & Sunday November 11, 2018- Agnes Scott Classic - 4:00pm

Sunday December 2 or December 9, 2018 – Tentative Holiday Party

Home Game Dates (subject to change): TBA

Saturday, November 10, 2018 - Averett & Sunday, November 11, 2018 - Sewanee - 4:00pm

Saturday, December 8, 2018 – Brevard - 2:00pm

Sunday, December 9, 2018 - Berea - 4:00pm

Saturday, January 12, 2019 - Covenant - 2:00pm

Sunday, January 13, 2019 – Huntingdon - 2:00pm or 3:00pm

Tuesday, January 29, 2019 – LaGrange - 7:00pm

Friday, February 2, 2019 – Berea - 7:30pm

Saturday, February 3, 2019 - LaGrange - 2:00pm

Saturday, February 9, 2019 – Wesleyan (Ga.) - 2:00pm

Dates TBD –Cheer Clinics, Concession Stands, and Other Volunteer/Fundraising Opportunities

Tryouts

Tryouts will consist of two parts, both of which are mandatory to participate in. Tardiness will be unacceptable during tryouts. Please come dressed (gym shorts/pants, t-shirt/tank top, hair back/off your shoulders, comfortable sneakers) and prepared (water, eat breakfast before but bring a light snack, smiling face, excited attitude!) five minutes earlier than the posted time.

Tryouts: Part One (Saturday, September 15th, TBA)

This day is primarily used to learn the material. The cheerleading squad captains will teach a dance as well as a cheer and/or chant. This day will also be used to work on jumps, motions, tumbling, and possible stunting techniques if time permits. You are encouraged to inform the coach of any skills you might wish to display/work on.

Tryouts: Day Two (Wednesday, September 19th, TBA)

Cheerleaders will perform the skills taught during Day 1 of Tryouts. Judges will score each performer on the following criteria:

- Cheer/chant
 - o Overall execution of motions (tightness, placement, etc.)
 - o Voice (enunciation and volume)
- Dance
 - o Overall execution of motions (tightness, placement, etc.)
 - o Rhythm and flow of the performance
- Jumps
 - o A toe-touch and a jump of your choice will be performed. Judges may request a jump to be repeated once.
 - o Overall execution (height, pointed toes, straight arms and legs)
- *Tumbling – optional*
- *Stunting – optional*

During the entire tryout process, coaches/judges will be observing cheerleader's attitudes, excitement, willingness to learn, etc. While the above material is extremely important, a positive attitude is what makes a cheerleader. We understand that some of the material may be difficult to master in such short time. Please just put your best effort forward, that's all we can ask for. During all performances (practicing, in front of judges, etc.) REMEMBER TO SMILE ☺. Your performance, good or bad, can be masked by your facial expressions, make sure you mask it with the confident appearance of a smile!

Practices & Meetings (Mandatory)

Mandatory Uniform Fitting: TBA

- TBD (Keep Sept 21st and Sept 25th in mind as possible dates)

Mandatory Practice: TBA

- Every Sunday starting Sept. 23th from 1-4 pm excluding breaks (fall, thanksgiving, etc...)
- Every Wednesday starting Sept. 26th from 7-9 pm excluding breaks (fall, thanksgiving, etc...)
- Every Thursday starting Sept. 27 from 7-9 pm excluding breaks (fall, thanksgiving, etc...)

Games

- This team currently cheers at HOME basketball games. That being said, there may not be very many during the season so please make an effort to attend ALL home games for which we cheer. If you have any conflicts, please email one of the execs immediately.

Attendance

Absences from Games and Practices: 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. Please come to practice (even if that means you sit on the side). It is important that you know the material that will be taught during practices. 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.
- **Please notify the captains by email, text or phone with plenty of notice if you must be absent at a game or practice (24 hours, not the hour before) to make adjustments for the squad.**
- It is at the captain's discretion whether or not the cheerleader will participate in that week's activities if practice is missed.

Tardiness to Games and Practices: On time is defined as being dressed in the correct uniform including shoes with all jewelry off and in place 5 minutes before arrival time. Excused tardiness is limited to mandatory academic reasons: class, make up tests, quizzes or tutoring sessions. 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.

A FINAL NOTE ON ATTENDANCE *On the Cheerleading Squad we do not have a bench of

players like other sports to step in when someone is out. When stunting, for safety reasons, we cannot constantly change stunt groups to accommodate for squad members who miss practices or games. It is imperative that every squad member is present at every practice and every game. **If a cheerleader misses a practice (besides what has already been outlined) that squad member may not be included in any formation, stunt, or halftime routine during that week.** (This will be per the captain's discretion). Accommodations will not be made upon that squad member's return. Please schedule Dr.'s appointments around practice times, not during. **Finally, a sick, injured or ineligible cheerleader is still expected to be at all practices and games. It is still beneficial for the cheerleader to attend all events in order to keep up with what the rest of the squad is working on and to keep squad unity.** Attendance is vital and necessary to the success of the team. Each missed practice is a lost opportunity for the expansion of skills, both individual and team related. We do not meet as often as other sports on campus. We typically meet twice a week (one practice and one game, or two practices). This is not a lot to ask of you as a cheerleader. The sport of cheerleading is a very complex mix of motions, jumps, tumbling, stunting and team synergy. Taking into account the time and effort required to not only learn but to maintain these skills, a commitment to being at every practice on time is a must for the success of every team.

Quitting

Any cheerleader who quits the squad before the season is over will not be eligible to try out the next year.

Uniform Requirements

Games: Proper uniform for games consists of top, skirt, proper colored briefs (no exceptions!), WHITE SOCKS ONLY, sports bra that allow for no visible straps, squad athletic shoes and matching hair ribbon. Failure to have all of these may result in sitting out of a game or extra running. It is at the discretion of the captains to determine the proper fit of the uniform.

Practice: Proper uniform for practice consists of gym shorts/pants, spandex, t-shirt and cheer shoes/sneakers.

Communication

Cheerleaders are responsible for keeping the dates & times of practices, games and/or events and any CHANGES that occur in the cheerleader schedule.

Email, Texting and GroupMe will be the primary forms of communication.

Cheerleaders, please be responsible for checking your Agnes Scott email regularly (preferably twice a day at the minimum). In the event of last minute changes in the schedule, communication will come via cell phone call and/or text message to cheerleader's cell phone. It is required that cheerleaders provide their number to the captains (or team secretary) for communication

purposes. In the event a cheerleader does not have a cell phone (lost, broken, etc.) they are required to inform the captains via email.

Financial Commitment-Cheerleaders

The **ESTIMATED** upfront cost for the 2019 – 2020 academic year is \$100. This price is subject to change. The final determined price MUST be paid BEFORE the uniform orders can be placed. If we don't receive your payment on time, the order may be placed without your purchase. Additional fees may apply if you need to purchase your uniform separately.

The \$100 dollars will include the purchase of pieces of your uniform (briefs, midriff (long sleeved top), cheer t-shirts, ribbons and cheerleading sneakers.) All of these items will be yours to keep. Any solid white cheer sneakers from a previous squad are acceptable.

* Poms and the shell and skirt of the uniform have been purchased for the team. These are NOT yours to keep and should be returned at the end of the season.*

Fundraising and Volunteering

Fundraising. We will have fundraising opportunities throughout the season for Cheerleaders to help raise money for both the program and to offset the cost of any outside

- 50/50 Raffles – Conducted at home basketball games. Raffle tickets will be sold during the game for \$2.00. During half-time a random winner is chosen and they win half of the money raised from ticket sales and the other half of the money goes to the Cheerleading Fund or to a charitable organization.
- Cheerleading Clinics – There is typically one clinic held each semester. This is for children interested in learning more about cheerleading. Clinics are typically on a Saturday morning.
- Note – Fundraising is EXTREMELY IMPORTANT. Everyone must participate in some form!

Volunteering. Every season the squad participates in numerous volunteer activities.

Cheerleaders are required to participate in at least 75% of these activities each season. Examples of some past volunteer events include:

Decatur's Haunted House & Dance for Children - Every year the City of Decatur holds a haunted house and dance for 4th- 5th grade children. Cheerleaders help build and decorate the haunted house in the week leading up to the event. The night of the haunted house, cheerleaders dress up as scary characters to work inside the haunted house, sell tickets, organize and chaperone the dance, and lead tours through the haunted house.

Cheer Clinics – The Scottie Cheerleaders have facilitated a Cheer Clinics at both the Decatur Recreation Center and our own Woodruff gym. Our clinics have had as few as 5 and as many as 50 children. The cheerleaders perform a routine, and then break up into groups to teach the children different cheers and

dances. At the end of the event the children perform the material for their parents.

Cleaning Katie Kerr Road – Every month one of the varsity sports teams from Agnes Scott cleans Katie Kerr Road as part of the Student-Athlete Advisory Committee’s community service project. In the spring of 2015, 7 cheerleaders and the coach cleaned litter off Katie Kerr Rd. on Saturday morning in February. It was a rewarding experience.

Cheering at Charity Basketball Game for Brain Injuries – In the Spring of 2015, Scottie Cheerleading was contacted by the Resource Development Director at Side by Side Brain injury Clubhouse. Side by Side is the only nonprofit in Georgia that operates a psychosocial and vocational rehabilitation center for adults with brain injuries. Each spring, they host a basketball and silent auction benefit at Decatur High which raises, on average, \$50,000. The Scottie Cheerleaders cheered at the 2015 basketball event.

If you have any ideas for volunteer or fundraising opportunities, please let an execs know. We would love to hear and implement your ideas!

The Captains Responsibility

1. Establish clear written guidelines.
2. Ensure fair and consistent enforcement of guidelines.
3. Prepare and distribute a schedule of practices and events to cheerleaders in a timely manner.
4. Give advance notice of schedule changes to allow students sufficient time to make necessary arrangements.
5. Serve as an appropriate role model for cheerleaders in accordance with the standards set by the college and athletic association.

Scottie Cheerleader Contract

General Conduct Rules

1. I will conduct myself in a manner that is pleasing the Honor Code, both in and out of school, knowing that I am constantly viewed by others as a representative of the Scottie cheerleading squad.
2. I will bring a positive attitude to both practice and games and be an encourager to my teammates and the teams I am cheering for.
3. I will not engage in gossip or spreading rumors.
4. I will cooperate fully with the captains and other squad members at all times.
5. Cell phones are not to be used during practices or games.
6. I will be responsible for making sure I have the proper uniform for practices and games including the correct uniform, shoes, socks, briefs, sports bra, t-shirt, spandex & shorts. Not

having the correct uniform may result in extra conditioning or sitting out from a performance.

8. I will be responsible in keeping my cheer calendar up to date on current announcements, games and events as well as communicate with my captains specific details so that all parties are current on cheer events & responsibilities.

9. I will bring any conflicts with another teammate directly to the captains first and not to a fellow squad member. Gossip about fellow squad members will NOT be tolerated!

10. I will place myself under the authority of the administration of Agnes Scott College and my captains and I agree to adhere to their leadership and rules of discipline with a respectful attitude.

11. Keep a current email address/cell phone number on file with the execs.

12. Stay informed of practices, games and events by daily checking email, text and GroupMe.

13. Fulfill all financial responsibilities by the requested dates, failure to do so will result in not being able to purchase the required uniform/materials and inhibit my ability to participate.

14. Communicate with the captains about health concerns or injuries that might prevent participation.

15. Must adhere to the established rules and procedures as stated in the cheer contract and cheerleader guidelines.

16. Anything negative said on Social Media sites concerning Agnes Scott or Agnes Scott Cheerleaders will result in immediate disciplinary action.

17. I will make my academic achievements my priority. I 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. You are at Agnes Scott for your education, cheerleading can wait.

Specific Conduct Rules

1. I understand that not having routines down well or being absent during practice for a performance or the day prior to a performance may result in suspension from that performance.

2. I will arrive prepared and on time for all practices and performances. If a cheerleader is tardy, every minute late will result in running an extra lap (maximum of 15). Arrival more than 15 minutes late will result in a partial game suspension.

3. I will not receive more than 1 Honor Court and/or Judicial Board Case

Definition of suspension from cheer squad: A cheerleader who is suspended from the squad or ineligible:

- Is not permitted to perform at any game, activity (other than practice) or pep rally for the period of cheer suspension/ineligibility.

- May not wear uniforms or other cheerleader clothing at any time during suspension

- Shall attend practices and games as determined by the captains

Furthermore, any confirmed report of inappropriate-like behavior on or off campus could result in immediate dismissal from the squad. This includes unfavorable, questionable or illegal actions conveyed through electronic media (i.e. websites, personal home pages, blogs, text messages, chat rooms) or using electronic communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of another school organization or themselves (i.e. camera phones, digital photos, electronic descriptions).

The above will be dealt with on a case by case basis depending on the severity of the behavior.

_____ **Cheerleader Signature and Date**
_____ **The Co-Captains' Signatures and Date**
_____ **The Co-Captains' Signatures and Date**

Adopted October, 2015
Revised September, 2018

Constitution

Article I: Name - Scottie Sharks Swim Club (ASC 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. The IOC Representative is the President. Attending the two for the semester.
- B. 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.
- C. Call and preside over all meetings of the organization.
- D. See that all elections are announced and held as prescribed by the constitution.
- E. Appoint, oversee and assist all committees and Executive Board Members as needed.
- F. 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.

Section 2: Vice-President Duties

- 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. Submit a detailed transition report to incoming Vice-President.
- F. Serve as a liaison between the organization and its advisor.

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 aggressive 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 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. 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.

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, 2019

___ **Article I** (Name)

Social Dance Club

___ **Article II** (Purpose)

___ **Section 1:** To spread the joy of dance to students across campus and across the city.

___ **Section 2:** To brings students (from Agnes Scott and other colleges) together through dance.

___ **Section 3:** To promote cultural education and understanding through dance.

___ **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

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:

Attend dance function hosted through the club and to participate in the election process when such an election is held. Members must be of good academic and non-academic or else face removal from official club membership from then on.

___ **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

___ **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

___ **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 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 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 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 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 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

___ **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

**Constitution
of the
UKirk Atlanta at Agnes Scott College
February 2, 2018**

ARTICLE I UKirk

Section (1.1) The name of the organization shall be ***UKirk Atlanta at Agnes Scott College***

ARTICLE II PURPOSE

Section (2.1) The mission of UKirk Agnes Scott is to energize, coordinate, and develop relationship-based ministries on Atlanta area college campuses and to build connections between college students and PC(USA) congregations.

Section (2.2) UKirk strives to foster supportive, faithful communities of students who together seek to engage faith in their everyday lives.

ARTICLE III MEMBERSHIP

Section (3.1) **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 (3.2) **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.
There will be no maximum number of members.

Section (3.3) **Active Membership.** An active member shall be defined as an individual who attends two or more meetings of the fellowship per semester; and, or supports the activities of UKirk.

ARTICLE IV STUDENT OFFICERS

(Section 4.1) **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 for all incoming Executive Board Members after elections
- E. Serve as a liaison between the organization and its advisor

(Section 4.2) **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

(Section 4.3) **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 4.4) **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 4.5) **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

(Section 4.6) **Campus Minister**

A. **Powers and Duties:**

- a. The Campus Minister shall preside at meetings of the Corporation, the Board of Directors, and the Trustees.
- b. Make appointments as directed, authorized, or required, including appointing directors, trustees, and SALT members to serve on committees who shall be responsible for reporting to the Board of Directors of the activities of their respective committees.
- c. Execute any and all documents of whatsoever kind and nature necessary to carry out the purpose and functions of the Corporation.
- d. Be responsible for carrying out the directives and requirements of applicable law, these bylaws, and the articles of incorporation.
- e. Perform all duties incident to the office of Campus Minister.
- f. Perform other duties as may from time to time be assigned by the Board of Directors.

B. **Appointment and Termination:** The Campus Minister shall be appointed by the Board of Directors and serve at the pleasure of the Board, but termination shall be subject to the oversight of the Committees on Ministry of the respective Presbyteries in a manner comparable to the service of a pastor to a local church.

C. The Board shall be responsible for the performance review of the Campus Minister and such other paid employees as there may be from time to time including the setting of the Terms of Call for each year of service. At the Board's discretion a Personnel Review Committee may be named to make recommendation(s) to the Board.

ARTICLE V ELECTIONS AND REMOVALS

(Section 5.1) **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. All officers must be elected by a majority vote of all members with a required quorum consisting of at least half of all members.
- C. Runoff elections may be called as necessary by the Executive Board and Advisor.
- D. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- E. 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 5.2) **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 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 5.3) **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 6.1) **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 6.2) **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 7.1) 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 7.2) 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 7.3) An amendment must be approved by the organization Advisor before final ratification.

UNICEF Campus Initiative at Agnes Scott Constitution

Adopted: April, 2014

Revised: September, 2015

Article I: UNICEF Campus Initiative at Agnes Scott

Article II: Purpose

Section 1: Education: Through intellectual discussions and communal hours, UNICEF at Agnes Scott aims to educate its members, campus, community about UNICEF's child survival work.

Section 2: Advocacy: Educational and political advocacy includes activities that raise awareness about child survival issues and affect legislation and public policy.

Section 3: Fundraising: The organization will participate in fundraisers on campus and in the local community.

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
- B. Agnes Scott College faculty and staff
- C. Honorary members: Alumni and others as voted upon by the Executive Board
- D. There will be no maximum number of members

Section 3: Obligations and Expectations of General Members

It shall be the duties of members to:

- A. Attend at least half of all scheduled programs during the entire school year to remain in good standing.
- B. Protect the name and reputation of UNICEF and the U.S Fund for UNICEF
- C. All leaders and members of the UNICEF should be registered as volunteers with the Online Volunteer Center and receive the Campus Initiative eBulletin.

Section 4: Executive Board

- A. All officers must be students at Agnes Scott College
- B. All officers are expected to be present at all organization and executive board meetings

Article IV:

Section 1: President

It shall be the duty of the President to:

- A. Call and preside over all meetings of the organization
- B. Lead and facilitate discussion of the Exec Board meetings
- 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. Come up with a list of yearly events
 - Distribute tasks for each event to the different officers
 - Oversee the completion of each task of other officers
 - Be the main contact person for possible presenters of UNICEF Campus Initiative events
- F. Submit a detailed report to the incoming President in addition to conducting a transitional meeting for all incoming Executive Board members after elections
- G. Serve as a liaison(s) between the organization and its advisor, the staff of the U.S Fund for UNICEF and local Campus Initiative Fellow
- H. Represent the organization at the Leadership Retreat
- I. Conduct a recruitment campaign for members and volunteers at the beginning of each academic year and at appropriate times throughout the year.
- J. Submit a Reporting and Reflection Survey twice a year (before December 31 and May 31)

Section 2: Vice President

It shall be the duty of the vice president to:

- A. Preside over all meetings in the event of the unavailability of the President
- B. Succeed the President in the event of the President` extended absence or removal
- C. Act as another advisor to all committees appointed by the President
- D. Prepare all necessary duties as prescribed by the President
- E. Submit a detailed report to incoming Vice-President
- F. Keep careful records of all activities and financial transactions that occur during the term of service
- G. Control an appropriate use of U.S Fund for UNICEF logo
- H. Work with other organizations to establish ties for collaboration

Section 3: Secretary

It shall be the duty of the secretary to:

- A. To commit and to be fully invested in the organizational aspect of the UNICEF at Agnes Scott
- B. Keep a record of the procedures of all meetings and to make these minutes available to the campus community
 - To create and to manage timeline for the UNICEF events (preferably online, so each Exec board member is able to view, comment, and utilize the timeline tool)
 - To create a list of logistical and organizational tasks needed to be implemented for every UNICEF event
 - In case the task can not be completed for whatever reason, attempt to find a replacement party
 - To document each meeting to track given agendas and meeting outcomes
- C. Send out notices of all called meeting and events every week for every meeting
- D. Take attendance at each meeting to ascertain the good standing of members
- E. Make a member sign-up sheet available to all events

- F. Track members participation in committees, meetings and events
- G. Maintain an updated mailing and email list of current members
- H. Submit a detailed report to the incoming secretary
- I. Be responsible for communicating and updating the contact information of new Exec Board members on the Extranet

Section 4: Treasurer

It shall be the duty of the treasurer to:

- A. Record of all bookstore, phone, and copy charges, vendors and performer/speaker costs, and other expenditures
- B. Bring an updated budget to ALL Executive Board Meetings
- C. Personally communicate with all Executive Chairs periodically regarding their individual expenditure and other budgetary concerns
- D. Store budget info on two disks and in hard copy form
- E. Pay any bills accrued by the group
- F. Request checks from the treasurer of SGA
- G. Propose budget changes with the guidance of the President and Vice-President
- H. Send contributions to the U.S Fund for UNICEF within 30 days of an event
- I. Submit a detailed report to the incoming Treasurer
- J. Submit an accurate financial record to Reporting and Reflection Summary
- K. Ensure that
 - Fundraising must be appropriate to the identity of the U.S Fund for UNICEF and the Campus Initiative
 - Funds raised for a specific purpose are used for that purpose
 - All money raised in the name of UNICEF benefit UNICEF
 - All donations and acknowledgments are quickly and efficiently processed within 30 days.

Section 5: Communications Chair

It shall be the duty of the Digital/Creative Aid to:

- A. Well understanding of technologies that one might need to create flyers, posters, and edit photos
- B. Collaborate tightly with President, for approval of flyers or posters for the event
- C. Generate ideas and designs for promotion and decoration of the UNICEF events.

Section 5: Community Building Chair

It shall be the duty of the Community Building Chair to:

- A. Serve as a liaison between club members in terms of their planned events and/or questions they may have about the UNICEF initiative.
- B. Partner with surrounding UNICEF clubs across the metro-Atlanta area.
- C. Serve as IOC Liaison, attending all meetings
 - a. To notify the President of their absence at either IOC meetings at least ONE week prior to the meeting in question so arrangements for a replacement representative can be made
- D. Collect and submit all organizational information to IOC as it relates to the Allocation Points system

- a. This information includes but is not limited to membership numbers, community service hours and event attendance
- E. To communicate closely and frequently with the members of the Exec Board in order to ensure tight communication and healthy team spirit

Article V: Elections and Removals.

Section 1: Officers

- 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 general body member and any student at Agnes Scott College are eligible to run for an Executive Board position.
- C. Any current general body member and any student in good standing and with at least one year of Executive Board experience is eligible to be elected President (except in cases of special nomination of member by the Executive Board)
- D. ALL nominees must write and present—publicly or electronically—a brief statement of their qualifications for Executive Board leadership 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.

Section 2: Executive Board

- A. New officers take office at the last meeting of the spring semester and remain in office until the next election.
- B. If a position remains unfilled after the elections process, the President will host an emergency election to fill the vacancies.
- C. Emergency elections will take place early fall semester.
- D. 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 3: Expulsion of Underperforming Executive Board Members

In the event it is found that one or more Executive Board members has 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 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 member continues to under-perform, the Executive Board shall vote whether that Executive shall remain on the Board
- D. The Board will immediately appoint a replacement, who is a General Body member of good standing and agrees to an interview session with the Executive Board.

Section 4: Advisor

UNICEF should have one advisor, but should encourage other faculty members and staff to be involved with the UNICEF

- 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. Meeting with the organizations 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 5: Time of Elections

- A. Elections shall take place during Spring Elections, typically before IOC and COSMO requests new Executive Board members and final budgets.

Article VI: Meetings

Section 1: Organization of Meetings

- A. The Executive Board shall meet weekly

Section 2: Additional Meetings

- A. Emergency meetings may be called to provide awareness to students who are unable to attend meetings (Day Students, student Athletes, etc.)
- B. The President with the approval of the Executive Board may call additional meetings

Article VII: Financial Account

Section 1: The UNICEF at Agnes Scott's financial account shall be used to hold all funds raised for UNICEF donations and organization's expenses. The financial record book shall be maintained by the President and Treasurer, and may be reviewed by any current officer at any time upon request.

Section 2: The organization financial account will not include the name "UNICEF" in its title, per U.S Fund for UNICEF policy.

Section 3: Fundraising activity expenses should be 25 percent or less of generated revenue.

Article VIII: Amendments

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

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 takes action on it

Section 3: Amendment must be approved by the Advisor before final ratification

Constitution for Unite for Reproductive and Gender Equity Chapter at Agnes Scott College
Adopted October, 2016
Updated April 20, 2018

Article I---Organization Name

The name of this organization was previously Scotties on Campus Organizing for Reproductive Equity but is now URGE at Agnes which stands for Unite for Reproductive and Gender Equity, the Agnes Chapter.

Article II---Mission and Goals

Section 1: Mission

Our mission is to defend and expand every person's access to the social, political, and economic resources necessary to make healthy and informed decisions about their body and lives. We are working to ensure a pro-access future by educating others, activating supporters, and pressuring decision-makers to support reproductive justice. We are committed to the mobilization of youth, development of sustainable coalitions, and promotion of progressive values.

Section 2: Goals

Goal 1: To advocate for sex positive policies on campus in an effort to create a more inclusive and socially just culture around sexual health.

Goal 2: To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

Goal 3: To create an inclusive environment for all students. Fostering a safe and genuine space for all participants.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. Agnes Scott College is allowed to halt or cancel an event at any time if it violates rules on campus.

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. Hazing or any form of bullying will not be allowed as a condition of membership in this organization.

Section 2: Students and Non-Student Members

Membership is open to all Agnes Scott College students who meet eligibility standards. Only Agnes Scott College students can vote and/or hold office. Membership is not limited to only students; faculty and/or staff are allowed to take part in major events that the organization may hold but may be restricted full membership. There will be no maximum number of members.

Section 3: Obligations and Expectations of General Body Members

All regular members must maintain a 2.0 GPA and be in good standing with the university. All regular members must attend at least 50% of meetings or events in order to stay active.

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 (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
- 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. Purpose 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. Fulfilment 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 (not required but preferable)
- 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
- 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:

- 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 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
- C. General body meetings are required to meet the week of 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 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's Advisor before final ratification