

# Affinity Constitution

Adopted June 2013

Revised April 30, 2020

## **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 the 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 are 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 week 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. 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

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Last Reviewed: 4/30/2020 at 4:30pm

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.

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

Last Reviewed: 4/30/2020 at 4:30pm

#### 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, 2020

\_\_\_ **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)*

\_\_\_\_ **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

# ASCEND! Constitution, 2020-2021

Created: August 24, 2015  
 Edited: March 1, 2020 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 Chair**

*It shall be the duty of the COSMO Chair 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 Chair**

*It shall be the duty of the Transcend Chair 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
- E.

**SECTION 7: Public Relations Chair**

*It shall be the duty of the Public Relations Chair to:*

- F. Create all flyers for events and gatherings
- G. Send and pick up flyers at CSI for printing
- H. Help hang/post flyers on and off-campus when applicable
- I. Post flyers and other promotional images/graphics to Instagram feed and story
- J. Maintain Instagram highlights and keep social media pages up-to-date

- K. Upload all promotional flyers and images to Google Drive for access by secretary for emails and other exec. board members
- L. Maintain correspondence with organizations in Atlanta by responding to DMs
- M. Maintain correspondence with members and social media followers by promptly answering questions and following relevant accounts
- N. Communicate any event changes or cancellations via social media pages
- O. Assist with tabling at Student Organization Fair and at other relevant outreach events/fundraisers

## **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***

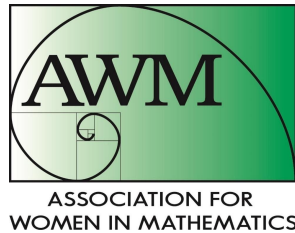
- A. Emergency meetings may be called to provide awareness to students who are unable to attend general meetings
- B. The President(s) with the approval of the Executive Board may call additional meetings

## **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**

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

### **Article I: Name**

1. This organization shall be called the 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 consider and/or prepare for careers in the mathematical sciences.
1. The Chapter embraces the policy of the AWM regarding a welcoming environment for all its activities. See <https://awm-math.org/about/> and <https://awm-math.org/policy-advocacy/welcoming-environment/>

### **Article III: Membership**

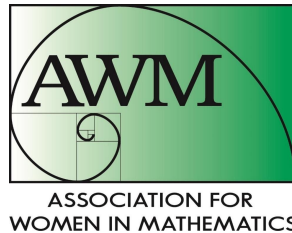
1. Membership in the Chapter shall be open to any student at , regardless of gender identity or expression, race, color, religion, age, national origin, sexual orientation, or disability.

### **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 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.

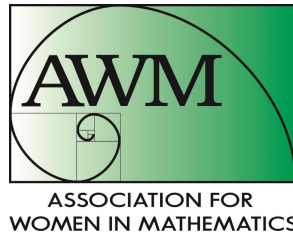
#### **Article VII: Duties of Officers**

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 Student Chapters Committee (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

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- 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.

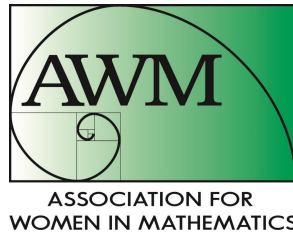
#### **Article X: Meetings and Activities**

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 Student Chapters Committee 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 percent of the voting membership of the Chapter or at least 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 Student Chapters Committee.

# The Aurora Constitution

Updated: March 2020

## **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 as grade submissions to the magazine.

## **Article IV: Club Leadership**

### *Officer Positions:*

- Editor-in-Chief
- Junior Editor
- Treasurer
- Prose Editor
- Art Director/Editor
- Poetry Editor

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

- The Editor-in-Chief is the principal officer of the club. They preside over club meetings, ensure 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 sections of the Aurora and for the overall presentation/layout of the publication
- In charge of the layout of Aurora
- 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
  - Meeting with the organizations Executive Board at times agreed upon
  - Reviewing the yearly allocated budget to plan for events, etc
  - Signing all required paperwork
  - Advising the organization on issues of risk management and leadership
  - Review Agnes Scott College's Handbook with the organization to know all College policies and procedures

**Section 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 an 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

## 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 committee service, 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
- 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.

**Section 7: Proposed Edit to Explain Reasoning for no Event Planning Position  
To BE VOTED ON BY Executive Board**

For reasons of maintaining balance there is no event planning position. The reasoning is because event planning and procedures can be very extraneous/stressful and create and unbalance of power.

Event creation expectations are as follows:

- A. Event idea creation is to be done by the Executive Quorum (majority of Executive Board members in attendance at a meeting).
- B. Responsibilities are to be divided evenly, everyone must have at least one duty in creating said event to avoid overload.
- C. Collaboration is expected, we are a team and should be able to create a friendly environment working together.
- D. Once duties are assigned each executive board member is expected to have it complete or have made valuable progress in 1-2 Weeks.
- E. Due to expectation D all events should be planned 3-4 weeks ahead of schedule. This ensures that we have time to advertise events, are not rushing, and are not stressed from working last minute.

This section ensures that no one person is controlling all events or stressed with the planning of everything. Power in this organization is linear not a hierarchy.

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.

- 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, 2018

## Article I

The organization shall be called Black Ring Radio.

## Article II

### **Section 1:**

To allow students to gain experience with broadcasting, DJing, 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 presenting on the subject of their show and explaining a basic episode, walking the Executive DJ and President through their goals and intentions for the program. 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.

F. More than three absences during the length of a semester will result in a loss of booth privileges, and a revoking of the individual's show, DJ opportunities, etc. At the beginning of each semester, the slate will be wiped clean and members can re-audition after attending meetings.

The duties of these committees are as follows:

#### Content Committee

The Content Committee is responsible for:

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

#### DJ Committee

The DJ Committee is responsible for:

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

- d. Ensure that all DJs are following station and campus regulations

### Promotions Committee

The Promotions Committee is responsible for:

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

## **Article IV**

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

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

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

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

### **Section 3: Secretary**

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

### **Section 4: Treasurer**

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

### **Section 5: Advisor**

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

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

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

The duties of the Chairs are as follows:

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

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

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

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

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

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

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

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

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

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



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

## **Section 2: Impeachment**

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

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

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

- A. Elections shall take place during Spring Elections, set by the Center for Student Leadership and Service.

B. Emergency Elections are held early in the fall

**Article VI: Meetings**

**Section 1: Organization Meetings**

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

**Section 2: Additional Meetings**

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

**Article VII: Amendments**

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

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

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

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

ARTICLE I Name

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

ARTICLE II Aims

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

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

ARTICLE III Membership

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

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

SECTION 3. Maintaining Membership

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

SECTION 4. Reinstatement

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

SECTION 5. Non-Student Members

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

ARTICLE IV Pledge

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

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

#### ARTICLE V Executive Board

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

#### SECTION 2. Function

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

#### SECTION 3. Eligibility

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

#### ARTICLE VI Duties of Officers

#### SECTION 1. President

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

#### SECTION 2. Vice-President

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

#### SECTION 3. Secretary

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

#### SECTION 4. Treasurer

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

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

#### SECTION 5. Historian/Librarian

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

#### SECTION 6. Publicity Chairs

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

### ARTICLE VII Production Staff Steering Committee

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

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

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

### ARTICLE VIII Duties of Production Staff Steering Committee

#### SECTION 1. Assistant to the Director

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

#### SECTION 2. Stage Manager

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

SECTION 3. Scenery Chair

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

SECTION 4. Lighting Chair

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

SECTION 5. Costume Chair

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

SECTION 6. Sound Chair

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

SECTION 7. Property Chair

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

SECTION 8. Make-Up Chair

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

SECTION 9. Publicity Co-Chairs

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

SECTION 10. Program Chair

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

SECTION 11. Box Office Chair

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

SECTION 12. House Manager

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

SECTION 13. Director

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

SECTION 14. Technical Director

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

SECTION 15. Business Director

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

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

## ARTICLE IX Election and Appointments

SECTION 1. Nominations

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

SECTION 2. Elections

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

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

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

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

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

#### ARTICLE X Quorum

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

#### ARTICLE XI Amendments

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

#### ARTICLE XII Productions

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

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

SECTION 3. Rehearsal Attendance

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

SECTION 4. Play Cycle

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

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## BY-LAWS

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

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

**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.

## BYLAWS of Gamma Eta CHAPTER

Adopted: 12 February 2002

Revised: 19 February 2002  
29 October 2003  
20 November 2004  
7 March 2007  
28 October 2007  
10 December 2009  
15 February 2009  
12 October 2010  
15 November 2012  
14 April 2013  
21 April 2013  
11 November 2014  
21 November 2019

Amended: 13 September 2002  
7 March 2007  
27 November 2007  
12 October 2010  
15 November 2012  
14 April 2013  
21 November 2019

### ARTICLE I – NAME

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

### ARTICLE II – GENERAL PROVISIONS

Section 1. General Policies and Procedures. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these Bylaws, shall be handled in accordance with established procedures as prescribed in appropriate Fraternity publications.

Section 2. Abbreviations. The following abbreviations shall be used as appropriate throughout these bylaws:

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

VPR- Vice President of Ritual

### **ARTICLE III – MEMBERSHIP**

Section 1. Eligibility Requirements for Student Membership.

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

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

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

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

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

Section 4. Financial Obligations of Membership.

- A. All members must pay annual national and semesterly chapter dues of \$30.00 in a timely manner in order to be in good financial standing.
- B. Members who have not met their financial obligations in full by the end of the year will be considered a member not-in-good-standing and will be reported to National Headquarters as delinquent.

Section 5. Voting Privileges of Membership.

- A. Only members in good standing are privileged to vote on chapter business.
- B. To be in good standing, a member must:

1. Pay all dues and fees in full by the set due date.
2. Attend all chapter meetings and events, unless excused.
3. Maintain a minimum GPA required by local school regulations for active participation in extracurricular activities.

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

#### **ARTICLE IV – MEMBER-IN-TRAINING**

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

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

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

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

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

Section 4. Fees.

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

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

#### **ARTICLE V – OFFICERS**



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

The requirements for these offices are:

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

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

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

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

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

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

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

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

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

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

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

#### **ARTICLE VII - EXECUTIVE BOARD**

Section 1. Membership. The executive board shall be composed of all elected chapter officers.

Section 2. Responsibilities. Duties of the executive board are as outlined in the CPM.

Section 3. Meetings. The executive board shall meet before each Formal Business Meeting and is to meet five times each year with the advisory committee in accordance with the CPM.

Section 4. Quorum. Quorum shall be designated as two-thirds of the chapter's executive board membership.

#### **ARTICLE VIII – MEETINGS**

Section 1. Chapter Meetings. Chapter meetings are business meetings that are held at regular times.

- A. Formal business meetings shall take place at least once each month and shall include ritual. Appropriate business attire is required.
- B. Informal chapter meetings shall take place on weeks when there is no formal business meeting.
- C. Quorum shall be designated as two-thirds of the chapter's active membership.

Section 2. Special Meetings. Special meetings are meetings of the entire chapter held for emergency purposes, for business that could not be planned for in advance but must be transacted before the next scheduled meeting.

- A. The President or any member of the advisory committee can call a special meeting.
- B. Circumstances for calling a special meeting are those that immediately and/or drastically affect the entire chapter. These are judged upon a case-by-case basis.
- C. Notification of a special meeting is made via email or by phone. Members are required to respond in a timely manner.

#### **ARTICLE IX – COMMITTEES**

Section 1. Standing Committees. Standing committees are ongoing committees which have continuing responsibilities throughout the year.

- A. Standing committees of the chapter shall include, but not be limited to: Service Committee, Programs Committee, Fundraising Committee, Social Committee, Membership Committee, Fraternity Education Committee and Awards Committee.
- B. Each standing committee shall be formed by the President.
- C. Each committee chair shall be elected through the same process as chapter officers. Exceptions are the chairs of the Fundraising, Membership, and Ritual committees, which shall be chaired by the Treasurer, Vice President, Membership and Vice President, Ritual, respectively.
- D. Committees are composed of at least 3 members, including the chair but not including the President. Committee membership is voluntary.

- E. Duties of the committees are as listed in the CPM.
- F. The terms of committee matches those of the chapter officers.

Section 2. Special Committees. Special committees may be created by the chapter as needed to function until completion of a specified assignment. These committees include, but are not limited to, Bylaws, Nominating, and Honors Committees.

Section 3. Ex-Officio Committee Membership. The President shall serve as an ex-officio member on all committees except for the Nominating Committee.

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

Section 1. Composition. An advisory committee of three members shall be formed in accordance with the CPM. If unable to form an advisory committee, the chapter will select an advisor in accordance with the CPM.

Section 2. Meetings. The advisory committee shall meet at least once each semester by itself and with the executive board bi-monthly beginning with the first month of the academic year in accordance with the CPM.

Section 3. Responsibilities. Responsibilities and duties of advisors are as outlined in the CPM.

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

Section 1. Honors Committee. The chapter will form an Honors Committee of three members in January in accordance with the CPM. Duties of the Honors Committee shall be as outlined in the CPM.

Section 2. National Honors and Awards. The Chapter may present National Honors and Awards in accordance with the National Bylaws and the CPM.

Section 3. Local Honors and Awards. The Gamma Eta Chapter makes the following local awards that have been approved by the province officer and do not resemble national awards in name and form, in accordance with the CPM.

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

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

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

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

## CHAPTER ADDENDA

### ADDENDUM A - MEETING ATTENDANCE

- Section 1. Notification of Meeting Absences. Members are expected to attend all chapter meetings and events. Notification of an absence must be made in writing to a member of the Executive Board at least three (3) hours prior to regular chapter or executive board meetings, and 24 hours prior to events or formal chapter meetings.
- Section 2. Excused Absences. Excused absence are allowed for the following reasons:
- A. Illness
  - B. Academic conflicts
  - C. Performance conflicts
  - D. Work conflicts
  - E. Athletic events for athletes
  - F. Other reasons if approved by the Executive Board
- Section 3. Unexcused Absences. An absence is considered unexcused when the absence occurs without proper notification.
- Section 4. Fines. Fines are accrued when a member obtains an unexcused absence.
- A. A member is charged \$10.00 for an unexcused absence from a regular chapter meeting.
  - B. A member is charged \$15.00 for an unexcused absence from an event, an executive meeting or a formal chapter meeting.
  - C. Fines are due two weeks after the date of the absence.
- Section 5. Emergencies. Emergency absence will be handled on a case-by-case basis. It is recommended to notify any chapter member as soon as possible in the case of an emergency absence.

### ADDENDUM B - EVENT SERVICE DUTIES

- Section 1. Duties. The chapter members will volunteer to serve at music department performances. These service roles include, but are not limited to: door guards, stage managers, and page turners.
- A. Door guards shall:
    - a. Keep audience members out of the performance space until they are allowed to enter, both prior to the start of the performance and in between pieces and sets.
    - b. Distribute event programs.
  - B. Stage managers shall:
    - a. Make necessary stage changes in between performers and pieces during an event. These changes include, but are not limited to: moving chairs and stands on and off stage, opening and closing of piano(s), and page turning.
    - b. Ensure that the backstage area is quiet and that all doors to the performance are shut during performances.
  - C. Page turners shall:
    - a. Aid accompanists in turning pages during a performance.
- Section 2. Attire. Appropriate attire is defined as neutral business casual attire for daytime performances and all black badge attire for evening performances. It is recommended, especially for stage managers, to wear comfortable shoes with soft soles and to avoid loud jewelry. It is required that volunteers wear their badge while volunteering.

- Section 3. Attendance. Members shall arrive no later than 15 minutes before a performance begins.
- A. Proper communication and preparations shall be made well in advance with the department if early arrival is not possible.
  - B. In the event that a member is unable to serve at an event, it is the member's responsibility to find a replacement and notify the appropriate chapter member at a minimum of seven days prior.

- Section 4. Fines. Fines are accrued when a serving member arrives late to an event or not at all without notice to the appropriate chapter members or music department representatives.
- A. A charge of \$15.00 is accrued for an absence.
  - B. Fines are due two weeks after the date of the tardy or absence.

2017 Collegiate Chapter Bylaws Template  
Updated November 2019

# 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 2020

**Article I** (Name)

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

**Article II** (Purpose)

**Section 1:** The purpose of Her Campus 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 Her Campus.

**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

**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 an editorial calendar and track members' submissions, meeting attendance, etc.

**Section 5: Senior Editor**

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

**Section 6: Events Coordinator**

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

**Section 7: Social Media Director**

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

**Section 8: Treasurer**

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

**Section 9: Advisor**

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

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

## **Article V Elections and Removals**

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

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

### **Section 2: Impeachment**

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

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

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

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

**Article VI Meetings (mandatory)**

**Section 1:** Organization Meetings

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

**Section 2:** Additional Meetings

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

**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.

# Hillel Constitution

Adopted April 2018

Revised April 2019

Revised March 2020

\_\_\_ **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 duty 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:** Religious Programming Chair

- W. Plans and executes Shabbats and other religious-based programming
- X. Performs outreach to Hillel's of Georgia, as well as local synagogues and other religious institutions
- Y. Attends Interfaith meetings when the President is unable to do so
- Z. Ensures the comfort and safety of all Jewish-identifying students on campus in terms of religious space

— **Section 7:** Advisor

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

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

- A. 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

CONSTITUTION OF THE ASC  
***Latinas UNIDAS: Comunidad En Familia***

Adopted Month, Year  
Revised: May, 2020

**Article I—Name**

**Section 1:** The name of this organization shall be the ASC *Latinas UNIDAS: Comunidad en Familia*.

**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 (multicultural and multiethnic definition which includes Afro-Latinx, Afro-Caribbean, and Indigenous populations) and Hispanics (recognizing Spanish speaking and Latinx diaspora in the world). *Latinas UNIDAS* is meant to foster a sense of *comunidad en familia* where members of all backgrounds and orientations can be dedicated to embracing the meaning of and celebrating the intersectionalities of the Latinx and Hispanic community.

**Article III—Affiliations**

**Section 1:** *Latinas UNIDAS* is in no way affiliated with any larger nationwide organization, club, or society to promote Latinx and Hispanic 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, class, gender, sexual orientation, ability, age, creed, religion, political ideology, legal status, or national origin.

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

These rules will be revisited by the LU 2020-2021 Exec.

- A. Active Voting Members are those who attend two *Latinas UNIDAS* events, perform two hours of community service, and attend three General Body meetings and those who are part of one *Latinas UNIDAS* committee 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.
- C. Active Voting Members who have been on the Executive Board for a year are the only Active Voting Members who are eligible to run or hold *Latinas* UNIDAS presidential or vice presidential office.

**Section 5:** 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, and head at least one committee per semester.

## **Article V—Executive Board Officers (Exec. for short) and Faculty Advisor(s)**

The Officers of *Latinas* UNIDAS shall constitute the *Latinas* UNIDAS Executive Board composed of currently enrolled Agnes Scott College undergraduate students. There may be one faculty/staff advisor who shall be a *Latinas* UNIDAS Board member ex officio with no voting privileges. The *Latinas* UNIDAS Executive Board will conduct the business of *Latinas* UNIDAS. There shall be seven officers elected by members of *Latinas* UNIDAS. They are listed and defined as follows:

### **Section 1: President(s) 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, including being an ex officio member of all *Latinas* UNIDAS committees. These responsibilities include
- B. The only Executive Board position that will hold a shared office, otherwise known as a “Co-“, is the office of President.

### **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 also be an ex officio of all *Latinas* UNIDAS committees if the president is unable to attend.
- C. The Vice President will oversee IOC interaction and engagement.
- D. The Vice President will also be responsible for filling out the Event Summary Form.
- E. The Vice President will also perform any other functions as may be incident to the office.

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

- A. The Secretary will keep the minutes of the *Latinas* UNIDAS meetings and shall be responsible for any other secretarial duties required of the position. Secretarial duties include the following
  - a. keeping a list of members and guests attending *Latinas* UNIDAS meeting (including names, email addresses, and telephone numbers)
  - b. Update and remind all members of *Latinas* UNIDAS General Body meetings through weekly emails during the academic semester

- c. Maintain a list of all committees deemed necessary to the continuing support of *Latinas* UNIDAS and its members (including contact information)
  - d. **Maintain a list of all Active Voting and Active Non-Voting members.**
- 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 members of *Latinas* UNIDAS or its officers.
- C. The Treasurer will also attend the IOC meetings when the Vice President cannot attend.
- D. The Treasurer will also perform any other functions as may be incident to the office.

#### **Section 5: Committee of Student Multicultural Organizations (COSMO) Chair Duties**

- A. The Committee of Student Multicultural Organizations (COSMO) Chair 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 items relating to budget, volunteers, and any responsibilities to COSMO and affiliates *Latinas* UNIDAS may incur.
- C. The COSMO chair must attend all COSMO meetings as a representative of LU and communicate on-time with LU Exec if they are unable to attend a meeting.
- D. The COSMO chair will also perform any other functions as may be incident to the office.

#### **Section 6: Public Relations Chair Duties**

- A. The Public Relations Chair is in charge of the creative marketing for *Latinas* UNIDAS, which includes the creation of flyers for events/announcements, social media posts, social media engagement, and memory capturing of LU events (photos, videos, etc.)
- B. **send out notices via e-mail, voicemail, or flyers for upcoming *Latinas* UNIDAS meetings, keep in contact with other Hispanic/Latino organizations, businesses, and leaders off campus.**
- C. **The Public Relations Chair will be responsible for establishing and maintaining contact with any and all *Latinas* UNIDAS alumnae.**
- D. The Public Relations Chair will also perform any other functions as may be incident to the office.

#### **Section 7: Outreach Chair Duties (NEW)**

- A. The Outreach Chair will be responsible for organizing General Body meetings and any outside excursion for General Body members.
- B. The Outreach Chair will be responsible for contacting organizations, including charitable and non-profit organizations, in the metropolitan area and coordinating any responsibilities *Latinas* UNIDAS receives with said organizations.
- C. The Outreach 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.
- D. The Outreach Chair will be primarily responsible for the continual recruitment of new members.
- E. The Outreach Chair will be responsible for establishing and maintaining contact with any and all *Latinas* UNIDAS alumnae.
- F. The Outreach Chair will be the go-to person for LU General Body Members to express concern, questions, or needs of help on LU related items or Agnes Scott related items.

### **Section 8: Faculty Advisor**

- A. The faculty advisor, if any, will be approved by the *Latinas* UNIDAS officers and members.
- B. 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.
- C. The faculty advisor should host consistent meetings throughout the academic year with the President(s) and/or Vice President.

## **Article VI—Elections**

### **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. 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.

## **Section 2: Impeachment/Removal & Resignation**

In the event that one or more Executive Board member(s) 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”, and the President(s) shall meet to ascertain the situation of the Executive Board member in question.
- B. The president(s) and the Vice-President will meet with this Executive Board member after they have met with the Advisor to address the issue and determine the members’ willingness to fulfill their responsibilities sufficiently and remain on the Board.
- C. If the Executive Board member continues to under-perform, the Executive Board shall vote whether that member shall remain on the Board and their impeachment will be made official in a meeting with the Advisor(s), President(s), and Vice-President.
  - 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 VII—Meetings**

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

- A. Regular meetings of *Latinas* UNIDAS shall be established every other Wednesday from the first General Body meeting. *Latinas* UNIDAS will meet at least twice a month during the academic school year. The Secretary shall notify members of the meetings by email and/or social media one week in advance of the meeting.
- B. The Executive board will meet weekly on a day that best suits the entire Exec. and does not conflict with a General Body meeting day.

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

- A. Special meetings may be called anytime by the President with one-week of notice by phone call/facetime, text, or e-mail.

## **Article VIII—Committees**

**Section 1:** The following committees and other Ad Hoc committees may be created as needed by the Executive Board:

- a. Fundraising Committee—to create events that may incorporate the purpose of *Latinas* UNIDAS, with profit-making ventures in order to further the goals of the organization.

- b. Outreach Committee—to greet and inform new and prospective students to *Latinas UNIDAS*

**Section 2:** *Latinas UNIDAS* Executive Board will create committees and appoint committee chairs.

### **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 GROUP

## 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 betterers 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-President, Logistics Chair*

- A. Reserves space for the club meetings and events (bi-weekly meetings, fall and spring concerts)
- B. Attends all IOC meetings, or designates another member of exec board to attend
- C. Handles communication with faculty, leadership of other clubs, and others
- D. Co-President duties may be shared between the two chairs as the elected co-presidents deem necessary or beneficial

#### *Section 2: Co-President, Music Chair*

- A. Curates and arranges the music for the main group setlist
  - A.1 The set list also includes small group arrangements as created by and voted upon by the rest of the general body
  - A.2 The music chair can request musical arrangements from other group members for the large group
- B. Leads vocal warm ups and practices
- C. Is listed as “vice president” if needed for paperwork purposes
- D. Co-President duties may be shared between the two chairs as the elected co-presidents deem necessary or beneficial

#### *Section 3: Treasurer*

- A. Responsible for club funds, i.e. obtains P-Cards, keeps the club budget, and submits the



club allocations request at the end of the year

#### **Section 4: Secretary**

A. Keeps practice attendance

A.1 After a number of unexcused absences, as agreed upon by the student officers, group members will be prohibited from performing solos

B. Assists logistics chair with duties as needed

#### **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. Attend public events (or designate a stand-in to attend)

b. Meeting with the organizations Executive Board at times agreed upon by all parties

c. 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 at least a week before the club registration deadline

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, or a member of the executive board resigns, the President or the next highest position will host an emergency election to fill the vacancies

i. Emergency elections will take place as soon as possible, i.e. early fall semester, or at the next possible club meeting

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, or as need be in the

event that an exec board member must resign

**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. The constitution will be reviewed by the executive board at the time of spring elections, and any substantial changes will be brought to the consideration of the club

# Masala SACE

## General Information

- Board members
  - President: Mihika Rao
  - Vice President: Meklit Bogale
  - Secretary: Sweksha Sharma
  - Treasurer: Sanjula Yatabe
  - Dance Chair & Meherbani President: Inaara Dharani
  - Social Media Chair: Sasha Prakash
  
- Meetings
  - Every other Wednesday 7PM-7:30PM (general body), 7:30PM-8:30PM (exec)
  - Location: Alston 206

## Events

- Fall
  - 1st Meeting Mixer
    - Tuesday, September 11
    - Alston 206
    - 6:30-7:30 PM
  - Bollywood Party
    - Friday, September 28
    - Alston Hub
    - 10PM-2AM
    - Disco lights, smoke machine, photo booth
    - Pcard: Friday, 20th and Thursday 26th
  - Dashain
    - Wednesday, October 3
    - Luchsingers
    - 7:00-8:30PM
    - Pcard: 9/30
  - International Fashion show collab
    - TBA
  - Diwali

- Thursday, October 24th
  - 8PM-11PM
  - Pcard: 10/18, 10/23
- Spring
  - Lunar New Year (join w/ ISA)
    - Friday, January 25 2021
    - The hub
  - Holi
    - Friday, April 4th 2021
    - During peak week
  - Bingo Night
    - Reading Day
    - The Hub
    - Gift cards
  - Educational Panel
    - Lower Evans
    - March 28th 2021

## **Constitution**

### **Article I**

The name of the organization shall be Masala SACE (South Asian Cultural Exchange).

### **Article II: Purpose and objectives**

1. The purpose of the Association is to promote and celebrate the South Asian culture among the Agnes Scott community.
2. The objectives of the organization include the sponsorship of regular South Asian festivals and events related to South Asian culture to promote the culture and festivals.
3. For purposes of the constitution, culture is a class of economic activities and institutions that are associated with a society's efforts to realize its aesthetic needs, including, but not restricted to, (1) visual arts, including sculpture, paintings, photography, architecture; (2) performing arts, including drama, music, dance, films; (3) literary arts, including novels, poetry, essays, plays; (4) historic celebrations; and (5) arts education.

## **Article III: Organizational structure**

### **1. Membership and Affiliation**

1. Regular membership is available to anyone who indicates an interest in the purposes and objectives of the association from the Agnes Scott community.

### **2. The Executive Board**

1. The Executive Board will consist of the elected officers of the association. The members of the Executive Board must be members of the association in good standing and who are elected by the association's general body.
2. The duties and responsibilities of the members of the Executive Board have been defined in the various sections of this constitution.
3. Each elected member of the Executive Board will hold office until they choose to remain in office.
4. The election of members to the Executive Board will be accomplished by email ballot distributed to members. The members so elected will begin their terms of office starting the next semester.

### **3. Officers of the Association**

#### **3.1 The President**

1. The President of the Association will preside over all general sessions of the Association and over each meeting of the Executive Board.
2. The President of the association will be responsible to overlook the new exec board voting, various events and their planning as well as maintaining the organization's standing.

#### **3.2 The Executive Secretary/Treasurer**

1. The Executive Board will select the Executive Secretary/Treasurer based on the qualifications of the nominee and will be chosen by the general body using the ballot voting.
2. The duties of the Executive Secretary/Treasurer will include at least the following:

- a. Maintenance of all financial records
- b. Maintenance of all membership records
- c. Administration of all financial resources
- d. Conduct of any business not indicated above but essential to the day-to-day operations of the association as determined by the Executive Board
- e. Maintain records of each meeting of the Association and each meeting of the Executive Board and distribute such minutes to the association or the board as appropriate.

### **3.3 Other exec board members**

1. Social Media Chair will be responsible for the distribution of flyers for various events and maintaining the association's social media accounts.
2. The Dance chair will be responsible for the day to day activities of the dance group Meherbani.
3. The COSMO representative will be responsible for attending all COSMO meetings and taking notes and relaying the information to all exec board members.

### **3.4 Removal of an Elected Officer**

1. An elected officer of the Association can be removed from office under exceptional circumstances. The removal must be approved by at least two-thirds of the members of the Executive Board. The created vacancy will be filled by a general body voting.

# 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 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. 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

# The Bylaws of Mortar Board, Inc.

As amended by the Mortar Board Special National Conference, January 2014

## ARTICLE I

### Name

The name of this Society shall be Mortar Board, Incorporated. The insignia shall consist of a black mortarboard with gold edging and a tassel. The colors of the Society shall be silver and gold, signifying opportunity and achievement and the Greek initials of the motto shall be stamped on the pin: Pi Sigma Alpha.

## ARTICLE II

### Purpose

Mortar Board, Inc., as an honor society, is an association of individuals selected for distinguished ability and achievement in scholarship, leadership and service, which recognizing the advantages of a national union of senior honor societies, has formed a national honor society, whose purpose shall be to facilitate cooperation among those societies, to contribute to the self-awareness of its members, to promote equal opportunities among all peoples, to emphasize the advancement of the status of women, to support the ideals of the university, to advance a spirit of scholarship, to recognize and encourage leadership, to provide service, and to establish the opportunity for a meaningful exchange of ideas as individuals and as a group.

## ARTICLE III

### Membership

Membership shall consist of collegiate, alumni and honorary members.

#### **Section 1 - Collegiate Membership**

##### **Membership Qualifications**

*Section 1.1* - Members are selected by the collegiate chapters, annually according to the criteria stated in these *Bylaws* and Mortar Board chapter operational handbooks and guides.

*Section 1.2* - Qualifications for active membership shall be distinguished ability and achievement in scholarship, leadership and service, and a commitment to promote the goals and purposes of Mortar Board, Inc., hereinafter referred to as the Society.

*Section 1.3* - A candidate for collegiate membership must be in good standing and duly enrolled in the university or college of the selecting chapter.

*Section 1.4* - The candidate shall be at least in her/his junior year or the equivalent status in units or hours, depending upon the institution or the candidate's accelerated or prolonged curriculum. The intended date for the candidate's graduation must be no sooner than one semester or one quarter following initiation, summer school excluded. A member entering graduate work or otherwise enrolled may continue collegiate membership to complete the full year following her/his initiation. A member may continue collegiate membership until she/he has been awarded a baccalaureate degree. A member remaining on campus to earn a subsequent baccalaureate degree may continue as a collegiate member until that degree has been awarded. One no longer enrolled is not eligible to serve as a collegiate member.

*Section 1.5* - The scholarship requirements for collegiate membership shall be the minimum of:

- A) the grade point average representing the upper 35% of the junior class or;
- B) a straight B average,

whichever is higher, on any given campus.

With the annual consent of the National Office, a chapter may use a higher scholarship standard.

*Section 1.6* - If this scholarship requirement is not feasible on a particular campus because of the initiation of a pass/fail system, no grade system, etc., a special written request for an appropriate standard may be made to the National Office. The request shall be submitted by the chapter president and shall contain the signature of an advisor.

*Section 1.7* - A candidate's cumulative average for all terms preceding the selection shall be the average used in determining initiation eligibility. All possible information concerning previous college records should be obtained for transfer students.

*Section 1.8* - All those students eligible shall be given the opportunity to be considered for membership. No student shall be discriminated against on the base of race, ethnic origin, creed, age, sex, affiliation, marital status, sexual orientation, physical challenge, gender expression, or any other affiliation or protected class.

#### **Membership Fees**

*Section 1.9 a.* - Membership fee. Each new member shall pay a membership fee before her/his initiation. The National Council shall review the amount of the membership fee at least once a year. The membership fee entitles the new member to serve with the chapter for one academic year and to receive a one-year subscription to the *Mortar Board Forum*, a membership certificate, and a membership pin, which is known as the official badge.

*Section 1.9 b.* - Continuing collegiate member fee. A collegiate member continuing to participate with her/his collegiate chapter after the first year shall, annually, pay a continuing collegiate member fee. The continuing collegiate member fee entitles the member to serve with the chapter for one academic year and to receive a one-year subscription to the *Mortar Board Forum*. The National Council shall review the amount of the continuing collegiate member fee at least once a year.

#### **Participation**

*Section 1.10 a.* - Deferral of active service. A new collegiate member may defer service with her/his collegiate chapter only if adequate justification for deferral is approved by the chapter's leadership. The new member must still pay the membership fee before her/his class' initiation and must commence an active year of service with the chapter within two years. Adequate justification includes, but is not limited to, study abroad, changed academic plans, and circumstances beyond the new member's control.

*Section 1.10 b.* - Participation. Membership in the Society requires active involvement; therefore for a collegiate member to remain in good standing in the chapter, she or he must meet the requirements for participation established by the chapter and be in good standing with the institution with which the chapter is affiliated. If a penalty of the participation policy includes dismissal, the chapter must follow the dismissal procedures outlined in these *Bylaws*.

#### **Section 2 - Alumni Membership**

*Section 2.1* - An alumni member is one who, by reason of graduation from a baccalaureate degree program, or other reasons, is no longer a collegiate member.

*Section 2.2* - An alumni member of a local honor society, which later becomes a chapter of Mortar Board, may become an alumni member of Mortar Board at any time by notifying the National Office and submitting the required fees. Formal initiation by a collegiate chapter

is optional. If formal initiation is not performed by the member's chapter, the initiating chapter shall send the member's information to the member's chapter.

### **Section 3 - Honorary Membership**

*Section 3.1* - Honorary membership, being the highest honor given by the Society, may be conferred by a collegiate chapter or the National Council only upon a person who is not a college student, who has earned a baccalaureate degree, and who has made a distinguished contribution toward the advancement of the goals and purposes of the Society. An alumni chapter may recommend a person for honorary membership, but honorary membership may be conferred only by a collegiate chapter or the National Council. The National Council shall establish guidelines for the selection of honorary members.

*Section 3.2* - The chapter's nomination(s) for honorary membership must be supported by the majority of the collegiate chapter membership. This request must be approved by the National Office prior to tapping.

### **Section 4 - Resignation and Dismissal from Membership**

*Section 4.1* - An individual member of the Society may resign by notifying the chapter president in writing of his/her intention to resign. The chapter president must then send written notice of the resignation to the advisor(s) and the National Office. The member will be asked to return his/her pin and certificate to the National Office and the member's name will be stricken from the national roll. Membership fees are not refundable.

*Section 4.2* - An individual member of the Society may be dismissed as provided herein. Initiation of dismissal procedures must occur no later than six weeks prior to the last day of classes. Cases warranting action after this time will be decided at the discretion of the national vice president. After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to dismiss individual members pursuant to procedures as provided herein. The chapter president must then send written notice of the dismissal of a collegiate member to the advisor(s) and the National Office. The member will be asked to return his/her pin and certificate to the National Office and the member's name shall be stricken from the national roll. Membership fees are not refundable.

*Section 4.3* - In all cases where a chapter wishes to dismiss a member, the following procedure should be implemented by the chapter:

- A) The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office:
  1. Chapter participation and dismissal policy as adopted by and made known to all current chapter members;
  2. Accurate records of member participation;
  3. Immediate personal contact of member in question, by chapter president or designated officer, with an opportunity to meet in person with the chapter executive committee prior to dismissal action;
  4. A letter sent to member in question notifying of chapter's action and the right to appeal within two weeks of receipt of this letter. Included in the letter must be the National Office's address, to which a letter of appeal should be submitted;
  5. A written statement from chapter advisors regarding the proposed dismissal.
- B) In instances in which a dismissed member wishes to appeal the dismissal, the following procedure shall be implemented:
  1. The dismissed member shall contact the

National Office within two weeks of the receipt of the official letter of dismissal.

2. The national vice president shall review the decision of the chapter in consultation with two other members of the National Council.
3. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

## **ARTICLE IV National Leadership**

### **Section 1 - National Council**

*Section 1.1* - The National Council is constituted of the officers of the Society who shall be elected as provided herein: president, president-elect, vice president, secretary-treasurer, and four members-at-large (two students and two alumni). The president of the Mortar Board National Foundation shall serve *ex officio* as a member of the National Council with both voice and vote. The executive director shall serve *ex officio* with voice but no vote.

### **Elections**

*Section 1.2* - Elections of National Council president-elect, vice president, secretary-treasurer and two alumni representatives at-large take place following nominations made during a Special National Conference held in odd numbered years after May 15 but before July 1. One student representative at-large is elected during the national conference each year.

*Section 1.3* - The standing nominations committee shall seek to identify and present a slate of qualified candidates for national leadership positions and work with the conference nominations committee to conduct elections at a conference. Qualifications will be established by the National Council.

*Section 1.4* - Only alumni members and honorary members are eligible for National Council president-elect, vice president, secretary-treasurer and the two alumni at-large representative positions. All collegiate members who attend conference shall be deemed eligible candidates for the student representative positions.

*Section 1.5* - A conference nominations committee composed of not more than eight national conference delegates shall present a slate of qualified candidates for National Council positions. The slate may include more than one candidate for each office. Additional nominations may be made from the floor for all National Council positions. All candidates for the office of student representative must attend an informational session in order to be presented by the nominations committee or nominated from the floor.

*Section 1.6* - Voting shall take place on a single ballot listing all offices to be elected. A candidate must receive a majority to be elected. If no candidate receives a majority, a runoff shall be held between the two candidates receiving the most votes. A candidate may run for only one office.

*Section 1.7* - The National Council shall fill any vacancy in a National Council position occurring between conferences.

### **Duties**

*Section 1.8* - Members of the National Council shall be elected for a term of two years or until their successors are duly appointed and qualified. The National President, president-elect, and student representatives shall each serve one two-year term. The vice president, secretary-treasurer, and the alumni members at large shall serve no more than two consecutive terms in any one office.

*Section 1.9* - The respective duties of the National Council officers are as follows:

- A) The National President shall preside at conference(s)

and National Council meetings, sign all charters granted, appoint all committees and committee chairpersons, and perform other duties as assigned by the National Council.

- B) The president-elect shall perform the duties of the president in the absence or disability of the president, shall coordinate the work of the standing committees and shall perform other duties as assigned by the National Council. The president-elect shall become president immediately following his/her term or upon resignation of the president.
- C) The vice president shall serve as liaison to the section coordinators, approve all membership dismissals and perform other duties as assigned by the National Council.
- D) The secretary-treasurer shall be responsible for reviewing all financial statements and transactions, reviewing the annual budget as prepared by the executive director, maintaining accurate Minutes of each regular and special meeting of the National Council and of conference(s), ensuring investment policies are followed, and performing other duties as assigned by the National Council.
- E) Alumni representatives and student representatives shall accurately represent their respective constituent groups and perform such duties as may be assigned by the National Council.

*Section 1.10* - The National Council shall meet annually at a time and place appointed by the president. Special meetings of National Council may be called by the National President or upon the written request of three members of the National Council.

*Section 1.11* - The National Council shall employ an executive director. Additional duties of the National Council are as follows: to govern between conferences, to ensure implementation of policies and procedures as directed by the membership, to articulate the Society's mission and purpose and to maintain its standards, to ensure effective organizational planning and evaluation of programs and services, to endorse the budget and to maintain the fiduciary responsibilities of the corporation, to recommend expansion and disaffiliation of chapters, to grant selection exceptions, to call national conferences, to submit an annual report to the delegates, to maintain accurate minutes of all proceedings, to serve as liaisons to committees and to represent the organization as appropriate.

### **Section 2 - Section Coordinators**

*Section 2.1* - Chapters shall be grouped geographically into sections and assisted by section coordinators or other designated volunteers.

*Section 2.2* - Each section coordinator shall be a liaison between the National Council, National Office and the collegiate and alumni chapters and shall coordinate the work of chapters in their section.

*Section 2.3* - Section coordinators shall be appointed by the National President for a two year term and shall be eligible for re-appointment. In the event a vacancy occurs during a term, a new section coordinator shall be appointed to fulfill the unexpired portion of the term and will be eligible for re-appointment at the next re-appointment date.

### **Section 3 - Committees**

*Section 3.1* - The National President, with the approval of National Council, shall appoint committees as needed to conduct the business of the Society on an *ad hoc* basis. Members of committees must be members of the Society.

### **Section 4 - National Office**

*Section 4.1* - The National Office shall be the headquarters

of the Society. The address of the registered office of the Society is 1200 Chambers Road, Suite 201, Columbus, Ohio 43212. The registered agent of the National Office shall be the executive director.

*Section 4.2* - The National Office shall perform the daily functions necessary to maintain the Society in accordance with the *Bylaws*. The executive director shall be hired by the National Council and the Mortar Board National Foundation Fund as the chief officer of the National Office. The executive director shall hire and supervise staff. The duties of the staff shall be outlined in the job description of each National Office staff member.

## **ARTICLE V Meetings**

### **Section 1 - Conferences**

*Section 1.1* - Any reference to "conference(s)" within these *Bylaws* shall be interpreted to include either the "National Conference" or a "Special National Conference."

*Section 1.2* - The only voting members of any conference, in conference committees or in business sessions, shall be the delegates from the collegiate chapters. They shall be considered the supreme governing body of the Society.

*Section 1.3* - All details pertaining to any conferences shall be arranged by the National Office, and the officers of the National Council shall be the officers of the conferences.

*Section 1.4* - Each collegiate chapter shall be represented at conferences by one delegate who shall be the president of the chapter or the designated alternate. The name of the delegate shall be sent by the chapter president to the National Office. Pending verification of voting credentials, the delegate shall have one vote on all questions, whether or not instructed by the chapter.

*Section 1.5* - Conference committees shall be established and assigned as needed. The National President shall appoint conference committees composed of official voting delegates, standing committee members and advisors. Each conference committee shall elect a chairperson from its voting delegate members.

*Section 1.6* - The delegates to conferences shall be responsible for reviewing the *Bylaws*. In addition, the delegates shall pass such resolutions and recommendations as shall be deemed appropriate to assist the National Council in the governance of the Society.

A) Conference resolutions are effective for two years unless affirmed by succeeding conferences at the end of the resolution's term. Resolutions are the Society's formal statement of philosophy or its deliberate choice of action. Resolutions are looked to by the Society for organizational direction and by chapters for programming direction.

B) Conference recommendations are items suggested for the Society's leadership or chapters to consider.

*Section 1.7* - In the interim between conferences, the government of the Society shall be vested in the National Council.

### **Section 2 - National Conference**

*Section 2.1* - The "National Conference" shall be the annual meeting of the Society, and it shall be held at a time and place appointed by the National Council.

*Section 2.2* - The National Conference shall include the officers of the Society, section coordinators, standing committee chairpersons, delegates from each collegiate chapter, and other Mortar Board, Inc. members.

*Section 2.3* - The National Office may utilize the aid and advice of a Conference Advisory Board in planning for and assisting at the national conference.

### **Section 3 - Special National Conference**



*Section 3.1* - In addition to the National Conference, "Special National Conference(s)" may be held at the request of the National President, with the approval of the National Council; or the National President shall call a Special National Conference upon the written request of three fourths of the active collegiate chapters. Notice of the time, place, method and exact purpose of the meeting must be provided to all active chapters and to the national leadership a reasonable number of days in advance.

#### **Section 4 - Voting capabilities of chapters**

*Section 4.1* - Voting privileges will be suspended for any chapter whose fees have not been paid, or if the official membership report has not been submitted to the National Office. Chapters whose voting privileges are in jeopardy shall be notified by the National Office prior to the national conference.

### **ARTICLE VI Chapters**

This Society shall be composed of collegiate chapters and of alumni chapters. The organization and structure of which shall be set forth herein:

#### **Section 1 - Collegiate Chapters**

*Section 1.1* - A collegiate chapter shall be a group of students in a college or university who shall be duly selected, tapped, and initiated as prescribed in these *Bylaws*.

*Section 1.2* - The minimum number of members in a collegiate chapter shall be 15, or 10% of the student body with junior standing, whichever is less. The maximum number of members of a collegiate chapter shall be 50 members or 1.5% of the student body with junior standing, whichever is greater.

#### **Selection**

*Section 1.3* - A Mortar Board chapter, recognizing diversity and multiple perspectives as strengths, shall bestow honor upon individuals selected from all possible eligible candidates.

*Section 1.4* - Any school which is administratively a part of another may consider for membership qualified students who are engaged in academic programs in both schools.

*Section 1.5* - New members shall be selected by the existing chapter once a year, after the reporting of fall grades, following procedures established by the National Council as set forth in the current Mortar Board chapter operational handbooks and guides. A unanimous vote standard may not be used.

*Section 1.6* - The names and qualifications of candidates selected for membership and the names of continuing members and honorary members shall be reported to the National Office in accordance with the procedures established by the National Council, as set forth in the current Mortar Board chapter operational handbooks and guides. This Official Membership Report must be approved by an advisor, verifying that proper selection procedures have been followed. This report must be approved by the National Office before the announcement of new members.

*Section 1.7* - No member of National Council or National Office shall have veto power over the selection of a collegiate member except if the candidate fails to meet the scholarship requirement of the Society.

*Section 1.8* - The National Office shall verify the Official Membership Report ascertaining that each candidate meets the requirements of scholarship and intended date of graduation. The National Office may request from a chapter clarification of a candidate's leadership and service qualities or reconsideration of a candidate.

*Section 1.9* - A collegiate member of the Society who transfers shall be accepted on the new campus and given

the privileges of an active member.

#### **Tapping**

*Section 1.10* - Tapping is the historical act of gently tapping a new member on the head with a mortarboard and is a way to publicly recognize a candidate for selection into Mortar Board.

*Section 1.11* - The chapter membership chairperson, with the approval of the chapter president, shall establish a schedule for tapping and initiation of new members which shall be conducted in accordance with the procedures established by the National Council.

*Section 1.12* - One or more current members of the chapter shall tap candidates for membership, in person unless such tapping is physically impossible.

#### **Orientation**

*Section 1.13* - An orientation program for candidates selected for membership shall be held before initiation, emphasizing active commitment to the purposes and goals of the Society, following the format established by the National Council.

*Section 1.14* - The purpose of orientation is to acquaint the newly tapped members with each other, to inform them about the Society and the local chapter, and to motivate them to become active members of the Society. Specifically, orientation will include review of the purpose and history of the Society, the personal commitment of membership in the Society, the advisors' roles, the offices and their responsibilities, the national project, chapter project(s) and the advantages of membership. More information may be found in the Mortar Board chapter operational handbooks and guides.

#### **Initiation**

*Section 1.15* - Collegiate and honorary members must be initiated at a ceremony as outlined in the Mortar Board chapter operational handbooks and guides.

*Section 1.16* - Initiation shall occur no later than four weeks before the last day of classes of the school year preceding the member's year of service.

#### **Fees**

*Section 1.17* - Fees for membership shall be sent by each collegiate chapter to the National Office. No person tapped for Mortar Board membership may be initiated prior to payment of the membership fee to the National Office.

*Section 1.18* - The National Office shall not verify membership of any chapter unless all fees, dues and reports, as required by the National Council, have been submitted. The National Council shall notify chapters whose accounts are not clear and said chapters shall not be permitted to tap or initiate new members until such accounts are cleared.

*Section 1.19* - Each chapter may award one Coral Vanstrum Stevens Membership fee waiver. The fee waiver may be awarded to one initiate or divided among several initiates based on financial need. This allowance is to be non cumulative and is to be administered by the National Office. The recipient(s) is (are) to be selected confidentially by the chapter president and a chapter advisor. The waiver shall be marked on the Official Membership Report.

#### **National Project**

*Section 1.20* - Mortar Board's national project is Reading is Leading. Each chapter may develop and participate in at least one literacy program focused on reading and writing skills.

#### **Mortar Board Week**

*Section 1.21* - Mortar Board Week will be celebrated nationally during the week in closest proximity to the founding of the Society, February 15, 1918. Mortar Board Week is an opportunity to share and promote the Ideals of the Society as well as honor those individuals and organizations that have made a significant difference in

the lives of others because of their demonstration of the Ideals of the Society.

### Minimum Standards

*Section 1.22* - The following list of standards is essential for minimum chapter operations. Officers should refer to the Mortar Board chapter operational handbooks and guides for the required information and deadlines. Each chapter must:

- A) Select new members on the basis of distinguished ability and achievement in scholarship, leadership and service, in accordance with established procedures.
- B) Submit the Chapter Action Plan (CAP) on time.
- C) Prior to tapping, send the names and qualifications of candidates to the National Office on the Official Membership Report for verification.
- D) Tap new members before the end of the school year.
- E) Hold an orientation program prior to initiation for those tapped.
- F) Hold an initiation ceremony for new members.
- G) i. before initiation, ensure that each candidate has paid the national membership fee in full to the National Office;
  - ii. no later than a week following initiation, pay any other member fees or chapter fees; and submit the final Official Membership Report to the National Office; and
  - iii. on or before May 15, pay the conference fee.
- H) Elect new chapter officers before the end of the school year. The outgoing chapter officers in cooperation with the advisor(s) shall orient the new officers before the end of the school year. All officers are to receive, maintain and pass on a manual of pertinent information for that office.
- I) Hold regular and frequent meetings (a minimum of once a month during the school year).
- J) Establish a participation policy.
- K) Have at least one advisor. It is recommended that a chapter have more than one and that advisors serve for a minimum of two years to aid in continuity of chapter operations.
- L) Submit an annual report, including a financial report (and appropriate IRS forms, if necessary) to the National Office by the end of the school year. If a chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.
- M) Send a delegate to the conference(s).
- N) Develop and implement programs related to the Ideals of scholarship, leadership and service that encourage collaborations between the chapter and other student organizations, alumni, other Mortar Board chapters or the community at-large.

Successful chapters will go beyond the minimum list above. The Mortar Board chapter operational handbooks and guides include recommendations for chapter development. Chapter reports, reporting deadlines for membership, chapter operations and maintenance of tax exempt status will be established by the National Council. The listing of the required reports and optional reports is published in the Mortar Board chapter operational handbooks and guides.

### Officers

*Section 1.23* - All new chapter officers shall be elected before the end of the spring term by incoming chapter members in the presence of the retiring chapter after orientation and initiation by the retiring chapter. The procedure for election shall be established by the National Council.

*Section 1.24* - Orientation of new advisor(s) shall be the

responsibility of the chapter president and the current chapter advisors.

*Section 1.25* - The Officer Address Information Report shall be submitted to the National Office on or before June 1.

*Section 1.26* - Chapter officers shall consist of a president, a vice president, a secretary, a treasurer, a director of communications, an historian, a membership chairperson and an alumni chairperson. The duties of each chapter officer shall be as follows:

- A) The president shall call all meetings and preside over them, vote upon the selection of new members, vote upon all other matters in case of a tie, vote upon requests, be responsible for chapter orientation, ensure officer training, and appoint all committees. The president shall send required chapter reports to the National Office. If necessary, the president may appoint a designated alternate to serve as the conference delegate. The president shall hold no other chapter office.
- B) The vice president shall preside and perform the duties of the office of the president in the case of the absence or disability of the president.
- C) The secretary shall keep the Minutes of each meeting and conduct the necessary correspondence. The secretary shall notify new members of their selection and shall notify all members and advisors of each meeting.
- D) The treasurer shall have charge of all finances, collect fees, pay bills and submit a report to the chapter on a regular basis, as determined by the chapter. The treasurer shall be responsible for the chapter financial report, submit any forms required by the Internal Revenue Service, if necessary, and make an annual report to the National Office.
- E) The director of communications shall be responsible for chapter publicity and shall act as correspondent to the *Mortar Board Forum*. As such, the director of communications shall be responsible for submitting a minimum of one contribution per academic year.
- F) The chapter historian shall compile and maintain a chapter history and update the chapter's file in the national archives.
- G) The chapter membership chairperson shall be responsible for organizing and implementing the selection, tapping and initiation of new members.
- H) The alumni chairperson shall act as liaison with area and chapter alumni and shall establish and maintain a mailing list of chapter alumni for both local and National Office records.

### Officer Dismissal

*Section 1.27* - After consultation with the chapter's advisors and the National Office, a collegiate chapter shall have the authority to remove for cause, individual officers pursuant to procedures set forth in these *Bylaws*. Sufficient cause for removal may include, but is not limited to continued unexcused absences from the meetings of the chapter; not attending to assigned or elected duties of the chapter; inexcusably failing to meet financial obligations to the chapter; violating the *Bylaws* of the Society or the *Bylaws* of the chapter; violating a rule, practice, or procedure adopted by the chapter; or displaying conduct deemed contrary to the interests of the chapter. The removal of an officer shall be reported to the National Office. In all cases where a chapter wishes to remove an officer, the following procedure should be implemented by the chapter:

- A) The chapter shall obtain documented evidence of the following and submit copies of the same to the National Office:
  - 1. Accurate documentation of the charge(s) against the officer;

2. Immediate personal contact of the officer in question by another, designated officer with an opportunity to meet in person with the chapter prior to dismissal action;
  3. A letter sent to the officer in question notifying of the chapter's action and the right to appeal within two weeks of receipt of said letter. Included in this letter must be the National Office's address to which a letter of appeal should be submitted; and a written statement from the chapter advisor regarding the proposed removal.
- B) A two-thirds affirmative vote of no less than 51% of the chapter is required to remove an officer. An advisor must be present at the meeting where this vote is taken.
- C) In instances in which the removed officer wishes to appeal the removal, the following procedure shall be implemented:
1. The removed officer shall contact the National Office within two weeks of the receipt of the official letter of removal.
  2. The national vice president shall review the decision of the chapter in consultation with two other members of the National Council.
  3. The decision of the national vice president shall be final and transmitted to the appellant and the collegiate chapter.

*Section 1.28* - In the case of a chapter officer resignation or other vacancy, the chapter shall elect a new officer following election procedures as established by the National Council.

#### **Advisors and Administrative Liaisons**

*Section 1.29* - Each collegiate chapter shall select at least one advisor who shall act as the administrative liaison, and be chosen from those persons who have faculty or administrative status and have an affiliation with the college or university. The administrative liaison may assist the chapter in obtaining the names of candidates eligible for membership, maintaining chapter archives, securing access to campus facilities and providing a permanent campus mailing address. Chapters are encouraged to select additional advisors. The National Council shall establish procedures for the selection of advisors and their duties.

*Section 1.30* - The advisors shall meet with the new chapter in the spring and assure that at least one advisor attends selection meetings, assists in the preparation of chapter programs, checks the chapter budget and promotes chapter continuity through orientation of new chapter officers. At least one advisor must be present at every regular meeting. All advisors shall certify the list of new members.

#### **Affiliation**

*Section 1.31* - Any four-year, baccalaureate degree-granting institution which is accredited by its regional accreditation association may be considered for granting of a charter in the Society.

*Section 1.32* - The *Bylaws* of the prospective chapter shall be consistent with the *Bylaws*.

*Section 1.33* - Application procedures for the affiliation of a new chapter will be established by the National Council. Applications will be accepted by the National Office and approved by the National Council.

#### **Withdrawal and Disaffiliation**

*Section 1.34* - A chapter may withdraw from the Society through a vote of no less than two thirds of that chapter's collegiate members. A written notice, signed by an authorized chartering school official, and if available, an officer of the local supporting alumni chapter, must be

submitted to the National Office for National Council approval.

*Section 1.35* - After one infraction of the above listed minimum standards, the National Council may place a chapter on probation for 12 months or until the infraction is corrected. Within this 12-month period, if either the original infraction is not corrected or any additional infractions occur, the National Council may place the chapter on an inactive list and recommend disaffiliation of the chapter at the next conference. If the chapter chooses not to select new members, the National Council shall take immediate action.

*Section 1.36* - After having been placed on the inactive list, chapters may be disaffiliated by a two-thirds vote of the delegates attending a conference.

*Section 1.37* - The national president must request that the following items be returned from any withdrawn or disaffiliated chapter: Mortar Board charter and chapter roll. The group must not use the name of Mortar Board nor its insignia. No published announcement of the action is made, but an announcement is included in the national president's Annual Report.

*Section 1.38* - Any withdrawn or disaffiliated school may apply for reinstatement in the same manner as any school petitioning for a new chapter.

#### **Section 2 - Alumni Chapters**

*Section 2.1* - Five or more alumni of the Society may associate themselves as an alumni chapter.

*Section 2.2* - To remain active, an alumni chapter shall submit the following items annually on or before June 15 to the National Office: a list of members' contact information, a year-end report, a financial report and the annual dues. If an alumni chapter's annual income exceeds the minimum threshold set by the Internal Revenue Service, the chapter must comply with the reporting requirements and copy the National Office on all correspondence.

### **ARTICLE VII Finances**

#### **Section 1 - Society Funds**

*Section 1.1* - The Society shall use its funds only to accomplish the purposes stated in these *Bylaws*, and no part of the Society's funds shall inure or be distributed to the members of the Society. On dissolution of the Society all assets shall be used to discharge any obligations and the funds remaining shall be distributed to one or more duly organized not-for-profit charitable, educational, scientific or philanthropic organizations to be selected by the National Council.

#### **Section 2 - Annual Audit**

*Section 2.1* - The National Council shall ensure that an appropriate accounting of the Society's financial statements is made annually.

#### **Section 3 - Chapter Funds**

*Section 3.1* - When an alumni chapter or collegiate chapter becomes inactive, any funds remaining in the alumni chapter or collegiate chapter account after local obligations have been met must be transferred to Mortar Board, Inc. in care of the National Office. If the alumni chapter or collegiate chapter is reinstated within five years, any funds previously transferred by that chapter to the Society will be returned.

#### **Section 4 - National Conference Fee**

*Section 4.1* - The conference fee is the amount that every chapter must pay annually to support the programming of the national conference. At least six months before each national conference, the National Council shall



determine the conference fee.

*Section 4.2* - Expenses for the national conference for one official delegate from each chapter shall be paid from the national treasury.

## **Article VIII**

### **Awards and Recognition**

Requirements and criteria for the granting of these awards will be distributed and shared with chapters in the Mortar Board chapter operational handbooks and guides at the beginning of the chapter year.

### **Section 1 - Chapter Awards**

*Section 1.1* - Mortar Board recognizes the importance of the work done by each chapter to promote the Ideals of scholarship, leadership and service. Chapter awards, as identified in the Mortar Board chapter operational handbooks and guides, annually recognize these accomplishments and successes of each chapter.

### **Section 2 - Individual Awards**

*Section 2.1* - Individual awards, as identified in the Mortar Board chapter operational handbooks and guides, annually recognize individuals for their outstanding contributions and embodiment of the Society's Ideals. These awards will be evaluated by a committee of no fewer than three appointed by the National President.

### **Section 3 - Other Recognition**

*Section 3.1* - Citations, as identified in the Mortar Board chapter operational handbooks and guides, may be given annually, by either a chapter or the National Council, to recognize individuals or entities for distinguished contributions to the Ideals of scholarship, leadership and service and shall also promote equal opportunities among all peoples while advancing the goals and purposes of the Society. A nomination by a chapter must be submitted to the National Office for approval at least four weeks prior to presentation.

## **Article IX**

### **Exceptions**

In extraordinary cases, permission for exceptions, with respect to any of the above may be granted by the National Council or its designated representative. An exception petition shall be submitted to the National Office for consideration in accordance with procedures established by the National Council.

## **Article X**

### **Supremacy Clause**

The *Bylaws of Mortar Board, Inc.* shall be the supreme law of this Society, and this Society shall be bound thereby. This supremacy clause provides that when the *Bylaws* are in conflict with the governing documents of any Mortar Board affiliated chapter, the *Bylaws of Mortar Board, Inc.* shall prevail.

## **Article XI**

### **Parliamentary Authorities**

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

## **Article XII**

### **Mortar Board Alumni Association**

The Mortar Board Alumni Association (MBAA) is part of Mortar Board, Inc. and supports the aims of Mortar Board, Inc. An alumni member of Mortar Board may become a member of the MBAA by payment of dues.

## **Article XIII**

### **Amendment of Bylaws**

These *Bylaws* may be amended by a vote of two thirds, provided that advance notice has been given to delegates at least 20 days before a vote is taken. The lack of a vote constitutes an affirmative vote. A proposed amendment must be submitted to the National Office on or before October 15 to be considered during that academic year. The National Council shall refer any amendment submitted after October 15 to an appropriate committee for recommendation as to disposition in the next academic year.

# Mortar Board Privacy Policy

Adopted by the National Council July 25, 2002, and by the National Foundation July 28, 2002



## We respect your privacy

Mortar Board, Inc. (hereinafter "Mortar Board," "we", or "us") is committed to protecting its members' privacy. Mortar Board has created this privacy policy to protect the privacy of the members and the privacy of visitors using the Mortar Board Web pages (the "Site").

## What information does Mortar Board collect?

We collect only the information we need to serve you and administer our business. Mortar Board does not collect information that identifies you personally ("Personal Information") unless you voluntarily provide it to Mortar Board to enable us to provide you with requested services and information. We collect, process and use Personal Information for performing the services you request, as well as to raise revenue to establish additional fellowships for students and to support local chapters' programs.

When you agree to membership, you agree to give Mortar Board your contact information. We ask members for their full legal name, permanent home address, telephone number and email. We also collect the initiation date of the member, chapter officer designation (if applicable), gender and date of graduation from the initiating chapter. You may voluntarily contribute to the Foundation or receive a Mortar Board Fellowship and that information is recorded. If you are a delegate to the National Conference, that is recorded. If you wish to be part of the Career Network, the job title and company of employment is recorded.

You also may encounter surveys and other features on the Web site that ask you to provide Mortar Board with non-personal information to help Mortar Board improve the services that we provide to you.

## How is my information used?

Personal Information is required from you in order for you to receive certain information from Mortar Board.

When you join Mortar Board, you consent to giving your non-personal and Personal Information, which may be shared with our partners ("Participating Companies.") Participating Companies are companies that have entered into agreements with Mortar Board in return for the right to use Mortar Board's name, insignia and access the personal information of members. Mortar Board does not sell its membership list. Mortar Board will share your Personal Information with a Participating Company unless you state in writing that you do not consent. A Participating Company may then contact you using the information that we supply. Mortar Board encourages you to consent to this because it will help ensure that the organization will be able to increase the number of fellowships and give the local Mortar Board chapters the ability to access additional funds.

The information from the Demographic Survey of new members may be used to contact a member when necessary. We may, from time to time, use anonymous data and data from surveys to compile statistics for review and promotion of Mortar Board.

Mortar Board may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: a) conform to the edicts of the law or comply with legal process served on Mortar Board or the Site; b) protect and defend the rights or property of Mortar Board, the Site, or the members of Mortar Board; and c) act under

exigent circumstances to protect the interests of members of Mortar Board or the public.

## What other ways can my information be collected and used?

The Site offers links to Participating Companies' Web sites. When you click on these links, you will be transferred to a Participating Company's Web site. Mortar Board has no control over the privacy policies or information that these sites may request of you. Mortar Board is not and cannot be held responsible for the privacy practices or content of these sites. You will need to contact Participating Companies or third parties separately to unsubscribe from their services.

Linking to Participating Companies may place cookies on your computer. These companies and businesses may use non-personal information (not including your name, address, email address or telephone number) about your visits to this Site and other Web sites in order to provide advertisements. We do not have access to these cookies or any information that they may contain. How is my information protected?

While we cannot guarantee that loss, misuse or alteration of data will not occur, we take many precautions to prevent such events. Your Personal Information is stored in a Mortar Board secure operating environment not available to the public. Mortar Board employs encryption methods and protection via The Ohio State University secured server to protect your Personal Information. We also limit access of Personal Information to Mortar Board employees who need the Personal Information to perform their jobs at Mortar Board.

## Can I opt out?

Mortar Board allows members to inform us via written communication what they do not wish to receive. Members who choose not to receive any notices will still remain in the database, but will not receive further information from Mortar Board or any Participating Companies.

## How do I update my information?

Mortar Board allows you to update your information by going to the online Alumni Address Update Form or by emailing, calling or writing the National Office.

## What if I have a question?

If you have any questions about this privacy statement, the practices of this Site, or your interaction with Mortar Board, please email the National Office at [mortarboard@mortarboard.org](mailto:mortarboard@mortarboard.org) or call (800) 989-6266.



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

### **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 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. 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



Adopted October, 2019

\_\_\_ **Article I** OASIS (Organization of Asian Students In the South)

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

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

The mission statement is to promote a community in Agnes Scott College where all Asian students can feel a sense of belonging in their culture as well as promote non-Asian students to learn more about Asian cultures.

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

The objectives of OASIS is to promote an awareness of diverse Asian cultures through entertainment, arts and serving Asian communities by means of volunteer work and fundraisers.

\_\_\_ **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:

- 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. Monitor social media & create fliers for events as needed.

\_\_\_ **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+: COSMO Chair**

- A. Attend all COSMO meetings as the OASIS representative.
- B. Take charge of inter-club communication for the success of collaborative projects and events on and off campus.

\_\_\_ **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

# 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, or makes members of the organization uncomfortable 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. Submit a detailed transition report to the incoming President(s) in addition to conducting a transitional meeting for all incoming Executive Board Members after elections
- D. Serve as a liaison between the organization and its advisor
- E. Coordinate with oSTEM national on the submission of paperwork and other required reports.
- F. Attend monthly virtual oSTEM regional meetings or identify another Executive Board Member who can go in their place.
- G. For any other meetings or events that may occur, identify a representative for oSTEM.

— **Section 2:** Vice-President(s)

- A. Serve as Inter-Organizational Council (IOC) and COSMO Representative, attending all meetings or identifying another Executive Board Member who can go in their place
- 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 to 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. Write and submit budget proposals for upcoming year
- G. 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 by the date set by the Center for Student Involvement
- B. Any current general body member (defined as being on the mailing list) 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 (on any student Executive Board at Agnes Scott) is eligible to be elected President (unless waived by the current Executive Board)
- 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 student members with a required quorum consisting of at least half of all student members
- F. Runoff elections may be called as deemed necessary by the Executive Board and Advisor.
- G. If one person runs for a position, that position does not need to be voted on.
- 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
  - a. Emergency elections will take place early fall semester
  - b. Quorum does not apply.
  - c. 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 before each general body meeting or as needed
- B. General body meetings should be held at least once a semester.

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

- A. Emergency meetings may be called to provide awareness to students who are unable to attend general body meetings
- B. The President(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 Scotties 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, and their actions, all for God's Glory.

Pinky Promise fills a void and a need that has arisen to reconnect Scotties hearts to Christ. Pinky Promise Chapters continue to spread around the world with the sole purpose of connecting women in this mission, and to build a supportive community to grow and build this network so that it can touch the masses.

### **Article 1- Name**

The name of this organization will be the Agnes Scott College Chapter of Pinky Promise otherwise known as Pinky Promise ASC.

### **Article 11-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 meet together at least twice a month to have Bible Study.

Section 3: The campus chapter is open to all students, faculty, staff, and others involved with campus life, as well as invited community partners and guests.

Section 4: All Pinky Promise ASC Associates promise to honor God and respectfully represent the organization.

### **Article III -Framework**

The primary purpose of the campus Chapter is to create a place for Scotties to gather, encourage each other, build each other up, and pray for one another during their Christian walk.

The primary goals for this Chapter will endeavor:

Section 1: To assist and work with community partners 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 love God.

Section 3: To host events, programs, and collaborations with other organizations to engage and educate the student body about a spiritual life.

#### **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 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 general body meetings of the campus Chapter.

Section 2: The officers of the campus Chapter will be a President, Vice President, Treasurer, Secretary, Public Relations Chair 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 the Pinky Promise 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 and 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 Inter Organization Council meetings.

- Treasurer — The Treasurer will be responsible for all funds of the organization and will give a report at each executive board meeting and at one meeting of the organization each semester. The Treasurer is responsible for creating event budgets and ensures that the p-card check outs are managed in the proper format. The Treasurer will also compile the annual financial report/budget.
- 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 contact information as well as a current history of the organization. The Secretary brings sign-in sheets to all meetings and keeps an 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.

Section 4: The officers and organization members will be 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. 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 IOC Chair and officers of the college.

Section 4: The primary purpose of the campus chapter is to promote and carry on the work and ministry of Pinky Promise through affiliated or sponsored projects.

### **Article VII- Renovation/Amendment**

Section 1: These bylaws may be amended by a two-thirds majority vote of the executive board members present at a meeting and majority vote of the general body members of the campus chapter.

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

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

To whom 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, which are included in the list below.

- 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 that creates a network where students are able to share, learn, and grow. This club will 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 Society Executive Board

# CONSTITUTION OF THE PRE-HEALTH SOCIETY (PHS)

Updated *February, 2020*

## **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 consist of Eligible Executive Board Candidate and General Body members

- A. A person is recognized as an Eligible Executive Board Candidate when they attend at least two PHS events per semester. This person is eligible to run for Executive Board positions when available.

## **Article IV** - Office

**Section 1:** President/Co-President Duties

- A. Lead and conduct meetings 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. Three 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 and on social media
- F. One event coordinator will be in charge of promoting and updating social media.
- G. Submit a detailed transition report to incoming Event Coordinator(s)

**Section 7: Advisor**

- A. A full-time Agnes Scott College faculty or staff member will serve as an advisor to the organization
- B. The Advisor(s) shall be chosen by the Executive Board
- C. Duties of the Advisor include but are not limited to
  - a. Fulfillment of the agreed upon Advisor/Organization Contract
  - 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 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
- C. All nominees must write and present a brief statement of their qualifications for the Executive Board position and their platform before applications are reviewed.
- 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 including the Executive Board.
- E. 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 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. In the event that the Executive Board member is not fulfilling their duties to where other Executive Board members assume their role, then there shall be an intervention to address the issue.
- B. The President(s) and the Vice-President will meet with this Executive Board member to determine the member's willingness to remain on the Board and perform sufficiently.
- C. If the Executive Board member continues to underperform, the Board will immediately appoint a replacement, who is a 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 twice a month. General Body meetings shall be held twice a semester on days that are 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).

*The Profile* Constitution  
Revised April 30, 2020

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, as well as through online publications. 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 undergraduate and graduate 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 assignments each week 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 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.

## **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 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, have a maximum of four absences, 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 relieve them of their 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 giving tips on professional journalistic practice.

### **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. Meetings will take place in a meeting room in Alston. In addition to the weekly or biweekly meetings. Executive members will have monthly exec. meetings.

## **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.

# REVOLUTIONARY HISTORIANS ORGANIZATION CONSTITUTION

Adopted November, 2019

## Article I. NAME

The name of this organization shall be the *Revolutionary Historians Organization (RHO)* of Agnes Scott College

## Article II. PURPOSE

The purpose of this organization is to provide opportunities for students and members to advance their skills and to foster interest and involvement in historical issues both past and present.

## 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 meetings regularly
- B. Actively participate in meetings
- C. Assist in achieving the goals and objectives of the organization
- D. 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*

### **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 members 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 under-perform, the Executive Board shall vote whether that member shall remain on the Board
  - a. The Board will immediately appoint a replacement, who is an active General Body member and agrees to an interview session with the Executive Board.
- D. If the President resigns or is removed, the Vice-President will take their place in the interim until the next election cycle; all other officers will be nominated by the organization’s members.

## Section 3: Time of Elections

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

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

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

- A. The Executive Board shall meet biweekly and before each general body meeting
- B. General body meetings shall be held 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*

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## 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.
-

# 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, 2020

\_\_\_ **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 bring 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 or the general body does not hold an election, the President or the next highest position will appoint the open positions
  - a. All general body members must be notified of the vacancies and have an opportunity to show interest in the positions, if they are eligible

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

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

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

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

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



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

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

- A. The Executive Board shall meet biweekly and before each general body meeting
- B. *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. The President(s) may also call additional meetings for the preparation of events
- D. *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

## **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, 2020

### **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.

Adopted October, 2015  
Revised September, 2019

# Constitution

## **Article I:** Name - Scottie 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 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 the 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.

**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 30, 2020*

**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 empowerment young folks who are self identified-women, gender minorities, people of color, LGBTQA through campaigns---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 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. 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 biweekly and before each general body meeting
- B. General body meetings shall be held every other week and at least twice monthly
- C. Executive Board meetings are required to occur 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

Adopted October, 2020

**Article I (Name)** State the name of the Organization (Cannot have "Agnes Scott College" in the title of the organization)

Wishmakers on Campus

**Article II (Purpose)** State the purpose, objectives, mission statement, and/or aims of the organization

Section 1: Our organization will fulfill the purpose of simply helping children's' wishes come true.

Section 2: Wishmakers at Agnes will be an organization dedicated to raising awareness of Make-A-Wish Georgia and its mission, while creating fundraisers to help grant the wishes of children with life threatening conditions.

Section 3: Our organization is very unique because we are partnered with Make-A-Wish Georgia, an organization off campus, to help take part in their mission statement as well. Wishmakers at Agnes will bring awareness to not only our campus community, but to the Decatur community.

**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: 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:

1. Express interest and sign up accordingly. No other requirements to sign up for our organization.
2. Attend majority of general body meetings, which constitutes 75% of scheduled meetings.
3. Participate in all scheduled fundraisers/events.

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

**Code (Mandatory to have 4 executive board positions defined in the organization's constitution)**

Section 1: President(s) Duties-

- A. Call and preside over all meetings of the organization
- B. See that all elections are announced and held as prescribed by the constitution
- C. Appoint, oversee and assist all committees and Executive Board Members as needed
- D. Serve as a liaison between the organization and its advisor
- E. Meet with Jaylie (Manager of Community Events at Make-A-Wish) when needed to go over club logistics
- F. Brainstorm ideas for fundraisers with group members
- G. Contact businesses who would like to partner with us for fundraisers, if needed
- H. 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. Preside over all meetings in the event of the unavailability of the President
- 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
- D. Prepare all necessary duties as prescribed by the President
- E. Serve as Inter-Organizational Council (IOC) Representative, attending all meetings
- 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. Meet with Jaylie when needed if President cannot

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. Send emails to members who have not been an active member
- E. Maintain an updated mailing and email list of all current members
- F. Send mailed correspondence to others off-campus, if needed
- G. Submit a detailed transition report to incoming Secretary
- H. Register for events when needed
- I. Reserve rooms when needed
- J. Submit announcements/events into the Irvine

#### 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. Request p-card when needed

#### Section 5: Recruitment Chair

The duties of the recruitment manager are as follows:

- A. To think of ways to attract new member to the organization.
- B. To create fliers for recruiting
- C. Keep social media up to date
- D. Keep track of social media data
- E. Create videos, photos, etc. for club
- F. Organize all recruitment events, including the annual student organization fair

#### 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 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. Meet with executive board when needed to go over organization logistics/ fundraising events

#### **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 Involvement
- B. Any current general body member and rising Sophomore, Junior, or Senior in good standing is eligible to run for an Executive Board position
- C. 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 (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: Special Elections**

#### *Section 3: 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 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 at the beginning of the fall semester.



## **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, with the approval of the Executive Board, may call additional meetings
- C. A meeting will be held a day before every event we 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

# **WITKAZE CONSTITUTION SPRING 2020**

*February 1st, 1989*

*April 25th, 2020*

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## **Article I (Name)**

*This organization shall be known as Witkaze, a word of Kiswahili origin meaning “Sisters work together”.*

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## **Article II (Purpose)**

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### **Section 1: Mission Statement**

*The Black Student Union at Agnes Scott College, known as Witkaze, is to primarily assist in the guidance, orientation, and advocacy of all African-American identifying students on campus regardless of level of their participation within the organization’s events or other initiatives. To focus on academic excellence, social and political awareness, community service, creating cultural and racial equity, and overall inclusivity. Witkaze is an active member of COSMO (Coalition of Student Multicultural Organizations). Witkaze welcomes everyone no matter your race, background, nor religion, sexual orientation or gender classification.*

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### **Section 2: Four Pillars/Objectives**

*The four pillars/objectives of Witkaze are to celebrate unity amongst all Black students, serve the community both on and off campus, promote social and political awareness, and encourage academic excellence.*

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### **Section 3: Aims and Goals of the Organization**

*The goal of Witkaze is uplift the Black community and provide a safe space for all African Diasporic students on campus. We are looking to create unique events that bring awareness to the socio-political issues that the Black community on and off campus face. We also aim to create Black siblinghood by talking about our history and creating a new future for our people.*

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## **Article III (Membership)**

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### **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.*

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

*Membership is open to*

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

*B. Agnes Scott College faculty and/or staff*

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

*There will be no maximum number of members*

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

*It shall be the duties of the members to:*

*A. Attend at least half of all scheduled meetings and at least 75% scheduled events during the academic 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*

*C. Fulfill and record ten-hour per semester Service Requirement with Membership Chair. 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 service at Witkaze events or other campus events as noted by the Community Service chair.*

**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*

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**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.*

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**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 mid to late Spring***

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**Article VI Meetings (mandatory)**

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**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. ***General body meetings will be held every Wednesday at 6:30 PM.***
- D. ***Executive Board Meetings will be held every Sunday at 5:00 PM.***

\_\_\_\_ **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) and Vice President, 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*