

## **Article I NAME**

Section 1.1 The name of this organization shall be <INSERT:Club Name>, hereafter referred to as [INSERT:Club Short Name].

## **Article II PURPOSE**

Section 2.1 [INSERT:Club Purpose]

## **Article III LIFETIME/RESTRICTIONS OF [INSERT:CLUB SHORT NAME]**

Section 3.1 This constitution shall expire thirty-six (36) months elapsed from the date of approval for this constitution from the Executive Board of the Rensselaer Union. At such time, [INSERT:Club Short Name] will no longer be a RECOGNIZED activity of the Rensselaer Union.

## **Article IV MEMBERSHIP**

Section 4.1 Equal Opportunity and Hazing

4.1.1 It is the policy of [INSERT:Club Short Name] to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the club's activities.

4.1.2 Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continued membership of [INSERT:Club Short Name] is strictly prohibited.

Section 4.2 Definition of Minimum Eligibility

4.2.1 It is the policy of the Rensselaer Union that all officers, appointed officers, committee chairs, and Voting Members of recognized clubs and organizations be full-time activity-fee-paying students and/or their spouses. Only Voting Members can vote in business and election matters. Only Regular or Voting members can run for and hold office.

4.2.2 There shall be 3 terms of membership annually that coincide with RPI's semesters.

4.2.2.1 For the purposes of this document, the Fall Semester begins one week prior the start of classes in the fall and ends on the first day of classes for the Spring Semester.

4.2.2.2 The Spring Semester begins on the first day of classes in the spring and ends the day after spring commencement ceremonies.

4.2.2.3 The Summer Semester begins the day after spring commencement ceremonies and ends one week prior to the start of classes in the fall.

4.2.3 To be eligible for Regular Membership of [INSERT:Club Short Name] a person must be a registered student of Rensselaer Polytechnic Institute and have paid the Rensselaer Union Activity Fee for that semester or be the spouse of a person who has paid the Rensselaer Union Activity Fee.

4.2.4 To be eligible for Associate Membership of [INSERT:Club Short Name] a person must be a registered student of Rensselaer Polytechnic Institute that has not paid an activity fee, the spouse or legal dependent of an RPI student, a member of the RPI alumni, faculty, or staff, or a registered student of Russell Sage College, Hudson Valley Community College or one of the other Hudson-Mohawk Consortium Schools currently enrolled in courses at Rensselaer.

4.2.5 Volunteer Membership is open to any person whose talents, skills, or knowledge will assist the organization in fulfilling its purpose, and who is not eligible for one of the aforementioned classes of membership.

4.2.6 The Executive Board of the Rensselaer Union may verify the eligibility of any member with the RPI's Bursar or Registrar.

#### Section 4.3 Attaining Membership

- 4.3.1 To attain Regular or Associate Membership, a person must attend one business meeting, submit the required information (See §4.6) to the Secretary and pay appropriate club dues.
- 4.3.2 To attain Volunteer Membership, a person must receive approval from the Executive Committee. Following approval, the person must pay appropriate club dues. Volunteer members may not constitute more than 5% of the club's total membership without specific permission by the Rensselaer Union Executive Board.

#### Section 4.4 Renewing Membership

- 4.4.1 To renew Regular or Associate Membership, a person must attend at least one business meeting during the semester, complete required paperwork and pay any club dues.
  - 4.4.1.1 Membership is automatically retained during the summer session for members on record at the end of the spring semester and registered for the next fall semester.
- 4.4.2 Volunteer Membership is only for one semester. Every semester a volunteer member must reapply for membership.

#### Section 4.5 Removal of Membership

- 4.5.1 Regular and Associate members automatically lose membership if they have not renewed their membership by the end of the third business meeting during a semester.
  - 4.5.1.1 Membership is not lost during the summer if the member is eligible as per §4.4.1.1.
  - 4.5.1.2 Members unable to attend the first three business meetings may apply for an extension subject to approval of the President. The extension may only last for an additional three business meetings.
- 4.5.2 Volunteer members automatically lose membership at the end of every semester.
- 4.5.3 Membership is immediately revoked at the time when any member fails to meet the minimum eligibility requirements in §4.2.

#### Section 4.6 Voting Rights

- 4.6.1 All Regular Members shall be eligible for voting rights.
- 4.6.2 A member attains voting rights by attending two business meetings and attending one other club activity. Voting rights are given at the end of the last activity/meeting needed to satisfy this requirement.
- 4.6.3 Voting rights are lost when a member:
  - 4.6.3.1 misses two consecutive business meetings without an excuse approved by the Executive Committee.
  - 4.6.3.2 is no longer a Regular Member of the club.
  - 4.6.3.3 requests their Voting Rights be removed by written communication to the Executive Committee.

#### Section 4.7 Membership Information

- 4.7.1 The club shall obtain the following information about every member
  - 4.7.1.1 The complete first and last name
  - 4.7.1.2 Their Student ID number (for Regular or Associate Membership)
  - 4.7.1.3 Basic contact information, postal address, e-mail address, or telephone number.
  - 4.7.1.4 Record of amount of dues paid
  - 4.7.1.5 Any additional information required by the Rensselaer Union Executive Board

- 4.7.2 Any other information collected by the club shall be optional as to whether the member is required to submit the information.
- 4.7.3 All information gathered other than the names and level of membership shall be confidential and only released to the Rensselaer Union Executive Board as required.

## **Article V**    **OFFICERS**

Section 5.1    There shall be four officers of the *[INSERT:Club Short Name]*.

### 5.1.1    The President

- 5.1.1.1    Shall be the chief spokesperson for the club
- 5.1.1.2    Shall call and preside over all Business Meetings and Executive Committee Meetings.
- 5.1.1.3    Shall be responsible for coordinating all activities of the club
- 5.1.1.4    May delegate their power to any Regular Member.
- 5.1.1.5    Shall be responsible for the duties of the Vice-President if the office is vacant.

### 5.1.2    The Vice-President

- 5.1.2.1    Shall be responsible for reserving rooms/space for all activities of the club
- 5.1.2.2    Shall be responsible for doing the duties of the other officers in their absence.
- 5.1.2.3    Shall remain apprised of all committee work, and when necessary report to the Executive Committee the status of the committees.

### 5.1.3    The Treasurer

- 5.1.3.1    Shall be responsible for collecting dues and disbursing funds.
- 5.1.3.2    Shall inform the Secretary within one (1) week of any member paying dues. Should a business meeting be scheduled for less than one week after the dues are paid, the Treasurer shall inform the Secretary before the business meeting.

### 5.1.4    The Secretary

- 5.1.4.1    Shall maintain and submit the membership list and officer list as required by the Rensselaer Union Executive Board
- 5.1.4.2    Shall provide any member/prospective member the requirements for membership and voting.
- 5.1.4.3    Shall record and archive the minutes from Executive Committee and Business meetings as required by club policy.
- 5.1.4.4    Shall maintain the club archives, which may include, but are not limited to, membership and officer lists, club budgets, constitution, bylaws, correspondences, minutes, event information, awards, club policies and procedures.

## **Article VI**    **MEETINGS**

Section 6.1    Business Meetings

- 6.1.1    The club shall have a minimum of two Business Meetings in Fall Semester and two in the Spring Semester.
- 6.1.2    All Business Meetings are open, however members with Voting Rights are required to attend.
- 6.1.3    Business Meetings shall be scheduled at least one week prior to the meeting and all members with Voting Rights should be notified. Notice should also be submitted, at least one week prior to the meeting, to the school newspaper for printing in the Campus Notices section.

- 6.1.4 An Emergency Business meeting may be called by the petition of 10% of the members with Voting Rights or by the request of 2 officers. Following the petition or request, the President must call a Business Meeting with in 1 week.
- 6.1.5 Quorum for all Business Meetings shall be 50% of those eligible to vote. No official business can be conducted without quorum.
- 6.1.6 A simple majority vote is required to conduct business. The President casts a vote only in the case of a tie.

Section 6.2 Executive Committee Meetings

- 6.2.1 An Executive Committee Meeting may be called at any time by the President. The President shall preside over the meeting.
- 6.2.2 Quorum for an Executive Committee Meeting shall be two-thirds of the officers.
- 6.2.3 Executive Committee Meetings shall normally be closed. The officers may invite anyone by a simple majority vote.
- 6.2.4 In the event that a decision of the club must be made before the question can be brought before the voting membership, the decision may be made a simple majority vote of the officers at an Executive Committee Meeting. The decision must be brought before the entire membership at the next Business Meeting for ratification. The decision of the officers stands till the Business Meeting.
- 6.2.5 Each officer has one vote, in the event that an office is vacant, there is no vote afforded to that office.

Section 6.3 Election Meeting

- 6.3.1 The Elections Meeting shall be held in the month of April each year.
- 6.3.2 The Election meeting is open to members of the club and to any the member of the Rensselaer Union. Guests may be invited by a majority vote.
- 6.3.3 The Election Meeting shall be scheduled at least two weeks prior to the meeting and all members should be notified. Notice should also be submitted, at least one week prior to the meeting, to the school newspaper for printing in the Campus Notices section. Additionally, notice should posted on the Election Sign board at least one week prior to the meeting.
- 6.3.4 Quorum for the Election Meeting shall be 50% of those eligible to vote.

Section 6.4 The official language of all business meetings shall be English, unless by unanimous vote of all those present in the meeting, an alternative language is preferred.

**Article VII ELECTIONS**

- Section 7.1 Officers shall assume office at the beginning of the Summer Term each year.
- Section 7.2 The officers shall be elected in the following order: President, Vice-President, Treasurer, and then Secretary.
- Section 7.3 The highest ranking officer present shall run elections for each office. Should the presiding officer be running for any office, the next highest ranking officer shall run that election.
- Section 7.4 During the Election Meeting nominations for each office shall be accepted from the floor prior to the election for that office. Only Regular members may be nominated for office unless prior authorization is received from the Rensselaer Union Executive Board. The nominee may decline any nomination.
- Section 7.5 Immediately following the close of nominations for a particular office, the membership of the club may question each of the candidates individually. Rules for questions and discussion may be agreed upon by a majority vote of the voting members present.
- Section 7.6 After all the nominees have been questioned, a vote shall be taken. A majority vote of the voting members present is required to elect an officer. Should a majority not be received, the two

candidates receiving the highest number of votes shall be questioned again using the procedure in Section 7.5 and another vote shall be taken. If there is a tie, another vote shall be taken, and if there is still a tie, a coin shall be flipped.

Section 7.7 All votes shall be taken by secret ballot and shall be counted by the presiding officer.

Section 7.8 Voting members who will not be present for elections may submit to the Executive Committee their ballots for each office in a separate sealed and signed envelope prior to the election. They shall not count towards quorum. The envelopes shall not be opened until voting for the office is complete.

Section 7.9 If at any time there is a vacancy in any officer position, the Executive Committee or a majority of the voting membership may call for an election for that office that shall follow all Election Meeting rules except for Section 6.3.1 and Section 7.1. The term of office for the newly installed officer shall end at the end of the Spring Semester.

## **Article VIII REMOVAL AND DISCIPLINARY ACTION**

Section 8.1 Removal of an Officer

8.1.1 An Officer may be removed for failure to perform duties satisfactorily or failure to comply with this constitution or the policies of the club.

8.1.2 To remove an officer, five members with Voting Membership, 10% of the members with Voting Membership, or the Executive Committee can call for a hearing to remove the officer. Notice shall be at least one week prior to removal. The officer has a right to be present during the meeting and present a defense. A two-thirds majority vote of the members with Voting Rights is required for removal. The officer will remain a member of the club (with Voting Rights if eligible) unless removed as a member.

Section 8.2 Removal of an Member

8.2.1 A member may be removed for failure to comply with this constitution or the policies of the club.

8.2.2 To remove a member, 10% of the members with Voting Membership, or the Executive Committee can call for a hearing to remove the member. Notice shall be at least one week prior to removal. The member has a right to be present during the meeting and present a defense. A two-thirds majority vote of the members with Voting Rights is required for removal.

Section 8.3 Appeals

8.3.1 Any Regular Member or Officer may appeal their removal by petitioning the Judicial Board of the Rensselaer Union. Their removal remains in effect until reversed.

8.3.2 Any Associate or Volunteer member may appeal their removal by petitioning the Executive Board of the Rensselaer Union. Their removal remains in effect until reversed.

## **Article IX POLICIES, STANDING RULES, AND BYLAWS**

Section 9.1 If needed at any time policies, standing rules or bylaws may be adopted by the club following a two-thirds majority approval at a business meeting

Section 9.2 All policies, standing rules and bylaws must be available to any Activity-Fee paying student or any interested member.

Section 9.3 A copy of the Bylaws must be placed on file at the Rensselaer Union Administration Office within five (5) business days following their approval.

## **Article X COMMITTEES**

Section 10.1 Standing Committees

10.1.1 The Executive Committee shall be a standing committee composed of the officers.

Section 10.2 Ad-Hoc Committees

- 10.2.1 Shall be created by the Executive Committee and approved by the members with Voting Rights.
- 10.2.2 The Chair shall be appointed by the President and approved by the members with Voting Rights.

## **Article XI FINANCES**

- Section 11.1 The Treasurer shall be responsible for compiling and soliciting budgetary proposals from the membership of the club.
- Section 11.2 The Executive Committee shall review all the budgetary proposals collected and the Treasurer shall create the annual budget.
- Section 11.3 The Executive Committee shall approve the annual budget.
- Section 11.4 If the Club is a Union FUNDED club, the Treasurer shall be responsible for presenting the annual budget to the Rensselaer Union Executive Board.
- Section 11.5 The Treasurer shall oversee and manage the budget.
- Section 11.6 The Treasurer and the President shall have the authority to sign any club financial document.
- Section 11.7 The Club shall follow all Rensselaer Union financial policies and procedures.

## **Article XII RATIFICATION AND AMENDMENTS**

- Section 12.1 This constitution shall be effective immediately upon ratification by a two-thirds majority of the members and subsequent approval by the Rensselaer Union Executive Board.
- Section 12.2 If it becomes necessary that any part of this constitution be changed, or that additions are to be made, a two-thirds majority vote of the members with Voting Rights and subsequent approval by the Rensselaer Union Executive Board must be obtained.

## **Article XIII AFFILIATIONS**

- Section 13.1 *[INSERT:Club Short Name]* has no affiliations or governing relationships with any organization except the Rensselaer Union.

## **Article XIV COMPLIANCE WITH RENSSELAER UNION POLICIES**

- Section 14.1 In the event that this constitution comes in conflict with any Rensselaer Union policy, then this constitution will be superseded by that policy.