



3.4 Shall have the power to direct grievances and resolutions to the members.

Section 4.

Duties of the president:

- 4.1 Preside at and conduct all meetings.
- 4.2 Shall act as the official host and representative of this organization in campus functions.
- 4.3 Shall be responsible for implementing legislation enacted by the organization.
- 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
- 4.5 Shall have the power to call emergency meetings when necessary.
- 4.6 Shall turn in an officer update sheet to Office of Student Life after each election.

Section 5.

Duties of the vice-president:

- 5.1 Shall fulfill the duties of the president as stated in Section 3 during the absence of the president.
- 5.2 Shall oversee the committees of this organization.
- 5.3 Shall, on a weekly basis, remove and appropriately distribute the contents of the organization mailbox located in the Mail & Copy Center.

Section 6.

Duties of the secretary:

- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.
- 6.2 Shall be responsible for correspondence to other organizations and individuals.
- 6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.

Section 7.

Duties of the treasurer:

- 7.1 Shall keep a record of finances of this organization.
- 7.2 Shall be responsible for collection the stated dues from each member.
- 7.3 Shall give a financial report at each meeting.

### **ARTICLE III**

#### **Committees**

Section 1.

Standing Committees

- 1.1 The following will be committees which function as an integral part of the operations of this student organization:

1.11 NAME Committee

1.12 NAME Committee

1.2 The NAME Committee is responsible for...

1.21 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.22 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

1.3 The NAME Committee is responsible for...

1.31 The vice-president shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.32 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

## Section 2.

### Ad Hoc Committees

2.1 Ad Hoc Committees are temporarily created to fulfill a necessary, but temporary, function within the student organization.

2.2 Ad Hoc Committees shall exist through the creation of and at the discretion of the Executive Council.

2.3 The designated chair of each Ad Hoc committee will give a report of their activities to the Executive Council at the regular Council meetings.

## **ARTICLE IV**

### Election Rules & Regulations

## Section 1.

Election of officers will be held on a semesterly basis.

## Section 2.

The offices of president, vice-president, secretary, and treasurer will be elected each April and November.

## Section 3.

This election will utilize a written ballot, with a simple majority determining the winner.

## **ARTICLE V**

### Removal & Succession

- Section 1. Removal
- 1.1 Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
  - 1.2 The general membership shall vote on the removal resolution.
  - 1.3 Removal shall be accomplished by a 2/3 majority of those members present.
  - 1.4 Removal proceedings may be initiated by any voting member.

- Section 2. Succession
- 2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

## **ARTICLE VI**

### Finances

- Section 1. Dues will be collected from each member at the beginning of each fall semester.
- Section 2. The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

## **ARTICLE VII**

### Amendments

- Section 1. Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.
- 1.1 Any amendment(s) must be reviewed by the Office of Student Life staff for submission to the Student Senate to become a part of the recognized student organization's official constitution.

**DATE APPROVED BY MEMBERSHIP**