**Constitution of**

**\_\_\_\_\_\_\_Political Science Club\_\_\_\_\_\_\_**

**ARTICLE I**

**NAME**

**Section 1. The name of the club will be the Political Science Club of Rochester Institute of Technology, hence forth referred to as the Political Science Club.**

**ARTICLE II**

**PURPOSE**

**Section 2. The purpose(s) of this organization shall be non partisan, with the intent to expand student knowledge and participation within the political atmosphere at the local, state and national level.**

1. **A community in which students can express political views freely**
2. **To promote and educate students regarding current political concerns**
3. **Assist students in establishing career in the Political Science**

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Membership is open to any currently enrolled student of RIT as well as any interested faculty, staff or administrator without regards to race, sex, color, religious beliefs, political views, handicap or age.**

**Section 2. A person is a member in good standing when he or she actively participates in club activities and meetings.**

**Section 3. The rights of voting and holding an office are reserved for club members only**

**ARTICLE IV**

**OFFICERS**

**Section 1. President:**

* **Lead the club and ensure it functions effectively**
* **Sustain or increase membership**
* **Arrange for meeting places and ensure equipment is in order**
* **Must open all club meetings**
* **Attend all club & E-board meetings**
* **Aware of current events**
* **Oversee the creation & operations of committees**
* **Authority to remove an E-board member after ample warnings**
* **Effectively communicate with advisors & E-board**
* **Attend mandatory Meetings at least once per quarter with advisor**
* **Help plan the yearly programs**
* **Make sure other officers are doing their job**
* **Plan the order of business for each e-board and club meeting**
* **Call extra meetings if necessary**
* **Cast the deciding vote in the event that there is a tie**
* **Introduce guest speaker**
* **Give a word of appreciation once the speaker is done**

 **Vice President:**

* **Preside over meetings in the absence of the President**
* **Attend all meetings**
* **Oversee the completion of other committees**
* **Meet with President at least twice (2) per quarter to discuss the progress of the club**
* **Vice President will become president if the president is unable to fulfill their duties**
* **Represent the club at events in the absence of the President**
* **Assist the President whenever possible**

 **Secretary:**

* **In charge of elections**
* **Time keepers**
* **Meet with president before club regarding agenda**
* **Take minutes & distribute to entire E-board**
* **Attend all meetings**
* **Type up agendas for weekly e-board meetings**
* **Calls attention to any unfinished business from the last meeting**
* **Send thank you letters to guest speakers**
* **Maintains personal contact information for all Political Science Club officers and club members**
* **Develops club member information sheets and keeps records updated**
* **Take Attendance at every meeting**

**Treasurer:**

* **Elected by majority vote of attending members**
* **Serves one year**
* **Attendance at all required meetings unless a valid excuse is presented**
* **Keeps records of all club money and receipts**
* **Informs Student Government of any money requests needed by the club**
* **Obtain records of past treasures to make sure all records are in order**
* **Deposit all funds obtained immediately into the account**
* **Keep the President, Advisor, and Vice President informed of the clubs financial positions**
* **Work with fundraising committee to set annual fundraising goals and coordinated fundraising activities**

 **Historian:**

* **Record events of the club throughout the year**
* **Keep records of E-board member throughout the year**
* **Maintains the history part of the club webpage**
* **Takes club pictures for the webpage**

**Public Relations:**

* **Elected by majority vote of attending member**
* **Serves one year**
* **Attendance at all required meetings unless a valid excuse is presented (see \*\*\* below)**
* **Promotes membership for the Political Science Club**
* **Manages a sub-committee that consists of two individuals**
* **Announces club activities and events around campus**

 **Webmaster:**

* **Elected by majority vote of attending member**
* **Serves one year**
* **Attendance at all required meetings unless a valid excuse is presented (see \*\*\* below)**
* **Manages a sub-committee that consists of two individuals**
* **Maintains the club webpage/ facebook/ blog**
* **Works with Public Relations and Historian to update club pages**

 **Current Events Coordinator:**

* **Elected by majority vote of attending member**
* **Serves one year**
* **Attendance at all required meetings unless a valid excuse is presented (see \*\*\* below)**
* **Maintain a committee that includes three individuals to be respectively assigned to either International, National or State Events**
* **Coordinator is responsible for the Local events**

**\*\*\*In the case that a committee chair cannot attend the executive board meeting, they may appoint one of their committee members to represent them\*\*\*\***

**Section 2. Elections of the Officer Positions:**

* **Candidate must give a 5 min speech during elections (video clips are also allowed alongside the clip)**
* **Good academic standing gpa of 2.5 ( to ensure that academics will not interfere with the responsibilities of the position held)**
* **Sub-committee officers do not need to give a speech but instead submit an application to the club, in which the committee chair will choose**

**Section 3. Officers shall be elected May 15, spring quarter**

 **And shall take office the following fall quarter**

 **Elected officers must receive majority vote in order to hold position**

**Section 4. If a position becomes vacant, the President and Vice President has the authority to either hold a special election or appoint an individual**

**ARTICLE V**

**MEETINGS**

**Section 1. Regular meetings shall be held on the designated time and place that has been agreed upon by the executive board. Meetings are to be held for a minimum of an hour to maintain that all objectives are meet for that respective meeting.**

**Section 2. Special meetings may be called by either the President or Vice President**

**Section 3. Agenda requirements must be submitted to secretary two day prior to a meeting no later than noon that day.**

 **Minutes are to be taken at every meeting and approved at the following meeting.**

**Every office administrator must be present at all meeting.**

**In the case than an officer cannot attend a meeting notice must be given at least 24 hrs prior the executive board meeting through email. This notice must be sent to either the President or Vice President**

**Section 4. Attendance must be taken at every executive board meeting.**

**Section 5. A quorum of the members and officers shall be necessary to conduct business, and to make a an official binding decision. In case of a tie the President will have the authority to make the final decision.**

**ARTICLE VI**

**ADVISOR**

**Section 1. The position of Club Advisor will be given to a member of the Political Science Department.**

* **Serve for one year**
* **May renew position for upcoming year**

**ARTICLE VII**

**CLUB RULES**

**The Political Science Club will follow a set of guidelines below in order to affectively conduct club meetings. Common courtesy rules are to be enforced.**

**Section 1. The Executive board will meet an hour prior to club meetings to re-finalize objectives for the club meeting.**

**Section 2. Club meetings are to be opened with an introduction given by the President.**

* **Introduce President and Vice President**
* **Announce upcoming events and activities at the beginning as well as the end of the meeting**

**Section 3. Attendance must be taken at every club meeting to record new membership**

**ARTICLE VIII**

**STATEMENT OF CONFORMITY**

**Section 1. Political Science Club shall abide by the rules and regulations of Rochester Institute of Technology and its official agencies.**

**Article IX**

**Removal of Officers**

**Section 1. In the event that a conflict arises between current executive board members the president and the vice president must be informed. (Please refrain from confronting other e-board members)**

**Section 2. The President and Vice President will meet with the respective officer.**

* **Officer will be informed of the issue(s)**
* **Officer will have the opportunity to defend their argument**
* **Officer will be given a grace period of two weeks for improvement**

**Section 3. The President and Vice President has the authority to make an executive decision to remove the officer from their position if progress is not met.**

**ARTICLE X**

**AMENDMENTS**

**Section 1. Requirements:**

 **2/3 vote with at least 50% of the active members present**

 **Elected members become officials when approved by the student senate.**

**Section 2. Only Article VII (Club Rules) may be amended**