

Club Constitution

Eastern Connecticut State University

Letters of Love Club Constitution

Mission statement: We aim to provide emotional support to children battling cancer and other serious illnesses in children's hospitals by creating handmade cards. As a student club at Eastern, Letters of Love promotes kindness, empathy, and connection by providing an inclusive and safe environment for all.

ARTICLE I

The name of this club shall be Letters of Love at Eastern Connecticut State University

ARTICLE II - PURPOSE

This organization's purpose shall be to provide a space for creating handwritten cards to be sent to children battling cancer and other serious illnesses.

ARTICLE III – MEMBERSHIP

Section 1 This organization is open to all students currently enrolled at Eastern Connecticut State University.

Section 2 Anyone who attends two consecutive meetings will be considered a voting member of the Letters of Love Club. Failure to attend at least two meetings throughout the semester may jeopardize the student's active member status.

Section 3 Any voting member unable to attend a meeting for an excusable reason may vote by an absentee ballot.

Section 4 Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability, or veteran status except as sanctioned by federal or state law.

Section 5 The Executive Board may hold closed meetings in relation to member's status in the club should they act in such a way that discredits the organization, makes other members uncomfortable, and/or results in destruction of supplies. If action needs to be taken against the aforementioned member, the advisor shall be consulted on the next step.

ARTICLE IV – EXECUTIVE BOARD & OFFICERS

Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Public Relations.

Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

Section 3 The Executive Board shall meet monthly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 4 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

ARTICLE V – ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1 The President shall;

- a. prepare the meeting agendas;
- b. have the power to call executive board meetings and all regular and special meetings of the organization;
- c. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- d. act as the spokesperson for the organization;
- e. complete any tasks required from Letters of Love Global;
- f. facilitate communication between club and global team.

Section 2 The Vice-President shall;

- a. assist the president with responsibilities as needed;
- b. carry out the duties of the president in the absence of the president;
- c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;

- d. serve as coordinator of all standing and ad hoc committees;
- e. be an ex-officio member of all standing and ad hoc committees.

Section 3 Treasurer shall;

- a. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c. complete, sign, and submit all financial paperwork;
- d. submit a financial report;
- e. keep track of the club's accounts, income, and expenditures;
- f. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- g. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4 The Secretary shall;

- a. keep a proper record of all activities of the club, including the minutes of every meeting;
- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 72 hours of notice of all meetings;
- g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5 Public Relations shall;

- a. run the clubs' social media;
- b. market and advertise the club;
- c. coordinate digital/traditional marketing strategies.

ARTICLE VI – ADVISOR

Section 1 The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote in consultation with student activities.

Section 2 The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3 The advisors shall give advice for the better performance of the organization.

Section 4 The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.

Section 5 The advisor shall serve at the discretion of the University.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1 Elections shall be held for all offices, including those that are filled temporarily.

Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected.

Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than March 1st and no later than April 30th of each year.

Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.

Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.

Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

Organizations should provide for a transition period whereby newly elected officers can work closely with current Officers so that there is an orderly transfer of authority as well as official documents and records of the organization.

ARTICLE VIII - VACANCIES

Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wish to fill the Vice Presidency an election for the position will be held. If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE IX - IMPEACHMENT AND/OR RECALL

Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article X - MEETINGS

Section 1 Meetings of the organization shall be held at least once a month (or weekly, or biweekly, depending on the needs of the organization) during the academic year. There must be 48 hours of notice for all emergency meetings.

Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total votes. A quorum must be present for any action to take place by membership.

Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

Article XI - AMENDMENTS

Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.

Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.

Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.

Article XII - RATIFICATION

An organization's first or original constitution only requires a majority vote of the members in order to be approved.

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.