# **Flagler College Student Services Club Constitution**

# **Article I. NAME**

This organization shall be known as the Flagler College Student Services Club.

# **Article II. MISSION**

It is the mission of the Flagler College Student Services Club, to promote interest and awareness of Student Services within the Flagler College community through the use of films, lectures, outings, and other events.

# **Article III. MEMBERSHIP**

## **Section 1 Membership**

A. Membership of the Flagler College Student Services Club shall be open to all students who have paid the mandatory Associated Students of Flagler College fee.

B. No person will be denied membership based on race, sex, age, color, religious beliefs, sexual orientation or physical/mental handicaps.

C. Active members shall be defined as those students who attend a minimum of five meetings per semester. Only active members may hold office, vote in elections, and vote on club business.

# **Article IV. EXECUTIVE BOARD**

## **Section 1 Officers**

The officers of the Flagler College Student Services Club shall be President, Vice-President, Secretary, and Treasurer.

## **Section 2 Duties of Office**

A. President

1. Enforce the Constitution of the Flagler College Student Services Club.

2. Preside over all Flagler College Student Services Club meetings with an impartial demeanor.

3. Represent Flagler College Student Services Club on all public relations and official functions.

4. Authorize with the assistance of the Treasurer Budget Officer the use of all Flagler College Student Services Club funds.

B. Vice President

1. Assume all responsibilities of the President when necessary.

2. Responsible for advertising all events

3. Maintain all applicable Calendars and Web information.

C. Secretary

1. Will preside over Flagler College Student Services Club meetings in the absence of the President and Vice President.

2. Prepare and post agenda and minutes of each meeting.

3. Email updated minutes to listserv following each meeting.

4. Maintain accurate attendance and activity/event records including all club correspondence (Email, Voice Mail, Mail Box)

D. Treasurer Budget Officer

1. Receive, record, and deposit all Flagler College Student Services Club funds.

2. Be responsible for retaining all club receipts.

3. Have a bi-weekly financial report available at all meetings.

4. Maintain accurate fiscal records.

5. Aid in the authorization with the President of all Flagler College Student Services Club funds.

6. Responsible for the requisitioning of all funds.

## **Section 3 Terms of Office**

One term of office for each executive board member, shall be two (2) semesters. There shall be no limit imposed on the number of terms any member may serve.

## **Section 4 Vacancies of Office**

If a vacancy exists for any position, then a special election shall be held for the vacant position. In the interim the succession of office will be used to fill the position until elections can be held for that position. Succession of office is as follows: President, Vice-President, Secretary, and Treasurer.

## **Section 5 Impeachment**

A. Impeachment charges may be initiate against any officer by any member of the club in writing stating the charges:

1. Violation of the Student Handbook

2. Violation of the Student Services Club Constitution

3. Abuse of powers

4. Neglect of duties

B. The charges shall be read by the presiding officer at the next meeting, which must be held within seven school days following submission of the charges.

C. The recommendation for impeachment shall be taken up as the first item of new business.

D. The officer being impeached shall be removed from office if two-thirds (2/3) of the current membership votes for removal of the said officer.

# **Article V. MEETINGS**

## **Section 1 Executive Board**

The executive board shall meet at least twice a month during the regular school year.

## **Section 2 Club Meetings**

Meetings shall be held on a monthly basis starting in August during the regular school year. To remain in good standing a member is expected to attend at least two (2) of the regularly scheduled weekly meetings.

# **Article VI. ELECTIONS**

## **Section 1 Voting**

A. Votes shall be taken during a meeting.

B. Only active club members may vote on club issues.

## **Section 2 Officers Elections**

A. The officers shall be elected by ballot at the meeting prior to spring break in the spring semester.

B. The person with a simple majority of the vote will be declared the winner.

# **Article VII. NEW OFFICERS**

## **Section 1 New officers**

New officers when elected shall work with outgoing officers to learn the skills needed to take over the office. New officers shall assume full duties at the last official meeting of the school year.

**Article VIII SAFETY AND LIABILITY**

The Flagler College Student Services Club, and any member of the club acting on behalf of the committee, disclaim any liability whatsoever for any loss, damage, personal injury or death suffered or caused during a Club activity, or while in transit as part of a Club trip.

# **Article IX. AMENDMENTS**

Amendments to the Constitution of the Flagler College Student Services Club must be tabled for discussion for a minimum of one week, and then votes will be taken on all new amendments. Amendments will be ratified by the approval of the membership by two-thirds (2/3) vote in a meeting.

# **Article X. RATIFICATION**

This Constitution of the Flagler College Student Services Club is hereby unanimously ratified by the membership on this the First day of September, in the year Two Thousand FIFTEEN.

**Respectfully submitted:**

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| **First M. Last**  President  Flagler College Student Services Club 2015-2016 | **First M. Last**  Vice President Flagler College Student Services Club 2015-2016 | **First M. Last**  Secretary  Flagler College Student Services Club 2015-2016 |
| **First M. Last**  Treasurer/ASWC Budget Officer  Flagler College Student Services Club 2015-2016 |  |  |