**BOSTON UNIVERSITY NONARY AUTHORED CLUB CONSTITUTION**

**Article I: Name**

The official name of the club will be “The Nonary Authored Club”, also known as the “9A Club.”

**Article II: Aim/Purpose and Organization Description**

The Nonary Authored Club at Boston University (9A Club at BU) is a mystery & crime investigation club. Our organization is a space for students interested in all mystery-related topics, ranging from urban legends to criminal justice and forensics. We are determined to provide a wide range of experiences in response to a broad but deep level of interest on campus. Our goal is to establish a platform for students to hone their analytical thinking skills, discuss ideas with like-minded classmates, and discover practical applications for their passions.

**Article III: Membership**

1. Any undergraduate student enrolled at Boston University is eligible to become a member of our organization.
2. Eligible students may become official club members by attending at least one event held during each semester.
3. In order to remain active club members, participants must attend at least 40% of club meetings per semester.
4. The secretary of our organization will keep the official roster of the student group up-to-date through the CMS solution, MailChimp, or through a Google Drive document.
5. In accordance with Boston University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc. within the Nonary Authored Club.
6. The Nonary Authored Club is committed to promoting a diverse community with a particular emphasis placed upon inclusion across race, gender, age, religion, identity, and experiences.

**Article IV: Meetings**

1. General Meetings for the Nonary Authored Club will be held on a bi-weekly basis, with ad-hoc modifications if necessary.
2. The Executive Board will meet once a week, or as necessary.
   1. Any E-Board member can call for a meeting to be held.
3. Meetings will be held through Zoom or other video conferencing software throughout the duration of the COVID-19 emergency restrictions, and will begin in-person as University regulations permit.

**Article V: Executive Board Structure**

1. **The executive board will be composed of the following roles and functions:**
   1. **President(s)**

* The President shall be the official representative of the organization; he/she shall also be a non-voting ex-officio member of all committees of the organization.
* The President shall have the power to convene and preside over the meetings of the executive board and the general membership. The president shall prepare the agenda for the meetings of the executive board and the general membership.
* The President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
* The President maintains the authority to hold elections at any point during the academic year to fill an executive board position if a vacancy occurs.
* The President is to help take up any task in the case that the Vice President, Treasurer, or Secretary is unable to complete because of complications or unforeseen circumstances.
* The President shall approve all proposed budgets presented by the Treasurer before they are submitted to the appropriate department for purchasing.
* The President shall approve all calendars, social media posts, and other initiatives designed by other members of the board before they are implemented.
* With the exception of the founding board of 2021-22, the board shall, at all times, have only one President.
  1. **Vice-President**
* The Vice President shall be required to see that standing committee chairpersons are fulfilling their duties.
* The Vice President shall serve as an advisor to the President.
* The Vice President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
* The Vice President is to help take up any task in the case that the President, Treasurer, or Secretary is unable to complete because of complications or unforeseen circumstances.
* If the President is unable to perform his/her duties, (due to impeachment, leave of absence, or resignation), the Vice President shall assume the position of President.
* Incase of a conflict in the governance of the Club board occurs between the Co-Presidents, the Vice President shall
  1. **Secretary**
     + E-Board Meetings
       1. The Secretary will prepare an agenda with the President and other executive members for the regular E-Board meetings.
       2. The Secretary will keep and distribute minutes of each meeting of the E-Board.
     + General Meetings
       1. The Secretary will coordinate with the rest of the board to notify all members about the meetings along with the marketing material.
     + Recordkeeping Duties
       1. The Secretary will maintain a record of all activities of the organization by preparing a calendar of events by collaborating with other Executive members. This will be done in advance.
       2. The Secretary will maintain a record of all members of the organization. This will be done through Engage or through a spreadsheet document.
     + The Secretary will track information regarding training and other SAO and related activities and keep the rest of the club informed to ensure compliance.
  2. **Treasurer**
     + The Treasurer is responsible for executing accounting procedures and policies through the Student Activities Office, including:
       1. Preparation of a semester or annual budget based on club events and activities;
       2. Maintenance of the club financial records;
       3. Preparation of all budget requests for funds.
     + Internal Financial Responsibilities
       1. Company Sponsorship,
       2. Special events and swag,
       3. Advise members on financial matters.
  3. **Digital Media Manager**
     + The Digital Media Manager is responsible for:
       1. Maintaining social media platforms, including, but not limited to, Instagram, LinkedIn, and Facebook;
       2. Monitoring and responding professionally to comments, questions, and concerns posed by current and potentially interested members/partners over various social media platforms;
       3. Developing graphics and marketing materials for posts in advance of club events according to the schedule maintained by the Secretary.
     + Website Creation and Maintenance
       1. Responsible for the development of the 9A club website for design ideas and graphic materials.
       2. Collaborates with other E-Board members to coordinate the release of new events, updates, and other materials on the website.
       3. In charge of integrating and overseeing MailChimp integration on the website, a calendar for current and prospective members, and “Contact Us” information for viewers.
  4. **Public Relations & Events Coordinator**
     + The Public Relations & Events Coordinator is responsible for the organization and logistics of all club activities, including:
       1. Booking rooms (25Live);
       2. Registering events (Engage);
       3. Reserving tables at Questrom;
       4. Other organization logistics.
     + The Public Relations & Events Coordinator will work with the Digital Media Manager to maintain and build relationships with members and professional partners by serving as a liaison between the Executive Board and the public.
     + The Public Relations & Events Coordinator will be in charge of club recruitment processes, in consultation with the Presidents, DigitalMedia Manager, and Secretary. These responsibilities include:
       1. Developing recruitment goals, objectives, and strategies in conjunction with the goals and ideals of the 9A club to prospective members;
       2. Reaching out to students across various platforms to spread the awareness of the organization, what it stands for, and how they can become involved as an active member.
       3. Facilitating and planning events, including reaching out to and maintaining relationships with outside organizations and potential speakers/guests.
       4. Prepare & plan the agenda for general club meetings in advance (for example: for Fall Semester – plan during the summer; for Spring semester – plan during the end of fall/during winter break).
          1. These meetings can be used to host speakers, workshops, or other club activities. Meetings will be held bi-weekly, or depending on club needs.
       5. Prepare, plan & execute the event schedule.

1. **Students studying abroad are eligible to serve on the E-Board due to meetings being remote during the COVID-19 Pandemic.**
2. **Students may not hold multiple positions on the E-Board, unless a vacancy arises where a student may be approved to handle the position on an interim basis while a new candidate is found.**

**Article VI: Executive Board Elections**

1. Nominations shall be accepted from the club membership at a specific meeting held prior to the election itself.
2. Individuals may be self-nominated or nominated by another member through an email to the sitting Nonary Authored Club President.
3. In order to be considered a viable candidate for any position, an individual must have at least two nominations, with a self-nomination being counted as one.
4. Only club members who have served the previous academic year E-Board in any position are eligible candidates for the offices of President and Vice President.
5. Election results shall be determined by a majority vote of at least two thirds (2/3) of the active voting members.
6. Elections must be held no later than 2 weeks before the last class of the Spring session.
7. New officers will assume their positions on May 1st, following the elections.

**Article VII: Amendments**

**Section 1**

Amendments to this constitution may either be introduced from the floor and submitted to the Secretary in writing at a general body membership meeting; or through a private meeting/correspondence to the Secretary in a manner such that a permanent record of the meeting and proposed amendments is recorded.

**Section 2**

The entire active voting membership shall be notified in writing at least five (5) school days prior to vote on a proposed amendment. If a proposed amendment is deemed to be vitally important to the functioning of the group via a unanimous decision by the E-Board, the active voting membership shall be notified of the amendment as soon as possible, and the vote will be taken at the next general body meeting. The E-Board can make this unanimous decision no more than once a semester.

**Section 3**

A two-thirds (2/3) vote of the active voting membership is necessary for the passage of an amendment.

**Article VIII: Policy on Non-Discrimination**

The 9A Club is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by the 9A Club policy and/or applicable laws.

The 9A Club prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. The 9A Club expects that its employees, volunteers, members, and other constituents of the Club, when and where ever those individuals are conducting the business of/- or participating in the 9A Club events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.

**Definitions:**

Discrimination is defined as treating people differently, either preferentially or with adverse impact, because they have similar characteristics or because they are from specific groups, unless differential treatment is reasonable, essential and directly related to conducting the 9A Club.

Harassment is one form of discrimination. Harassment is defined as conduct that has the purpose or effect of unreasonably interfering with an individual's participation in the 9A Club’s activities or creating an intimidating, hostile or offensive environment. Harassment occurs when submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the 9A Club activities or used as a basis for decisions affecting that individual’s relationship to the 9A Club.

Bullying is one form of harassment. Bullying consists of waging an ongoing and systematic campaign of interpersonal destruction against an individual or group of individuals that a reasonable person would find hostile, offensive and unrelated to the Clubs’s legitimate business interests on the basis of one of the protected classes above. It tends to be an accumulation of many incidents over a long period of time, including treatment, which persistently provokes, pressures, frightens, intimidates or otherwise discomforts another person.

Retaliation is defined as punitive actions taken against persons for exercising their employee or other rights under the laws in good faith, reporting violations of the laws to the proper authorities (i.e. “whistle-blowing”) and/or participating in administrative or legal proceedings as a plaintiff, complainant, or witness.

**Article IX: Constitutional Ratification**

1. With the signing of this document by all current Executive Board members, this constitution remains ratified until a change is made to the constitution.
2. A copy of the currently ratified version of the constitution will be made available on the group’s Google Team Drive for all active members to reference. The official copy will be stored on the Executive Board’s Google Team Drive.
3. A copy of a newly ratified constitution will be made available to the active members of the group and an announcement will be made within 24 hours of ratification.

Rachel Zhu, *President 2021- 2022* Officially Ratified on June 1, 2021

Radhey Patel, *President 2021- 2022*

Anna Rafferty, *Vice President 2021- 2022*

Charlie Kielt, *Treasurer 2021-2022*

Mitali Sakharkar, *Secretary 2021-2022*

Abby Lowry, *PR and Event Coordinator 2021- 2022*

Phoebe Keliikupakako, *Digital Media Manager 2021-2022*