#### Hello World's Constitution

Date Prepared: October 23, 2023

#### **PREAMBLE**

To recognize the potential of first-year college students, we are establishing this constitution to launch an exclusive hackathon solely for freshmen. Our mission is to inspire the spark of innovation, foster collaboration, and empower these freshmen to explore and thrive in this world of technology.

#### ARTICLE I - Name

This organization shall use the name Hello World. It should exclusively be referred to as Hello World.

#### **ARTICLE II – Purpose of the Organization**

The purpose of this organization is to provide an exclusive platform for first-year college students to cultivate their passion for technology, innovation, and problem-solving. One of our main aims is to foster a supportive and inclusive environment where first-year students can develop valuable technical skills, collaborate with peers, and gain confidence in their own abilities. The organization seeks to encourage networking, mentorship, and interdisciplinary learning while empowering them to explore diverse areas of technology. In the end, our aim is to foster curiosity and teamwork while helping them prepare for their future careers with a strong foundation.

## **ARTICLE III – Membership**

#### Section I.

- Membership in Hello World is open to any freshman who is enrolled in Purdue University.
- A roster of all active members of Hello World may be found on Boiler Link.

#### Section II.

- Only active members of Hello World may hold office.
- The President of Hello World will decide who holds the offices of Vice President and Treasurer

## Section III.

- Interested students may apply to join Hello World by reaching out to a member of the organization or via online application.
- Applicants must be eligible as defined in Article III, Section I.

#### Section IV.

• There are no financial dues involved in being a member of Hello World.

# Section V.

• A member may withdraw from Hello World by submitting written notification to the President.

# Section VI.

- Any member may call for the removal of another member by submitting a written request to the President. The President reserves final authority on the removal of a member.
- Any member of Hello world seen as not fulfilling their duties to a satisfactory level may be removed from the organization by a two-thirds majority vote.

Hello World complies with all State and Federal laws and Purdue University Hazing Policy. Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

## **Article IV - Organization Officers and Election Procedure**

## Section A. List of Officers by Title

• The structure of Hello World will be such that there are three offices, the President, the Vice President, and the Treasurer.

## Section B. Eligibility

- Any registered undergraduate at Purdue University is eligible to hold the title of President, Vice President, or Treasurer.
- The President, Vice President, and Treasurer can hold office for no more than 2 terms, consecutive or otherwise.

## Section C. Length of Officer Term

 All officers shall be chosen annually and serve a one-year term starting on January 1 and ending on December 31st.

## Section D. Election Procedure (or Application Process)

- At the end of a term, the President will appoint a new President for the following year.
- If for any reason the President has failed to successfully appoint a successor proper to his/her term ending, then the position of President shall be taken by the Vice President.
- The treasurer for a given term is appointed by the President of that term.

• Appointed candidates for either the role of President or Treasurer must accept the position, orally or written, before he/she assumes office.

#### Section F. Officer Removal

- Any member may call for the removal of the Treasurer via the process in Article III,
   Section VI.
- Any member may call for the removal of the President by submitting a written request
  to the Treasurer. The Treasurer will then call a meeting of all Hello World members. If at
  this meeting over 75% of members elect to remove the President, he/she shall be
  removed from office. An election will then be held to select a new President. Any
  interested member of Hello World may run in this election. This election shall require an
  absolute majority.
- Any member may call for the removal of the Vice President by submitting a written
  request to the President. The President will then call a meeting of all Hello World
  members. If at this meeting over 75% of members elect to remove the Vice President,
  he/she shall be removed from office. An election will then be held to select a new Vice
  President. Any interested member of Hello World may run in this election. This election
  shall require an absolute majority.

## Section G. Officer Vacancy

• In the event of an elected position vacancy, the President and the Treasurer will nominate a new officer to fulfill the duties of the previous officer.

#### **ARTICLE V - Advisor**

The advisor(s) for Hello World shall be either a faculty or staff member and shall be chosen by the executive board. She or he shall serve a term of one year until the advisor resigns or is asked to resign by all officers. The advisor shall act as a liaison between the organization, the computer science department, and the university. Advisors may not vote or hold office in the organization.

#### **ARTICLE VI - Officers and Duties**

## **Section I. The President**

The President will preside over all meetings. He/She will be responsible for creating the agendas for these meetings as well as maintaining order during the meetings. He/She will be responsible for appointing a leader for each team. These teams must include User Experience, Finance, Communications, Development, and Communications.

#### Section II. The Vice President

The Vice President is responsible for all the President's duties in the event that the President is not capable of performing them, within reason. The Vice President will be responsible for club-

to-club communication between Hello World and other organizations. They are also responsible for making sure the club office is in presentable condition.

#### Section III. The Treasurer

The Treasurer is responsible for managing the finances including approving activity budgets and submitting reimbursements paperwork. He/She is also responsible for keeping the accounts, depositing the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations. He/She will also have to maintain accurate financial record and create a budget.

Additional officer positions and duties can be added as deemed necessary by the organization.

## **Article VII - Meetings**

Regular meetings will be held at a date and time that is convenient for most officers and members. The President will call and facilitate the meetings.

#### **ARTICLE VIII - Constitutional Amendments**

Amendments to this constitution shall be approved by a majority vote of the officers. Amendments may be proposed by an officer or active member. An active member shall be identified as any member who has attended at least 3 events. All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations (SAO) Office. They MAY NOT take effect until they have been approved.

#### **ARTICLE IX – Dissolution**

The dissolution of an organization will be decided if at least  $\frac{2}{3}$  of the active members are not active anymore. Unspent funds or property of the organization can be donated to another recognized organization, Purdue department, or a 501(c)(3). Funds cannot be returned to their originator.

| lardii Panzadi                              | 10/30/2023          |
|---|---------------------|
| President's signature                       | Date of Adoption    |
| Bustes Dunsmose                             | 10/30/2023          |
| Advisor's signature                         | Date Signed         |
| Calleb Wears                                | 11/15/2023          |
| Student Activities and Organizations Office | Date of Recognition |

# **DocuSign**

## **Certificate Of Completion**

Envelope Id: 2824F51B7B234D0795F55E1C7C4C6C68

Subject: Complete with DocuSign: Hello World Constitution.pdf

Source Envelope:

Document Pages: 4 Certificate Pages: 5

AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-05:00) Indiana (East)

Signatures: 3 Initials: 0 Status: Completed

Envelope Originator:

Dawn Louis Altea Monarca

**Purdue University** 

West Lafayette, IN 47907 dmonarca@purdue.edu IP Address: 128.210.106.177

#### **Record Tracking**

Status: Original

10/30/2023 1:50:56 PM

Holder: Dawn Louis Altea Monarca dmonarca@purdue.edu

Location: DocuSign

# Signer Events

Aarohi Panzade

appanzad@purdue.edu

Security Level: Email, Account Authentication

(None)

DocuSigned by:

laroli Panzade

B52984FAAF4E449...

Signature

Signature Adoption: Pre-selected Style Using IP Address: 128.210.106.74

## **Timestamp**

Sent: 10/30/2023 1:54:42 PM Viewed: 10/30/2023 2:33:06 PM Signed: 10/30/2023 2:33:43 PM

#### **Electronic Record and Signature Disclosure:**

Accepted: 10/30/2023 2:33:06 PM ID: a98db320-a1f8-4417-8a3c-0eab6d352fac

Buster Dunsmore dunsmore@purdue.edu

Security Level: Email, Account Authentication

(None)

Signature Adoption: Pre-selected Style Using IP Address: 68.60.242.18

Sent: 10/30/2023 2:33:44 PM Viewed: 10/30/2023 8:59:36 PM Signed: 10/30/2023 9:00:36 PM

## **Electronic Record and Signature Disclosure:**

Accepted: 10/30/2023 8:59:36 PM

ID: 08b7dad7-35bc-42db-8212-ac150f066fe6

Caleb Wears

cwears@purdue.edu

Security Level: Email, Account Authentication

(None)

Docusigned by:

(alch Wears

54F2D31A7A024AC...

Signature Adoption: Pre-selected Style Using IP Address: 128.210.106.177

Sent: 10/30/2023 9:00:37 PM Viewed: 11/15/2023 1:13:01 PM Signed: 11/15/2023 1:13:21 PM

#### **Electronic Record and Signature Disclosure:**

Accepted: 11/15/2023 1:13:01 PM

ID: eaff564e-5edb-4954-bd4c-907e08747d38

| In Person Signer Events      | Signature | Timestamp |
|------------------------------|-----------|-----------|
| Editor Delivery Events       | Status    | Timestamp |
| Agent Delivery Events        | Status    | Timestamp |
| Intermediary Delivery Events | Status    | Timestamp |
| Certified Delivery Events    | Status    | Timestamp |

| Carbon Copy Events                         | Status           | Timestamp             |  |
|--|------------------|-----------------------|--|
| Witness Events                             | Signature        | Timestamp             |  |
| Notary Events                              | Signature        | Timestamp             |  |
| Envelope Summary Events                    | Status           | Timestamps            |  |
| Envelope Sent                              | Hashed/Encrypted | 10/30/2023 1:54:42 PM |  |
| Certified Delivered                        | Security Checked | 11/15/2023 1:13:01 PM |  |
| Signing Complete                           | Security Checked | 11/15/2023 1:13:21 PM |  |
| Completed                                  | Security Checked | 11/15/2023 1:13:21 PM |  |
| Payment Events                             | Status           | Timestamps            |  |
| Electronic Record and Signature Disclosure |                  |                       |  |

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Purdue University - Central IT (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

# **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

## **How to contact Purdue University - Central IT:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: itap@purdue.edu

## To advise Purdue University - Central IT of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at itap@purdue.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

# To request paper copies from Purdue University - Central IT

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to itap@purdue.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

# To withdraw your consent with Purdue University - Central IT

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to itap@purdue.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

# Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

# Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Purdue University Central IT as described above, you consent
  to receive exclusively through electronic means all notices, disclosures, authorizations,
  acknowledgements, and other documents that are required to be provided or made
  available to you by Purdue University Central IT during the course of your relationship
  with Purdue University Central IT.