**Article I - Name and Purpose**

**Section 1.** This club shall henceforth be named \_\_\_\_\_\_\_\_\_\_\_.

**Section 2.** The purpose of the \_\_\_\_\_\_\_\_\_ Club is to foster the awareness, educated discussion and activities of various aspects pertaining to the fields of: \_\_\_\_\_\_, \_\_\_\_\_\_, etc.

A successful mission as pertaining to members will result in the following skills to have been learned: \_\_\_\_\_\_, \_\_\_\_\_\_, etc.

**Article II – Membership**

**Section 1.** Student membership in this Club shall be limited to students regularly enrolled at SUNY Polytechnic Institute.

1. *Eligibility for Membership*

Any fully matriculated CNSE student, faculty or staff may become a member of the Club. Members must attend at least 40% of the meetings and events of the Forum per semester and must abide by all university rules and policies as a member.

1. *Methods for Attaining Membership*

Any persons who qualify for membership and are interested in becoming a member must officially register with the club’s secretary. Said persons must provide the club with specified information, such as name and one mode of contact.

1. *Expulsion of Members*

Members who do not meet stated eligibility requirements or act in a manner which has been decided by a majority of all active members to be an act that reflects poorly on the club as a whole may be ask to resign membership from the forum. E-board or committee members may lose status as such for failing to meet eligibility requirements.

1. *Privileges*

All members are eligible to attend all meetings and events sponsored by the Club.

1. *Responsibilities*

All members must maintain their status as an active member. Members must participate in thoughtful and educated active discourse while challenging and encouraging other members.

1. *Dues and Fees*

Members may be asked to donate a one-time fee as determined by the Treasurer and not exceeding $\_\_\_\_ to help cover printing and other fees associated with meetings and events. Failure to pay dues will not result in removal from the club. Members may also have the option to purchase specified items from the club if such occasion should arise.

1. *Categories for Membership*

Members of the club may fall into one of the following categories of membership:

* 1. Active member:

An active member is a member who has met attendance requirements and is not among the E-board.

* 1. Executive Board (“E-Board”):

The E-board consists of members who have also assumed the following leadership positions: President, Vice-President, Treasurer, Secretary, and Publicity chair.

* 1. Committee Members:

As needs of the club arise, active members may volunteer or be recruited to assume positions as members of specified committees.

1. *The Anti-Hazing Clause*

The \_\_\_\_\_\_\_ Club at the College of Nanoscale Science and Engineering does not engage in conduct resulting in recklessly or intentionally endangering the mental or physical health or forcing consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations.

**Section 2.** Alumnus membership in this Club may be conferred upon a graduate who is actively practicing his profession or teaching in a technical field at SUNY Polytechnic Institute, has a sincere interest in this Club, and is judged by its student members to be of service to it.

**Article III – Government, Elections, and Meetings**

**Section 1.** The officers of this Club shall be: President, Vice-President, Secretary, Treasurer, and Publicity Chair. Each officer shall be elected by majority vote of all the student members.

1. *President*

The President shall preside at all meetings, initiate all new members, appoint all committees and non-elective officers, and fulfill such other obligations as may be imposed upon him by the Club. It is the duty of the President to ensure that the club is registered. The President is also responsible for: overall club management, scheduling club meetings, determining the agenda for meetings, delegating responsibility to club members, arranging elections and any transition team, and providing materials within the club budget and CNSE guidelines which are necessary to ensure that the goals of the club are met.

1. A President shall not be president for more than two academic year.
2. *Vice President*

The Vice-President shall take the place of the President when he is unable to officiate. The Vice President is also in charge of all special committees and will assist the President in organizing and establishing events and meetings associated with the club.

1. *Treasurer*

The Treasurer shall keep the Club’s funds and financial records, collect fees and dues, make a monthly written report to the Club listing any delinquent members, and make disbursements from the Club treasury. It is the duty of the Treasurer to attend Budget and Treasurer Workshops, submit any and all accounting and budgeting information as requested by the College of Nanoscale Science and Engineering, interpret and report financial information to the club, submit requests for checks and contracts for services, collect and submit receipts, and plan and organize any additional funding source, such as income from club dues.

1. *Secretary*

The Secretary shall publicize all meetings and events associated with the club, handle or appoint someone to handle the minutes of all club meetings, maintain membership and a mailing list, write club correspondence as needed, develop a publicity plan with the publicity chair for the club and alert the other members of the E-board of members who are in danger of losing their membership status.

1. *Publicity Chair*

The Publicity Chair shall work with the Secretary to develop a publicity plan. The Publicity Chair must maintain the schedule of the established plan while operating within the established publicity budget, and inform all members of all meetings and events.

**Section 2.** In order to be an officer, candidates must have been an active member in good standing of the club for at least one academic year prior to the time of election. Officers must maintain 80% attendance and behave in a manner which does not reflect poorly on the club. Only active members who are matriculated students of CNSE may be eligible for office.

**Section 3.** In order to maintain club status and privileges, the \_\_\_\_\_\_ Club at the College of Nanoscale Science and Engineering shall hold open elections by April 1 and re-register with the College of Nanoscale Science and Engineering by June 1.

1. *Election Procedure*
   1. Candidates must be nominated by an active member of the club. Active members may nominate themselves. All nominees must meet the requirements stated under the “Eligibility of Officers” clause in Article IV.
   2. Candidates may campaign to promote their election. However, they do so at their own personal cost. The club will not reimburse any candidate for fees they may have incurred due to campaigning. Candidates may not spend more than $\_\_\_\_ on their campaign.
   3. All active members of the club who are eligible to vote and are present on the day of the election will do so via secret ballot.
   4. For each position, the majority of secret votes will determine who assumes each officer position.
2. *Filling of Vacancies*

Should there be a vacancy in any position before the time of election, any eligible candidate from the pool of active members may be elected to fill the vacancy according to the election procedures stated above.

1. *Removal From Office*

Officers may be removed from office if their status as a matriculated CNSE student has been terminated or expired. In other cases, at least one member of the E-board must present a solid case for why removal is necessary and present it to all active members. The officer who is recommended for removal may have an opportunity spanning no longer and no greater than one general meeting session of the club to defend him/herself. All active members present at said meeting will vote via secret ballot to determine removal.

1. *Breaking a Tie*

In case of a Tie in election for a given position, candidates will be allowed to present their candidacy to the faculty adviser. It will be then the decision of the faculty adviser to declare the winner.

1. *Term of office*

All elected officers (members of the E-board) will hold office for a two semester term (one academic tern) during the regular school year.

1. *Eligibility to Vote*

All active members in good standing are eligible to vote.

**Section 4.** The \_\_\_\_\_ Club will meet on a schedule set by the President and approved by the E-board. Such schedule must be presented to all members before enacted, and must reflect the schedule of a majority of the members. Special committee meetings and E-board meetings, which do not require the attendance of any active member, will be called by the President or head of a special committee as necessary. In the event that a Quorum is required, the President has the ability to call such meeting and make attendance a requirement with the exception of very special, individual circumstances as deemed by the E-board.

**Article VI - Disclosers**

**Section 1.** The \_\_\_\_\_\_ Club at the College of Nanoscale Science and Engineering will disclose and identify any affiliation with a non-University organization, including the name and address of such organization and the extent of their affiliation with such organization (funding, training or materials from the organization).

**Section 2.** At the end of the academic year, the \_\_\_\_\_\_ Club at the College of Nanoscale Science and Engineering will provide a financial statement of all related transactions, including total donations, profits, amounts spent and balance. The club will also disclose and identify the financial institution or individual responsible and accountable for the above-mentioned club.

**Article VII - Amendments**

Amendments may be proposed and enacted at the first general meeting of each semester. Any active member may propose an amendment and it must be ratified by the majority of the club. Amendments can be made as deemed necessary by the E-board, provided such authority is approved as by the secret ballot vote of the majority of all members.

**Article VIII – Ratification of Constitution**

The \_\_\_\_\_ Club at the College of Nanoscale Science and Engineering will hereby abide by all policies and procedures as set in the Constitution, the Office of Student Activities, the Student Activities Board, CNSE, and any other federal/city laws. Federal/city policies and procedures override all others mentioned. Herein, the club will be the sole proprietor of all agreements, including financial and legal binding, as established between the club and members of the involved party.