

Hendrix Computer Science Club Constitution

Article I: Name

Hendrix Computer Science Club

Article II: Purpose

This club aims to strengthen and expand the community of Hendrix students interested computer science and its applications in other liberal arts domains. Members will have access to professional development opportunities and be encouraged to take part in projects beyond the classroom. The club will also promote computer science around both Hendrix College and the Conway area through outreach activities.

Article III: Membership

All Hendrix students, faculty, and staff with an interest in computer science or its applications are eligible to be members of the Hendrix Computer Science Club. Active members must attend at least two meetings or events per semester, given that they are not currently studying abroad.

Article IV: Officers

The Hendrix Computer Science Club is governed by an executive committee consisting of six elected officers including a President, Vice-President, Secretary, Treasurer, Outreach Coordinator, and Publicist. Officers work together as the executive committee to plan and execute club events and meetings. All executive committee members other than the President may vote on decisions affecting the direction of the club, with a majority vote needed to pass the decision. Officers are expected to attend general and executive meetings, as well as club events. The duties of each position are outlined below:

- I. **President:** The President guides the direction of the Hendrix Computer Science Club by planning and running meetings, both for the general club and the executive committee, as well as larger events. The President should delegate tasks and may appoint a new position if the need arises. The President must also ensure that all administrative duties are taken care of and acts as a liaison with the Student Activities Office, the Student Senate, and other outside entities.
- II. **Vice President:** The Vice President will assist the President in his/her duties and substitute for the President in the case of an absence. The Vice President is also responsible for scheduling meetings and events on the master calendar and reserving appropriate facilities and resources for the event.
- III. **Secretary:** The Secretary will take notes during meetings and keep club records, including the attendance for all meetings and events. These records should be accessible online to all members. The Secretary will also keep a roster of all club members, which should include the member's name, phone number, email address, and status (inactive, active, executive, etc.). The Secretary shall contact members to inform them of upcoming meetings and events. In the case of a guest speaker, the Secretary will also be responsible for sending a note of appreciation.
- IV. **Treasurer:** The Treasurer will keep track of funds and purchasing information for the club, and should assist the President and Event Coordinator with event budgeting. The Treasurer is also responsible for coordinating with Business Office, Odyssey Office, Student Senate, and other entities to request funding for activities and events.

- V. **Publicist:** The Publicist will run all social media accounts and maintain the club website. The publicist should encourage attendance at meetings and events by creating posters and submitting promotional materials to Table Talk and Communications.
- VI. **New Student Representative:** The New Student Representative enthusiastically represents the club and encourages others to join, specifically members of the incoming class. The New Student Representative will assist other executive members in planning and executing events.

Article V: Election of Officers

All active student members of the Hendrix Computer Science Club are eligible to hold an executive position. With the exception of the New Student Representative, all officers for the next academic year are elected in February of the current academic year. The New Student Representative is a freshman elected during the first general meeting of the academic year. In the case of a vacancy in any executive position other than President, an election should be held for that position at the next general meeting. If the President's position is vacated, the Vice President will fill that position and an election for the Vice President's position will occur.

During an election, the current Secretary or Vice President shall solicit nominations from members in attendance for each officer position. If the nominee accepts, he/she will give a short speech detailing his/her qualifications. If the nominee is absent due to studying abroad or other extenuating circumstances, a prerecorded speech lasting no more than two minutes may be shown by the nominator. Voting will take place electronically during the meeting; an absentee ballot will be available to active members if requested at least one week in advance. Officers will be elected by a simple majority.

Article VI: Finances

The Hendrix Computer Science Club's finances shall be handled by the Treasurer. Primary funds will be obtained from an annual request to the Financial Committee of Student Senate. Other funding may come from the Odyssey Office or outside grants.

Article VII: Amendments

The constitution is viewable on the club website. Any club member may make a motion to amend the Constitution. Motions that are supported by at least two other members will be voted upon after discussion. A simple majority will result in an amendment of the Constitution. The updated constitution will be sent to Student Activities by the President within a week of the update.

This Constitution was last revised August 20, 2017.