**Lyon Programming Club Constitution**

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# Article I: Organization Name

The name of the organization shall be: Lyon Programming Club.

The organization’s abbreviation/alternate name will be: LPC

# Article II: Purpose Statement

1. It shall be the purpose of Lyon Programming Club to: Allow all Lyon College students at any level of competence to have guidance from faculty and collaborate with others on projects dealing with any discipline of computer/data science.
2. It shall be the mission of Lyon Programming Club to: Expand and broaden the knowledge of computer science by congregating students with different ideas and different skills to bring to the table with each other.
3. It shall be the belief of Lyon Programming Club that: Any student of any discipline or major is able to be involved in the growing field of computer and data science. That is why we will not have any kind of academic standards for the eligibility of members and we encourage collaboration with members to build lasting benefits for each member.

**Article III: Membership and Eligibility Requirements Section A:** Membership is open to any enrolled student who:

1. Is able to participate in at least one of the scheduled events that is to take place in the current academic semester.
2. Is able to attend the allocated meeting times and has not been proven guilty of any nature of title IX violation.

Membership eligibility standards WILL NOT discriminate based on race, gender, religion, nationality, or sexual orientation.

**Section B:** A member may be removed for:

1. At least 4 unexcused absences will result in a quorum to determine their membership status that must be proposed by a current member. Any member removed will be eligible to return the next academic semester and removal of the current semester for attendance will not determine the members eligibility for the next academic semester. Online attendance of a meeting will count as full attendance as long as there is a necessary reason for the student not being able to participate in person.

2. Not attending a scheduled event that they have signed up for without a valid excuse will result in the faculty advisor to be able to determine whether they will be removed or not. Any member removed will be eligible to return the next academic semester and removal of the current semester for attendance will not determine the members eligibility for the next academic semester.

3. Any reported title IX misconduct that a student has been convicted of during the current semester will immediately revoke their club enrollment status. Any student that has been removed for a Title IX violation will not be eligible for enrollment in the future.

**Section C:** Removal of Membership Procedures

Any member may have their membership revoked by The faculty advisor. Any member removed may appeal By contacting the faculty advisor.

# Article IV: Voting

**Section A:** A quorum will be: Held only during meetings and if at least 2/3 of current members are in the meeting room. A quorum can be started once one member or officer proposes that it begin and at least one other member or officer in attendance seconds.

**Section B:** The following guidelines are established for voting eligibility: Must be a current member of the club.

**Section C:** Proxy voting is allowed by the following process: If the member is attending the meeting online only then they will have a vote that is valid and they must select their vote during the meeting.

# Article V: Officers

**Section A:** Requirements to be eligible to an officer are:

1. Must be an active club member and the person must fill out an intent to run form that specifies which officer position that they are willing to run for during the current academic semester.

2. If more than one member intends to run for the same position. Their position of the role will be determined based on a vote by all of the current members and whoever receives the most votes will win. If there is a tie for the elected role the faculty advisor.

3. If there is not an intent to run from any current member the officer position will be inactive but still open for any member to any member who contact the faculty advisor or current member.

**Section B:** The Lyon Programming Club shall have a President, Vice President, Faculty Advisor, Treasurer, and News Reporter. These officers comprise the Executive Committee or Board.

**Section C:** The term of office shall be from Beginning of academic Semester to End of academic semester.

**Section D:** Election of officers shall be held Semesterly.

Nominations shall be initiated during the first meeting. The roles will be counted and the positions will be assumed at the beginning of the second meeting of the current academic semester.

The person receiving The largest portion of the vote will be elected. In the event no candidate receives the required percentage, runoffs will be held During the current semester and will not be based off of vote. The faculty advisor will determine who gets the position unless.

**Section E:** Any officer may be removed from membership by failing to meet the attendance policy and/or removed from the organization. Any officer removed may appeal to the current faculty advisor.

**Section G:** Any vacancy which may occur in an office shall be filled in the following manner: The role will be assumed inactive unless a current non-member contacts the faculty advisor with intent to fill in this position.

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**Article VI: Duties of Officers**

# Section A: President

1. The President shall be the chief executive officer.
2. The President shall appoint all committee chairpersons.
3. The President, with approval of the executive board, directs the budget.
4. Vacancies in other offices will be filled by appointment of the President with approval of the general membership.

*Note: The first President will not be decided off of majority vote. I, Jackson Shurley will assume this position for the first academic semester unless the position is revoked based on majority vote.*

**Section B:** Vice President

1. The Vice President shall be the expert in official rules for the organization.
2. The Vice President shall assume the duties of the President should the office become vacant, or in the absence of the President.
3. The Vice President will keep and have available current copies of the constitution and bylaws.
4. The Vice President will be responsible for scheduling programs.
5. The Vice President will perform other duties as directed by the President.

*Note: The first Vice President will be appointed by the first president but rather the first president, myself, will appoint this postion.*

# Section D: Treasurer

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time
4. The Treasurer will perform other duties as directed by the President.

**Section E:** Advisor—University Faculty/Staff Advisor

1. The Advisor shall be a full-time faculty or staff member at Lyon College.
2. The Advisor shall assist the group in the execution of roles and responsibilities.
3. The Advisor shall serve as a resource.
4. The Advisor should provide advice upon request and also should share knowledge and expertise.
5. The Advisor shall be able to break a tie in the election process for an officer position.

*Note:* *The first Faculty Advisor of this organization will be Dr. Birkenkrahe*.

**Section F:** News Reporter

1. The News Reporter will make a typed summary of what is said during the meeting unless it is personal business. This document will be put into a shared drive that every member is a part of.
2. The News Reporter will present at least one article of their choosing that is relavent to the clubs context at the beginning of each meeting and at least a brief summary or link to a news report that is to be presented to all members during the meeting.

# Article VII: Group Committee Structure

**Section A:** The following committees shall be appointed by the President, subject to ratification by the organization during a regular business meeting:

1. Social media committee.

2. Fundraising committee.

3. Networking committee.

**Section B:** The duties of the standing committees shall include:

1. Duties that each club are approved and appointed by the president or faculty advisor.
2. Presenting a report at the beginning of each meeting of the committees desires and goals for the semester and reporting what has already been completed or is in the completion process.

# Article VIII: Meetings

**Section A:** Meetings shall occur once weekly at the allocated time selected by the faculty advisor.

**Section B:** The rules may be suspended by 2/3 vote of the present membership only if quorum is proposed and seconded.

# Ratification

Ratification Date: \_\_\_\_\_\_\_\_\_\_\_\_

Revised \_\_\_\_\_\_\_\_\_\_\_\_

Current President Signature: Jackson Shurley

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adapted from The University of Arkansas RSO Sample Constitution