**Constitution of the 3D Printing Club**

ARTICLE I: Name

The name of this organization is the 3D Printing Club. Its abbreviation is 3DPC.

ARTICLE II: Statement of Purpose

Our organization believes university students are in a unique position to explore their interests, refine their skills, and create opportunities for their futures. We also believe students should have the ability to do so with tools provided by their university. The University of Missouri, with the College of Engineering’s additive fabrication lab, provides a unique opportunity for students to equip themselves with this innovative tool to implement into their personal and professional lives.

The purpose of this organization is to provide a collaborative environment in which students at the University of Missouri can explore, develop, and experiment with technology in the field of additive fabrication, making the University of Missouri a hub for additive fabrication in the American university community.

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ARTICLE IV: Membership

While additive fabrication technology is engineering based, 3DPC makes a point not to make this organization exclusive or even partial to engineering students. In the spirit of providing a collaborative environment, membership of 3DPC will be open to any currently enrolled student or employee of the University of Missouri regardless of their field of study.

By becoming a member of 3DPC, the member gives 3DPC the right to email them in regards to club activities and to use video and audio recordings of them for promotional purposes.

For the purposes of channeling our efforts towards active members, a member is required to attend at least two 3DPC activities a semester. Those who do not meet this requirement will automatically lose their membership status and be removed from all 3DPC related databases. This includes the email roster.

A member may be removed from 3DPC by a unanimous vote from the officers. Written documentation of each officer’s vote, including a signature from each officer, most be produced for and delivered to the disavowed member as well as for internal record keeping. This may be done privately. In light of a member being removed, 3DPC still holds the right to use their video and audio recordings for promotional purposes. In the situation of removing an officer, they must be removed from their position before being removed as a member.

ARTICLE V: Election of Officers

All officers will be elected on a yearly basis, and only active members may vote or run for office. An election will be scheduled in April of each year to elect new officers by majority vote for all positions. Officers have the option to run for re-election.

Officers must have a 2.2 GPA or above, and be registered for at least 6.0 credit hours through the University of Missouri. If elected, an officer must maintain this standing. If an officer should fail to maintain this standing, they will be subject to the process of being removed. Officers are excused from the credit hour requirement during the summer term.

All members must be truthfully notified of the election with at least two weeks’ notice before the actual election takes place. An officer is elected for a position by receiving more votes than those running for the same position. In the case of previous executive board members leaving simultaneously due to graduation of unexpected absences, anyone may run for office in an election held by general club members.

Newly elected officers assume office immediately following the meeting in which they are elected. Each previous officer is responsible for training their replacement. This should take the form of compiling a report including, but not limited to: officer responsibilities, best practice, major events from the previous year, all physical and digital files related to that position, lessons learned, and immediate access to the respectful 3DPC issued email account. Each officer must use their 3DPC issued email account for all 3DPC related activities. This is to insure organization and responsibility and for archiving purposes.

ARTICLE VI: Organizational Structure

The 3D Printing Club shall be run by an assembly of officers that will consist of, but are not limited to, the following positions: President, VP - Tech, Secretary, and Treasurer. Other positions may be created, when feasible, by a majority vote of all current officers. Following the creation of the new position their role shall be amended into Article VI of the 3D Printing Club Constitution.

The following is a compendium of the minimum responsibilities of each officer. These responsibilities are prone to change as the organization grows and develops.

The current responsibilities of the officers include, but are not limited to:

President:

1. Direct the organization in all of its proceedings

2. Act as liaison to the University

3. Will act as liaison to other student organizations

4. Seek out and set up tours with parties of interest

VP - Tech:

1. Head of research into the frontier of additive fabrication

2. Responsible for creating and maintaining the website

3. Head of cyber-security concerning the storage devices 3DPC uses to store member submitted content

Secretary:

1. Responsible for recording and posting videos of all organization meetings

2. Responsible for creating and maintaining the roster of all students involved in 3DPC

3. Responsible for keeping all members of 3DPC notified of upcoming meeting, events, etc.

4. Update and maintain the Master Document - A document containing all the priorities, current officer progress on said priorities, interests of the group, and achievements of the group.

Treasurer:

1. Will act as liaison to Organization Resource Group (ORG)

2. Responsible for 3DPC’s OrgSync and meeting all requirements set by ORG concerning OrgSync

3. Responsible for allocating funds for the organizations through fundraising, grants, etc.

Social Media Coordinator:

1. Coordinates and organizes OrgSync and Facebook

2. Notifies club members and send out flyers for upcoming club meetings and events

3. Distributes materials to relevant parties to advertise club events

Outreach Coordinator:

1. Extends communication to other clubs and parties for collaboration

2. Ensures public awareness of 3D Printing Club and brainstorms outreach events

3. Talks to local schools for potential learning opportunities

Project Lead (multiple):

1. Lead individual club projects until either end of term or end of project

2. Coordinate with executive board any physical, monetary, or member needs for project

3. Responsible for funds allocated to project

In addition to each officer’s personal responsibilities he/she will have dual responsibilities with other officers. These include, but are not limited to:

The VP - Tech and Treasurer: Budget for all projects that are undertaken by the organization

The Treasurer and Secretary: Budget for all 3D Printing Club events

The Secretary and President: Schedule tours and events that involve outside parties.

All officers will be responsible for promotions, including the documentation of the growth of the organization through photography. All officers are also responsible for promoting themselves and 3DPC professionally in social media.

Any temporary committees may be created as needed with the President’s approval.

An officer position may be created by a unanimous vote from the existing officers. All procedures for elections listed in ARTICLE V: Election of Officers must be adhered to, with the exception of being held in April. Elections will be held at the next general meeting.

ARTICLE VII: Removal of Officers

Any member may make a motion for the removal of any officer providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of duties or the violation of regulations described in ARTICLE V: Election of Officers, the M-Book, University policies or any federal, state or local laws.

Two-thirds of the active members must be present at the time of voting, and a two-thirds vote of those present is needed to remove an officer.

If this standing is not upheld at any point during the officer’s term, they will be subject to immediate removal from that position. The President will absorb those responsibilities until a replacement can be elected. In the case of the President being removed, the next senior officer will absorb those responsibilities.

An emergency election must be issued by the remaining officers to fill any empty officer positions within a month of the officer’s absence for the positions of President and Treasurer. An emergency elections may be issued by the same standards if they are to fill any other position. The same rules apply for an emergency election as they do for a normal one, with the exception of the number of people who must be present and the timing. In the case of an emergency election, only one-half of the active members must be present and it does not have to be in April.

Should all officers be removed, for whatever reason, before replacements can be found, it is the advisor’s responsibility to hold emergency elections for all available positions. Once the roles of President and Treasurer are filled, power will return to the officers.

We agree to abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state and local laws.

Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.

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ARTICLE VIII: Meetings

General meetings will be held at least once per month during the academic year. The Social Media Coordinator must notify all members of an upcoming general meeting at least a week before the meeting. Officers meetings must be held at least one week before every general meeting.

The President or Vice-President may call an emergency meeting of the organization. Members and fellow officers should be notified as soon as possible in the case of an emergency meeting. An officers meeting is advised before an emergency meeting, if possible.

ARTICLE IX: Advisor

The advisor will act as a guide to the officers. The officers will nominate one faculty or staff member (at least 75% FTE) to serve as advisor. One-half of the active members must be present at the time of voting. The active membership shall vote on accepting the advisor with a simple majority needed for acceptance.

If more than one faculty or staff member is interested in serving as an advisor, they may be elected by the same process as a sub-advisor. They hold the same responsibilities as an advisor, except the advisor is the main point of contact for the advisor body. In light of an advisor leaving his position, the longest serving sub-advisor will take his place.

The advisor may be immediately removed from their position by a unanimous vote from the officers and a majority vote from at least half the members. This may only happen if there is a sub advisor to take their place. The removed advisor may reapply for advisor status in the future.

Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulation described in the M-Book, University policies or any federal, state or local laws.

ARTICLE X: Statement of Standardization

This organization will adhere to a standardization of measurement in all club related activities. The reason for this is that we are, in part, a research organization.

Concerning the measurement of time, we will adhere to a six (6) digit code of the order year-month-day, without any punctuation or spaces separating the code internally. For example, May 27, 2012 will be expressed as 120527. In the event of a timestamp outside of our century, an eight (8) digit code by the same standards will be used. For example, May 27, 1990 will be expressed as 19900527.

Concerning all other measurements, the Metric system will be adhered to. The Metric system has been chosen over the Imperial system because the former actually makes sense.

ARTICLE XI: Compliance Clause

We agree to abide by all regulations described in the M-Book, all University policies, in addition to all federal, state and local laws.

ARTICLE XII: Non-Discrimination

*This organization shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.*

ARTICLE XIII: Making Amendments

Any member of the organization may present amendments to the Constitution at any regularly scheduled general meeting. After reading the current Constitution, in full, along with the proposed change, the change will be voted on. Two-thirds of active members must be present at the time of voting. A four-fifths majority is necessary to pass the amendment.

Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective. After an amendment goes into effect, all members are to be notified, by email, of the change.

ARTICLE XIV: Records

At the end of each semester, the number of active members are to be reported to the advisor and posted publicly on the 3DPC website.

ARTICLE XV: Dissolution

To dissolve this organization, it has to be voted and approved by a four-fifths majority of the entire membership. In the event of dissolution, all unspent funds will first be used to meet all fiscal obligations of this organization. The remaining funds will be donated to the University of Missouri with the purpose of being used for one-time scholarships for students the preceding year. All sponsors are to be immediately notified of the dissolution and as to the reasons why. All equipment belonging to the 3DPC will be donated to the additive fabrication lab of the College of Engineering. In the absence of the lab, the equipment will be donated to the College of Engineering. In the absence of the College of Engineering... Lord help us.