



# Constitution and By-Laws The Order of Saint George

Revised: xx/xx/xxxx

## Article I

**Section 1:** The name of the organization shall be “The Order of Saint George.”

**Section 2:** The purpose of The Order of Saint George shall be to promote fun and gaming in a positive and healthy environment.

## Article II MISSION OF THE COLLEGE

The Order of Saint George will promote the mission of Grove City College by encouraging creative and responsible gaming.

## Article III STANDARDS OF CONDUCT

The Order of Saint George will abide by the Standards of Conduct as set forth in *The Crimson*.

## Article IV MEMBERSHIP

**Section 1:** Any Grove City College Student who is in good standing with the College may be a member of The Order of Saint George.

## Article V OFFICERS

### **Section 1: President**

Duties shall include:

1. To call for and preside over all general meetings.
2. To delegate duties and temporary officer positions to other members when necessary.

3. To act as a mediator between members or non-member affiliated persons of this organization when necessary.
4. To act as mediator with other organizations on or off campus, including the Student Government Association, when necessary.
5. To act as mediator between this organization and the faculty, staff, or administration of Grove City College when necessary.

**Section 2: Vice President**

Duties shall include:

1. To assume the duties of the President in the event of his absence.
2. To be responsible for organizing and carrying out any activities that do not occur on a weekly or bi-weekly basis.
3. To be responsible for organizing and carrying out membership drives.
4. To act as induction chairman for the taking of new members.

**Section 3: Secretary**

Duties shall include:

1. To record the minutes of all regular meetings.
2. To notify all members of upcoming regular meetings and events.
3. To be responsible for appending all amendments to the constitution.
4. To be responsible for all outside correspondence including, but not limited to maintaining contact with alumni, other campus organizations, and persons within the Grove City College body.

**Section 4: Treasurer**

Duties shall include:

1. To be responsible for all monies entering or leaving the organization.
2. To update the roster of members at the first meeting of each semester or when necessary.
3. To act as a mediator between this organization and the Financial Services Office.
4. To assist the President in the acquisition of funds from the Student Government Association whenever the Executive Committee deems necessary.
5. To collaborate with the Sergeant at Arms for the procurement of equipment for the organizational library.

**Section 5: Sergeant at Arms**

Duties shall include:

1. To be responsible for any materials belonging to the organizational library. This includes the usage of any materials therein by other members.
2. To collaborate with the Treasurer for the procurement of equipment for the organizational library.
3. To assist the President in maintaining order during the weekly meetings and other activities.
4. To assist the President in acting as a mediator between members or non-member affiliated persons of this organization when necessary.
5. To begin the weekly meetings on time as set forth in Article I “Amendments” of the By-Laws.

## **Article VI EXECUTIVE COMMITTEE**

- Section 1:** The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, and Sergeant at Arms.
- Section 2:** The duties of the Executive Committee is to organize the agenda for meetings, to coordinate activities, and fulfill other duties as set forth in the constitution.

## **Article VII ADVISOR**

- Section 1:** The Advisor shall be selected by a majority vote of a quorum.
- Section 2:** The Advisor to The Order of Saint George will provide counsel to the Executive Committee with regard to all activities.
- Section 3:** The Advisor shall assume the duties of the Alumni Representative in the event of his absence even if the Advisor is not an alumnus of this organization.

## **Article VIII ALUMNI REPRESENTATIVE**

- Section 1:** The Alumni Representative shall be selected by a unanimous vote of the Executive Committee and must be an alumnus of this organization.
- Section 2:** The Alumni Representative to The Order of Saint George shall act as a historian to the organization and shall be responsible for carrying out any events surrounding the history of The Order of Saint George.
- Section 3:** The Alumni Representative shall act as an ambassador for the alumni of this organization.

**Section 4:** The Alumni Representative shall assist the Advisor in providing counsel to Executive Committee with regard to all activities.

## **Article IX AMENDMENTS**

**Section 1:** To amend the constitution, a two-thirds majority must be present and a two-thirds majority of those present must agree on the proposed amendment.

**Section 2:** For the purposes of making amendments to this constitution, all members present shall be asked to vote. The votes may be for, against, or undecided toward proposed amendments. After all members present have voted, all votes of those who voted undecided will be counted as those of the greater volume of the other two choices, for or against.

**Section 3:** A quorum shall consist of 51% of the active membership.

## **Article X IMPEACHMENT AND REMOVAL OF OFFICERS**

**Section 1:** Any officer in the organization may be removed from office for offenses including, but not necessarily limited to, gross neglect of duty, misuse of official position, or failure to abide by the Grove City College Standards of Conduct as defined in *The Crimson*.

**Section 2:** In the event that a member has charges to bring against an officer, the organization shall follow the impeachment process described in Section 3 of Article X, below, to determine whether the officer is guilty of the charges. The matter shall be resolved internally between the Executive Committee and the Advisor. Upon a three-quarter majority vote of the officers not being charged, the officer in question shall be removed from the organization.

**Section 3:** The impeachment process contains four distinct steps: declaration of charges, review of charges, executive hearing, and vote of no confidence. In addition, no attorneys shall be present during any of the impeachment proceedings stated below.

### **Declaration of Charges**

The member of the organization who has a charge to bring against an officer and therefore wishes to initiate the impeachment process shall make his intentions known to the person charged before submitting in writing a charge to the President, or if he is the one being charged, to the Vice President. The officer receiving the charge shall acknowledge receipt in writing. The Advisor shall be notified and shall function in an advisory capacity to the President (or Vice President, if applicable).

### **Officer Review of Charges**

The President (or Vice President, if applicable) and the member bringing forth the charge shall then speak to the charged officer. If this officer refuses to step down from his position and the problem is not resolved at this stage, the process shall move on to the hearing of charges. The President (or Vice President, if applicable) shall have the authority to dismiss charges if he thinks they are not legitimate.

### **Executive Hearing**

The President (or Vice President, if applicable) shall then call a meeting of the Executive Committee to hear and review the matter. The Executive Hearing shall be held no sooner than one week and no later than three weeks after the charge has been made. The member bringing the charge against the officer shall be invited to present his case to this group, and the officer being charged shall be invited to respond to the charges.

### **Vote of No Confidence**

Upon conclusion of the hearing, the officers not being charged shall review the matter and vote as to whether removal from position occurs; a three-quarter majority of these officers is required to remove the accused from office. If this majority is not reached, or if the officers are able to resolve the matter at this hearing, the impeachment process shall be considered “resolved” and shall conclude at this step. If any officer is to be relieved of his position, elections shall be held as soon as possible to fill the vacancy according to Section 7 of Article V “Officers”.

# BY-LAWS

## Article I MEETINGS

- Section 1:** Meetings shall occur weekly, or when called by the President.
- Section 2:** Meetings shall be held in a location determined at the time of the calling.
- Section 3:** Meetings shall be announced to all members at least three hours beforehand.
- Section 4:** Any non-suspended member, past member, or unaffiliated person may attend a meeting unless the Executive Committee deems their removal necessary. All persons in attendance will be subject to abide by the Grove City College Standards of Conduct as defined in *The Crimson*, even if they are not students of Grove City College.

## Article II SUSPENSION OF ACTIVE MEMBERS

- Section 1:** Members shall be suspended if they are placed on academic probation, or by unanimous vote of the Executive Committee.

## Article III FINANCES

- Section 1:** All funds of this organization shall be monitored and maintained by the Treasurer as stated in Section 4 of Article V “Officers” of this constitution.
- Section 2:** All members will be required to pay dues. The amount to be paid will be decided at the last regular meeting of the spring semester.
- Section 3:** Money is to be used at the discretion of the Executive Committee for group expenses.
- Section 4:** Money received from the Student Government Association may only be spent on activities open to and advertised to the whole campus, in accordance with Student Government Association guidelines. If the money is not to be used in this manner, it must be returned to the Student Government Association promptly. Any funds in excess shall also be returned.

## Article IV ELECTIONS

- Section 1:** All members in good standing are eligible to be nominated.
- Section 2:** Candidates for office shall be nominated at the time of the election.

**Section 3:** Officers shall be elected at the last meeting of the fall semester.

**Section 4:** Newly elected officers will take office the first meeting of the spring semester.

**Section 5:** Officers will be elected by a 51% vote of a quorum.