**Shippensburg University Innovation Team**

**October 9, 2018**

**Article I. Name of Organization**

The name of this student group shall be called the “Shippensburg University Innovation Team” At Shippensburg University. Otherwise known as S.U.I.T.

**Article II. Purpose**

The purpose of this club is to further the interest and training in engineering and its various fields through creating common social and professional networking opportunities, meaningful collaborations, and entering in competitions related to engineering, such as SAE Baja and the Concrete Canoe challenge.

**Article III. Membership**

Section 1 The definition of membership in S.U.I.T. is as follows:

1. This student group is open to all undergraduate and graduate students, regardless to race, ethics, color of skin, sexual orientation, or disability.
2. All members will be held to the standards presented by the Professional Engineer Code of Conduct.

Section 2 This is the requirements for membership of active members:

1. Members must attend 25% of all meetings and events.
2. All members must pay dues of $5 per semester.

Section 3 Inactive members are defined as:

1. Not attending at least 25% of all meetings and events.
2. Not having payed dues of $5 per semester.
3. Not allowed to vote in elections or on agenda business items.

**Article IV Structure**

1. The executive board must consist of four positions that shall run the group.
2. The committees for this group shall be made at the discretion of the Executive Board. Examples include: Membership, Fundraising, and Public Relations.
3. The general membership body consists of all active members.

**Article V Officers/Positions**

Section 1 Requirements for elected officers include:

1. Full-time or part-time undergraduate status.
2. Must be an active member of the group attending 75% or more of all meetings and events.

Section 2 Responsibilities of the President shall be:

1. Serve as Chief Administration officer.
2. Preside over all executive board and general membership meetings.
3. Fill out any paperwork and attend any meetings required by the Student Senate
4. Must represent the club in positive and negative circumstances.
5. If someone external or internal has an issue with the club, they must talk to the president first.
6. Create the club meeting agendas.
7. Other duties as required.

Section 3 Responsibilities of the Vice President shall be:

1. Assume the duties of the President in his/her absence and in the case of the President's inability to complete his/her term, to serve as interim President until another appointment has been made.
2. Act as an ex-officio member of all committees.
3. Oversee subcommittees.
4. Assist in creating club meeting agendas.
5. Other duties as required.

Section 4 Responsibilities of the Treasurer shall be:

1. Maintain an accurate record of all group finances.
2. Prepare the following year’s budget requests in conjunction with the President, Advisors, and committees
3. Prepare bi-weekly financial statements for each committee.
4. Process all financial payments, deposits, and requests for funds for all committees and officers.
5. Other duties as required.

Section 5 Responsibilities of the Secretary shall be:

1. Maintain accurate attendance records of all members to determine active/inactive status.
2. Maintain an accurate record of all meeting notes.
3. Maintain the student group email account.
4. Maintain the group GitHub and website.
5. Other duties as required.

**Article VI Elections**

Section 1 Term of office for the elected officers shall be for beginning of spring semester to end of fall semester. Elections will be held halfway through the fall semester.

Section 2 Eligibility for election:

1. Must be an active member attending at least 75% of all meetings and events.
2. Must have been an active member for at least 1 academic year.
3. Must not be a senior.

Section 3 Nomination for each office shall be accepted from the floor at the scheduled elections meeting.

Section 4 Voting

1. All active members are eligible to vote excluding the current president.
2. The ballot will include all nominees/positions and will allow one vote per member.
3. All votes will be held anonymous.
4. Majority vote of >50% will determine the winner of each position,
5. If no majority is reached, the nominee with the least votes is dropped from the election and a new vote is held.
6. If there is a tie, the current president will cast the final vote to determine the victor.

Section 5 Vacancy

1. If an elected officer position is open the remaining officers shall work together to accomplish the responsibilities of the vacant position, until the position has been filled.
2. The executive board and committee heads may elect an active member in good standing to fill the vacant position.
3. The vacant positions must be filled in a timely manner.

**Article VII Meetings**

Section 1 Executive Board Meetings:

1. All executive board members shall be in attendance unless an emergency arises, or prior notification is given to the President for an excused absence.
2. Executive board meetings will be held bi-weekly.

General Membership Meetings:

1. Will be held every week on Tuesdays at 7:00pm.
2. Special meetings may be called by the president or other officers as needed.

Section 2 Notice of all meetings will be emailed to all members and may be posted on social media (Facebook, Twitter, etc.) at least 2 days before the meeting date.

Section 3 Quorum for all General and Committee meetings shall consist of 1/4 of active members.

**Article VIII Ratification**

Section 1 A review of the constitution shall be conducted by the Executive Board in conjunction with the general members and advisor at the beginner of every election cycle or as needed.

Section 2 Discussion on the proposed amendments or changes will be discussed at a general meeting and will require a 2/3 vote of all active members.

**Article IX Advisor**

Section 1 The advisor for the group shall be Dr. Thomas Briggs.

Section 2 The duties of the advisor include:

1. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
2. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise and be knowledgeable of the engineering code of conduct.
3. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.
4. A student group may request to have more than one advisor approved by the Student Group Committee however; one must be designated as having the responsibility for overseeing all financial matters of the group.
5. To manage the Student Group website in conjunction with the Secretary.
6. The primary advisor shall advise and assist the Treasurer in all financial concerns.
7. Provide contact information:

• University position: Interim Chair of Mechanical and Civil Engineering

• University office location: MCT 183

• University phone number: 717-477-1354

• University email address: tbriggs@cs.ship.edu

**Article X Impeachment and Removal of Officers**

Section 1 Executive Board Members may be removed from the group for infringements of our Constitution or Shippensburg University policies.

Section 2 Removal of an Executive Board Members:

1. A written statement outlining the infringement of the Constitution or Shippensburg University policies must be submitted to the Executive Board requesting removal of an executive board member=(s):
   * Indicating the reasons of removal.
   * The charged member(s) full name(s).
   * The individual(s) filing the complaint, contact number, and email.
2. The Executive Board will notify the member(s) of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.
3. A meeting of the general membership will be held for the removal proceedings.
   * At this meeting the individual(s) filing the complaint and the charged member(s) will both have an opportunity to present their case.
   * A two-thirds vote of the active general membership shall be required to vote in favor of the removal.
   * If a member is removed, he/she is thereby removed from his/her position.

Section 3 If an Executive Officer is removed, a new Student Group Information Sheet shall be submitted to the Student Senate Office, CUB 201.