**Inspire: Innovation & Entrepreneurship**

**Club Constitution**

1. **Name:**
2. The official name of this club shall be Inspire.
3. Affiliations: This club hopes to acquire partnerships with other relevant clubs, internal UMass Lowell organizations such as Difference Makers and Slice. This club is founded by University Innovation Fellows and has the needed support by fellows and its sponsoring agencies.
4. **Purpose:**

This club’s purpose is to Inspire and assist students to achieve their goals and dreams by educating them, by connecting people and resources, and by creating and facilitating opportunities for our students and to our communities and industries.

1. **Membership:**
2. Membership in this club shall be open to all University of Massachusetts Lowell students who pay the Student Activities Fee.
3. **Quorum Requirements:**

At least 2 active board members are required for business conduction or any club related activity.

1. **Election of Officers**
2. Officers are elected by club elections, to be held by members at the end of the academic year (end of spring semester annually). Elected officers shall be instructed by previous members about the club, tasks related to the position held and to the club.
3. Notification of all club elections should be posted at least three days in advance in the University newspaper. The time and place must be clearly stated in the notification.
4. **Executive Board**
5. **Chief Executive Officer, CEO (President)**

Manage Google Drive Account & All Club Activities

Preside at all Meetings

Prepare Agendas for Each Meeting

Monitor and Approve Activities of all Officers

Organize, including selecting topics, planning of, hosting or auxiliating Lunch Talks.

Attend required meetings through Collegiate Link.

Help with advertising, announcements, overall club activities.

1. **Chief Innovation Officer, CIO (Vice-President)**

Substitute for the President in his/her Absence

Co-Organize Lunchtalks

Order lunches & refreshments for LunchTalks

Attend required meetings through Collegiate Link.

Update Gmail Calendar

Help with creation of newsletter

Help with advertising, announcements, overall club activities.

1. **Chief Operation Officer, COO (Secretary)**

Maintain minutes of meetings (YeahMonthDate)

Add minutes to Gmail folder

Print Sign-In sheet for events; Scan and upload to GDrive

E-mail E-Board Members Reminders of Meetings

Write Thank You Letters, Get and Give Gifts

Help with advertising, announcements, overall club activities.

1. **Chief Financial Officer, CFO (Treasurer)**

Maintain all Financial Records in Good Order

Monitor Financial Accounts

Present Sreadsheet of account at E-Board meetings and upload it to Google Drive

Pay Bills in a timely manner

Reimburse members

Plan and Execute Fundraising activities

Help with advertising, announcements, overall club activities.

1. **Director of Design (Graphics)**

Prepare Flyers for Events

Create monthly newsletter

Help with Video Editing & Postage

Help with advertising, announcements, overall club activities.

Manage and Delegate tasks to Graphic Assistants & Coordinators as needed

Collaborate with Director of Communications

1. **Director of Communications (Marketing)**

Post & distribute flyers; newsletters;

E-mail Members about Meetings;

Use of Social Media to announce events and post event records;

Take Pictures; Manage Videos of Events; Upload those to GDrive.

Help with advertising, announcements, overall club activities.

Manage and Delegate tasks to Marketing Assistants & Coordinators; Writers and Editors as needed

Collaborate with Director of Design

1. **Committees/Subcommittees**
2. Committees may be created at the discretion of the organization and must consist of at least three (3) members.
3. **Meetings**
4. Internal (board members) meetings shall be held bi-weekly during semesters. Additional meetings may be requested as needed.
5. External meetings, namely Lunch Talks, (to all members and non-members) shall be expected on a weekly basis but may differ upon board discretion.
6. Notification of all club meetings should be posted at least three (3) days in advance of the meeting by all social media means held by club. Although the director of communications is responsible for these, it is the responsibility of all club board members to also communicate the general public and members about the events.
7. **Club Advisor**
8. An advisor shall be chosen from the University of Massachusetts Lowell faculty or staff. The advisor must be employed full time by the University.
9. **Amendments**

This constitution may be amended by two-thirds (2/3) of the voting members. Any voting member may purpose an amendment that will then be voted on at the following general meeting, after which an accepted amendment will be submitted to the Student Senate for approval and adoption. The amendment shall not go into effect until adoption by the Senate.

1. **Impeachment of Officers**
2. Vote to Impeach and Bring to Trial.

At any time, any club member may call for a vote of impeachment of club officers. If the vote is greater than 30% of the voting body of the club, the said officer shall be brought to trial. At such time a committee shall be set up it investigate the charges against the said officer. Charges for impeachment may include acknowledgement deviation from the constitution and its policies.

1. Trial Procedures:

The Trial Committee selected to investigate the charges shall be impartial and give all views of their investigation to the club at the trial, after which a vote for impeachment shall be taken.

1. Vote to Convict:

The vote to convict for impeachment must be two-thirds (2/3) of the voting membership of the club at a meeting with the vote for impeachment on the agenda. If a two-thirds (2/3) vote for impeachment is not achieved, the impeachment fails and the said officer is released from all charges.

1. The impeachment process may be overseen by the S.G.A. if so decided during the Vote to Impeach and Bring to Trial (Article XI, Section A).
2. **Bylaws**

Bylaws may be proposed by any member of the club and require a two-thirds (2/3) vote of the total voting members of the club to take effect. The membership of the club must be notified in advance of the pending bylaw change.

1. **Hazing Policies**

All clubs shall follow Chapter 269 of the General Laws, Section 17, 18, and 19. This act prohibits the act of hazing; no club shall haze in any way.

1. **Governing Policies**

The University Student Conduct Code and Judicial Process shall govern all clubs.

1. **Power of Restriction**

The power to restrict a club’s fund or representative event is to be held by the Student Senate. All decisions are to be made after thorough investigation by an appointed committee with cooperation from the S.G.A.

1. **Ratification of the Constitution**
2. After this Constitution has been revised, it must be approved by at least a 2/3 vote of all voting members of the organization.
3. It must then be approved by the Governance Committee.
4. It will finally be approved by the S.G.A., after the Constitution takes effect.
5. This Constitution must be resubmitted to the Governance Committee every three (3) years. Failure to do so will result in the status of "inactive" for the organization. If significant changes are made before resubmitting to the Governance Committee, The Constitution must be approved by the governing body of the organization, as stated in Article XVI, Section A.