The Constitution of
ZipCode
at The University of Akron

ARTICLE I – NAME
A. The official name of this organization shall be:
ZipCode

ARTICLE II – PURPOSE
A. ZipCode was established to create a collaborative environment focused on solving programming challenges, fostering career development among members, and developing practical computing skills that might not be available via the classroom curriculum.

ARTICLE III – MEMBERSHIP
A. Those eligible for membership are currently enrolled as either undergraduate or graduate students (except 60+ program and post-secondary) at The University of Akron and must be in good standing with the university, defined as:
1. At least a 2.0 GPA.
2. Being clear of academic probation or suspension.
3. Being clear of disciplinary probation or suspension.
4. Being clear of unsatisfied financial obligations to the university.
5. Being in good standing as defined by the student's academic college or program.

B. Membership will consist of the following duties and roles:
1. Voting members – all members must vote during officer elections

C. Membership will be revoked by the organization under the following situations:
1. Failure to satisfy ZipCode participation requirements
2. Failure to abide by constitution's stated purpose
3. Failure to display respectful and polite behavior
4. Failure to remain in good standing with The University of Akron

ARTICLE IV – OFFICERS
A. Officer Positions in this organization include:
1. President (required by university)
2. Vice President (required by university)
3. Treasurer (required by university)
4. Tech Lead
5. Project Manager
6. Assistant Project Manager
7. Outreach Coordinator

B. The powers and duties of the officers shall be:
1. President
    a. Serve as the main contact with the University and its officers
    b. Lead meeting discussion concerning daily activities
    c. Oversee daily operations, including seeking approval from CS department faculty where necessary
    d. Introduce and facilitate discussions with guest speakers
    e. Approve GitFlow procedures initiated by Tech Lead
    f. Oversee GitHub organization
2. Vice President
    a. Support presidential efforts, including taking responsibility for daily operations on presidential absence
    b. Assist officer members with individual responsibilities
    c. Establish a succession pathway for existing officer members
    d. Approve borderline member participation metrics where necessary
3. Treasurer
    a. Manage club spending
    b. Lead fundraising efforts
    c. Maintain and update official club documentation where necessary
    d. Assist Outreach Coordinator with local acquisition efforts
4. Tech Lead
    a. Establish and maintain GitFlow procedures
    b. Manage GitHub organization and template repositories
    c. Introduce new technologies via managing member presentations
    d. Research new technologies with the assistance of UA faculty
5. Project Manager
    a. Approve and reject project ideas
    b. Manage current club programming projects
        i. Ensure project scope is reasonable
        ii. Ensure members aren't spread too thin
    c. Manage teams and collaboration efforts, delegating where necessary
6. Assistant Project Manager
    a. Support Project Manager's duties
    b. Create a clear pathway for new members to join existing projects
    c. Educate project teams on proper research strategies where applicable
7. Outreach Coordinator
    a. Outreach to potential guest speakers
    b. Upon successful guest speaker acquisition, pass information along to executive team
    c. Manage club social media (LinkedIn, Website, etc..)
    d. Outreach to local clubs, schools, and prominent learning centers for collaboration

C. Election of officers.

1. To qualify to be an officer a student must:
    a. Be a member of ZipCode for at least one semester
    b. Display exemplary club participation
        i. Must not miss more than 1/3 of club meetings
        ii. Must participate in at least one club project
2. Nomination of officers will be conducted by:
    a. Anonymous electronic ballot
3. The election and/or selection process to be used will be:
    a. A single ballot listing positions and nominees
        i. Nominee must have volunteered for the position
4. The candidate(s) receiving the most amount of votes will be declared the winner and will take office on first day of the Fall semester
5. The term(s) of office shall be from Fall semester until successive Fall semester

D. Vacancies. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:
1. A special election will be held within one week of the vacancy, following the process stated in Article IV, Section C.

E. Removal by Impeachment. Charges can be brought against any officer for the following reasons:
1. Failure to remain in good standing with the University
2. Lack of participation

F. Impeachment proceedings.
Impeachment may be enacted upon a 2/3 vote consisting of all active officers.

G. If an impeachment proceeding is voted to occur, the following procedures will be followed:
1. The officer in question shall be notified of the charges in writing
2. A special meeting is set up to discuss the charges where all parties are allowed to respond
3. If a decision is made to proceed, a vote should be taken by the membership where a ¾ vote is necessary for removal of the officer
4. The group will select the replacement in correspondence with Article IV, Section D.

<u>ARTICLE V – ORGANIZATIONAL STRUCTURE</u>
A. The Executive Committee shall consist of the following officers:
1. President
2. Vice President
3. Treasurer

B. The Executive Committee's duties shall be to:
1. Addressing disciplinary concerns

    2. Strategic planning including weekly structure
    3. Insuring club constitution is upheld and implemented

ARTICLE VI – CAMPUS ADVISOR
A. In order to qualify to be the Campus Advisor, the individual must have an HR status of full-time faculty or contract professional at The University of Akron. Final approval of the Campus Advisor will rest with the Department of Student Life. Other requirements are:
    1. The advisor must have a background in computing
    2. The advisor must have availability to meet with the officer team in-person at least twice a semester

B. **The Campus Advisor shall be selected by:**
    1. 2/3 vote from officers

C. The term of office for the Campus Advisor will be from Fall semester until successive Fall semester.

D. In the event that the Campus Advisor fails to meet the organization's requirements outlined in Article VI, Section A., the following procedure shall be taken for removal of office:
    1. The Executive Board shall notify the organization at a meeting consisting of at least two-thirds (2/3) of all active members.
    2. The membership will hold a vote of confidence for the Campus Advisor.
        i. All members shall vote either "Confidence" or "No Confidence"
    3. If the Campus Advisor receives a vote of "No Confidence" from two-thirds (2/3) of the membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.
    4. If deemed necessary, a Campus Advisor may also be removed at the discretion of the Executive Director, Student Union, or their designee.

E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within five (5) business days. No business shall be conducted until a new Campus Advisor has been appointed and approved through the Department of Student Life (via RooConnect) or before conducting business.

ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES
A. Attendance policy for members shall be:
    1. Members must satisfy one of the two participation requirements
        i. Miss no more than ½ of club meetings
        ii. Significantly participate in club project(s), metric is determined by Project Manager and approved by Vice President

B. Organizational meetings shall be held:

1. Weekly

C. In order to conduct business, a quorum shall consist of:
1. ½ of official club roster

D. In the event of conflict concerning proper rules of procedure, Robert's Rules of Order will serve as the recognized authority.

ARTICLE VIII – FINANCE
A. Dues for membership to the organization shall be:
1. No Dues

B. Other sources of organizational funding, besides university funding, shall be:
1. Fundraising efforts lead by Treasurer

C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron. Registered student organizations, with the exception of those under the Office of Fraternity and Sorority Life Programs, are not permitted to have outside accounts, other than the provided UAF/EAF and SAF accounts which are administered by the Department of Student Life and the SOuRCe.

ARTICLE IX – AMENDMENTS
A. The following process must be followed to amend this constitution:
1. Any proposed amendment(s) must be presented in writing to the officer team
2. 2/3 vote from officer team
3. Discussion should occur at a full meeting
4. The amendment(s) shall become part of the constitution upon a 2/3 vote from club roster

ARTICLE X – NONDISCRIMINATION CLAUSE
It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the university of Akron because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, military status, genetic information, or status as a veteran. The university of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions. See UA Board Rule 3359-38-01 (A2).

ARTICLE XI – STUDENT LIFE CLAUSE

ZipCode shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life via RooConnect.