

September 29, 2012

The Constitution of The Bald and the Beautiful Club

Article I. NAME

The name of this club shall be "The Bald and the Beautiful Club" (TBAB).

Article II. PURPOSE

The purpose of TBAB shall be to foster solidarity and awareness of pediatric oncology research and commemorate those in the Notre Dame and South Bend community impacted by cancer. TBAB will work toward its goals by:

- A. coordinating a regular series of planning meetings through a student ad-hoc committee,
- B. volunteer opportunities at Memorial Hospital
- C. annual TBAB fundraising event that incorporates head shaving, hair extensions, and hair donations to support St. Baldricks, Memorial Hospital, and Pantene Beautiful Lengths respectively.

Article III. MEMBERSHIP

Section 1. Membership in TBAB shall be open to any interested undergraduate students at the University of Notre Dame, Saint Mary's College or Holy Cross College.

Section 2. Notre Dame graduate students and Notre Dame faculty/administrators may join the club as "Associate Members."

Article IV. MEMBERSHIP FEES

There are no membership fees to be a member of TBAB.

Article V. OFFICERS

Section 1. The Club Officers will consist of a head officer committee consisting of a maximum of 5 club members. This head committee is responsible for leading the club, managing preliminary planning and organization, and appointing the next year's head committee.

Section 2. The duties of the Committee shall include:

- A. Coordinating weekly meetings of the club.
- B. Chairing all meetings of the club.
- C. Calling emergency meetings, pursuant to Article IX. Section 3.
- D. Providing leadership to the club.
- E. Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- F. Acting as the chief representatives of the club.
- G. Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.
- H. Keeping a record of all financial transactions

Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All Club Officers shall be appointed by the current head officer committee before March 1 and will serve a term of May 1 - April 30.

Article VII. COMMITTEE CHAIRS

Section 1. The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.

Section 2. All committee chairs will be appointed no later than April 15 by the head officer committee.

Section 3: Committees may include but are not limited to: St Baldricks, Memorial, Pantene Beautiful Lengths, Sponsorship, Decorations/Event Day Management

Section 4. The duties of all Committee Chairs shall include:

- A. Selecting members to serve on their respective committee.
- B. Coordinating and chairing committee meetings, as needed.
- C. Keeping the Club Officers and Advisor abreast of the plans and intentions of the committee.
- D. Becoming familiar with pertinent University policies and procedures.

Article VIII. ADVISOR

Section 1. The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.

Section 2. The Advisor must be a full-time Notre Dame faculty member or administrator.

Section 3. The Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

Article IX. MEETINGS

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted on the TBAB website no later than September 1.

Section 2. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail.

Communication of emergency meetings will be the responsibility of the Secretary.

Article X. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the head officer committee.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$200 must be approved by a majority of the Club Officers.

Section 4. Any expenditure in excess of \$5,000 must be approved in advance by the Financial Management Board.

Section 5. All financial transactions of TBAB will be managed through the University of Notre Dame's accounting system, as stipulated by the Student Union Treasurer's Office.

Section 6. Only the Club Officers and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

Article XI. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor on a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.