

The Constitution of the Oregon State  
University Information Technology Club  
(Associated Students of Information  
Technology, Corvallis)

March 17, 2017

It is the purpose of this document to define the organization that is the Oregon State University Information Technology Club, herein referred to as OSUITC, and to define its structure and operation in order to meet the goals described in this document.

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## **Article I - Organization Name**

For legal purposes this organization shall be named The Associated Students of Information Technology, Corvallis. It may be abbreviated only as ASITC. For inter university purposes this organization shall be known as the Oregon State University Information Technology Club. It may be abbreviated as the OSU IT Club or OSUITC or ITC.

## **Article II - Purpose**

It is the purpose of the OSUITC to facilitate the learning and exploratoion of all topics related to the industry of information technology. It is the purpose of this organization that in doing so the members of this organization may provide support and information to their fellow students and fellow student organizations.

## **Article III - Members and Membership**

Student organizations are not only operated by the students, but in most cases are also defined by it's members. In order to maintain a positive experience and a good standing with the students and the school the following sections have been declared about membership.

### **1 Eligibility**

All students currently enrolled at Oregon State University are eligible to join the OSUITC. Special cases may be made to allow persons not currently enrolled at Oregon State University to join the OSUITC. Membership can be achieved through the Student Involvement and Leadership club database. A link to join the club may also be published to facilitate an easier process for joining.

The OSUITC is dedicated to maintaining a non discrimination profile regardless of OSU policy. For this reason the OSUITC will not deny membership to any student on the basis of age, color, disability, gener identity or expression, genetic information, marital satus, nation origin, race, religion, creed, sex, sexual orientation, veteran status, or any other basis.

## **2 Member Classes**

There are no special provisions for classes of members. All members will be known only as Members. In order for a student to become a member they must be recognized as an Oregon State University student.

## **3 Member Dues**

Any student or former member in good standing may join this club at any time. In order to maintain the membership the member must be present at every twice yearly club meeting. Twice a year there shall be a meeting including all club members in order to discuss official club matters and vote on club decisions. Attendance shall be taken at this meeting and all members not present shall be removed from the collection of members and remain in good standing. If a member cannot be present at the twice yearly meeting they must make arrangements with a club official. If the member is not present the member waives their right to vote at that meeting.

In order for a member to gain a vote for a twice yearly meeting they must have either attended or made arrangements with a club official for the previous twice yearly meeting.

## **4 Member Requirements**

Member standing shall be reviewed every two terms at a bi-annual club meeting. All Member's not in attendance who have not made previous arrangements shall be removed from the club with no penalty for rejoining. This applies to Members and Non Student Members only. Advanced Members having paid dues are exempt from this requirement as they have already paid their dues to the club. Executive Members must attend all meetings as part of their duties to the club and are exempt from this requirement during their time as an Executive Member.

## **5 Disciplinary Action**

Disciplinary action may be required for any member who has broken a bylaw. Any member accused of breaking a bylaw has the right to a trial by their peers. Should the member admit to guilt before an Officer of the club

the Member waves their right to a trial. All trials must be presided over by at least one Officer of the club and a jury of no more than 10 and no less than 5 non executive members will be constructed by a random drawing of names. Any member who's name is drawn for a jury must accept the summon unless it poses an extreme burden on the summoned. In order to lessen the burden of a summons a minimum of 10 days notice must be given before a trial. The time and place of the trial must be set upon so that all members called to the jury and a presiding Officer may be present.

In order for a jury's decision to be upheld all jurors must agree unanimously. In extreme cases the accused may petition the jury's decision. Disciplinary action may take any or all of the forms listed here:

- Probation from club and club events
- Probation from using club equipment
- Suspension from club and club events
- Suspension from using club equipment
- Revoking of advanced member class
- Removal from office
- Barring from holding any present or future office

## **6 Resignation**

Membership of this club has no bindings and as such a member may resign from the club at any time regardless of any duties they may hold to the club. Non Executive Members may resign at any time by contacting an administrator of the club. Resignation carries no penalties and as such any member who has resigned may join the club again at any point. In order for an Officer to honorably resign they must submit notice of resignation two weeks prior to vacating the held office. Upon return to the club they may then campaign to hold another office if they desire. If they do not submit a notice of resignation two weeks prior to vacating the office they will lose their eligibility to hold any office in the club.

If a member has paid any dues or fees and resigns from the club there will be no refunds to the member unless not issuing a refund will cause an excessive burdon on the member. Refunds must be appealed to and approved by both the Treasurer and the Vice President.

## **Article IV - Officers**

It is necessary for the well being and the fluid operation of this club to appoint several officers to administrate and manage the club affairs.

### **1 The Officers**

The officers shall be one President, one Vice President, one Secretary, one Treasurer, three Directors, and two Representatives. These Officers shall be elected to uphold and enforce this Constitution and the Bylaws of this organization. They are to do it to the best of their abilities and attempting to enforce them as they were intended to be enforced. The duties of each office shall be outlined in a subsequent article. All duties not explicitly written in the subsequent article for the office shall not be required of the officer to maintain office.

### **2 Nominations and Elections**

Nomination and election requirements are to be determined.

### **3 The Office of the President**

#### **3.1 Purpose and Duties**

It is the purpose of the President to oversee the club in it's entirety. To Guide the club and other officers towards the goals of the club as well as to oversee in setting those goals. The President shall also be in charge of all decision making unless a process for a decision is specifically outlined in the constitution or the bylaws. The president may also delegate some decisions to other officers unless restricted by the constitution or bylaws.

### **3.2 Eligibility**

In order for a Member to be eligible to fill the office of the President there are requirements that must be met. First and foremost the office of president cannot be held by any Non-Member or Non-Student Member as required by OSU policy for student organizations. Given that the Member is not of the previously mentioned classes the member must also have maintained the status of Member for no less than one year.

## **4 The Office of the Vice President**

### **4.1 Purpose and Duties**

It is the purpose of the Vice President to assist the President. In assisting the President, the Vice President may be delegated tasks by the President. The Vice President also exists to serve as the President in circumstances when the President may be unable to perform their duties to the club.

### **4.2 Eligibility**

Eligibility for the Office of the Vice President shall be the same as those of the Office of the President.

## **5 The Office of the Secretary**

### **5.1 Purpose and Duties**

It is the purpose of the Secretary to serve both the President, the other officers, as well as the club itself. The Secretary exists to handle the logistics of even planning. The Secretary also exists to take the minutes at all official club meetings as necessary as well as maintain accurate records of critical information regarding and serving the club.

### **5.2 Eligibility**

In order to be eligible for the Office of the Secretary the person must be both a member of the club and a student of Oregon State University as per university regulations regarding student organizations.

## **6 The Office of the Treasurer**

### **6.1 Purpose and Duties**

It is the purpose of the Treasurer to oversee and maintain the finances of the club. The Treasurer exists to keep accurate and current records regarding club funds as well as expenditures from the treasury. The Treasurer should also be able to provide and assist in financial planning and budgeting for the club and any club needs regarding funds.

### **6.2 Eligibility**

In order to be eligible for the Office of the Treasurer the person must be both a member of the club and a student of Oregon State University as per university regulations regarding student organizations. The Office of the Treasurer may also be subject to a background investigation as the officer will be responsible for handling and managing money.

## **7 The Office of the Director**

### **7.1 Purpose and Duties**

It is the purpose of the Director to oversee and handle relations regarding club members and other clubs. The Director shall also be responsible for overseeing proper use and retention of club property as part of member relations to the club.

### **7.2 Eligibility**

In order to be eligible for the Office of the Treasurer the person must be both a member of the club and a student of Oregon State University as per university regulations regarding student organizations.

## **8 The Office of the Representative**

### **8.1 Purpose and Duties**

It is the purpose of the Representative to assist the Director in maintaining their responsibilities. The Representatives shall also act as representatives of the club as needed by the club. They shall show the utmost respect to any



entity they will represent the club too as well as showing create taste and class. They shall keep accurate and current knowledge of the club's functions and capabilities as well as services offered to outside entities.

## **8.2 Eligibility**

In order to be eligible for the Office of the Treasurer the person must be both a member of the club and a student of Oregon State University as per university regulations regarding student organizations.